

FINANCE SUBCOMMITTEE BOARD OF DIRECTORS MEETING



Meeting Notice:

The next meeting of this subcommittee of the TARC Board of Directors will be held at:

**TARC's Headquarters, Board Room
1000 W. Broadway, Louisville, KY 40203**

Tuesday, January 18, 2022 at 1:30 p.m.

<https://us06web.zoom.us/j/82100138928?pwd=SkdmOTcxZFdJY09FUUJyZXlGWElhwdz09>

Meeting ID: 821 0013 8928

Passcode: 591635

One tap mobile: +19292056099,,82100138928#

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation for assistance with the meeting or meeting materials. Please contact Ashlie Woods at 502.561.5108. Requests made as early as possible will allow time to arrange accommodation.

FINANCE SUBCOMMITTEE BOARD OF DIRECTORS MEETING



Agenda

- | | | | |
|------|--|-------------------------------|-------------|
| I. | Quorum Call/Call to Order | Carla Dearing | 1:30 |
| II. | Staff Reports and Presentations | | |
| | a. Financial Statements | Tonya Carter | 1:35 – 1:50 |
| | b. Timeline and overview Fiscal Year 2023 Budget | | |
| III. | Resolutions / Action Items / For Board meeting | | |
| | a. Resolution 2022 - 01
Financial Management Policy | Carrie Butler | 1:50 – 2:25 |
| | b. Resolution 2022 - 02
Bulk Oils, Liquids, Fluids and Lubricants | Maria Harris / William Harris | |
| | c. Resolution 2022 – 03
Security Guard Services | Lorri Lee | |
| | d. Resolution 2022 – 04
Purchase of Support Vehicles | Geoffrey Hobin | |
| | e. Resolution 2022 – 05 (<i>pending completion</i>)
Human Resources and Payroll Systems | TBD | |
| IV. | Proposed Agenda Items/Next Meeting Date | Carrie Butler | 2:25 |
| | a. Capital Program of Projects | | |
| | b. Fluids Management System | | |
| | c. Project Updates | | |
| | i. TARC 3 | | |
| | ii. TARC Tomorrow | | |
| V. | Adjournment | | 2:30 |

TARC FINANCE SUBCOMMITTEE MEETING



December 2021 Finance Subcommittee Meeting Minutes

The Finance Subcommittee of Transit Authority of River City (TARC) met on Tuesday, December 7, 2021 at 1:30 P.M. in person at TARC's headquarters, 1000 West Broadway in the Board Room.

Members Present

Gary Dryden

Call to Order

Carrie Butler called the meeting to order at 1:33 p.m.

Financial Reports

Presented By: Tonya Carter

October Financial Summary. See Financials in packet.

Board Resolutions

Resolution 2021-51 Financial Management Policy

Presented by: Carrie Butler

A resolution adopting updated Financial Management Policy as recommended by the Federal Transit Administration resulting from the Finance Management Oversight Program (FMO) to clarify job titles and responsibilities and to accurately depict our current budget, financial and procurement processes.

Proposed Agenda Items/Next Meeting Dates

Overview of Procurement process will be presented at the Board Meeting to show best practices for Procurement.

May schedule another Finance Committee Meeting so all members can be present to discuss the Financial Management Policy prior to the next Board Meeting.

Meeting Adjourned at 1:47 p.m.

**TARC Board of Directors
Financial Summary
November 2021, Fiscal Year 2022**



Current Month Revenues Compared to Budget

Total Operating Revenues are under budget \$134,326 (pg. 2, line 9) mainly due to Passenger Fares, Paratransit Fares and Special Fares being under budget. Total Non-Operating Revenues (Subsidies) are over budget \$942,740 (pg. 2, line 16) mainly due to applying CARES and CRRSAA funds. Total Capital Contributions are under budget \$403,191 (pg. 2, line 25) due to timing of projects. Total Revenues with Capital are over budget \$405,223 (pg. 2, line 27) mainly due to total applying CARES and CRRSAA funds to cover expenses for Labor and Fringes for the current month.

Current Month Expenses Compared to Budget

Total Operating Expenses are over budget \$808,429 (pg. 2, line 41) mainly due to Direct Labor and Fringes & Benefits being over budget from paying out Essential pay this month. Total Capital Expenses are over budget \$2,267 (pg. 2, line 48) compared to budget. Total Expenses with Capital are over budget \$810,696 (pg. 2, line 50) due to Operating Expenses being over budget.

Current Month Actual Summary

Total Operating Revenues are \$564,316 (pg. 2, line 9) and Total Operating Expenses are \$8,761,606 (pg. 2, line 41) bringing the net to an unfavorable balance of \$8,197,290 before Subsidies are applied. After applying Subsidies of \$8,197,278 (pg. 2, line 16) there is a unfavorable balanced of \$12 (pg. 2, line 53) for the current month before Capital Contributions and Capital Expenses are applied.

YTD Revenues Compared to Budget

Total Operating Revenues are under budget \$526,861 (pg. 2 line 9) mainly due to Passenger Fares, Purchased Transportation fares and Special fares being under budget but off set by Other Agency Revenues being over budget. Total Non-Operating Revenues (Subsidies) are under budget \$2,016,130 (pg. 2, line 16) mainly due to applying less Federal Reimbursement Funds-FTA due to Operating Expenses being under budget. Total Capital Contributions are under budget \$309,516 (pg. 2, line 25) mainly due to timing of state match on new bus purchases. Total Revenues with Capital are under budget \$2,852,507 (pg. 2, line 27) mainly due to applying less subsidies because Operating Expenses are under budget.

YTD Expenses Compared to Budget

Total Operating Expenses are under budget \$2,542,978 (pg. 2, line 41) mainly due to Fringe & Benefits, Materials, and Purchased Transportation being under budget. Total Capital Expenses are over budget \$233,567 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$2,309,411 (pg. 2, line 50) due to Capital contributions being under budget due to timing and Depreciation expenses being over budget.

YTD Actual Summary

Total Operating Revenues are \$3,132,056 (pg. 2, line 9) and Total Operating Expenses are \$37,621,044 (pg. 2, line 41) bringing the net to an unfavorable balance of \$34,488,988 (pg.7, YTD Balance tab) before Subsidies are applied. After applying Subsidies \$34,488,976 (pg. 2, line 16) the net is an unfavorable balance of \$12 for year-to-date before Capital Contributions and Capital Expenses are applied. This can also be seen on the bottom half of page 7 in your Financial Statement packet.

Operating Summary

Overall after applying the Subsidies the unfavorable balance for the year-to-date on the Statement of Revenues – Expenses is an unfavorable balance of \$12 before applying the MTTF Revenue receipts. November budgeted MTTF receipts for revenue deposits is over budget \$2,044,275 (pg. 8) year-to-date. We currently have a favorable balance before capital year-to-date of \$2,044,262 (pg. 7) due to the MTTF revenue deposits being over budget. MTTF Net Profit Fees are down \$1,523,293 (pg. 8) and Employee Withholdings are up \$1,453,593 (pg. 8) year-to-date compared to last year.

Statement of Revenue - Expenses - with Capital Contributions



November 2021, Fiscal Year 2022

Description	Current Month			Fiscal Year-to-date			Percentage Remaining	
	FY22 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget		Over budget (Under budget)
Revenues								
1 Passenger Fares	4,757,097	3,101,191	401,649	(91,458)	1,788,076	2,132,047	(343,971)	62.41%
2 Paratransit Fares	805,500	71,928	80,000	(8,072)	366,438	427,500	(61,062)	54.51%
3 Special Fare Revenues (UofL, UPS and etc)	1,796,605	115,357	144,300	(28,943)	599,838	735,910	(136,072)	66.61%
4 Comp Specials	150,000	0	0	0	0	0	0	100.00%
5 Advertising Revenue	624,000	53,333	62,000	1,333	266,667	260,000	6,667	57.28%
6 Other Agency Revenues	183,300	7,617	15,275	(7,658)	92,672	76,375	16,297	49.44%
7 Total Recoveries-Insurance	65,000	5,889	5,417	472	18,365	27,085	(8,720)	71.75%
8 Operating Revenues	8,381,502	564,316	698,641	(134,326)	3,132,056	3,658,917	(526,861)	62.63%
9 MTF Contributions - Federated	50,865,563	3,394,600	3,158,000	235,600	21,649,983	21,649,983	0	57.44%
10 Local Government Funds - MTTF	1,146,453	0	95,538	(95,538)	25,285	4,777,890	(4,524,05)	97.78%
11 Federal Reimbursement Funds - MTTA	38,008,770	4,802,678	4,000,000	802,678	12,636,919	14,096,125	(1,459,206)	66.75%
12 State Government Funds	1,553,856	0	0	0	176,789	281,308	(104,519)	88.62%
13 Total Non-Operating Revenues	91,574,642	8,197,278	7,254,538	942,740	34,488,976	36,505,106	(2,016,130)	62.34%
14 Total Revenues Before Cap Contributions	99,956,144	8,761,594	7,953,179	808,414	37,621,032	40,164,023	(2,542,991)	62.36%
15 Local Government Funds - MTTA, Cap	2,188,232	0	90,027	(90,027)	91,708	551,772	(460,064)	95.81%
16 Federal Reimbursement Funds - FTA, Cap	22,218,487	0	313,164	(313,164)	12,305,534	15,028,796	(2,723,262)	44.62%
17 State Government Funds, Cap	0	0	0	0	2,873,810	0	2,873,810	0.00%
18 Other Agencies Revenue, Cap	0	0	0	0	0	0	0	0.00%
19 Total Capital Contributions	24,406,719	0	403,191	(403,191)	15,271,052	15,580,568	(309,516)	37.43%
20 Total Revenues	124,362,863	8,761,594	8,356,370	405,223	52,892,083	55,744,591	(2,852,507)	57.47%
21 Expenses								
22 Labor	32,000,848	3,289,710	2,604,094	685,616	13,134,071	13,015,204	1,188,67	58.96%
23 Fringes & Benefits	31,734,057	2,880,366	2,571,257	309,109	12,728,066	13,128,489	(400,433)	59.89%
24 Services	5,639,222	552,908	469,971	82,937	2,293,815	2,362,796	(68,981)	59.32%
25 Materials	7,458,185	555,354	640,347	(84,993)	2,567,275	3,107,760	(540,485)	65.58%
26 Utilities	1,016,796	82,989	84,733	(1,734)	383,635	423,665	(40,030)	62.27%
27 Casualty & Liability	2,736,426	353,235	228,035	125,200	1,290,131	1,140,175	149,956	52.85%
28 Purchased Transportation	18,740,930	1,000,089	1,309,622	(309,533)	5,029,356	6,714,943	(1,685,587)	73.16%
29 Interest Expense	7,880	713	714	(1)	3,950	3,952	(2)	49.75%
30 Other Expenses	62,1820	46,234	44,406	1,828	190,746	267,029	(76,283)	69.32%
31 Operating Expenses	99,956,144	8,761,606	7,953,179	808,429	37,621,044	40,164,023	(2,542,979)	62.36%
32 Development Cost & Loss on Disposal	426,467	20,150	16,454	3,696	77,450	40,987	36,463	81.84%
33 Depreciation Expenses	12,194,557	1,012,931	1,014,360	(1,429)	4,933,627	4,738,097	195,530	59.54%
34 Loss on Disposal of Assets	0	0	0	0	1,574	0	1,574	0.00%
35 Total Capital Expenses	12,621,024	1,033,081	1,030,814	2,267	5,012,650	4,779,084	233,567	60.28%
36 Total Expenses	112,577,168	9,794,687	8,983,993	810,696	42,633,694	44,943,107	(2,309,411)	62.13%
37 Revenue / Expense Difference Before Capital	0	(12)	0	(15)	(12)	0	(13)	0.00%
38 Revenue / Expense Difference After Capital	11,785,695	(1,033,093)	(627,623)	(405,473)	10,258,389	10,801,484	(543,096)	12.96%



Total Labor

November 2021, Fiscal Year 2022

Description	Current Month				Fiscal Year-to-date			
	FY21 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
Direct Labor	32,000,848	3,289,710	2,604,094	685,616	13,134,071	13,015,204	118,867	58.96%
Sick Leave	1,651,183	108,178	111,425	(3,247)	579,070	836,250	(257,180)	64.93%
Holiday	1,252,323	156,169	138,488	17,681	376,804	412,885	(36,081)	69.91%
Vacation	2,088,175	206,380	170,768	35,612	961,399	870,033	91,366	53.96%
Other Paid Absences	240,381	15,367	15,812	(445)	71,073	78,447	(7,374)	70.43%
Total	37,232,910	3,775,804	3,040,587	735,217	15,122,417	15,212,819	(90,402)	59.38%
Difference compared to Budget				735,217			(90,402)	
				738,315			(87,413)	
				(3,098)			(2,989)	
				Current Month			Year to Date	
Description	FY21				FY21			
	Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
FICA	2,848,318	283,154	232,606	50,548	1,132,058	1,163,784	(31,726)	60.26%
Pension	10,262,221	855,797	819,438	36,359	3,843,196	4,237,500	(394,304)	62.55%
Hospital Medical & Surgical	10,509,847	801,148	847,662	(46,514)	3,910,297	4,238,310	(328,013)	62.79%
Vision Care Insurance	101,537	4,952	8,468	(3,516)	22,719	42,340	(19,621)	77.62%
Dental Plans	353,988	27,106	29,499	(2,393)	114,495	147,495	(33,000)	67.66%
Life Insurance	101,040	7,247	8,420	(1,173)	36,406	42,100	(5,694)	63.97%
Disability Insurance	155,544	10,425	12,962	(2,537)	52,011	64,810	(12,799)	66.56%
Kentucky Unemployment	40,000	78	10,000	(9,922)	6,267	20,000	(13,733)	84.33%
Worker's Compensation	1,850,000	394,026	154,167	239,859	1,401,618	770,835	630,783	24.24%
Uniform & Work Clothing Allowance	277,000	10,197	11,333	(1,136)	219,666	202,665	17,001	20.70%
Other Fringes	2,500	144	209	(65)	985	1,045	(60)	60.60%
Total Fringe & Benefits	26,501,995	2,394,272	2,134,764	259,509	10,739,720	10,930,884	(191,165)	59.48%
Sick Leave	1,651,183	108,178	111,425	(3,247)	579,070	836,250	(257,180)	64.93%
Holiday	1,252,323	156,169	138,488	17,681	376,804	412,885	(36,081)	69.91%
Vacation	2,088,175	206,380	170,768	35,612	961,399	870,033	91,366	53.96%
Other Paid Absences	240,381	15,367	15,812	(445)	71,073	78,447	(7,374)	70.43%
Total Compensation Benefits	5,232,052	486,094	436,493	49,601	1,988,346	2,197,615	(209,269)	62.00%
Total	31,734,057	2,880,366	2,571,257	309,110	12,728,066	13,128,499	(400,434)	59.89%
Difference compared to Budget				309,109			(400,433)	



Balance Sheet

November 2021, Fiscal Year 2022

	FY 22	FY 21		FY 22	FY 21
Assets			Liabilities, Reserves & Capital		
Current Assets			Current Liabilities		
Cash & Cash Items	3,489,358	6,308,191	Long Term Debt	121,697	262,538
Short Term Investments	4,884,198	3,136,610	Short Term Debt	0	0
Accounts Receivable	65,153,464	64,931,832	Trade Payables	12,662,618	7,573,381
Interest Receivable	7	303	Accrued Payroll Liabilities	4,652,748	4,464,175
Due From Grant	80,000	80,000	Estimated Workmans Compensation	3,888,266	2,915,984
Materials & Supplies	1,701,326	1,564,118	Accrued Tax Liabilities	0	0
Total Current Assets	75,308,353	76,021,053	Unredeemed Tickets & Tokens	1,644,559	1,851,828
Other Assets			Reserves - Injury & Damages	1,756,400	1,139,000
Prepaid Insurance & Dues & W/P	1,517,835	1,696,000	Due To Operations	80,000	80,000
Total Other Assets	1,517,835	1,696,000	Unearned Capital Contributions	50,485,387	60,166,903
Fixed Assets			Other Current Liabilities (Health Ins.)	1,574,646	140,425
Land	3,187,624	3,177,782	Total Current Liabilities	76,866,321	78,594,233
Buildings	49,283,698	49,120,530	Equity		
Coaches	129,483,525	114,004,162	Retained Earnings	10,258,389	(4,023,451)
Office Equipment	10,469,772	10,454,586	Prior Year Retained Earning	75,248,859	76,430,807
Other Equipment	21,935,419	21,742,446	Total Equity	85,507,249	72,407,155
Development Costs	346,285	76,473	Total Liabilities & Equity	162,373,570	151,001,389
Vehicle Exp - Operating	1,420,405	1,420,405			
Other Equipment -Operating	154,908	151,307			
Total Fixed Assets	216,281,635	200,147,690			
Less Accumulated Depreciation					
Accumulated Depr Land	730,803	697,069			
Accumulated Depr Buildings	27,755,093	26,238,807			
Accumulated Depr Coaches	74,001,925	73,816,635			
Accumulated Depr Office Equipment	8,340,476	7,785,355			
Accumulated Depr Other Equipment	17,755,565	17,310,168			
Accumulated Depr Development Cost	77,450	12,342			
Accumulated Depr Vehicle Exp - Opr	948,010	891,883			
Accumulated Depr Other Equipment Op	124,933	111,095			
Total Depreciation	129,734,254	126,863,355			
Net Fixed Assets	86,547,381	73,284,336			
Total Assets	163,373,570	151,001,389			



Year to Date Summary

November 2021, Fiscal Year 2022

Actual Compared to Budget YTD

Total Revenues before Capital are **Over/Under** by (pg. 2, line 18)

Total Expenses are **Over/Under** by (pg. 2, line 41)

MTTF Revenue Deposits are **Over/Under** by (pg. 8)

November has a favorable balance before Capital of

Good

In the Red

\$2,542,991

\$2,542,978

\$2,044,275

\$4,587,253

\$2,542,991

\$2,044,262

Actual Revenues over Expenses

Operating Revenues

Operating Expenses

Net Gain/(Loss) before MTTF

MTTF Approved Contributions

Net Gain/(Loss) before Subsidies

\$3,132,056

\$37,621,044

(\$34,488,988)

\$21,649,983

(\$12,839,005)

Subsidies

CARES

CRSSAA

5307 Federal Formula dollars to be used as (CEER)

MTTF Local Share

State Contributions

\$10,387,177

\$2,148,600

\$101,142

\$25,285

\$176,789

Total Subsidies

\$12,838,993

Net Gain/(Loss) before Capital

(\$12)

MassTransit Trust Fund (MTTF) Revenue Deposits



Deposit to Budget Difference FY 2022

Month	FY 22 Actual Deposits	FY 22 Budget Deposits	Difference	YTD Total	Current Month	YTD
July	\$4,416,524	\$4,263,320	\$153,204	\$153,204	3.59%	
August	\$4,516,464	\$4,049,642	\$466,822	\$620,026	11.53%	7.46%
September	\$5,708,766	\$4,744,809	\$963,957	\$1,583,983	20.32%	12.13%
October	\$4,035,303	\$3,821,270	\$214,033	\$1,798,016	5.60%	10.65%
November	\$5,069,943	\$4,823,684	\$246,259	\$2,044,275	5.11%	11.72%
December		\$4,963,520				
January		\$4,589,049				
February		\$4,233,049				
March		\$4,173,450				
April		\$5,781,232				
May		\$3,901,651				
June		\$4,747,430				
		\$0				
TOTAL	\$23,747,000	\$54,092,106				

MTTF Revenue Deposits - Actuals

LOUISVILLE METRO REVENUE COMMISSION TARC LICENSE FEE TRANSACTIONS

	November 2021	November 2020	YTD FYE 2022	YTD FYE 2021	Difference Amount	Percent Change
Receipts						
Employee Withholding	\$ 4,863,935	\$ 4,464,823	\$ 21,324,856	\$ 19,871,263	\$ 1,453,593	7.32%
Individual Fees	39	8	21	887	(866)	-97.61%
Net Profit Fees	209,945	371,430	2,413,469	3,936,762	(1,523,293)	-38.69%
Interest & Penalty	64,750	52,665	330,180	215,287	114,893	53.37%
Total Collections	\$ 5,138,668	\$ 4,888,926	\$ 24,068,525	\$ 24,024,199	\$ 44,326	0.18%
Investment Income	\$ 646	\$ 758	\$ 3,399	\$ 2,852	\$ 547	19.19%
Total Receipts	\$ 5,139,315	\$ 4,889,684	\$ 24,071,925	\$ 24,027,051	\$ 44,874	0.19%
Disbursements						
Collection Fee	\$ 69,372	\$ 66,000	\$ 324,925	\$ 324,326	\$ 599	0.18%
Total Disbursements	\$ 69,372	\$ 66,000	\$ 324,925	\$ 324,326	\$ 599	0.18%
Due Mass Transit	\$ 5,069,943	\$ 4,823,684	\$ 23,747,000	\$ 23,702,725	\$ 44,275	0.19%
Less Previous Payments			18,677,057	18,879,041	(201,984)	-1.07%
Payable To Trust Fund			\$ 5,069,943	\$ 4,823,684	\$ 246,259	5.11%



Reimbursement Funds Only and a One Time Funding Source for TARC

	TARC Share	Actual FY 2020	Actual FY 2021	Actual YTD FY 2022	Remaining Balance	Budget YTD FY 2022
CARES*	41,576,008	4,341,151	26,847,680	10,387,177	-	13,000,563
CRRSAA**	21,504,688			\$2,148,600	19,356,088	18,237,895
ARP***	48,587,329				48,587,329	0

* KY-2020-012 was approved/Executed 5/27/2020

** KY-2021-020 was approved/Executed 7/1/2021

*** Still moving through the process not approved/Executed



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: January 25, 2022

Re: Resolution 2022-01

In 2018, the Federal Transit Administration undertook a Financial Management Oversight (FMO) Review at TARC. The FMO is within FTA's purview and did not arise from a prior finding or documented issue. The FMO can be undertaken after a particular project, or to follow up on a finding, to explore an issue from a FTA Comprehensive Review or 'triennial' review, or agencies may be selected at random. In November 2020, FTA requested a follow up from the 2018 process; this FMO review concluded in September 2021.

As part of this review, the FMO found that TARC's Financial Management Policy needed to be amended to clarify job titles and responsibilities, especially those of the Chief Financial Officer (CFO) and Director of Finance. Accordingly, TARC has amended this policy to make clarifications of job titles and responsibilities; and clarified and/or modified the budget, financial and procurement processes included in the policy. The draft policy with a redline version is attached for your review.

My recommendation is that the Board adopt this Financial Management Policy via resolution so that TARC is in compliance with the recommendation of the FMO audit and our new policy reflects our current processes.

Please call me at (502) 561-5100 if you have any questions.



RESOLUTION 2022-01 Financial Management Policy

A resolution adopting updated Financial Management Policy as recommended by the Federal Transit Administration resulting from the Financial Management Oversight Program (FMO) to clarify job titles and responsibilities and to accurately depict our current budget, financial and procurement processes;

WHEREAS, a follow-up FMO was conducted beginning January 2021; and

WHEREAS, the FMO was completed in September 2021; and

WHEREAS, TARC wishes to update its Financial Management Policy to clarify job titles and responsibilities, and update the processes set forth therein to reflect current practices; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The updated Financial Management Policy is hereby adopted to make clarifications as recommended by the FMO and to reflect current budget, financial and procurement processes.

ADOPTED THIS 25th DAY OF JANUARY 2022

John Launius, Chair of the Board of Directors



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: January 25, 2022

Re: Resolution 2022-02 Bulk Oils, Liquids, Fluids, and Lubricants (IFB 20211667)

In October 2021, the Procurement Department released an Invitation for Bid (IFB) for supplies of bulk oils, liquids, fluids and lubricants for use in TARC's rolling stocks. The solicitation was advertised on TransitTalent.com and TARC's website using the online portal from Bonfire. A Disadvantage Business Enterprise goal was assigned to the project of 15%.

Proposals were received from five (5) qualified and experienced suppliers and all were deemed responsive and responsible. The evaluation committee scored and deemed all five (5) bidders (Apollo Oil, Cummins, Inc., Landrum Chemical Industries, Rely Supply and Valor Oil/Blue Sky (Valor)) were within range, and offered the lowest and best value to TARC.

The Procurement Department performed an independent cost estimate analysis prior to receiving bids and the analysis was based on products and lowest costs. Additionally, we requested samples of the products to ensure it meets Maintenance Departments requirements and needs. At this time, we are recommending a multi-vendor contract award as follows:

Apollo Oil, Cummins, Inc., Landrum Chemical Industries, Rely Supply and Valor for the delivery of supplies of bulk oils, liquids, fluids and lubricants for a total not to exceed amount of \$786,733.29.

At this time, I respectfully request the Board of Directors authorize the Executive Director to enter into an agreement with these suppliers with an initial term of two (2) years and an option of three (3) one-year annual terms.

Please call me at 561-5100 if you have any questions. Thank you.



RESOLUTION 2022-02

Bulk Oils, Liquids, Fluids and Lubricants

A Resolution authorizing the Executive Director to enter into an Initial Term of two (2) years with an Option of three (3) one-year terms:

WHEREAS, TARC seeks supplies for bulk oils, liquids, fluids and lubricants for use in TARC's rolling stocks; and,

WHEREAS, a competitive solicitation, invitation for bid was requested on October 8, 2021; and

WHEREAS, TARC received a proposal from Apollo Oil, Cummins, Inc., Landrum Chemical Industries, Rely Supply and Valor and all were deemed responsive and responsible; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to enter into a contract for an initial term of two (2) years with an Option of three (3) one-year annual terms with Apollo Oil, Cummins, Inc, Landrum Chemical Industries, Rely Supply and Valor based upon proposed cost for a total not-to-exceed amount of \$786,733.29

ADOPTED THIS 25th DAY OF JANUARY 2022

John Launius, Chair of the Board of Directors



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: January 25, 2022

Re: Resolution 2022-03 Security Guard Services – Armed and Unarmed

In October 2021, the Procurement Department released a Request for Proposal (RFP) for certified armed and unarmed security guard services. The solicitation was advertised on TransitTalent.com and TARC's website using the online portal from Bonfire. Proposals were received from three (3) qualified and experienced service providers and all were deemed responsive and responsible. The evaluation committee scored and deemed all three (3) proposers were within range, thus progressing to the step 2 presentation/interview of the evaluation process:

- GardaWorld Security
- Allied Universal
- Morgan Security

The evaluation committee completed the step-2 evaluation process which included in-person presentations and interviews. Factors considered during the evaluation process included technical approach, professional references of similar project and size, project team's experiences and cost. After scoring and careful consideration, the evaluation committee determined that an award to both Allied Universal and Morgan Security would result in the most cost effective and value proposal to TARC.

The Procurement Department performed an independent cost estimate analysis prior to receiving bids and the analysis was based on the classification of the scope and work to determine the costs provided is fair and reasonable. The evaluation committee recommends a contract award to both Allied Universal and Morgan Security. Both providers offered the best value proposal and pricing were deemed fair and reasonable. Contract to both providers will be awarded as follows:

- Allied Universal to provide two (2) security guards at Union Station and Guard Shack (10th Street and 11th Street) building locations. Estimated hours of 31,200 with a not to exceed amount of \$863,486.00 for the term life of the contract; and
- Morgan Security to provide a security guard at the Maintenance and Customer Service on 29th Street building locations. Estimated hours of 11,440 with a not to exceed amount of \$279,136.00 for the term life of the contract.

This resolution requests that the Board of Directors authorize the Executive Director to enter into an agreement with an initial term of three (3) years and an option of two (2) one-year terms with Allied Universal and Morgan Security with a not-to-exceed amount of \$1,142,622.

Please call me at 561-5100 if you have any questions. Thank you.



RESOLUTION 2022-03

Security Guard Services Armed and Unarmed

A Resolution authorizing the Executive Director to enter into an Initial Term of three (3) years with an Option of two (2) one-year terms:

WHEREAS, TARC seeks security service provider to provide and assist TARC with its safety and security guard surveillance services; and

WHEREAS, a competitive solicitation, request for proposal was requested on October 8, 2021; and

WHEREAS, TARC received a proposal from Allied Universal and Morgan Security and both were deemed responsive; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to enter into an Initial Term of three (3) years with an Option of two (2) one-year term contract with Allied Universal and Morgan Security based upon proposed cost for a not-to-exceed amount of \$1,142,622.00.

ADOPTED THIS 25th DAY OF JANUARY 2022

John Launius, Chair of the Board of Directors



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: January 25, 2022

Re: Resolution 2022-04 – Purchase of up to Eight (8) Support Vehicles

TARC currently has twenty-nine support vehicles in use for transportation monitoring and administrative use. This number does not include vehicles used for fleet and facilities maintenance. Of those twenty-nine support vehicles, thirteen (13) have exceeded TARC's own useful life benchmark; that is, their expected useful life. For automobiles and vans, that expected useful life is eight years of service. TARC currently has the ability to replace these vehicles with funds made available through our Section 5339 Formula Bus and Bus Facilities grants.

Based upon the input of the Transportation and Maintenance departments, the current priority is to replace those used by Transportation Supervisors. The most appropriate and flexible mix of vehicles that can be purchased with available funds is four (4) all-wheel drive Ford Escape hybrids (\$28,285.00 each) and four (4) four-wheel drive Ford Explorers (\$32,231 each) for a total eight (8) vehicles at a total price of \$243,284.00. All of the vehicles can be acquired through the use of a Master Agreement between the Commonwealth of Kentucky and Paul Miller Ford.

At this time, I am requesting Board approval to purchase up to eight (8) support vehicles from Paul Miller Ford.

If you have any questions, please call me at 561-5100.



RESOLUTION 2022-XX

Acquisition of ADA Accessible Paratransit Vehicles

A Resolution authorizing the Executive Director to purchase eight (8) new vehicles from Paul Miller Ford to replace support vehicles that have exceeded their expected useful life at a total cost not-to-exceed \$243,284.

WHEREAS, TARC has a pressing need for replacement support vehicles for the Transportation Department; and

WHEREAS, of the non-revenue vehicles in TARC's Administrative and Transportation fleet, thirteen (13) have exceeded their expected useful lives and need to be replaced; and

WHEREAS, TARC has the use of an existing Commonwealth of Kentucky agreement with Paul Miller Ford for the purchase of Ford Escapes and Ford Explorers; and

WHEREAS, TARC has set aside funds from its Section 5339 Formula Bus and Bus Facilities grants to purchase new support vehicles; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to purchase up to eight (8) support vehicles from Paul Miller Ford for total not-to-exceed \$243,284.

ADOPTED THIS 25th DAY OF JANUARY 2022

John Launius, Chair of the Board of Directors