



**LANE TRANSIT DISTRICT  
BOARD OF DIRECTORS  
FINANCE COMMITTEE MEETING**

**Tuesday, November 13, 2018**

**4:00 p.m.**

**LTD Board Room**

3500 E. 17<sup>th</sup> Avenue, Eugene

(Off Glenwood Blvd. in Glenwood)

(No public testimony will be heard at this meeting)

**AGENDA**

TIME	ITEM	PAGE
4:00 p.m.	I. CALL TO ORDER	
4:01 p.m.	II. ROLL CALL <input type="checkbox"/> Wildish <input type="checkbox"/> Necker <input type="checkbox"/> Yeh	
4:02 p.m.	III. MEETING MINUTES <b>Action Needed:</b> Approval <i>Minutes from the September 10, 2018, meeting</i>	2
4:05 p.m.	IV. CONTRACT 2018-22 WYATT'S TIRE COMPANY [Ernie Turner, Rebecca Hay] <b>Action Needed:</b> Approval	4
4:15 p.m.	V. CONTRACT 2018-88 LYNX GROUP [Meg Kester, Zach Fish] <b>Action Needed:</b> Approval	7
4:25 p.m.	VI. ADJOURNMENT <b>The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at (541)682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).</b>	

MINUTES OF FINANCE COMMITTEE MEETING

LANE TRANSIT DISTRICT

Monday, September 10, 2018

Pursuant to notice given to *The Register-Guard* for publication on September 5, 2018, and distributed to persons on the mailing list of the District, the Finance Committee of the Lane Transit District held a meeting on Monday, September 10, 2018, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, Chair  
Carl Yeh (via telephone)  
Ed Necker (via telephone)  
Camille Gandolfi, Clerk of the Board

**CALL TO ORDER/ROLL CALL** — Mr. Wildish convened the meeting and called the roll.

**MOTION APPROVAL OF MEETING MINUTES** — Mr. Yeh moved to approve the minutes of the August 6, 2018, Finance Committee meeting as presented. Mr. Necker provided the second.

**VOTE** The motion passed as follows:  
AYES: Wildish, Necker, Yeh (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**CONTRACT APPROVAL – COMPLETE COACH WORKS** — Ernie Turner stated that he had learned quite a bit in putting together this project, as he had never had to spec out a refurbished bus before, so he now feels very prepared if this ever needs to be done again.

Mr. Yeh asked if a refurbished bus, as with any other refurbished item, is cheaper and falls under a warranty. Mr. Turner responded that the bus has a 3-year warranty, offered by Complete Coach Works. In response to a further question from Mr. Yeh, Mr. Turner clarified that it is not the same warranty offered for a new bus. A new bus comes with a 12-year warranty for the structure and a 50,000-mile warranty on brakes and certain other components. The rebuilt engine and transmission have their own warranties through the vendor. Mr. Yeh asked for confirmation that the bus is under warranty, but not as long a warranty as a new bus would have. Mr. Turner confirmed that is the case, since the bus in question is a 2003 vehicle.

Mr. Wildish inquired about the cost of the refurbished bus in comparison with that of a new bus, and Mr. Turner replied that the cost is approximately two-thirds that of a new bus, or possibly less.

Mr. Wildish stated that refurbishing vehicles is common practice in the heavy equipment industry. He spoke of his experience with using refurbished trucks in the past. He added that the bus in question has a new floor, new lighting, a new video system, and several other new components. He also stated that they are rebuilding most of the running gear, including the diesel engine, transmission, cooling system, and differential, as well as all the windows. Mr. Turner mentioned

that the passenger seats are all reupholstered, have updated inserts, and any needed frame repairs are made.

Mr. Necker asked if the ramp is new, and Mr. Turner responded that it is new, and they chose to go with a more reliable type of ramp than is often used. Mr. Necker asked if he is referring to the push-out ramps from the early 2000's, and Mr. Turner answered that it is not a slide-out ramps, as those were discontinued, but rather a fold-out ramp.

Mr. Turner added that the upgraded cooling system on the bus is all electric, so it is much more efficient and performs better than the older hydraulic system.

Mr. Yeh and Mr. Necker had no further questions, and Mr. Wildish commented that they had asked many of the same questions he had asked when he initially spoke with Mr. Turner about the refurbished bus.

**MOTION** Mr. Yeh moved to forward the contract with Complete Coach Works to the Board of Directors with a recommendation of approval. Mr. Necker provided the second.

**VOTE** The motion passed as follows:  
AYES: Wildish, Necker, Yeh (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

### **ADJOURNMENT**

Mr. Wildish adjourned the meeting.

*(Recorded by Rachel Burstein)*

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 13, 2018

**ITEM TITLE:** CONTRACT APPROVAL: 2018-22, WYATT'S TIRE COMPANY

**PREPARED BY:** Ernie Turner, Director of Maintenance  
Rebeca Hay, Materials Management Supervisor

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the General Manager to enter into contract with Wyatt's Tire Company to provide casing repair, requalification, retreading, and scrap tire disposal services.

**DESCRIPTION/JUSTIFICATION:** Having tire services available for LTD's revenue bus fleet is critical to having safe and reliable vehicles to operate service.

LTD operates a fleet of approximately 98 active transit buses.

The current active and contingency fleet is as follows:

- 18 Heavy-duty, low-floor, EmX buses, 60-foot
- 14 Heavy-duty, low-floor buses, 60-foot
- 66 Heavy-duty, low-floor buses, 40-foot
- 7 Contingency, heavy-duty, low-floor buses, 40-foot

Future LTD transit buses:

- 5 Electric, low-floor buses, 40-foot
- 1 Heavy-duty, low-floor bus, 40-foot
- 5 Heavy-duty, low-floor buses, 60-foot

**CONTRACT HISTORY:** Wyatt's Tire Company was under contract (2013-10) for these services, which expired on August 31, 2018.

**PROCUREMENT IMPACT:** On August 31, 2018, LTD sent out Invitation for Bid (IFB) No. 2018-22 through eBid eXchange seeking a qualified contractor to provide New Tires and Tire Services.

**AGENDA ITEM SUMMARY**  
 LTD Solicitation No. 2018-22  
 Wyatt's Tire Company  
 Page 2

Contractors had the option to bid on Section A: New Tires and/or Section B: Tires Services. Proposals were due on September 25, 2018, by no later than 11:00 a.m. (Pacific Time). LTD received one proposal in response to its solicitation via its eBid eXchange procurement portal:

<b><u>Contractor</u></b>	<b><u>Responsive?</u></b>	<b><u>Base Contract Value</u></b>
Wyatt's Tire Company	Yes	\$149,339.00

Wyatt's Tire Company only bid on Section B: Tire Services. (LTD will re-solicit for Section A: New Tires.) After conducting the Single Bid and Price Analysis, it was determined that Wyatt's Tire Company was a responsive and responsible contractor to provide tire services for LTD's revenue buses.

This procurement was conducted in compliance with 2 CFR Part 200, the Office of Management and Budget's Uniform Administrative Requirements, Costs Principles and Audit Requirements (Super Circular); the Federal Transit Administration's (FTA) Circular 4220.1F Third Party Contracting Guidelines; Oregon Public Contracting Code; and, LTD's Purchasing Policy Rules.

**POLICY IMPACT:**

1. Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.
2. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for review and approval.

**ECONOMIC IMPACT:** The contract will be for a base term of two (2) years, with three (3) additional option years, for a maximum contract term of five (5) years.

Base Contract Term (Contract Years 1 and 2)	\$149,339.00
Option Year 1 (Contract Year 3)	\$ 75,685.00
Option Year 2 (Contract Year 4)	\$ 75,685.00
Option Year 3 (Contract Year 5)	\$ 75,685.00
5 Year Total Value	\$376,394.00

**FUNDING SOURCE:**

1. Preventative Maintenance Grant – (98 Active buses) Casing Repair, Retreading and Requalification
2. General Fund – (7 Contingency buses) Scrap Tire Disposal Services, Casing Repair, Retreading, and Requalification

**AGENDA ITEM SUMMARY**  
LTD Solicitation No. 2018-22  
Wyatt's Tire Company  
Page 3

**REQUIRED REPORTING:** Federal Transit Administration quarterly reporting

**RECOMMENDATIONS:** Authorize the General Manager to enter into the contract with Wyatt's Tire Company.

**IMPACT IF NOT APPROVED:** Without adequate tire services, LTD's service would be directly affected because there would be the potential for lack of enough buses to run service.

**PROJECT CLOSEOUT TEAM:**

1. Contract Manager: Ernie Turner, Director of Maintenance
2. Project Manager: Bill Bradley, Journey Tire Specialist, Fleet Maintenance

**ATTACHMENTS:** None.

**PROPOSED MOTION:** I move to forward Contract 2018-22 for the purpose of tire services, in the amount of \$376,394.00, to the Board of Directors with a recommendation of approval.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 13, 2018

**ITEM TITLE:** CONTRACT APPROVAL – 2018-23 LYNX GROUP

**PREPARED BY:** Meg Kester, Marketing and Communications Manager  
Zach Fish, Procurement Contract Officer

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the General Manager to enter into contract with Lynx Group to provide production, printing and delivery services of the Rider's Digest, the District's primary rider information booklet.

**DESCRIPTION/JUSTIFICATION:** LTD contracts the printing services for the District's Riders Digest booklet. A reliable, regularly updated and quality bus book of all LTD bus schedules, route maps, and other customer information is fundamental to the operation of District service to our riders. The reliability and presentation of this service information is part of the customer experience and supports the use and communication of LTD services.

LTD has three service changes each year. The Rider's Digest is therefore reprinted with each service change. Over the course of one full year, the District has historically printed approximately 90,000 books.

**CONTRACT HISTORY:** In 2016, LTD entered into a multi-year agreement with Eagle Web Press for the printing services of the Rider's Digest. The terms of the agreement were for a two-year base contract through May 2018.

**PROCUREMENT IMPACT:** Lane Transit District solicited a Request for Proposal (RFP) on October 4, 2018, seeking a qualified print media company to produce the Rider's Digest up to three (3) times per year. Five proposal submissions were received by the deadline on October 23, 2018, at 5:00 p.m. from the following firms:

- Eagle Web Press
- Lynx Group
- Western Oregon Web Press
- Prinpia Co.
- Journal Graphics

All five proposals were reviewed by LTD's Procurement Division on October 24, 2018. All but one vendor were deemed responsive. Journal Graphics failed to submit key information requested in the RFP and therefore was removed from consideration.

**AGENDA ITEM SUMMARY**  
 LTD Solicitation No. 2018-88  
 Lynx Group  
 Page 2

The four competitive proposals were evaluated independently and then scored by the evaluation committee on October 25, 2018. This evaluation included consideration of qualifications, experience, references, and cost. The following is the evaluation scoring for each competitive vendor:

<u>Vendor</u>	<u>Overall Score (100 possible points)</u>
Lynx Group	96
Eagle Web Press	81
Western Oregon Web Press	81
Prinpia	61

**POLICY IMPACT:**

1. Oregon Public Contracting Code and LTD’s Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.
2. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for review and approval.

**ECONOMIC IMPACT:** The contract will be for one year with the option of two 2-year term renewals, for a maximum contract term of five (5) years. The cost of the Rider’s Digest printing services is outlined below and includes fees for both an 80- and 88-page bus book. LTD historically prints an 88-page book.

	<u>80-Page Book</u>	<u>88-Page Book</u>
Base Contract Term (Contract Year 1)	\$47,160	\$54,244
Contract Term 1 (Contract Years 2 & 3)	\$104,210	\$118,698
Contract Term 2 (Contract Years 4 & 5)	\$ 106,819	\$121,228
5 Year Total Value	\$258,189	\$293,557

**FUNDING SOURCE:** Operational funds are budgeted each year for printing of the Rider’s Digest.

**REQUIRED REPORTING:** N/A

**RECOMMENDATIONS:** Authorize the General Manager to enter into a contract with Lynx Group.

**IMPACT IF NOT APPROVED:** Without a contract award, LTD cannot print the District bus book and riders would not have access to a significant service information piece.



**AGENDA ITEM SUMMARY**  
LTD Solicitation No. 2018-88  
Lynx Group  
Page 3

**PROJECT CLOSEOUT TEAM:** Contract and Project Manager: Meg Kester, Marketing and Communications Manager

**ATTACHMENTS:** None.

**PROPOSED MOTION:** I move to forward Contract 2018-88 for the purpose of Rider's Digest printing services, in the amount of \$293,557 to the Board of Directors with a recommendation of approval.