

## SORTA PLANNING AND OPERATIONS COMMITTEE MEETING

TUESDAY, JUNE 20<sup>TH</sup> 2023 - 9:00 A.M.  
SORTA/METRO AT HUNTINGTON CENTER,  
SORTA BOARD ROOM (6<sup>TH</sup> FLOOR)  
525 VINE STREET,  
CINCINNATI, OHIO 45202

### **General Items:**

Call to order  
Pledge of Allegiance

1. Approval of Planning and Operations Committee Minutes: May 16<sup>th</sup>, 2023

### **Briefing Items**

2. Good News! (*John Ravasio*)
3. Extra Board Initiatives and CBA (*John Ravasio*)
4. Ridership Report as of May 31<sup>st</sup>, 2023 (*Steve Anderson*)
5. DBE Goal Methodology for 2024-2026 (*Tara Walker, John Edmondson*)

### **Action Items:**

6. Proposed Resolution: Approval of Triennial DBE Goal and Methodology (*Tara Walker, John Edmondson*)
7. Proposed Resolution: Approval of Contract Award 39-2023 for Digital Commuter Alerts (*John Edmondson, Dave Etienne*)
8. Proposed Resolution: Approval of Contract Award 61-2023 Metro Street Teams (*John Edmondson, Dave Etienne*)
9. Proposed Resolution: Approval of Contract Award 68-2023 Pest Control Services (*John Edmondson, Jeff Mundstock*)
10. Proposed Resolution: Approval of Contract Award 78-2023 Fixed Route Bus Purchase (*John Edmondson, Jeff Mundstock*)

### **Other Items:**

New Business

Adjournment

The next regular meeting of the Planning & Operations Committee has been scheduled for  
**July 18<sup>th</sup>, 2023, at 9:00 a.m.**

PLANNING AND OPERATIONS COMMITTEE  
TUESDAY, MAY 16<sup>TH</sup>, 2023 – 10:00 A.M.  
SORTA/METRO AT HUNTINGTON CENTER  
6<sup>th</sup> FLOOR SORTA BOARD ROOM  
525 VINE STREET  
CINCINNATI, OHIO 45202

COMMITTEE MEMEBERS APPOINTED: *Blake Ethridge (Chair), Tony Brice Jr, Trent Emeneker, Robert Harris, Pete Metz, Gwen Robinson, and Sara Sheets*

COMMITTEE/BOARD MEMBERS PRESENT: Jay Bedi, Chelsea Clark, Dan Driehaus, Blake Ethridge, Pete Metz, Sara Sheets and Sonja Taylor

COMMITTEE MEMBERS ABSENT: Tony Brice, Trent Emeneker, and Robert Harris

STAFF MEMBERS PRESENT: Darryl Haley, Steve Anderson, Andy Aiello, John Edmondson, Pat Giblin, Adriene Hairston, Mary Huller, Brandy Jones, Maria Jones, Natalie Krusling, Pat LaFleur, Matt Moorman, Jeff Mundstock, John Ravasio, Ruth Reed, Jason Roe, Shannel Satterfield, Khaled Shammout and Tara Walker

OTHERS PRESENT: Kim Schaefer (Legal Counsel-Vorys)

1. **Call to Order**

Mr. Ethridge called the meeting to order.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval of Minutes of March 21<sup>st</sup>, 2023**

Ms. Sheets made a motion and Mr. Metz second the motion to approve the minutes of the March 21<sup>st</sup>, 2023, meeting.

By voice vote the committee approved the minutes.

**Approval of Minutes of April 18<sup>th</sup>, 2023**

Mr. Ethridge made a motion and Ms. Sheets second the motion to approve the minutes of the April 18<sup>th</sup>, 2023, meeting.

By voice vote the committee approved the minutes.

4. **Annunciator System Update**

Mr. Ravasio provide a verbal update regarding the fleet system annunciator. He stated a full audit and inspection of the entire fixed route fleet was performed. As of May 18<sup>th</sup>, two-thirds of the inspection was completed, which had 9% or 17 of 183 failure rate. Lastly, he stated the operations staff was replacing every faulty external route speaker and planning to conduct re-training on the diagnostic processes.

The Committee accepted the report as presented.

5. **Good News!**

The Executive Team presented the Good News report. Ms. Hairston announced the March Silver Award recipients. Mr. Ravasio shared: Metro won “Best Dressed” award from the Network Association of Uniform Manufacturers & Distributors; MetroNow! Service is launching May 22, 2023; Metro will be at several bike month activities, including the annual Breakfast on the Bridge on the Purple People Bridge in Newport on May 19, 7-9 a.m.; Metro has revamped its Rider Advisory Committee to form the new Strategic Transit Engagement to Expand Ridership (STEER) Committee composed of transit users and some ‘not yet’ riders; we’ve launched Metro Cares to spotlight Metro team members who demonstrate the spirit of caring; Khaled Shammput was recognized by the Hamilton County Commissioners with the May 13<sup>th</sup> Proclamation as Khaled Shammout Day in Hamilton County. Mr. Ravasio then concluded the report.

The Committee accepted the report as presented.

6. **Vendor Diversity Program Update**

Ms. Walker presented the DBE Quarterly Report: Q1. This report included: a review of the DBE Office historical spend from 2019-2023; diverse spend year to date which total \$2.3 million as of March 31<sup>st</sup>, 2023, a break down of the Q1 diverse spend (competitive, non-competitive, and storeroom spend), review of trainings and events scheduled for 2023, and community partnerships.

7. **Ridership Report as of April 30<sup>th</sup>, 2023**

Mr. Moorman presented the April 2023 ridership reports. Total ridership for the month of April was 1,088,429 or 96,160 below budget.

Mr. Moorman presented the April 2023 ridership for Access. Total ridership for the month of April was 14,473 or 0.1% below budget.

The Committee accepted the report as presented.

8. **Propose Resolution: Approval of Contract Award 43-2023 for Janitorial**

Mr. Aiello requested approval of a five (5) year contract with Nu-Look Cleaning LLC., for cleaning services, at a total cost not to exceed \$ 451,696.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

9. **Propose Resolution: Approval of Contract Award 52-2023 for Maintenance Uniforms**

Mr. Aiello requested approval of a three (3) contract with Galls LLC., for the purchase of uniforms and work shoes, at a cost not to exceed \$473,190.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

10. **Propose Resolution: Approval of Contract Award 61-2023 for Street Teams**

Mr. Aiello requested approval of a 2.5-year contract with The Voice of Your Customer, for street team outreach services, at a cost not to exceed \$145,000.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

11. **Reinventing Metro Update**

Mr. Shammout and Mr. Anderson provided the Reinventing Metro Update. This reported included: a summary of improvements from Y1-Y2; results of the improvements; top routes pre-covid vs. post-covid; fixed -route efficiency improvements; travel time example; and a bench and shelter update.

12. **New Business**

The next regular meeting of the Planning and Operations Committee has been scheduled for **Tuesday, June 20<sup>th</sup>, 2023, at 9:00 A.M.**

13. **Adjournment**

The meeting adjourned at 11:18 A.M.

# PLANNING & OPERATIONS: GOOD NEWS June 20, 2023





# April Silver Award Recipients



Access/BH Maintenance  
Employee of the Month  
**Brendon Smith**



Leadership  
Employee of the Month  
**Vickie Hickman**



Queensgate Maintenance  
Employee of the Month  
**Ja'Quez Marion**



# April Silver Award Recipients



Access/BH  
Operator of the Month  
**Markita Howard**



Administrative & Support  
Employee of the Month  
**Suzanne Gilkey**



Queensgate  
Operator of the Month  
**Ken Rhodes**







# Adopt A Class Celebration Breakfast



Metro was recently recognized as a Corporate Partner of the Year for growth for mentoring 5 Cincinnati Public School classrooms during the 2022 – 2023 school year.

Mentors expose the children to life and career experiences so that they can unleash their full potential.







# Summer Outreach: Festivals, Parade & More



Summer is a “busy” time for Metro’s summer outreach. Check out some of the other places we’ve been & will be in June and July:

- June 11 – Shiloh UMC Touch-A-Truck
- June 12 – Sharonville Touch-A-Truck
- June 17 – Juneteenth Festival in Eden Park
- June 23 – Springfield Twp. Touch-A-Truck
- June 24 – Pride Festival & Parade
- July 4 – Northside 4<sup>th</sup> of July parade
- July 14 – Kids Expo at Great Parks Winton Woods





# ...and That's the News!



June Safety Picnics at each facility were a delicious reminder of the importance of practicing safety each and every trip.



# 2020-2023 CBA update: Extra Board Operator initiatives

June 2023 | John Ravasio







# Challenges





# Extra Board Operators

All scheduled bus service is assigned to an Operator (“Run” Operator)

## Extra Board Operators

- Have no set work or schedule
- They fill open work as needed (vacation, sick leave, etc.)
- Approx. 1/6 of the workforce

Unattractive work falls to the inexperienced (by seniority)

- 67% of all Extra Board work performed by 33% of the force
- Rules and methods dated back to 1982

Without change, this is the job for which we’re recruiting



# Extra Board Operators – prior schedule

CURRENT SYSTEM - SUB OPERATORS IN ROTATION - DAILY START TIMES - WEEK OF MON MARCH 22, 2021 - BOND HILL DIVISION

AM Reports PM Reports

	Mon Start Time	Tue Start Time	Wed Start Time	Thur Start Time	Fri Start Time
A GAMBLE	11:40	6:51	14:42	11:56	8:00
A OKAFOR	12:00	8:00	7:32	4:00	15:08
B BARNES	3:45	12:00	12:00	11:40	4:58
C GOSHADE	4:00	3:30	12:00	4:30	7:18
D MILLIONES	12:00	8:00	3:30	8:00	6:44
E COOK	4:00	3:30	5:24	6:51	6:45
E STENSON	4:30	3:45	4:00	3:30	7:32
G COOPER	12:00				
H JENNINGS	3:45	15:38	14:34	4:58	6:51
J CARPENTER	3:30	6:49	3:45	3:30	12:00
K BROOKS	3:30	14:34	14:03	4:00	7:00
L CARTER	14:50	12:00	12:00	12:00	3:30
L HARRIS	7:18	7:32	4:30	7:32	4:00
L SHEPPARD	12:00	12:00	4:30	6:49	3:30
L SIMPSON	8:00	4:30	15:51	14:34	14:40
M WILSON	12:00	5:06	8:00	3:45	3:45
N SLOCUM	4:30	3:45	6:49	3:45	6:49
R PROVINCE	6:53	14:03	4:00	5:06	4:30
R SMITH	7:32	12:00	3:30	4:30	4:00
S ANDREWS	8:39	11:40	6:51	14:06	12:00
S DEANE	8:00	4:00	6:48	14:42	14:03
S MARTIN	5:13	6:44	14:06	12:00	12:00
T BROWN	5:00	4:00	15:38	14:03	3:45
V JACOBS	5:18	12:00	3:45	15:38	14:50

- 23 Operators
- 4 with exclusively a.m. start times
- Zero with exclusively p.m. start times



# Operators: increasing inexperience

Consider these 1/3 equal portions of the workforce

- 2016-2019 Operators' experience



■ 0 - 5.6   ■ 5.6 - 16.1   ■ 16.1+

- June 2023 Operators' experience



■ 0 - 4.1   ■ 4.1 - 15.6   ■ 15.6+

- 1/3 of operators have 4 or less years' experience
- Growth and turnover have significantly impacted the experience of our workforce





# Solutions







# Extra Board Operators – new schedule

IMPACT OF SORTA PROPOSAL TO SUB OPERATORS DAILY START TIME - WEEK OF MON MARCH 22, 2021 - BOND HILL

AM Reports PM Reports

	Mon Start Time	Tue Start Time	Wed Start Time	Thur Start Time	Fri Start Time
A GAMBLE	6:18	6:49	4:00	5:06	4:00
A OKAFOR	13:00	12:00	12:00	15:38	14:40
B BARNES	4:00	4:00	7:21	4:00	7:21
C GOSHADE	4:00	3:00	5:00	5:00	5:00
D MILLIONES	12:00	12:00	14:34	14:42	14:23
E COOK	4:00	3:00	5:24	4:58	6:45
E STENSON	4:00	4:00	4:00	7:21	4:00
G COOPER	12:00				
H JENNINGS	4:00	6:44	3:00	5:00	6:44
J CARPENTER	3:00	5:06	5:00	6:18	6:51
K BROOKS	3:00	6:51	3:00	4:00	4:00
L CARTER	14:03	13:00	14:42	14:06	12:00
L HARRIS	14:23	14:34	15:38	11:56	12:00
L SHEPPARD	12:00	12:00	14:06	12:00	14:50
L SIMPSON	5:00	4:00	4:00	4:00	4:00
M WILSON	12:00	14:03	14:03	14:34	14:03
N SLOCUM	4:00	4:00	6:49	4:00	3:00
R PROVINCE	14:21	15:38	15:51	14:03	15:08
R SMITH	7:21	4:00	4:00	4:00	4:58
S ANDREWS	6:02	7:21	4:00	6:49	4:00
S DEANE	5:00	4:00	6:48	6:51	3:00
S MARTIN	5:54	6:18	6:51	3:00	4:00
T BROWN	4:00	4:00	4:00	3:00	6:49
V JACOBS	6:05	5:00	5:00	4:00	7:00

- 23 Operators
- All have exclusively a.m. or p.m. start times
- They select their Board group



# Results



# More set schedules (“runs”) for our newest Operators



## 2018 - 2022 (prior methods)

Years	Run	Extra
(1) 0 to 2.1 years	45.4%	54.6%
(2) 2.1 to 5.6 Years	58.3%	41.7%

## Dec 2022

Years	Run	Extra
(1) 0 to 2.1 years	98.6%	1.4%
(2) 2.1 to 5.6 Years	70.7%	29.3%

## June 2022

Years	Run	Extra
(1) 0 to 2.1 years	83.6%	16.4%
(2) 2.1 to 5.6 Years	60.4%	39.6%

## March 2023

Years	Run	Extra
(1) 0 to 2.1 years	97.4%	2.6%
(2) 2.1 to 5.6 Years	73.3%	26.7%

## Aug 2022

Years	Run	Extra
(1) 0 to 2.1 years	75.9%	24.1%
(2) 2.1 to 5.6 Years	64.3%	35.7%

## June 2023

Years	Run	Extra
(1) 0 to 2.1 years	88.1%	11.9%
(2) 2.1 to 5.6 Years	76.4%	23.6%



# Better Attendance as well

**2018 - 2022 (prior methods)**

Years	Run	Extra	Total
(1) 0 to 2.1 years	15.2%	14.6%	14.9%
(2) 2.1 to 5.6 Years	18.7%	17.3%	18.2%

**June 2022**

Years	Run	Extra	Total
(1) 0 to 2.1 years	9.6%	19.8%	11.4%
(2) 2.1 to 5.6 Years	15.1%	17.0%	15.8%

**Aug 2022**

Years	Run	Extra	Total
(1) 0 to 2.1 years	15.8%	11.0%	14.6%
(2) 2.1 to 5.6 Years	17.7%	14.9%	16.7%

**Dec 2022**

Years	Run	Extra	Total
(1) 0 to 2.1 years	11.1%	29.2%	11.4%
(2) 2.1 to 5.6 Years	17.0%	16.7%	16.9%

**March 2023**

Years	Run	Extra	Total
(1) 0 to 2.1 years	8.8%	57.9%	9.5%
(2) 2.1 to 5.6 Years	13.2%	14.3%	13.5%



# Extra Board continues to be attractive

Avg. years experience of Extra Board Operators







Thank You





# May 2023 Ridership Report

June 20, 2023 | Steve Anderson

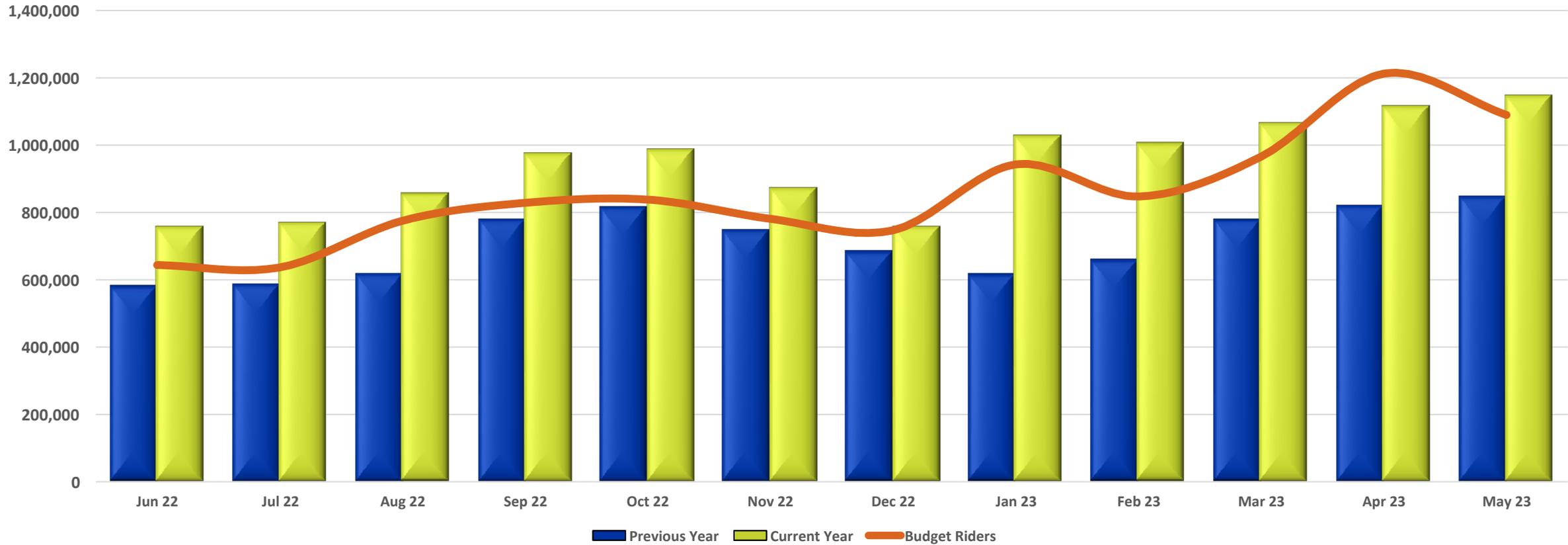




# Fixed-Route Ridership

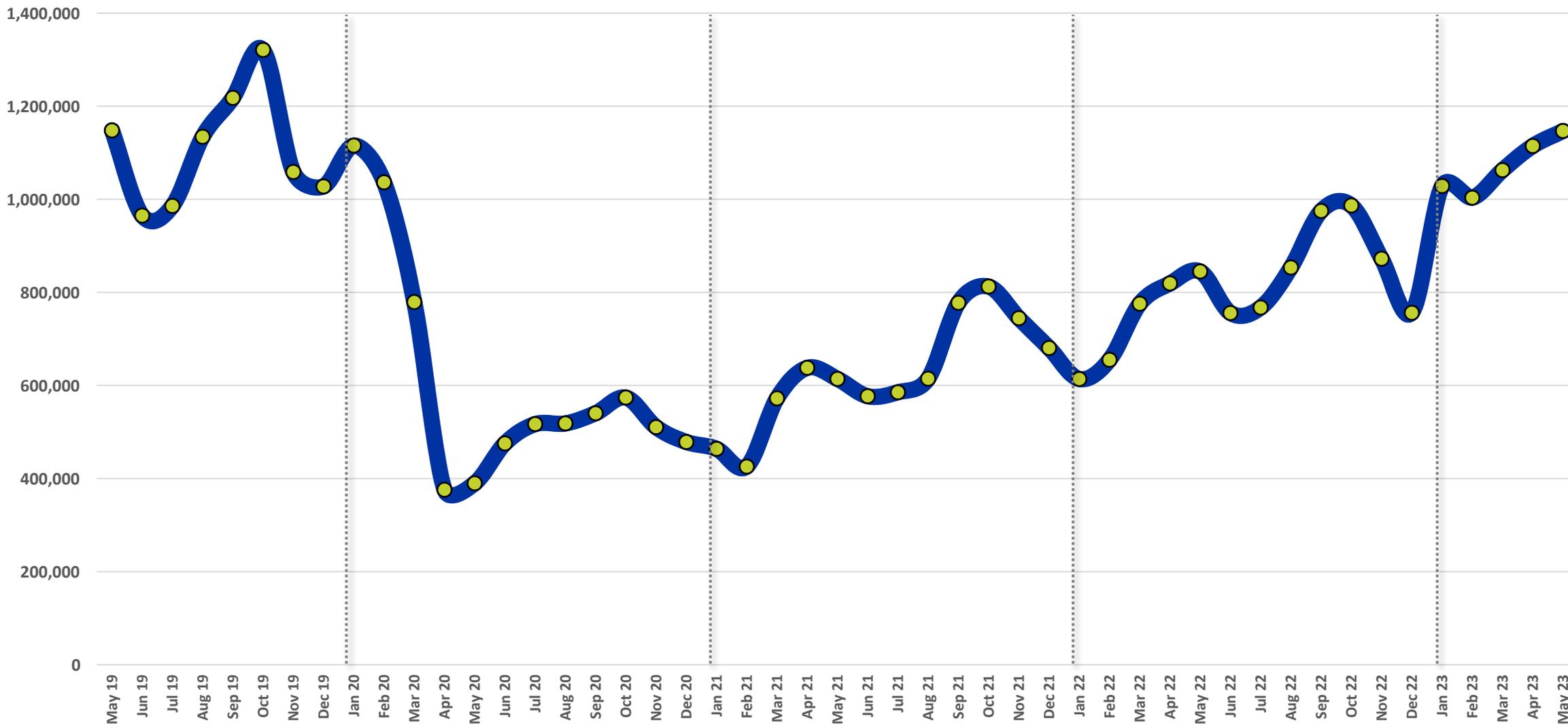


### Total Fixed Route Ridership YoY & Budget by Month



Service	May 23				May 22		
	Ridership	Budget	Budget Variance	% Budget Variance	Ridership	Past Year Variance	Past Year % Variance
Local	1,119,537	1,063,859	55,678	5.2%	820,974	298,563	36.4%
Express	27,336	25,934	1,402	5.4%	24,126	3,210	13.3%
Totals	1,146,873	1,089,793	57,080	5.2%	845,100	301,773	35.7%
Total (YTD)	5,356,587	5,085,876	270,711	5.3%	3,709,448	1,647,139	44.4%

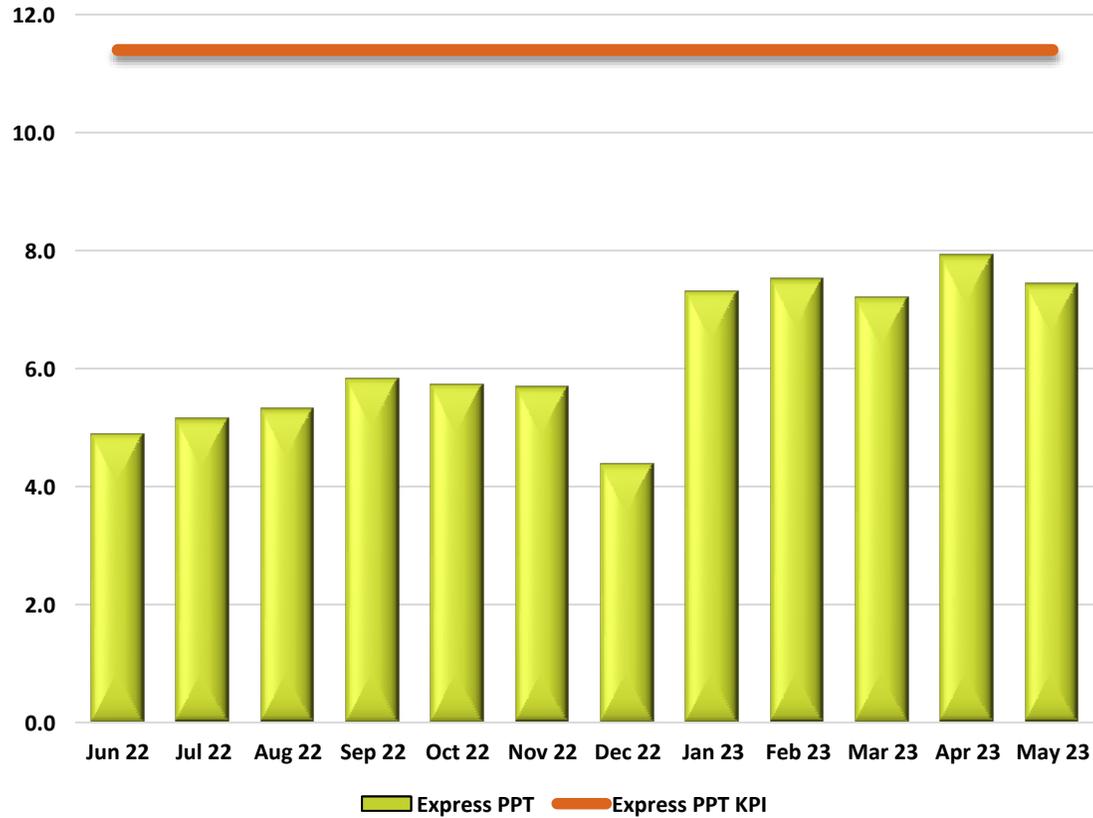
### Total Fixed Route Ridership by Month



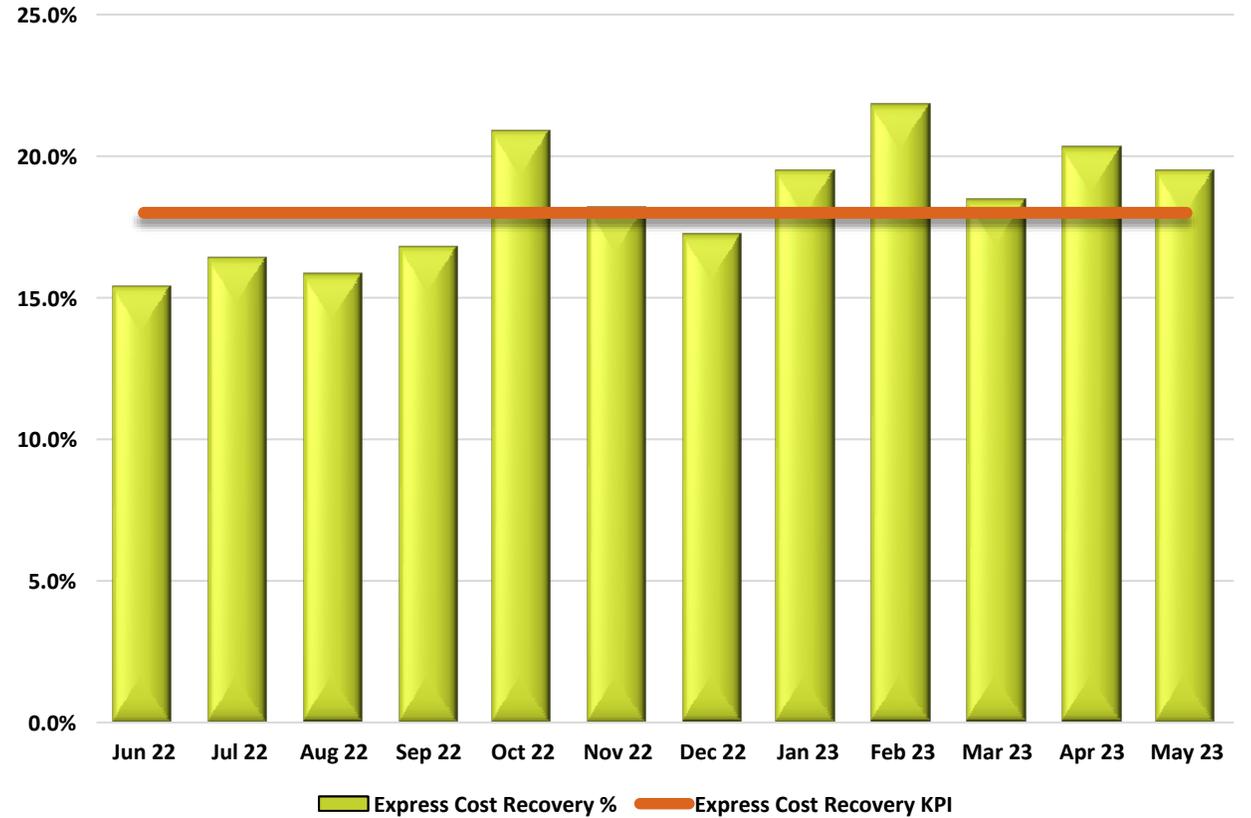




**Express Service Productivity (Last 12 Months)**



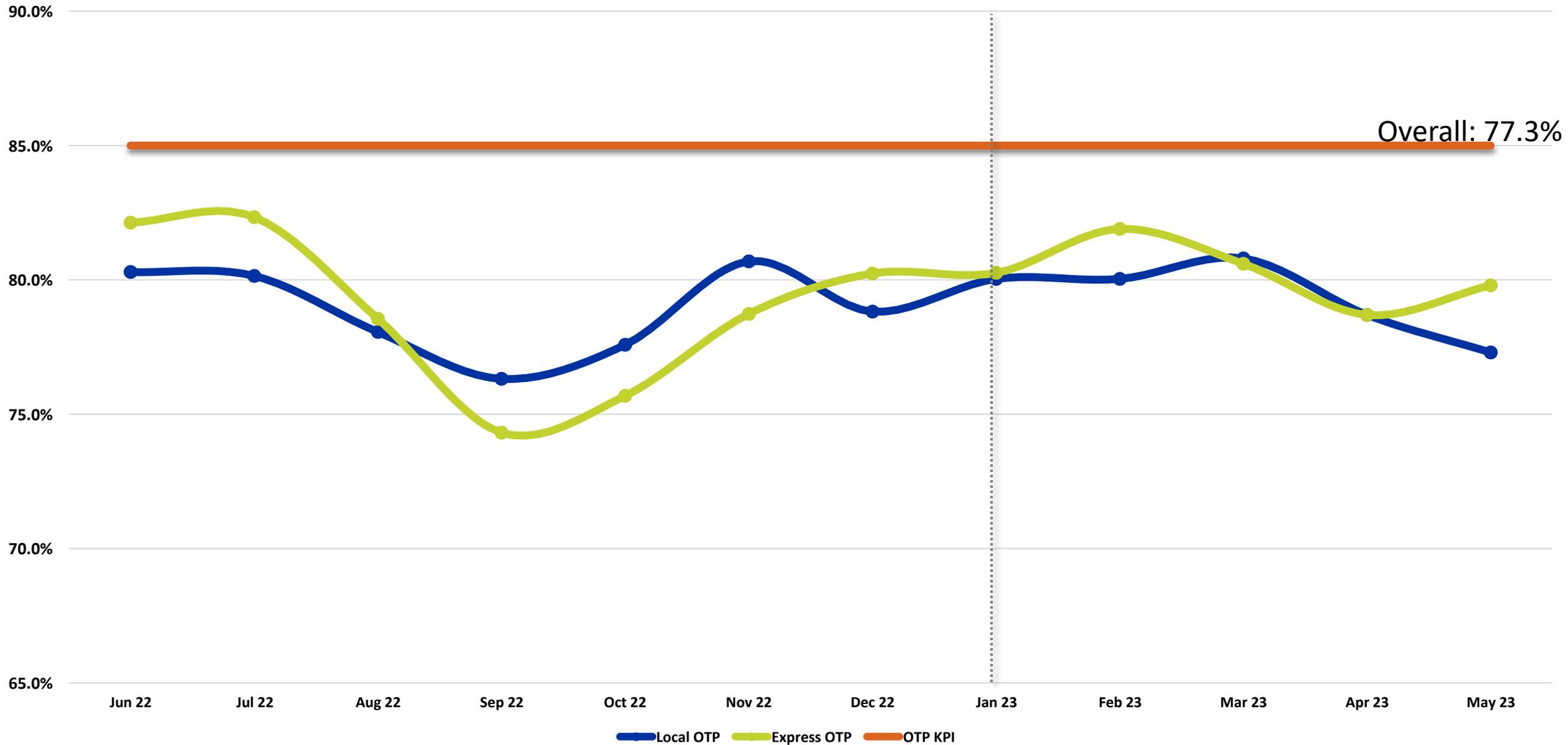
**Express Service Cost Recovery % (Last 12 Month)**



Express Service	May 23 Actual KPI	May 23 Budget KPI	Variance
Passengers Per Trip	7.4	11.4	-4.0
Cost Recovery	19.5%	18.0%	1.5%

*\*percentage points*

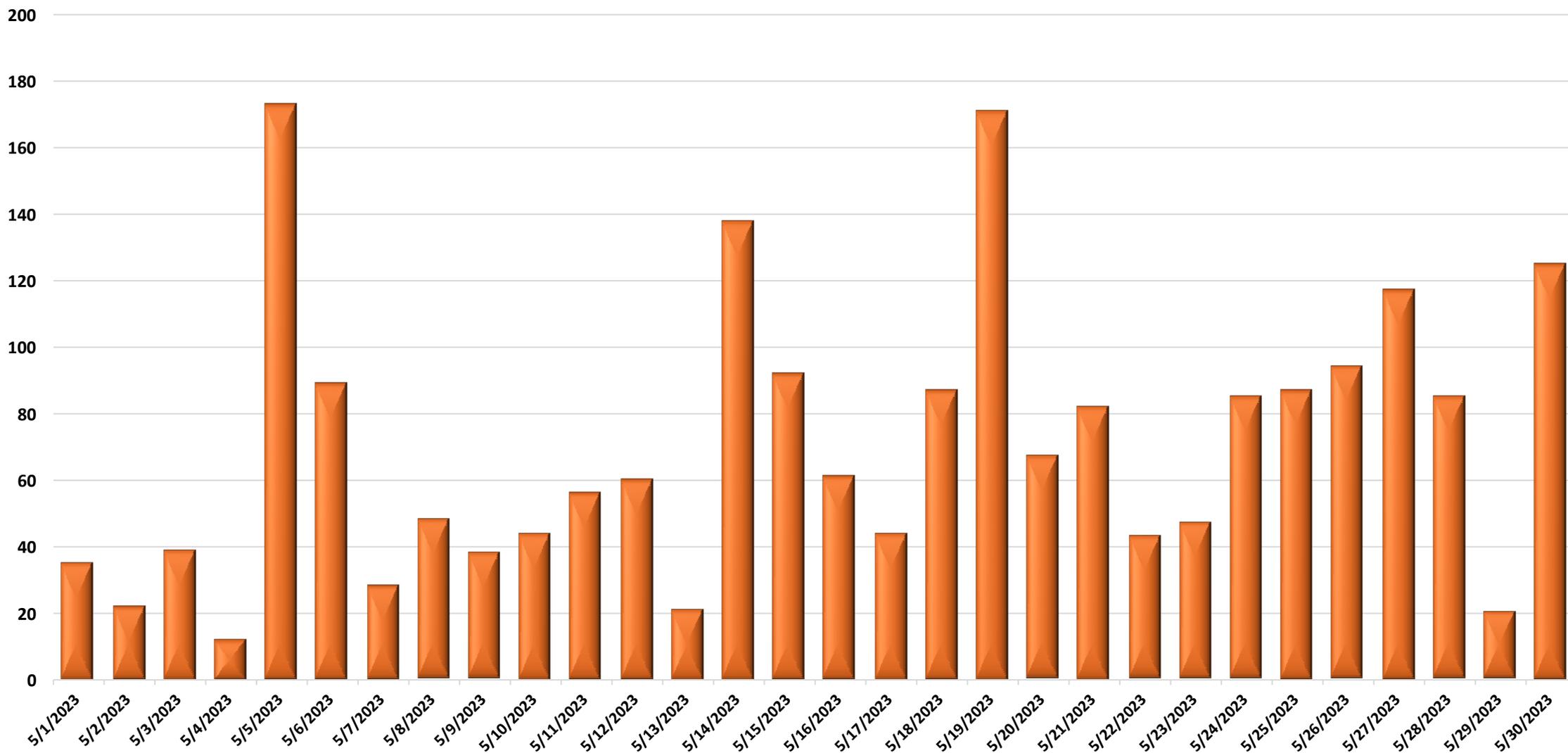
### On-Time Performance Local & Express Service (Last 12 Months)



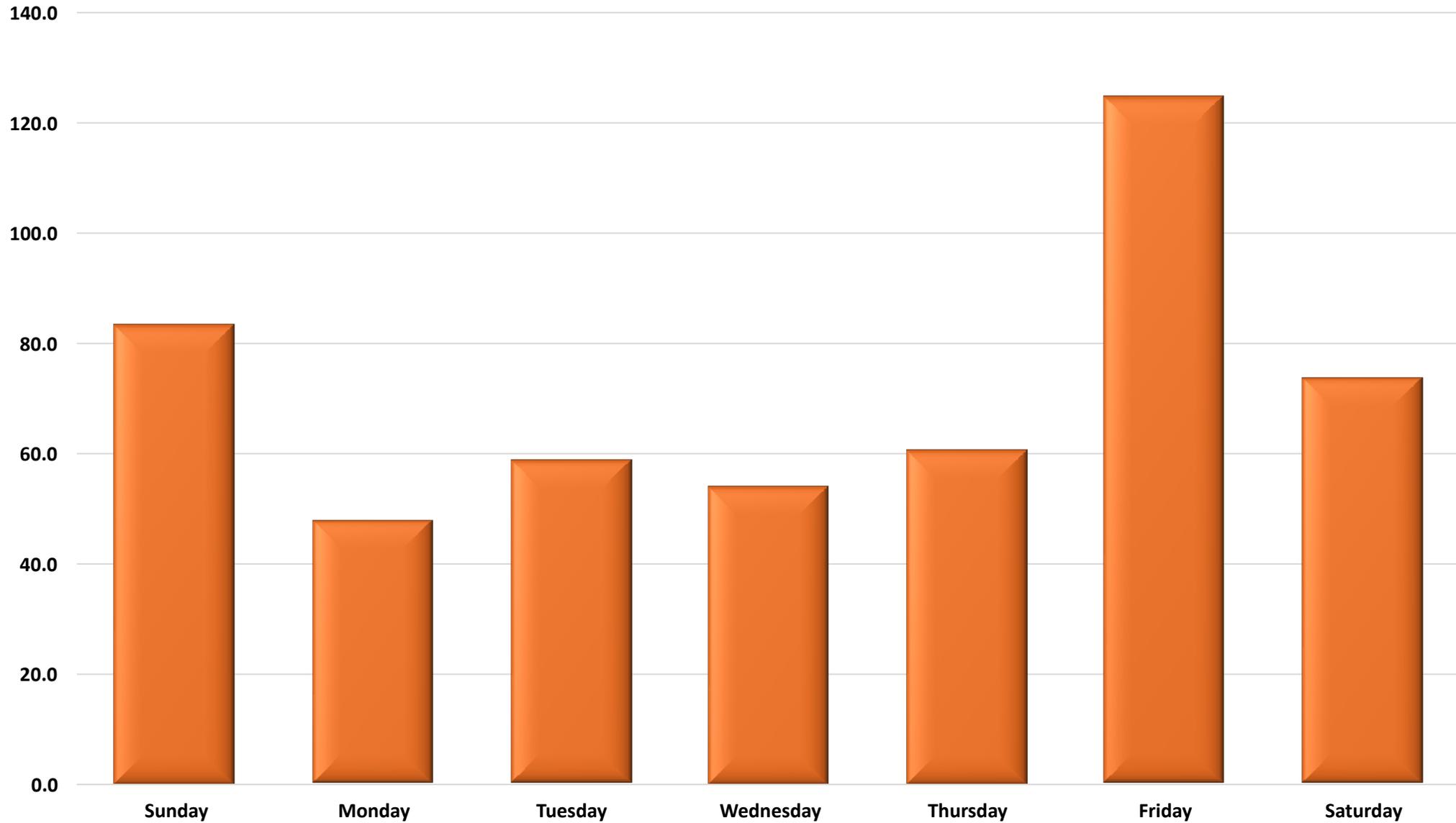
Overall: 77.3%



### May 2023 Missed Trips Due to No Operator



May 2023 Missed Trip Due to No Operator by Day of Week



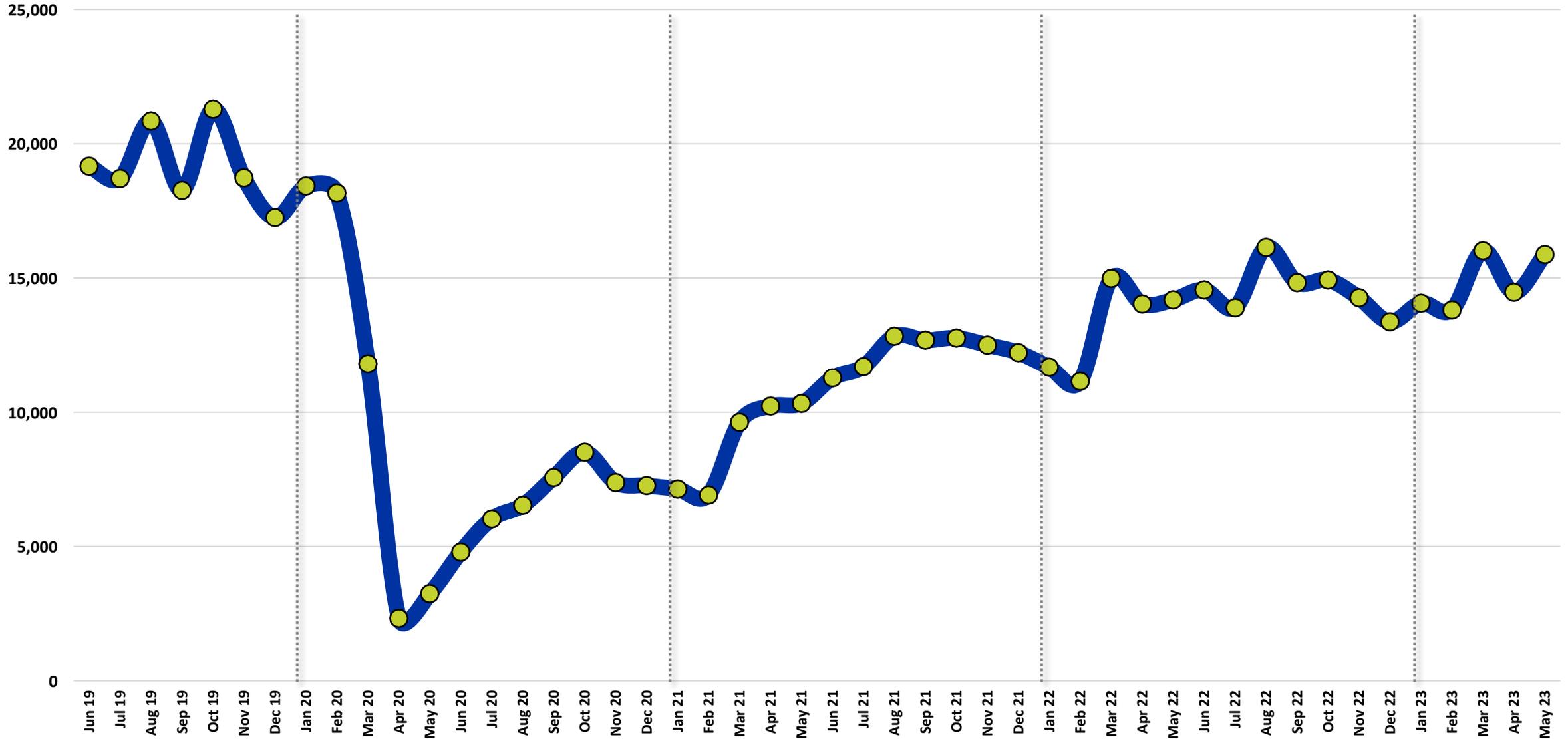


# ACCESS & MetroNow Ridership





### Total Access Ridership by Month









May 23	May 23 Actual
Monthly Riders	98
Weekday Avg	10.3
Saturday Avg	6.0
Sunday Avg	14.0
On-Time Performance (Pickup <5 min after scheduled)	96.0%



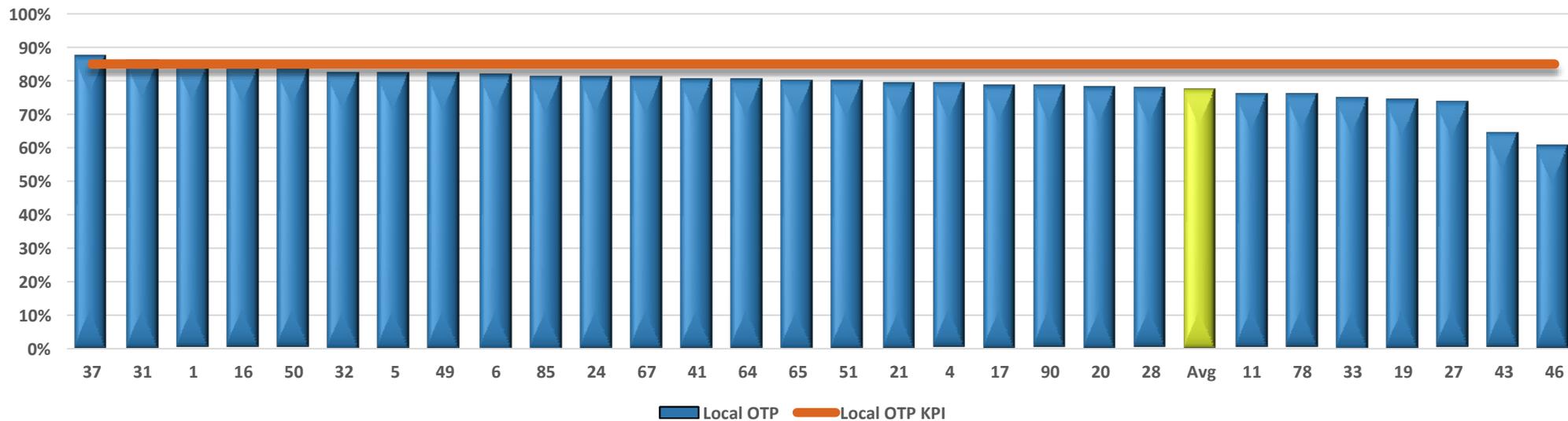
# Route Level KPIs

www.go-metro.com 2022

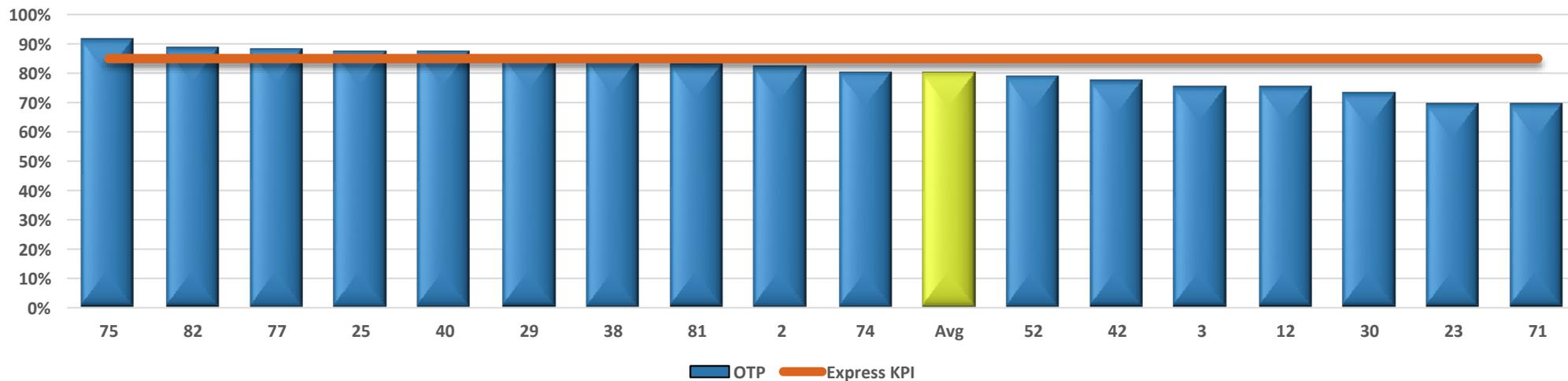
\*METRO



### On-Time Performance - Local

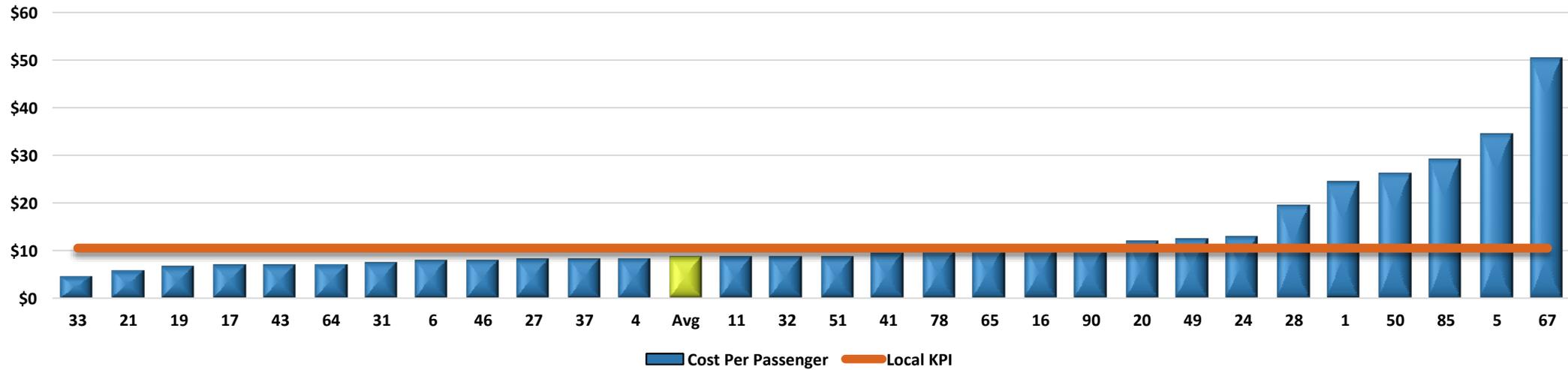


### On-Time Performance - Express

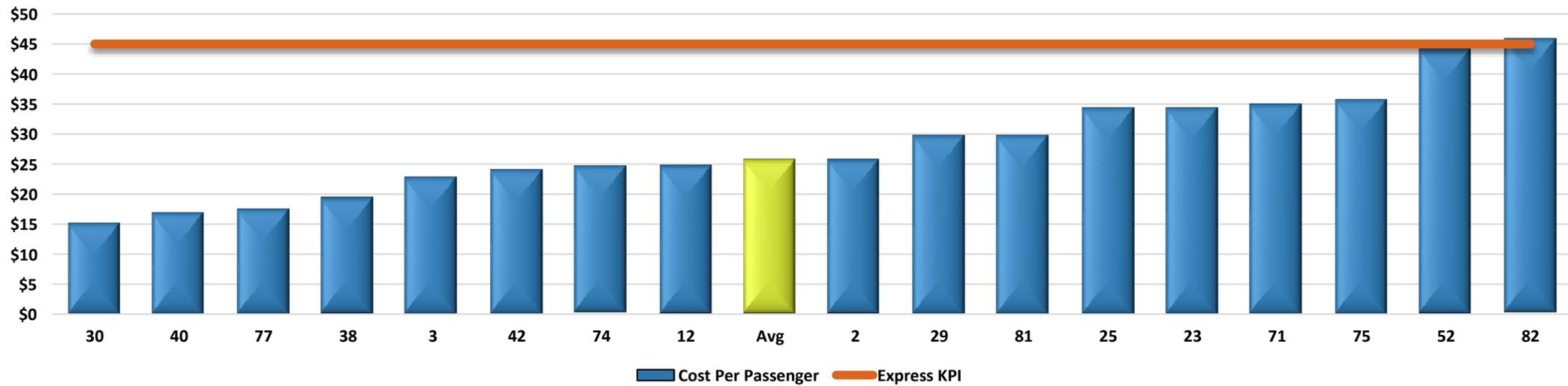




### Cost Per Passenger - Local



### Cost Per Passenger - Express



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-xx

APPROVAL OF TRIENNIAL DBE GOAL FOR FEDERAL FISCAL YEARS 2024-2026

WHEREAS:

1. The Federal Transit Administration (FTA) requires grantees to establish goals every three years for expenditures with Disadvantaged Business Enterprises (DBEs) certified by the Ohio Department of Transportation (ODOT).

2. SORTA staff recommends establishing an overall DBE goal of 8.5% calculated based on FTA-approved methodology.

THEREFORE, BE IT RESOLVED:

3. The SORTA Board hereby adopts an 8.5% overall DBE goal for Federal Fiscal Years 2024 through 2026 (October 1, 2024 to September 30, 2026) and directs the CEO/General Manager/ Secretary- Treasurer or the Disadvantaged Business Enterprise Manager to submit this goal to the FTA for approval.



## **BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** May 16, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Tara Walker, Vendor Diversity & Inclusion Program Manager/DBELO  
**PROJECT NO.:** n/a  
**REQUEST:** Approval of Triennial DBE Methodology & Goal

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### **BACKGROUND**

Metro has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Metro has received Federal financial assistance from the Department of Transportation/Federal Transit Administration, and as a condition of receiving this assistance, Metro has signed an assurance that it will comply with 49 CFR Part 26. It is Metro's policy to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts.

### **BUSINESS PURPOSE**

In accordance with Section 26.45(f), Metro submits its proposed overall goal to FTA by August 1 of the year that is due (every three years). As part of our dedication to program transparency, the Board of Trustees is briefed on the goal and methodology used to determine the goal and is requested to authorize a resolution approving the results.

### **PROJECT FINANCING**

Analysis of relevant data and the development of the methodology was performed by subject matter experts on the Procurement staff. No additional financing was required.

The Accounting and Financial Planning & Analysis teams will work collaboratively with the Vendor Diversity team to assist in gathering information on ECHO reimbursement requests needed for required semi-annual reporting of payments to contracts with DBE participation.

### **PROJECT PROCUREMENT**

No procurement activity occurred for the requested resolution.

Procurement will work collaboratively with the Vendor Diversity team to assist in gathering information needed for required semi-annual reporting of DBE awards.

### **PROJECT DIVERSITY**

Metro has established a proposed overall DBE goal of 8.5% for Federal Fiscal Years 2024, 2025 and 2026. This includes a percentage of race-conscious and race-neutral measures. The proposed goal is based on Metro's review of the availability of DBE firms that are ready and willing and able to participate on DOT-assisted contracts pursuant to 49 CFR Part 26.45. This goal is an effort to establish a level playing field to participate in the performance of contracts financed in whole or in part with federal funds.



**RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution adopting an 8.5% overall DBE goal for Federal fiscal years 2024 – 2026 (October 1, 2023 to September 30, 2026) and authorizing the Chief Executive Officer/General Manager or the Vendor Diversity & Inclusion Program Manager/DBE Liaison Officer to submit the triennial goal to FTA by September 30, 2023.



# Disadvantaged Business Enterprise DBE Goal Methodology Update





# Disadvantaged Business Enterprise Program

- Federal government created DBE program to ensure non-discrimination in the award of DOT-assisted contracts.
- FTA requires recipients of DOT funding to submit an updated DBE goal every three (3) years.
- As a condition of receiving DOT funds, SORTA is required to administer this program
- DBE program is separate from the SBE program. SBE program is supplemental.
- Our updated DBE Goal Methodology is due August 1<sup>st</sup>, 2023. Current goal is 7.22%



## Establishing a Base Figure (Step One)

- We use FTA's methodology from the federal circular using two step approach:
- Establish base figure using anticipated federally funded projects for the next three years.
- Determine market area
- Evaluate groups of NAICS codes to determine the relative availability
- Divide number of DBEs (519) by number of total businesses (3518) for a base figure of 15%

FFY 2024-2026 Projection of Federally Assisted Projects		
Project	Anticipated Federal Contribution	Contract Award Year
Transit Centers: Walnut Hills-Construction	\$ 1,783,323	2024
Transit Centers: Uptown- Construction	\$ 5,200,000	2024
Transit Centers: North College Hill-Construction	\$ 3,500,000	2025
Scheduling Software	\$ 1,600,000	2024
Queensgate Roof Replacement	\$ 6,400,000	2025
ERP	\$ 4,000,000	2024
RIM: BRT Construction on 8 mile corridor	\$ 57,600,000	2025
RIM: BRT Construction 9 mile corridor	\$ 64,800,000	2025
Total	\$ 144,883,323	



## Step Two – Adjustment of Base Figure – Final Goal

- FTA allows for adjustment of base figure at our discretion
- Local Disparity and availability studies were considered in decision
- All concluded disparities exist and confirmed the need for a goal for contracts.
- To adjust base figure we considered the current capacity of DBEs to perform work in its federally assisted contracting program performed in recent years.
- We arranged the past five years total participation percentage over all federally assisted contracts from low to high and arrived at the median number of 2%



# Final Goal – Race Conscious and Race Neutral

- To get the final DBE goal, we added 15% to 2% for a total of 17% and divided it by 2 to get final goal of 8.5%
- 1% is Race Neutral and 7.5% is Race Conscious
- The FTA requires that we meet the maximum feasible portion of our goal by using race-neutral means which means we expect DBE participation without setting a goal.
- Examples of race-neutral participation is where a DBE serves as a prime, or DBE participation is obtained on non-goal contracts or DBE participation is obtained beyond the goal.
- Race Conscious is where we actively set goals on contracts and require that the goals are met or that good faith efforts were made.

Final Goal		
15% (Base Figure) + 2% (Median Past Participation)/2	=	8.50%
Race Neutral	=	1%
Race Conscious	=	7.50%



Questions?



<b>Project</b>	<b>Method</b>	<b>Vendor</b>	<b>Award</b>	<b>Term</b>	<b>Funding</b>
<b>65-2018</b> <i>Non-revenue Gasoline and Diesel Fuel</i>	Contract Modification / Sole Source Award	Thornton’s, Inc.	\$413,563 (O) <u>\$313,600 (M)</u> \$727,163 (NTE)	Adding funds only Contract Terminates Dec 2023	Unbudgeted Local Operating
<b>39-2023</b> <i>Digital Commuter Alerts</i>	Request for Proposals (RFP)	Carahsoft Technology Corporation	\$131,541	3 years Oct 2023 – Sep 2026	Budgeted Local Operating
<b>68-2023</b> <i>Pest Control Services</i>	Invitation for Bid (IFB)	Ampulex Environmental Solutions LLC	\$280,192	5 years July 2023 – July 2028	Budgeted Local Operating
<b>78-2023</b> <i>Fixed Route Buses</i>	Request for Proposals (RFP) / Single Bid  (TANK-lead Joint Procurement)	Gillig LLC	\$105,761,400	5 years July 2023 – June 2028	Budgeted Capital 80% Federal (\$84.6M) 20% Local (\$21.1M)

**Total Awards for Month**

**\$106,486,733**

**YTD Diversity Spend**

**\$4.0M --**



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-xx

APPROVAL OF MODIFICATION TO CONTRACT NO. 65-2018 NON-REVENUE VEHICLE FUEL

WHEREAS:

1. By Resolution No. 2018-58, the SORTA Board approved a five (5) year contract with Thornton's Inc. for gasoline powered non-revenue vehicles, at a total cost not to exceed \$413,563.
2. As a result of rising consumer fuel and the additional of MetroNOW vehicles the original approved contract funding has depleted. Metro has identified the need for additional funding to continue standard operations until a new contract can be procured and executed.
3. The requested contract modification amount is \$313,600 for additional fuel. The contract term is set to expire at the end of FY23.
4. Staff recommends the SORTA Board Trustees approve a contract modification with Thornton's Inc., for an additional cost of \$313,600, increasing the total contract value to \$727,163.
5. The full amount of the modification is unfavorable to budget for FY2023.

THEREFORE, BE IT RESOLVED:

6. The SORTA Board of Trustees approves and authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a modified contact with Thornton's Inc., for additional fuel, at a total cost not to exceed \$727,163.



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** May 16, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 65-2018 Non-revenue Vehicle Fuel  
**REQUEST:** Contract Modification

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### **BACKGROUND**

Metro has non-revenue vehicles in the fleet with require both gasoline and diesel fuel. Fueling these vehicles is often required while staff are in the field performing a variety of duties from street supervision and driver relieve to off-site meetings with community stakeholders or regional partners.

### **BUSINESS PURPOSE**

The consumption of fuel needed for the addition of MetroNOW vehicles in addition to rising consumer fuel prices has caused Metro to deplete the approved value of the current non-revenue fuel contract. Additional funding is needed to continue standard operations until a new contract can be procured and executed.

### **PROJECT FINANCING**

The approved budget for the original contract was \$413,563. The requested contract modification amount is \$313,600, taking the new total not to exceed value to \$727,163.

The additional funding of \$313,600 needed to incorporate new service operations and higher fuel prices has not been budgeted but has been approved. The full amount of the modification is **unfavorable to budget** for FY2023.

The contract term is set to expire at the end of the fiscal year. Future year fuel budgets will be reviewed and approved during annual budget preparation efforts.

### **PROJECT PROCUREMENT**

A sole source contract modification is appropriate given the limited amount of time remaining on the current contract and the need to purchase gasoline fuel needed for MetroNOW vehicles (Metro does not have on-site gasoline fueling capabilities).

A sole source award does not require vendor outreach or competition for the award.

Pricing for the contract extension is noted in the table below:

Amount of Vehicles	Estimated Gallons used per day per vehicle	Days left in the contract	Estimated Price per gallon	Total estimated cost for MOD vehicles
14	25	224	\$ 4.00	\$ 313,600.00



This is a firm fixed, indefinite delivery, indefinite quantity contract that will expire on December 31, 2023.

**PROJECT DIVERSITY**

As this action is a contract modification, no vendor diversity goal has been established for either the modification or the original contract award.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a modification to Contract No. 65-2018, on behalf of Metro with Thornton's, Inc., increasing the total not to exceed value from \$413,563 to \$727,163, an increase of \$313,600.



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-xx

APPROVAL OF CONTRACT NO. 39-2023 FOR DIGITAL COMMUTER ALERTS

WHEREAS:

1. Metro uses several techniques to inform riders of basic service standards such as the time a bus will arrive and depart various stops. In addition to standard arrival/departure times, Metro has the need to inform riders about service delays, detours, promotions, etc. that will help aid in itinerary planning and transfers.
2. The sourcing method used for this project was a Request for Proposals (RFP) for a cloud-based Software-as-a-Service (SaaS) subscription via OpenGov. More than 1,500 vendors were notified of the opportunity, nine (9) vendors downloaded solicitation materials and three (3) firms provided proposals for consideration.
3. SORTA staff reviewed the proposals and recommends that the Board of Trustees award a three (3) year contract to Carahsoft Technology Corporation, at a total cost not to exceed \$131,541.
4. This project will be funded with the FY24-FY26 local operating budgets.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board hereby finds the proposal of contract Carahsoft Technology Corporation to be the proposal most advantageous to SORTA, price and other factors considered, and awards to it a three (3) year contract, at a total cost not to exceed \$131,541.
6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract Carahsoft Technology Corporation, on behalf of SORTA.



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** June 20, 2023

**FROM:** John Edmondson, Sr. Director of Procurement  
 Dave Etienne, Director of Marketing & Communications

**PROJECT NO.:** 39-2023

**REQUEST:** Contract Award for Digital Commuter Alerts

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### **BACKGROUND**

Metro uses several techniques to inform riders of basic service standards such as the time a bus will arrive and depart various stops. In addition to standard arrival/departure times, Metro has the need to inform riders about service delays, detours, promotions, etc. that will help aid in itinerary planning and transfers.

### **BUSINESS PURPOSE**

Metro enlists a cloud-based Software-as-a-Service (SaaS) subscription to alert approximately 16,000 commuters to changes in published times, routes, or promotions via e-mail and SMS text messaging.

### **PROJECT FINANCING**

The project has an approved 3-year budget of \$131,541 (approximately \$43,847 per year for FY2024, 2025, and 2026) and will be paid for from local operating funds.

The final project cost of \$131,541 is flat to budget.

### **PROJECT PROCUREMENT**

Procurement staff determined that a Request for Proposals (RFP) was the appropriate procurement method for this contract based on consultation with end-user staff and the need to determine capabilities, responsiveness, bandwidth, and other factors of interested firms.

Metro directly sourced more than 200 vendors capable of providing the required service and electronically notified more than 1,500 vendors via our e-procurement platform.

Nine (9) vendors downloaded solicitation materials with three (3) providing proposals for consideration. The top two (2) responding firms were invited to participate in interviews to learn more about their proposed solutions. All vendors were determined to be responsive to the requirements of the solicitation.

Carahsoft Technology Corporation submitted the proposal determined to provide the best value to Metro.

This will be a firm-fixed contract for a base term of 2 years with 1 option year. The contract will begin on October 1, 2023, and end on September 30, 2026.



### **PROJECT DIVERSITY**

Staff did not assign a vendor diversity goal for this project. As the final contract is a SaaS subscription service, there are no subcontracting opportunities.

Staff identified and distributed the solicitation to 147 certified XBE vendors capable of providing the service. No XBE firms responded.

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 39-2023, on behalf of Metro with Carahsoft Technology Corporation, with a not to exceed value of \$131,541.



**Attachments:**  
Action Item

BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-xx

APPROVAL OF CONTRACT NO. 68-2023 PEST CONTROL SERVICES

WHEREAS:

1. SORTA has pest control services for its fleet of buses, non- revenue vehicles, facilities, and office locations to provide its customers and employees with a clean, safe and pest free ride and workplace.
2. An Invitation for Bid ("IFB") was sent to vendors via OpenGov for routine pest control services. One hundred and eighty-eight (188) firms were notified of the opportunity, ten (10) vendors downloaded solicitation materials and two (2) submitted responses.
3. SORTA staff reviewed the proposals and recommends a five (5) year contract be awarded to Ampulex Environmental Solutions, LLC at a total estimated cost of \$280,192 as the proposer whose proposal is most advantageous to SORTA, price and other factors considered.
4. This project will be funded with local operating funds.

THEREFORE, BE IT RESOLVED:

5. The Board hereby finds the bid of Ampulex Environmental Solution LLC as recommended by the SORTA staff to be the lowest responsive bid from a responsible bidder, and awards to it a five (5) year contract for routine pest control services, at a total cost not to exceed \$280,192.
6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract Ampulex Environmental Solution LLC on behalf of SORTA.



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** May 16, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 68-2023  
**REQUEST:** Contract Award for Pest Control Services

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### BACKGROUND

Routine pest control is needed to ensure that all Metro assets remain free of insects, rodents, and other environmental pests that impact the rider experience.

### BUSINESS PURPOSE

Ongoing pest control services is needed for fleet vehicles, non-revenue vehicles, and facilities.

### PROJECT FINANCING

The approved budget for this project is \$295,030 and will be paid for using local operating funds, as illustrated in the table below:

FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL
\$59,006	\$59,006	\$59,006	\$59,006	\$59,006	<b>\$295,030</b>

The final project cost will be \$280,192, which is **favorable to budget by \$14,838 (5.03%)**.

### PROJECT PROCUREMENT

Procurement staff used an Invitation for Bid (“IFB”) for this project based on the limited variable value-add opportunities, the limited variance among service providers, and the comprehensive nature of the provided work scope. The final award for IFB solicitations is determined by the lowest responsive, responsible bidder.

Staff sourced 61 vendors for direct solicitation and broadcast the opportunity to 188 vendors via our e-procurement platform. Ten (10) vendors downloaded solicitation materials and two (2) provided a responsive bid (see table below).

#1 Ampulex Environmental Solutions LLC	#2 Yutze LLC - DBA Pestmaster of Cincinnati
\$280,192	\$400,000.00

Based on the method of procurement, Ampulex Environmental Solutions was determined to be the lowest responsive, responsible bidder and is recommended for award.



The contract will be a firm fixed price contract with a 3-year base term (August 2023 – July 2026) and two 1-year option terms. The full contract term will expire on July 31, 2028.

#### **PROJECT DIVERSITY**

A vendor diversity goal was not established for this contract.

Research into state and local databases did not produce certified XBE vendors operating in the pest and insect control market. As such, no subcontracting or set-aside opportunities were available for this award.

#### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 68-2023, on behalf of Metro with Ampulex Environmental Solution LLC, with a not to exceed value of \$280,192.

BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-xx

APPROVAL OF CONTRACT NO. 78-2023 FIX ROUTE BUSES

WHEREAS:

1. Metro maintains a fleet of approximately 300 fixed-route buses. To maintain a quality, reliable fleet, the agency has developed a bus replacement program that calls for the timely replacement of these vehicles over time. The current bus replacement program calls for replacing 25-40 buses per year over the next five years.
2. Metro partners with other tri-state transit systems for each contract renewal procurement. For this procurement, Metro partnered with TANK, Lextran, TARC, and other Kentucky transit providers.
3. A request for proposals (RFP) was the solicitation method selected by the TANK procurement staff. This solicitation was provided to twelve (12) vendors and one (1) vendor responded.
4. Staff recommends the SORTA Board of Trustees approve a contract with Gillig, LLC, for the production and purchase of fixed route buses, at a cost not to exceed \$105,761,400.
5. This project will be funded with federal and local capital funds.

THEREFORE, BE IT RESOLVED:

6. The SORTA Board of Trustees approves a contract with Gillig, LLC., at a cost not to exceed \$105,761,400.
7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Gillig, LLC. on behalf of SORTA. The Board further authorizes staff to execute purchase orders with Gillig for such purpose, contingent on funding being available.



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** May 16, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 78-2023  
**REQUEST:** Contract Award for Fix Route Buses

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### **BACKGROUND**

Fixed-route, heavy-duty, ADA-compliant buses are the most critical capital component of the Metro system. Metro maintains a fleet of approximately 300 fixed-route buses. To maintain a quality, reliable fleet, Metro has developed a bus replacement program that calls for the timely replacement of these vehicles over time. The Federal Transit Administration defines the useful life of these buses as 12 years and 500,000 miles. Metro's current bus replacement program calls for replacing 25-40 buses per year over the next five years.

To maximize purchasing power, Metro partners with other tri-state transit systems for each contract renewal procurement. For this procurement, Metro partnered with TANK, Lextran, TARC, and other Kentucky transit providers.

### **BUSINESS PURPOSE**

The previous fixed route bus contract has expired, and a renewal contract is needed to implement Metro's bus replacement strategy. FTA limits contracts for rolling stock to terms no greater than 5 years, preventing the use of strategic option terms or contract extensions.

### **PROJECT FINANCING**

The approved budget for this project is \$105,761,400 and is contingent upon available funding provided by the FTA during future Federal fiscal years (FFY2024 and beyond).

The contract will be an indefinite delivery, indefinite quantity contract. Under such terms, Metro will be obligated to purchase no less than twenty-five (25) vehicles at a base price of \$528,807 and can purchase no more than 200 vehicles at the same base price. The minimum contractual obligation for the full 5-year term is \$13,220,175.

The table below demonstrates project financing for the minimum and maximum quantities identified in the contract:

Funding	25 Vehicle Minimum	200 Vehicle Maximum
<b>Federal (80%)</b>	\$10,576,140	\$84,609,120
<b>Local (20%)</b>	\$2,644,035	\$21,152,280
<b>Total</b>	<b>\$13,220,175</b>	<b>\$105,761,400</b>

### **PROJECT PROCUREMENT**



TANK procurement staff selected a Request for Proposals (RFP) procurement methodology based on the need to evaluate multiple configuration options, subsystems capabilities, and various vehicle size and propulsion system options.

The solicitation was provided to twelve (12) known and approved transit vehicle manufacturers. Only 1 vendor responded to the solicitation. The solicitation was evaluated and deemed not to be unfairly restrictive in its requirements, and the responding proposal was determined to be responsive to those requirements.

Gillig LLC was the sole responding vendor and is recommended for award.

The contract will be a firm fixed price contract with a 5-year term beginning immediately upon contract execution and ending on June 30, 2028.

### **PROJECT DIVERSITY**

Per FTA and Office of Civil Rights requirements, eligible transit vehicle manufacturers must have an approved DBE participation plan and goal each year that is approved by the FTA. Transit agencies are not permitted to change this goal and are not to count the participation toward their agency DBE reporting.

Gillig LLC's approved DBE participation goal for FFY2023 is 0.65%

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 78-2023, on behalf of Metro with Gillig LLC, with a not to exceed value of \$105,761,400.