

NOTICE AND AGENDA OF PUBLIC MEETING OF THE TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LEXTRAN) BOARD OF DIRECTORS

Pursuant to KRS 96.A, the Lextran Board of Directors is to meet monthly. The next meeting will be:
Wednesday, August 18, 2021 at 10:00 a.m. EST
Lextran – Room 110
200 West Loudon Avenue
Lexington, KY 40408

Pursuant to KRS 61.810, the Board may enter into Closed Session, but shall not take any action in a Closed Session.

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 Emily Elliott at 859-255-7756. Requests made as early as possible will allow time to arrange accommodation.

MEETING INSTRUCTIONS

The August 2021 Board of Directors meeting will be held in person as well as live-streamed. You may access the livestream on Youtube at:

bit.ly/lextranmeeting

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BOARD OF DIRECTORS MEETING**August 18, 2021****10:00 a.m.****MEETING AGENDA**

- | | | |
|-------|--------------------------------------------------------|---------------|
| I. | Call to Order & Roll Call | 10:00 |
| II. | Public Comment on Agenda Items / Public Hearing | 10:05 – 10:10 |
| III. | Approval of July 2021 Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report (Thakur) | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – July | 10:25 – 10:40 |
| VI. | Action Items | 10:40 – 10:50 |
| | A. Resolution 2021-17 Office Supplies | |
| | B. Resolution 2021-18 Electric Motors | |
| VII. | Change Order Report | 10:50 – 10:55 |
| VIII. | Old Business | 10:55 – 11:00 |
| IX. | New Business | |
| X. | Proposed Agenda Items | |
| | A. Resolution – Procurement Policy Update | |
| | B. Resolution – Electric Bus Purchase | |
| XI. | Closed Session | |
| XII. | Adjournment | 11:05 |

BOARD OF DIRECTORS MEETING

BOARD MINUTES

July 21, 2021

MEMBERS PRESENT

Christian Motley, Board Chair
Adrienne Thakur, Vice Chair
Harding Dowell
Jamie Rodgers
Dr. Koffi Akakpo
Judge Lindsay Hughes Thurston (virtually)
Rick Christman

Anne-Tyler Morgan, McBrayer, Board Attorney

MEMBERS ABSENT

George Ward

STAFF PRESENT

Jill Barnett, General Manager
Byron Robinson, Assistant General Manager
Alan Jones, Systems Administrator
Catherine Moran, Compliance Specialist
Catherine Waits, Payroll and Finance Coordinator
Emily Elliott, Community Relations Manager
Fred Combs, Director of Planning, Technology, and Community Relations
Glenda Shoopman, Purchasing and Finance Coordinator
Jason Dyal, Director of Operations
Jim Barrett, Director of Maintenance
John Givens, Director of Risk Management
Maria Alonso, Human Resources Manager
Matt Winkler, Planning Coordinator
Nikki Falconbury, Director of Finance and Human Resources
Noena Zerna, Marketing and Communications Coordinator
Stephanie Hoke, Finance Manager

I. CALL TO ORDER

Chairman Christian Motley called the July 21, 2021, meeting of the Lextran Board of Directors to order at 10:02 am. Mr. Motley performed a roll call to determine which members were present. Quorum was achieved.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Mr. Motley called for a motion to approve the meeting minutes from the June 16, 2021, meeting of the Lextran Board of Directors. Ms. Thakur made a motion to approve the minutes and Mr. Dowell seconded. There was no discussion and the motion passed unanimously.

IV. CHAIR'S REPORT

Mr. Motley shared the Chair's Report noting the following:

- The FTA Triennial Review Final Report has been received and been included in the board packet. There were no findings noted.
- Contract negotiations were held last week and are ongoing at this time.
- There is a hiring event for bus operators on Thursday, July 22nd from 10:00 a.m.- 3:00 p.m. at the Loudon Offices.

V. NOMINATING COMMITTEE REPORT

Ms. Rodgers presented the nominating committee report. As presented last month, the nominees are Ms. Thakur for Board Chair and Mr. Dowell as Vice Chair. There was no additional discussion. Mr. Motley thanked Ms. Thakur and Mr. Dowell for their willingness to serve.

VI. ACTION ITEMS

To proceed with a vote for the slate of officers, Mr. Motley moved all action items.

A. Officer Elections

Mr. Motley requested a motion to approve the nominated officers. Ms. Rodgers made a motion and Mr. Christman seconded. The motion passed unanimously. The officers will begin their service with the August 2021 meeting.

B. Resolution 2021-13 – Bus Stop Enhancements

Ms. Barnett reviewed resolution 2021-13, requesting approval to award a contract for Bus Stop Enhancements for the purpose of completing the second phase of the Rider Amenities at Many Places (RAMP) program. The program makes improvements to bus stops with accessibility and amenity upgrades. A Request for Proposals (RFP) was issued and two qualified proposals were received. The winning proposal and recommendation for award is Shelcon Construction for a term of three years with the option for two one-year extensions. Mr. Dowell asked if the purchase and procurement of shelters was included in this resolution. Ms. Barnett responded the resolution is only for the contracting work and installation of shelters. Ms. Rodgers asked if this was a different contractor than used previously, and if they are a DBE. Ms. Barnett responded that

Shelcon is not the incumbent contractor, however they have completed work for Lextran for the construction and installation at the electric bus charging station downtown. They are not a DBE contractor. Mr. Christman asked about the number of shelters and the average cost per site. The costs per stop vary reflecting the various work tasks required at each site. Some locations may not include a pad for a shelter. Mr. Motley requested a motion to accept Resolution 2021-13. Mr. Dowell made a motion, and Mr. Christman seconded. The motion carried without opposition.

C. Resolution 2021-14 – Security and Access Control

Ms. Barnett presented Resolution 2021-14, requesting the approval to award a contract for security and access control services. The services are for both the Loudon Administrative Office and the Downtown Transit Center. An RFP was issued in May and one qualified response was received, from the incumbent, Schiller Architectural Hardware and Door System. Mr. Dowell asked if all proposals are noted including non-responsive and unqualified proposers. All that are received are included and in this instance only one proposal total was submitted. The term of the contract is for two years with three options for a one-year extension. Mr. Motley requested a motion to accept Resolution 2021-14. Ms. Thakur made the motion, and it was seconded by Judge Thurston. The motion carried without opposition.

D. Resolution 2021-15 – Purchase of Bus Shelters

Ms. Barnett presented Resolution 2021-15, requesting approval for the purchase of thirty (30) bus shelters. Resolution 2019-09 was approved by the Board in 2019 and Lextran entered into an agreement with Brasco International as the supplier of shelters, benches, and amenities; this resolution authorizes the expenditure. Resolution 2021-15 outlines the purchase price not-to-exceed \$176,717.00. The source of funds for the purchase are Section 5307 Federal Formula Funds in combination with local Mass Transit dollars. In combination with Resolution 2021-13, this will nearly cover the purchase and installation of 30 shelters, though some of the 30 may be used to replace damaged shelters currently in the system. Ms. Barnett advised the Board there is currently a long lead time on shelters, approximately 20 weeks after approval. A smaller number have been ordered already and are expected near the end of the calendar year. Mr. Dowell asked about the one delivery fee in the resolution, which Ms. Barnett explained will be a single delivery to Loudon Avenue. Mr. Dowell asked if this was done by a purchasing agreement or a hard bid. Ms. Barnett explained it was a competitive process when the original RFP was issued in 2019. Ms. Rodgers asked if the style of shelter was newer or different than what has previously been installed. Ms. Barnett explained it has been used in a few places in our system, but is a newer style than many currently existing shelters and looks a bit more modern. Mr. Dowell asked if the shelters will feature advertising and if they have the capability to do so. They are capable but will not feature ads at this time. They are capable of hosting route maps, and trash receptacles are generally placed at shelters. Lextran has the responsibility for servicing the receptacles. Ms. Rodgers made a motion to approve resolution 2021-15, and it was seconded by Mr. Dowell. The motion carried without opposition.

E. Resolution – 2021-16 – Management Services

Mr. Motley presented Resolution 2021-16, requesting the approval to enter into contract for Management Services. The evaluation committee consisted of Board members Mr. Motley, Ms.

Thakur, Mr. Ward, and Ms. Rodgers. Three qualified proposals were received and TransDev won the bid. There is an update to this contract, making this new engagement a five-year contract versus a three-year contract with options for extensions. Ms. Thakur added that all proposals were responsive, but it was clear that for the size of our transit authority, the needs of community, and previous work with TransDev, they were the appropriate choice. Mr. Dowell asked how legal services are divided between Lextran counsel and TransDev counsel. Ms. Falconbury stated that Lextran Counsel is used for resolutions, board meetings, contracts, and employment issues. TransDev legal services are used for arbitrations, contract negotiations, and other services such as these. Ms. Morgan added that the easiest way to divide them is union vs non-union activities. A motion was made by Ms. Rodgers to approve resolution 2021-16 as written, and Mr. Dowell seconded. The motion carried without opposition. Ms. Barnett thanked the Board and the evaluation committee for their confidence in Transdev and the opportunity to continue serving Lextran.

VII. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Ms. Barnett welcomed Catherine Moran as Compliance Specialist. She will assist with compliance requirements for Title VI, EEO, ADA, etc. Ms. Moran previously worked for the Commonwealth of Kentucky in a similar role.

Mr. Combs presented the Monthly Performance Report for June 2021 which can be found on pages 9-13 of the July 2021 board packet.

HIGHLIGHTS FOR JUNE:

- Lextran migrated its radio communications to the LFUCG's P25 radio system. The new radio communications system has been in place for three weeks.
- A new class of five operator trainees began their career in June.
- Lextran participated in 14 community-centered events throughout June, including "How to Ride" sessions, travel trainings, job fairs, and neighborhood events.
- Lextran's Human Resources team coordinated open enrollment for employee benefits.

Mr. Combs shared four customer commendations:

- Bus operator Roy Campbell III
- Bus Operator Mildred Hunt
- Customer Service Representative Angie Jones
- Customer Service Staff at the Transit Center

Fixed route and Paratransit ridership were typical and have tracked as expected. The last three months have been more volatile, but we will need time to see if the pattern continues. It seems that ridership is showing a slight up-down with a median leveling. Discussion continued on the ridership comparisons for 2020 and 2021 for fixed route and paratransit as well as the potential factors that are contributing to the changes and differences. Summer months have made the trends more difficult to follow and we expect to have more information as the fall starts.

The preventable accidents were slightly higher than average for the month, but a good year overall. Preventative maintenance finished at 100% for the year and we had about 5,000 miles between road calls. Comparisons on KPIs for FY 2019, 2020, and 2021 were shown and discussed. The ridership change from FY19-FY21 is about -44% for fixed route and -30% on paratransit. On time performance has improved from 90% to 94%. The same amount of service is being provided, but the ridership is not the same a pre-pandemic. Customer comments have increased from FY19, and all areas have seen an increase, including requests for information and commendations. The injury frequency rate and workers compensation claims fell below FY19 levels in FY21. A discussion followed regarding customer comments, including changes in reporting, classification, and validation efforts as well as employee training and education on documentation.

FINANCIAL REPORT

Ms. Falconbury presented the June 2021 Finance Report, found on pages 14-15 of the July 2021 board packet. Ms. Falconbury reminded the Board that June numbers for the year are unaudited and there may be adjustments after the audit in August. The audit will be presented to the Finance Committee in September and presented to the full Board in October. The balance sheet was reviewed. Operating cash is similar to last year from CARES funds. The work in process is grant funds and includes a bus purchase. Following no questions on the balance sheet, revenues and expenses were reviewed. Property taxes came in similar to what was budgeted. Passenger revenue has increased slightly, and federal funds are higher from 2019 due to CARES funding. We hope to receive State funds in the next fiscal year. Expenses were reviewed with wages coming in over budget. Diesel fuel was under budget for the year as was paratransit expenses. Budgeting and forecasting were discussed for paratransit, property taxes, and ad revenue and how these are monitored. For bus operator recruits there are 2 stages to the class, a non-CDL training and a CDL training. All training is completed by Lextran, and a CDL is not required for employment. All federal funds are used the same way – it is “draw down” funding for CARES, ARPA, and CRRSAA and there are no expanded uses from previous bills.

VIII. ACTION ITEMS

IX. CHANGE ORDER

There were no change orders.

X. OLD BUSINESS

A. Final Report – FTA Triennial Review – Ms. Barnett informed the Board regarding the triennial review, which was originally scheduled for 2020. All site visits were postponed due to COVID and took place virtually. The virtual site visit was held in April, and the reviews examine twenty-one (21) areas of compliance. There were no deficiencies found in any of the areas. It will be added to the website for public review as well.

XI. NEW BUSINESS

There was no new business.

XII. PROPOSED AGENDA ITEMS

- A. Resolution – Procurement Policy Update
- B. Resolution – Contract for Electric Motors
- C. Resolution – Contract for Office Supplies
- D. Resolution – Electric Bus Purchase

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

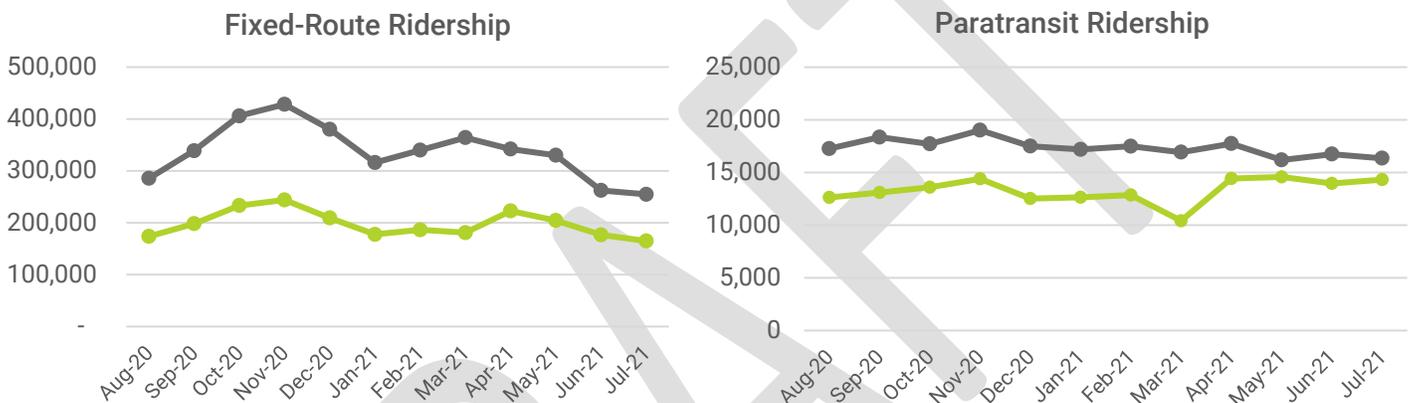
Mr. Motley called for a motion to adjourn the July 21, 2021, meeting of the Lextran Board of Directors. A motion was made by Ms. Thakur and seconded by Ms. Rodgers. The meeting was adjourned by consensus at 11:02 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – JULY 2021

We serve people and our community with mobility solutions.

In July, Lextran held a job fair to recruit new employees that resulted in seven applicants. A signalized crosswalk and traffic signal were constructed at the Downtown Transit Center, as part of the Town Branch project. The crosswalk and traffic signal will become operational later this year. Also in July, 145 Lextran employees across all departments completed a training on diversity, equity, and inclusion delivered by C. Robinson & Associates.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
System Production						
Total Ridership	170,639	170,639	173,700	14,641	14,641	12,625
Weekday Ridership	144,039	144,039	146,995	12,235	12,235	10,959
Saturday Ridership	17,219	17,219	12,269	1,515	1,515	803
Sunday Ridership	7,175	7,175	11,162	668	668	659
Holiday Ridership	2,206	2,206	3,274	223	223	204
Total Revenue Miles	148,452	148,452	123,744	107,450	107,450	91,804
Total Revenue Hours	15,247	15,247	12,607	8,392	8,392	7,516
Trips per Mile	1.15	1.15	1.40	0.14	0.14	0.14
Trips per Hour	11.19	11.19	13.78	1.74	1.74	1.68

- Ridership for the fixed-route system remained consistent with the past four months, at 35 percent below average and two percent below total monthly ridership in July 2020.
- Paratransit ridership increased by 16 percent compared to July 2020 and continues to perform close to pre-pandemic averages, at 11 percent below the historical monthly average.

LEXTRAN IN THE MEDIA

- July 26 – 2021 UK Appreciation Day set for Aug. 4
<http://uknow.uky.edu/professional-news/2021-uk-appreciation-day-set-aug-4>
- July 31 – Lexington block party works to unify neighborhoods
<https://www.wkyt.com/2021/08/01/lexington-block-party-works-unify-neighborhoods/>

COMMUNITY INVOLVEMENT/MEETINGS

- July 7 – KYTC/MPO Coordination Team Meeting
- July 8 – Charles Young United Way Resource Center Grand Opening
- July 9 – West End Community Resource Fair
- July 12 – Commission for People with Disabilities Meeting
- July 14 – Mayor’s Sustainable Growth Task Force
- July 15 – Winburn Community Partners Meeting
- July 20 – Ride-along with Council Member James Brown
- July 21 – South Lexington Health Fair – Gainesway Community Action Council
- July 22 – Lextran Job Fair – Main Office
- July 30 – BCTC New Student Orientation
- July 31 – Neighbors in the North Block Party

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
Service Quality						
On-Time Performance	93.00%	93.00%	94.00%	88.67%	88.67%	94.19%
Farebox Recovery	5.12%	5.12%	0.00%	N/A	N/A	N/A
Operating Expenses	\$1,567,703	\$1,567,703	\$1,756,569	\$364,561	\$364,561	\$392,921
Per Mile	\$3.18	\$3.18	\$4.10	N/A	N/A	N/A
Per Hour	\$71.86	\$71.86	\$99.09	N/A	N/A	N/A
Customer Service	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
Customer Feedback Totals per 100k Trips	29.30	29.30	31.09	143.43	143.43	229.70
Commendations	2.34	2.34	0.00	6.83	6.83	31.68
Discourtesy	5.86	5.86	16.70	75.13	75.13	79.21
Late or Early	1.17	1.17	1.73	40.98	40.98	7.92
Safety	6.45	6.45	5.18	20.49	20.49	110.89
Passed Boarding	7.03	7.03	5.18	0.00	0.00	0.00
Information and Service Requests	1.17	1.17	1.15	0.00	0.00	0.00
Other	5.27	5.27	1.15	0.00	0.00	0.00
Call Length	1:12	1:12	0:56	1:13	1:13	1:05
Time to Abandon	1:11	1:11	1:19	0:57	0:57	0:22

- On-time performance continues to be strong on fixed-route at 93 percent in July.
- Discourtesies on the fixed-route system were down 66 percent in July as compared to the same time period in the FY21.
- Safety complaints among Wheels service last among were also down by 79 percent, compared to July 2020.

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
Safety						
Preventable Accidents per 100,000 miles	1.29	1.29	1.55	0.00	0.00	0.94
Injury Frequency Rate	14.58	14.58	15.91	N/A	N/A	N/A
Days with No Preventable Accidents	29	29	29	31	31	30
Days of Lost Time	159	159	48	N/A	N/A	N/A
Workers Compensation Claims	3	3	2	N/A	N/A	N/A

- There were two preventable accidents on the fixed-route system and no preventable accidents on the paratransit service in July.
- Reporting on workers compensation claims now reflects OSHA-reportable workers compensation claims to align with days of lost time (rather than all reported incidents).
- Days of lost time continues to be impacted by a small number of employees on long term leave.

Performance Indicator	Fixed Route System		
	This Month	FY22 YTD	FY21 YTD
Maintenance			
Miles between Road Calls	9,278	9,278	5,893
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- Maintenance completed 100 percent (51 of 51) of scheduled preventative maintenance inspections in July. The maintenance department has maintained a perfect record on preventative inspections since January 2020 (797 in total).

Performance Indicator	Fixed Route System	
	This Month	FY22 YTD
Training Activities		
Accident/Incident Remedial Training	4	4
Return to Work Training	2	2
New Operator Training	8	8
C. Robinson – Diversity, Equity, and Inclusion Training	145	145

Hiring and Recruiting		This Month	Interviews	New Hires
Open Positions		20	11	6
Operations		15	11	5
Maintenance		3	0	0
Administration		2	0	1
Procurement				
Electric Motors		August Resolution		
Office Supplies		August Resolution		
CNG Station Monitoring and Maintenance		Upcoming RFP		
Landscaping and Snow Removal Services		Upcoming RFP		

DRAFT

FINANCIALS
BALANCE SHEET

as of July 31, 2021

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$12,964,619	\$12,952,216
Accounts receivable	\$4,130,388	\$5,147,781
Inventory	\$704,060	\$691,791
Work in process	\$3,691,005	\$444,449
Prepaid	\$1,128,023	\$1,071,731
Total Current Assets	<u>\$22,618,095</u>	<u>\$20,307,968</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$2,285,415	\$2,285,415
Total Long Term Assets	<u>\$10,640,415</u>	<u>\$10,640,415</u>
Net capital and related assets	\$22,355,391	\$25,592,227
TOTAL ASSETS	<u><u>\$55,613,900</u></u>	<u><u>\$56,540,609</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$166,214	\$344,486
Payroll liabilities	\$1,176,124	\$776,866
Short term note - Fifth Third Bank	\$0	\$970,534
Total Current Liabilities	<u>\$1,342,338</u>	<u>\$2,091,886</u>
Long term note - Fifth Third Bank	\$0	\$3,854,579
Long term liability - Pension	\$2,589,356	\$2,589,356
Total Long Term Liabilities	<u>\$2,589,356</u>	<u>\$6,443,935</u>
NET POSITION	\$51,682,206	\$48,004,788
TOTAL LIABILITIES AND NET POSITION	<u><u>\$55,613,900</u></u>	<u><u>\$56,540,609</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

JULY 2021

	FY2022 ACTUAL	FY2022 BUDGET	FY2022 VARIANCE	FY 2021 ACTUAL	FY 2020 ACTUAL
REVENUES					
Property taxes	\$0	\$0	\$0	\$0	\$0
Passenger revenue	\$80,294	\$65,000	\$15,294	\$0	\$113,164
Federal funds	\$322,123	\$358,333	(\$36,210)	\$441,063	\$443,844
State funds	\$0	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000	\$0
Other revenue	\$80,901	\$190,892	(\$109,990)	\$10,728	\$208,386
TOTAL REVENUES	\$743,319	\$874,225	(\$130,906)	\$711,791	\$765,393
EXPENSES					
Wages	\$772,896	\$830,673	(\$57,777)	\$742,095	\$764,694
Fringe benefits	\$467,533	\$516,826	(\$49,293)	\$463,255	\$452,194
Professional services	\$60,380	\$138,117	(\$77,737)	\$100,534	\$58,969
Materials and supplies	\$96,391	\$106,792	(\$10,401)	\$117,733	\$86,821
Fuel-Diesel	\$69,081	\$90,583	(\$21,502)	\$44,080	\$76,717
Fuel-Other	\$23,453	\$26,583	(\$3,130)	\$25,091	\$17,239
Utilities - Facilities	\$31,567	\$30,321	\$1,246	\$30,956	\$25,172
Utilities - Electric Bus	\$4,299	\$8,333	(\$4,034)	\$6,850	\$7,488
Insurance	\$63,291	\$73,545	(\$10,254)	\$61,397	\$58,293
Fuel taxes	\$17,131	\$16,667	\$464	\$15,917	\$25,460
Paratransit Expenses	\$405,308	\$433,333	(\$28,026)	\$426,679	\$496,346
Vanpool Expenses	\$1,190	\$2,100	(\$910)	\$1,200	\$2,100
Dues and subscriptions	\$26,400	\$25,840	\$560	\$28,346	\$1,275
Travel, training and meetings	\$1,273	\$13,446	(\$12,173)	\$16,013	\$4,328
Media advertising	\$2,377	\$13,083	(\$10,707)	\$1,524	\$31,834
Miscellaneous	\$1,102	\$5,008	(\$3,906)	\$1,416	\$750
Interest Expense	\$0	\$0	\$0	\$12,256	\$14,620
Leases and rentals	\$19,394	\$19,210	\$184	\$68,838	\$68,818
Depreciation	\$240,157	\$240,157	\$0	\$250,103	\$283,133
TOTAL EXPENSES	\$2,303,224	\$2,590,618	(\$287,394)	\$2,414,283	\$2,476,250
CHANGE IN NET POSITION	(\$1,559,905)	(\$1,716,393)	\$156,488	(\$1,702,492)	(\$1,710,857)

MEMORANDUM

August 18, 2021

TO: Lextran Board of Directors**FROM: Jill Barnett, General Manager****SUBJECT: Resolution to Award a Contract for Office Supplies**

Attached is a resolution requesting authority to enter into a contract for office supplies.

RFP 2021-10 was issued on July 12, 2021, with proposals received on July 29, 2021. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from three (3) qualified proposers:

- Action Business Suppliers
- Baumann Paper Company
- National Office Suppliers Inc.

Action Business Suppliers received the highest-ranking evaluation score and is recommended for the contract award for office supplies. The term of the contract awarded will be for three (3) years.

The pricing sheet provided in the Action Business Suppliers proposal is attached hereto this resolution and incorporated for reference. This pricing is guaranteed for ninety (90) days and copy paper pricing is through March 31, 2022. Pricing adjustments, either up or down, are made based on cost changes and Lextran will be notified of changes.

The source of funds is local Mass Transit funds.

If you have any questions, please contact me at 859.255.7756.

RESOLUTION 2021-17**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY
GOVERNMENT****AUGUST 18, 2021**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2021-10 for office supplies, and;

WHEREAS, RFP 2021-10 resulted in a responsive proposal from three (3) qualified proposers, and;

WHEREAS, the proposal from Action Business Suppliers was the highest ranked proposal;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Action Business Suppliers for office supplies according to the terms as set forth in RFP 2021-10 and the proposal submitted by Action Business Suppliers which are incorporated herein by reference. The term of the contract awarded will be for three (3) years. Pricing for the first ninety (90) days and copy paper pricing through March 31, 2022, shall not exceed the costs on the pricing sheet included in Action Business Suppliers proposal. Pricing adjustments, either up or down, are made based on cost changes and Lextran will be notified of changes.

MOTION: _____ **SECOND:** _____

CHAIRPERSON_____
DATE



PRICE LIST

ITEM	BRAND	QUANTITY	CAN SUPPLY	ALTERNATIVE SUGGESTED	PRICE
POST-IT CANARY REFILLS 3 X 3	POST-IT	12 PADS		UNV 35668	2.18
POST-IT CANARY REFILLS 4 X 6 (LINED)	POST-IT	1 PK		UNV 28073	14.98
POST-IT CANARY REFILLS 1.5 X 2	POST-IT	1 PK		UNV 35662	1.10
STICK PENS	BIC	12			1.15
ENERGEL PENS (BLACK)	PENTEL	12			9.50
ENERGEL PENS (BLUE)	PENTEL	12			9.50
LOVEJOY PENS (BLUE)	PAPERMATE	12			4.22
G2 RETRACTABLE PENS (BLUE)	PILOT	12			14.15
G2 RETRACTABLE PENS (BLACK)	PILOT	12			14.15
FINE POINT SHARPIE (BLACK)	SHARPIE	12		UNV 07071	4.01
BOLD POINT SHARPIE (BLACK)	SHARPIE	12		UNV 07051	3.64
PENCILS #2	ORIOLE	12		UNV 55525	.79
CORRECTION PENS	BIC	12			18.58
CORRECTION TAPE	BIC	12			14.24
5.25 EXPANDING WALLETTS	SMEAD	10		UNV 13090	34.32
#8 DOUBLE-WINDOW ENVELOPES (CHECK)	BUS. SOURCE	500/BOX		UNV 34300	19.72
COPY PAPER (HIGH SPEED)	GENERIC	1 BOX (10 REAMS)		E00 50202	34.20
YELLOW HIGHLIGHTER	SHARPIE	12		UNV 05861	4.52
WHITE LEGAL PAD	BUS. SOURCE	12		UNV 20630	7.60
STANDARD STAPLES	GENERIC	5000		UNV 29000	.50
INVISIBLE TAPE 3/4 X 1000	SCOTT	10		UNV 83412	6.44
MANILLA FILE FOLDERS (LETTER SIZE)	BUS SOURCE	100		UNV 12113	5.56
MANILLA FILE FOLDERS (LEGAL SIZE)	BUS SOURCE	100		UNV 15113	7.91
HANGING FOLDERS (LETTER SIZE)	BUS SOURCE	25		UNV 14115	6.08
HANGING FOLDERS (LEGAL SIZE)	BUS SOURCE	25		UNV 14215	6.66
9 X 12 ENVELOPES	BUS SOURCE	100		UNV 35244	7.61
CLIP BOARDS	BUS SOURCE	EACH		UNV 40304	.98
HP 131A (CYAN)	HP	1		1VR 2114	58.74
HP 131A (MAGENTA)	HP	1		1VR 2134	58.74
HP 131A (YELLOW)	HP	1		1VR 2124	58.74
HP 131X (BLACK)	HP	1		1VR 210X	61.92
THERMAL PAPER 3 1/8 X 230'	ICONEX	1 BOX		UNV 35763	116.14

THERMAL PAPER 2 1/4 X 85	ICONEX	1 BOX	✓		86.74
RECEIPT PAPER 2 1/4 X 85	BUS SOURCE	1 PK	✓	UNV 35761	2.39
5 TAB INDEX DIVIDERS	AVERY	1 PK	✓		1.72
8 TAB INDEX DIVIDERS	AVERY	1 PK	✓		1.15
2" BINDERS (D RING)	BUS SOURCE	1	✓	UNV 30731	4.64
3" BINDERS (D RING)	BUS SOURCE	1	✓	UNV 20791	5.88
4" BINDERS (D RING)	BUS SOURCE	1	✓	UNV 20704	6.59
ADDRESS LABELS (AVE 8160)	AVERY	1 PK	✓	UNV 80101	2.25
FILE FOLDER LABELS (AVE 5366)	AVERY	1 PK	✓	UNV 80111	3.41
RUBBER BANDS #33	BUS SOURCE	1 BAG	✓	UNV 00433	1.42
BINDER CLIPS (MINI)	BUS SOURCE	1 BOX	✓	UNV 10199	1.17
BINDER CLIPS (SMALL)	BUS SOURCE	1 BOX	✓	UNV 10200	.23
BINDER CLIPS (MEDIUM)	BUS SOURCE	1 BOX	✓	UNV 10210	.61
BINDER CLIPS (LARGE)	BUS SOURCE	1 BOX	✓	UNV 10220	1.44
PAPER CLIPS (STANDARD)	BUS SOURCE	1 BOX	✓	UNV 22210 BX	.19
PAPER CLIPS (JUMBO)	BUS SOURCE	1 BOX	✓	UNV 22220 BX	.56
CANNED AIR (DUSTER)	BUS SOURCE	6 PACK	✓	1VR 10014	13.19

MEMORANDUM

August 18, 2021

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution to Award a Contract for Electric Motors

Attached is a resolution requesting authority to award a contract for the provision of electric motors.

RFP 2021-02 was issued July 12, 2021, with proposals received on July 29, 2021. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. Proposals were received from six (6) proposers and three (3) proposals were deemed responsive and qualified:

- D&W Diesel, Inc.
- Kirk's Automotive, Inc.
- Midwest Bus Corporation

An evaluation committee ranked the responsive proposals received. Kirk's Automotive, Inc. received the highest-ranking score and is recommended for contract award per the terms of their proposal and RFP 2021-02.

The term of the contract awarded will be for two (2) years with an option for one (1) additional year.

The source of funds is (federal) Section 5307 Formula-Preventive Maintenance.

If you have any questions, please call me at 255-7756.

RESOLUTION 2020-18**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY
GOVERNMENT****AUGUST 18, 2021**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2021-02 for the provision of electric motors, and;

WHEREAS, RFP 2021-02 resulted in responsive proposals from three (3) qualified proposers, and;

WHEREAS, the proposal from Kirk's Automotive, Inc. was the highest ranked proposal, and;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Kirk's Automotive, Inc. for the provision of electric motors as per the terms of RFP 2021-02 and the proposal submitted by Kirk's Automotive, Inc.

MOTION: _____ **SECOND:** _____

CHAIRPERSON

DATE

CHANGE ORDER REPORT -AUGUST 2021

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
Koorsen Fire & Security, Inc.	Inspection--fire extinguishers, fire sprinkler systems, backflow devices, emergency exit lights--Repair/Replacement	\$61,885.59	\$6,500	Extending existing contract to December 31, 2021. This allows Lextran the time to conduct the proper solicitation of multiple contractors in order to receive competitive rates.	None