

# **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:  
**December 18, 2024, at 10:00 a.m. EST.**

Meeting location:

**Lextran – Room 110  
200 West Loudon Avenue  
Lexington, KY 40508**

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 December 2024 Board of Directors meeting will be held in person.

The livestream is available on YouTube at:

<http://bit.ly/lextranmeeting>

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## LEXTRAN BOARD OF DIRECTORS MEETING

December 18, 2024

10:00 a.m.

### MEETING AGENDA

I.	Call to Order & Roll Call	10:00
II.	Public Comment on Agenda Items	10:00 – 10:05
III.	Approval of Minutes	10:05 – 10:10
	A. November 2024	
IV.	Chair's Report (Dowell)	10:10 – 10:15
V.	Lextran Monthly Performance Report & Financials – November	10:15 – 10:30
VI.	Action Items	10:30 – 10:35
	A. Board Resolution 2024-34 Office Supplies	
	B. Board Resolution 2024-35 Plumbing Services	
VII.	Change Order Report	10:35
VIII.	Old Business	10:35
IX.	New Business	10:35
X.	Proposed Agenda Items	10:35 – 10:40
	A. Progress Report from RATP-Dev	
	B. Public Transit Agency Safety Plan	
	C. Architectural, Engineering, and Planning Services	
	D. Maintenance Building CNG Enhancements	
XI.	Closed Session	10:40
XII.	Adjournment	10:40

The next business meeting of the Board of Directors is scheduled for January 22, 2025, at 10:00 a.m.

## **LEXINGTON TRANSIT AUTHORITY (LEXTRAN) BOARD OF DIRECTORS MEETING MINUTES**

**November 20, 2024**

**Board Meeting Livestream:** <https://youtu.be/b31X3PQp3YI>

### **Members Present**

Harding Dowell, Board Chair (Virtual)  
Jamie Rodgers, Board Vice Chair  
Judge Lindsay Hughes Thurston  
Leidy Borges-Gonzalez  
Dr. Koffi Akakpo (Virtual)

### **Members Absent**

Paul Schoninger  
George Ward

### **Staff Present**

Fred Combs, General Manager  
Randolph Williams, Assistant General Manager  
Chris Withrow, Director of Maintenance  
Nikki Falconbury, Director of Finance and Human Resources  
Emily Elliott, Director of Planning and Community Development  
Alan Jones, IT Manager  
Deanna Istre, Purchasing Manager  
Jessica Pence, Executive Administrative Assistant  
Gregory Butler, Planning and Community Development Manager  
Becky Lane, Purchasing Assistant  
Whitney Wigelsworth, Marketing & Communication Coordinator  
Ta'Ziyah Bakara, Capital Planner  
Maria Alonso, Human Resources Manager

### **Others in Attendance**

Addison Lowry, Lextran Counsel  
Byron Robinson, RATP Dev  
Robert Smith, RATP Dev  
Joey David, Lexington Area MPO  
Karen Jessup  
Stacy Dunaway

## **I. CALL TO ORDER**

Ms. Jamie Rodgers called the meeting to order at 10:00 a.m. and performed roll call.

## **II. PUBLIC COMMENT**

There was no public comment.

## **III. APPROVAL OF MINUTES**

The minutes were reviewed and approved for the October Board Meeting. Ms. Leidy Borges Gonzales made a motion to approve, and Judge Lindsay Thurston seconded that approval. The motion passed.

## **IV. CHAIR'S REPORT**

There was no Chair's report.

## **V. LEXTRAN MONTHLY PERFORMANCE REPORT & FINANCIALS**

Members of the management team presented the Monthly Performance Report for October 2024, which can be found on pages 11-16 of the November 2024 board packet.

### **HIGHLIGHTS FOR OCTOBER 2024:**

- During the month of October, Lextran offered service for Keeneland Fall Meets as well as the UK Football Shuttle for two home games
- On October 19th, the Urban County Council Transportation Expo was held at Marksbury Family Branch Library with great attendance and community engagement.
- The Microtransit Feasibility study kicked off on October 22nd.
- RATP Dev hosted their technology provider, Ecolane, along with Lextran staff, for training.
- AVAIL Technologies, Lextran's intelligent transportation system vendor, was in Lexington for final design review on October 30th and 31st.
- Congratulations to this year's Halloween Costume Contest winner Misty Hellard!

### **LEXTRAN PERFORMANCE REPORT**

Ms. Elliott reviewed the fixed-route ridership for October, which was slightly down from the previous month. For the month of October in safety, Lextran had seven preventable accidents, and one workers compensation claim, resulting in an increased injury frequency rate.

Maintenance operated at 10,240 miles between road calls in October while completing 54 of the 54 preventive maintenance inspections on schedule.

Ms. Elliott mentioned that the proposed service improvements generated public feedback, both positive and negative. The most negative feedback was received regarding Route 4 Newtown Pike, prompting further analysis. Judge Thurston asked for clarity regarding Route 4. Ms. Elliott responded by stating that the route currently goes to Stanton Way and comes back inbound.

Judge Thurston asked if the refresher training related to safety was done every year and what that would look like for this year. Ms. Elliott responded with the training being tailored to topics in safety and preventing accidents.

Ms. Jamie Rodgers asked how the public comment window was being shared with the public. Ms. Elliott responded with detail on how Lextran tagged the information across social media, added a banner on the website, shared comment cards at Customer Service, and sharing with community groups. Ms. Elliott stated that public comment would be open for two full weeks.

Ms. Rodgers asked why Lextran was mentioned in the local parks tax article. Ms. Elliott responded by saying that Lextran has a dedicated tax, similar to the one that recently passed for parks, which brought attention to property taxes.

Ms. Rodgers asked when the Microtransit study would conclude. Ms. Elliott stated that it would conclude in April 2025, and we would have several public comment opportunities during the study.

Ms. Rodgers asked for more detail on job openings and positions. Ms. Nikki Falconbury stated that we have about 33 open positions, with a new class of eight operators and two mechanics. Ms. Falconbury noted that nine positions were open in maintenance.

## **PARATRANSIT PERFORMANCE REPORT**

Mr. Randolph Williams presented the paratransit performance report for October. Total monthly ridership for October was 15,290 which reflected a slight increase from the previous month but stayed in line with comparison of October 2023.

Mr. Harding Dowell asked for the cause of the downward trend in on-time performance. Mr. Williams responded by stating one of the things that has been looked into was training of the operators and office staff in using the Ecolane software. Travel time and customer cancellations also played a major part in on-time performance. Lextran and RATP Dev have been working to better communicate with customers and find out why cancellations have been happening.

Ms. Jamie Rodgers asked a question and stated that we need to celebrate there were 19 commendations. Ms. Rodgers asked about 86 new riders where those come from. Mr. Williams stated those come from BLOKINETIX trips, when they register new customers, they go through and receive their first ride to and from their assessment.

## **FINANCIAL REPORT**

Ms. Nikki Falconbury presented the October Financial Report which can be found on pages 17-18 of the November Board of Directors Meeting packet. She stated that the balance sheet will look different next month due to receiving \$18 million dollars in property taxes.

Ms. Falconbury noted that the upcoming November financials will reflect retro pay because of the implementation of the new collective bargaining agreement. Ms. Rodgers asked for a definition of retro pay, and Ms. Falconbury stated that it would be wages dated back to July.

## VI. ACTION ITEMS

### A. RESOLUTION 2024-32: RESOLUTION TO IMPROVE PENSION PLAN FOR LEXTRAN EMPLOYEES

Mr. Combs presented Resolution 2024-32, requesting the Board's approval to execute an amendment to the Lextran Employees Contributory Pension Plan. The Lextran Pension Committee met on November 12, 2024. The Pension Committee consists of three union members, two administrative employees and one board member. A motion was made at the meeting to request the Lextran General Manager to bring it before the Lextran Board of Directors to amend the monthly benefit received for each year of service.

The resolution addresses the following changes to the Plan:

Effective November 20, 2024, the monthly benefit formula for all participants who retire on or after that date shall be increased from \$50 for each year of service with Lextran to \$60 for each year of service.

Except as herein provided, the Plan shall, as amended, continue in full force and in effect.

Judge Lindsay Thurston made the first motion to approve the amendment. Ms. Leidy Gonzales second that motion. The motion passed unanimously.

### B. RESOLUTION 2024-33: RESOLUTION TO RESCIND AND REPLACE RESOLUTION 2024-29 FOR CAMERA SYSTEM UPGRADE FOR BUSES

Mr. Combs presented Resolution 2024-33, requesting the Board's approval to rescind and replace a previously approved resolution to purchase a Camera System Upgrade for Buses due to an update to the total contract price.

On October 23, 2024, The Lextran Board of Directors approved Resolution 2024-29 to enter into a contract with Transit Solutions LLC for the purchase of an upgrade to the existing bus camera system. The contract awardee, as well as the term awarded, remains the same at three (3) years with two (2) options to extend for two (2) years each, for a total of seven (7) possible contract years.

An adjustment in the price is necessary due to the cost of warranty and support for the four (4) optional years of the contract.

The updated total expected cost of this project is \$830,719.00. The pricing breakdown is as follows:

- |                                    |                               |
|------------------------------------|-------------------------------|
| • System hardware:                 | \$260,031                     |
| • Software (all 7 contract years): | \$247,800 (\$35,400 annually) |
| • Project implementation:          | \$114,736                     |
| • Warranty & Support Years 4 & 5   | \$99,120                      |
| • Warranty & Support Years 6 & 7   | \$109,032                     |

Transit Solutions LLC also included pricing for optional solutions for other fleet vehicles should Lextran choose to install a camera system on vehicles outside of fixed route buses during the contract term.

The source of funding for this procurement is as follows:

- 80% Federal 5307 Funds- \$664,575
- 20% State Match- \$166,144

Ms. Leidy Borges Gonzales made the first motion to approve the contract. Mr. Dowell made the second motion for approval. The motion passed unanimously.

## **VII. CHANGE ORDER REPORT**

No change of order report.

## **VIII. OLD BUSINESS**

There was no old business.

## **IX. NEW BUSINESS**

There was no new business.

## **X. PROPOSED AGENDA ITEMS**

Mr. Fred Combs stated that the in near future there will be updated information for renovations with Transit Center. Also, free rides on buses have been planned for Thanksgiving. Ms. Jamie Rodgers asked when the bids close for Transit Center. Mr. Combs stated in January with a resolution expected in February.

Mr. Combs stated that RATP-Dev was expected to deliver a progress report to the Board in December or January.

## **XI. CLOSED SESSION**

There was no closed session.

## **XII. ADJOURNMENT**

Ms. Jamie Rodgers adjourned the meeting at 10:45 a.m.

## LEXTRAN MONTHLY PERFORMANCE REPORT – NOVEMBER 2024

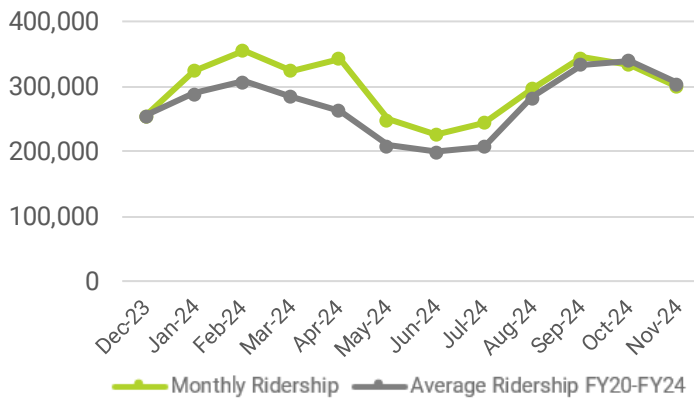
We serve people and our community with mobility solutions.

Lextran offered free rides on Election Day, November 5<sup>th</sup>, to improve access to the polls. Public engagement efforts in November generated more than 40 responses to help refine the proposed service improvements that are set to go into effect in December, including three public meetings held on November 19<sup>th</sup>. Congratulations to Bus Operator Latasha Hart, who won Lextran's Chili Cook-Off competition. To show our appreciation for staff and customers on Thanksgiving Day, all staff working were provided with a meal and customers enjoyed free rides.

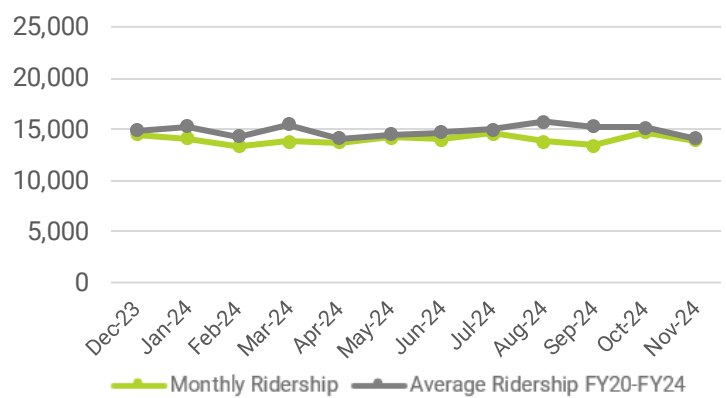
### DEMONSTRATE VALUE TO THE COMMUNITY



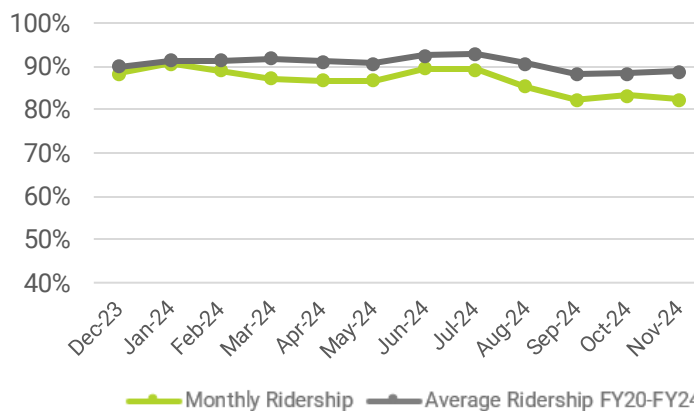
**Fixed-Route Ridership**



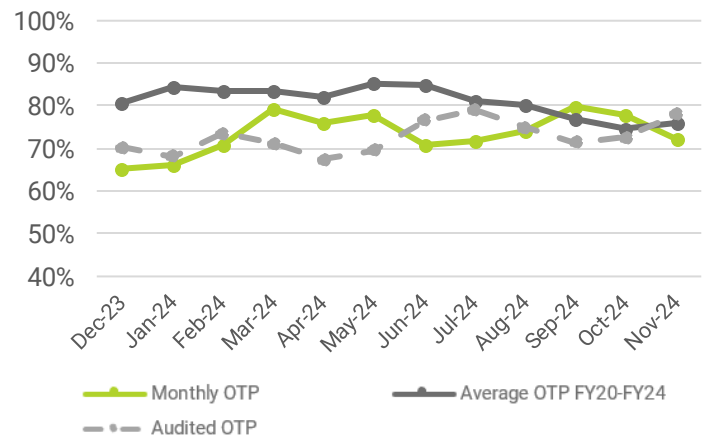
**Paratransit Ridership**



**Fixed-Route On-Time Performance**



**Paratransit On-Time Performance**





Performance Indicator	Fixed Route System			Paratransit (Wheels)		
System Production	This Month	FY25YTD	FY24YTD	This Month	FY25YTD	FY24YTD
Total Ridership	299,479	1,517,305	1,687,041	13,853	71,165	70,854
Weekday Ridership	254,811	1,304,736	1,455,520	11,361	59,718	58,413
Saturday Ridership	28,264	125,543	132,202	1,541	6,356	6336
Sunday Ridership	14,619	78,572	89,166	760	4,498	5495
Holiday Ridership	1,785	8,454	10,153	191	593	610
Total Revenue Miles	168,925	838,139	791,106	87,037	454,046	429,481
Total Revenue Hours	18,222	89,462	82,456	7,345	36,640	32,090
Trips per Mile	1.77	1.81	2.13	0.16	0.16	0.16
Trips per Hour	16.43	16.96	20.46	1.89	1.94	2.21

- Fixed route ridership for November decreased from October 2024 and remains slightly below FY24 year-to date.
- Paratransit ridership showed a slight decrease from last month but remains above FY24 year-to date.
- Trips per Hour have slightly decreased from last month on fixed route.

## LEXTRAN IN THE MEDIA

- November 1 – [Two injured in collision involving wrong-way driver, Lextran bus in downtown Lexington](#) (Lexington Herald Leader)
- November 1 – [Lextran bus reportedly hits building after overnight vehicle crash](#) (LEX18)
- November 1 - [Bus slams into downtown Lexington building](#) (WKYT)
- November 1 - [Car driving wrong way crashes into Lex Tran bus downtown](#) (Fox56)
- November 1 - [Bus crashes into building in downtown Lexington](#) (WTVQ)
- November 4 - [Free Lextran rides on Election Day](#) (WTVQ)
- November 6 - [Lexington voters pass new tax for parks projected to generate \\$8 million a year](#) (Lexington Herald Leader)

## COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- November 1 – Bicycle Pedestrian Advisory Committee
- November 1 – Senior Services Commission Meeting
- November 5 – Travel Training
- November 5 – Bluegrass Aging Consortium Meeting
- November 6 – Turner Commons Bus Tour – Commerce Lex
- November 7 – Kentuckians for Better Transportation Public Transit Discussion
- November 7 – Travel Training
- November 7 – Lexington VRU Field Session - KYTC
- November 8 – Transportation Technical Focus Group Meeting – Lexington-Fayette MSA Comprehensive Climate Action Plan
- November 9 – iKnow Expo
- November 12 – Imagine Nicholasville (US 27) Project
- November 12 – Situation Table
- November 13 – Transportation Project Coordination Team
- November 13 – Travel Training
- November 14 – Veterans Employment & Training Symposium
- November 18 – UK Transportation Engineering Class Presentation
- November 19 – Public Meetings for Service Improvements
- November 20 – Access Lexington Commission Meeting
- November 21 – Lexington VU Field Session - KYTC
- November 21 – Level Up Lex
- November 22 – KRM Cultural Orientation
- November 26 – Kentucky Public Transportation Association Meeting

**DELIVER A HIGH-QUALITY PRODUCT**

Performance Indicator	Fixed Route						Paratransit (Wheels)					
Service Quality	This Month		FY25 YTD		FY24 YTD		This Month		FY25 YTD		FY24 YTD	
On-Time Performance	82.40%		84.50%		87.36%		74.09%*		68.06%**		69.41%	
Farebox Recovery	4.42%		5.87%		6.73%		N/A		N/A		N/A	
Operating Expenses	\$2,438,381		\$10,010,103		\$8,258,069		\$572,714		\$3,012,999		\$3,249,031	
Per Mile	\$4.01		\$3.39		\$3.49		N/A		N/A		N/A	
Per Hour	\$96.64		\$81.20		\$66.97		N/A		N/A		N/A	
Customer Service	This Month		FY25 YTD		FY24 YTD		This Month		FY25 YTD		FY24 YTD	
	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate
Customer Feedback Totals per 100k Trips	28	9.35	214	28.21	218	27.03	30	216.56	157	220.61	102	143.96
Commendations	4	1.34	38	2.50	19	1.13	10	72.19	66	92.74	0	0.00
Discourtesy	7	2.34	50	3.30	72	4.27	3	21.66	11	15.46	27	38.11
Late or Early	3	1.00	19	1.25	10	0.59	9	64.97	42	59.02	20	28.23
Safety	4	1.34	32	2.11	39	2.31	0	0.00	13	18.27	22	31.05
Passed Boarding /Missed Trips (Wheels)	3	1.00	20	1.32	39	2.90	0	0.00	0	0.00	6	8.47
Information and Service Requests	2	0.67	12	0.13	18	1.07	0	0.00	0	0.00	16	22.58
Other	5	1.67	43	2.83	21	1.24	8	57.75	25	35.13	11	15.52
Call Length	0:55		0:58		1:00		1:32		1:41		1:34	
Time to Abandon	0:14		0:15		0:22		2:21		2:45		3:00	

\*Audited on-time performance was 78% for November

\*\*Audited on-time performance was 75% for FY25YTD

**MANAGE AND SUSTAIN RESOURCES**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY25 YTD	FY24 YTD	This Month	FY25 YTD	FY24 YTD
<b>Safety</b>						
Preventable Accidents	4	28	11	0	5	9
Preventable Accidents per 100,000 miles	2.27	3.19	1.33	0.00	0.91	1.74
Days with No Preventable Accidents	26	125	134	30	147	142
Workers Compensation Claims	2	4	11	N/A	N/A	N/A
Injury Frequency Rate	8.09	4.53	13.32	N/A	N/A	N/A
Days of Lost Time	30	111	105	N/A	N/A	N/A

- Fixed-route saw a decrease in the number of preventable accidents in October and November, returning to a more typical level.
- Paratransit completed the second month in a row (October and November) with no preventable accidents.

Performance Indicator	Fixed Route System		
	This Month	FY25YTD	FY25YTD
<b>Maintenance</b>			
Miles between Road Calls	15,357	10,609	12,969
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In November, the maintenance department reported 15,357 miles between road calls.
- Maintenance completed 100 percent (61 of 61) of preventive maintenance inspections on schedule in November.

Performance Indicator	Fixed Route System	
Training Activities	This Month	FY25YTD
New Employee Training	24	79
CDL Permit Training	12	53
Electric Bus Training	11	43
Operator Farebox Training	11	36
Accident Remedial	4	32
Return to Work	2	9
Customer Service Leadership Training	0	85
Incident Remedial	0	5
Lockout/Tagout Training	0	3
Smith System Training	0	32

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	23	35	12
Operations	14	25	10
Maintenance	6	7	2
Administration	3	3	0

Procurements	
Plumbing Services	December Resolution
Office Supplies	December Resolution
A&E Services	Open
CNG Facilities Update	Open
Transit Center Interior Renovation (RFP)	Open
HVAC Maintenance Services	Upcoming
Janitorial Services	Upcoming
Transit Center Exterior Renovation (IFB)	Upcoming
Uniforms – Maintenance	Upcoming

**FINANCIALS**
**BALANCE SHEET**

as of November 30, 2024

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
<b>ASSETS</b>		
Current assets		
Operating Cash	\$38,738,168	\$44,001,805
Accounts receivable	\$2,032,033	\$784,038
Inventory	\$831,666	\$932,755
Work in process	\$4,075,359	\$5,516,633
Prepaid	\$1,191,850	\$895,672
Total Current Assets	\$46,869,076	\$52,130,903
Long term asset - Pension	\$3,278,791	\$2,472,657
Total Long Term Assets	\$3,278,791	\$2,472,657
Net capital and related assets	\$41,827,111	\$35,926,060
<b>TOTAL ASSETS</b>	<u>\$91,974,978</u>	<u>\$90,529,620</u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable	\$3,322,451	\$845,856
Payroll liabilities	\$973,324	\$845,344
Total Current Liabilities	\$4,295,775	\$1,691,201
Long term liability - Pension	\$590,272	\$747,248
Total Long Term Liabilities	\$590,272	\$747,248
<b>NET POSITION</b>	\$87,088,931	\$88,091,171
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u>\$91,974,978</u>	<u>\$90,529,620</u>

## STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

November 2024

	FY2025 ACTUAL	FY2025 BUDGET	FY2025 VARIANCE	FY 2024 ACTUAL
<b>REVENUES</b>				
Property taxes	\$18,924,833	\$18,510,000	\$414,833	\$17,855,833
Passenger revenue	\$591,119	\$543,510	\$47,609	\$555,811
Federal funds	\$0	\$2,340,610	(\$2,340,610)	\$0
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$320,000	\$300,000	\$20,000	\$260,000
Other revenue	\$941,022	\$1,121,668	(\$180,646)	\$1,123,028
<b>TOTAL REVENUES</b>	<b>\$20,776,975</b>	<b>\$22,815,789</b>	<b>(\$2,038,814)</b>	<b>\$19,794,672</b>

<b>EXPENSES</b>				
Wages	\$5,455,938	\$5,232,252	\$223,685	\$4,758,825
Fringe benefits	\$2,672,625	\$3,005,341	(\$332,716)	\$2,395,706
Professional services	\$634,695	\$794,834	(\$160,139)	\$533,873
Materials and supplies	\$689,665	\$629,792	\$59,873	\$580,319
Fuel-Diesel	\$247,514	\$421,406	(\$173,893)	\$367,110
Fuel-Other	\$233,385	\$372,327	(\$138,942)	\$208,067
Utilities	\$183,507	\$206,374	(\$22,866)	\$169,893
Insurance	\$463,015	\$408,493	\$54,522	\$400,309
Fuel taxes	\$88,634	\$95,833	(\$7,199)	\$90,716
Paratransit Expenses	\$3,267,287	\$3,361,633	(\$94,345)	\$3,484,499
Vanpool Expenses	\$0	\$0	\$0	\$16,423
Dues and subscriptions	\$45,194	\$35,750	\$9,444	\$44,903
Travel, training and meetings	\$90,517	\$104,242	(\$13,725)	\$30,949
Media advertising	\$49,499	\$97,708	(\$48,210)	\$104,132
Miscellaneous	\$33,676	\$35,583	(\$1,907)	\$33,502
Leases and rentals	\$2,184	\$2,184	\$0	\$2,184
Depreciation	\$1,773,357	\$1,773,357	\$0	\$1,538,726
<b>TOTAL EXPENSES</b>	<b>\$15,930,693</b>	<b>\$16,577,109</b>	<b>(\$646,416)</b>	<b>\$14,760,137</b>

<b>CHANGE IN NET POSITION</b>	<b>\$4,846,282</b>	<b>\$6,238,680</b>	<b>(\$1,392,398)</b>	<b>\$5,034,535</b>
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Monthly Average Diesel Cost:	\$2.37
YTD Average Diesel Cost:	\$2.40
CNG Diesel Gallon Equivalent:	\$1.08

**MEMORANDUM**

December 18, 2024

**TO:** Lextran Board of Directors

**FROM:** Fred Combs, General Manager

**SUBJECT:** Resolution to Award a Contract for Office Supplies

Attached is a resolution requesting authority to award a contract for the provision of Office Supplies.

RFP 2024-12 was issued September 23, 2024, with proposals received on November 21, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from four (4) qualified proposers:

- Action Business Suppliers, Inc.
- Baumann Paper Company
- Office360
- The SOS Team

Office360 received the highest-ranking evaluation score and is recommended for contract award to provide Office Supplies for Lextran. The term of the contract awarded will be for three (3) years with two (2) options to extend for 1 year each, for a total of five (5) possible contract years.

The pricing sheet provided by Office 360 is attached hereto this resolution and incorporated for reference. The prices quoted are guaranteed for a minimum of six (6) months with the exception of copy paper, and ink and toner, which are subject to quarterly adjustment based on documented industry fluctuation.

Additionally, Office360 pledges 10% of all profits from each customer to philanthropy, in conjunction with their customers and supporting customer events.

The source of funding for this procurement is Local Mass Transit Funds.

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



**RESOLUTION 2024-34****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****December 18, 2024**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-12 for Office Supplies; and

**WHEREAS**, RFP 2024-12 resulted in proposals from four (4) qualified proposers; and

**WHEREAS**, the proposal from Office360 was determined to be responsive and responsible;

**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 Office360 to provide Office Supplies per the terms as set forth in RFP 2024-12 and the proposal submitted by Office 360, which are incorporated herein by reference. The term of the contract awarded will be for Three (3) years with two (2) options to extend for 1 year each, for a total of five (5) possible contract years.

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**MOTION**

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**SECOND**

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**CHAIRPERSON**

---

**DATE**

Line Item	Description	Unit of Measure	Unit Cost	No Bid	Notes
<b>Sticky Notes</b>					
1	Sticky Notes 1 3/8 X 1 7/8	Box of 12	\$2.74		
2	Sticky Notes Refills 3X3	Box of 12	\$5.15		
3	Sticky Notes3X3	Box of 12	\$3.74		
4	Sticky Notes Refills 1.5 X 2	Box of 12	\$1.85		
5	Sticky Notes 1.5 X 2	Box of 12	\$1.85		
6	Sticky Notes 4 x 6 Lined	Box of 12	\$10.75		
<b>Pens/Pencils</b>					
7	Stick Pens Blue & Black	Box of 12	\$1.40		
8	Retractable Gel Pen Blue & Black	Box of 12	\$12.46		
9	Retractable pens 1.0 Medium point Black & Blue	Box of 12	\$13.99		
10	No. 2 Graphite	Box of 12	\$.95		
11	Permanent Marker Blue & Black Fine point	Box of 12	\$7.79		
12	Permanent Marker Blue & Black Bold point	Box of 12	\$12.50		
13	Highlighters multi-color	Box of 36	\$21.00		
14	Dry Erase Markers	Box of 36	\$39.00		
<b>Tape</b>					
15	Correction Tape	Box of 10	\$15.06		
16	Invisible Tape	Box of 12	\$8.20		
17	Packing Tape	Box of 6	\$24.00		
18	Calculator Ribbon Universal	Pack of 12	\$9.98		
19	Label Maker Tape	Pack of 4	\$36.10		
<b>Paper Products</b>					
20	Printer paper 8 1/2 X 11	Box of 10 reams	\$38.95		
21	Printer Paper 11 X 17	Box of 10 reams	\$50.69		ct of 5 reams
22	Card Stock 8.5 X 11	1 Ream	\$5.08		pk of 250 sheets
23	Card Stock 11X17	1 Ream	\$34.00		
24	White Legal Pads	Pack of 12	\$12.31		
25	Yellow Legal Pads	Pack of 12	\$12.46		
26	Note pads 5 x 8	Pack of 12	\$12.50		
27	Thermal Paper 3 1/8 x 230'	Pack of 6	\$13.27		pk of 10 rolls
28	Thermal Paper 2 1/4 x 85	Pack of 6	\$5.36		pk of 3 rolls
<b>Envelopes</b>					
29	#9 Redi-seal Double Window Security Envelopes	Box of 500	\$101.00		
30	Manilla Envelopes 10 X 13	Box of 500	\$18.17		bx of 100
31	9 X 12 Easy Close Envelopes	Box of 500	\$42.82		ct of 500
32	Manilla Envelopes 6 X 9	Box of 500	\$55.10		
<b>Folders</b>					
33	Hanging Folders Letter	Box of 25	\$11.27		
34	Hanging Folders Legal	Box of 25	\$21.50		
35	Manilla Folders (Various Colors) Letter	Box of 100	\$17.20		
36	Manilla Folders (Various Colors) Legal	Box of 100	\$17.47		
37	2' Expanding File Jacket Straight Cut Tabs	Box of 100	\$41.51		bx of 50
38	5.25' Expanding Wallets Poly Premium with Elastic	Box of 10	\$9.38		
<b>Binders</b>					
39	2" D Ring Binders	Pack of 6	\$36.10		
40	3" D Ring Binders	Pack of 6	\$6.15		per each
41	4" D Ring Binders	Pack of 6	\$17.60		per each
42	5 Tab Index Dividers	Pack of 10	\$1.70		per set
43	8 Tab Index Dividers	Pack of 10	\$2.27		per set
<b>Miscellaneous</b>					
44	Rubber bands #33	1 LB Bag	\$3.20		
45	Binder Clips (Mini)	Box of 12	\$.27		
46	Binder Clips (Small)	Box of 12	\$.30		
47	Binder Clips (Medium)	Box of 12	\$.60		
48	Binder Clips (Large)	Box of 12	\$1.76		
49	Paper Clips (Standard)	Pack of 10 Boxes	\$3.04		
50	Paper Clips (Jumbo)	Pack of 10 Boxes	\$6.65		

51 Canned Air	Pack of 4	\$13.75		
52 Super Glue	Pack of 10	\$2.40	per each	
53 Sign Here Tabs	100 count	\$2.10		
54 Push Pins	Box of 100	\$3.15		
55 Staples (Standard)	Pack of 5	\$3.60		
56 Staples (Heavy Duty)	Pack of 5	\$8.50		
57 Batteries (AA)	Pack of 36	\$27.34		
58 Batteries (AAA)	Pack of 36	\$28.20		
59 Erasers	Pack of 3	\$2.13		
60 Laminating Sheets	Box of 100	\$20.44		
61 Clip Boards (Standard)	Pack of 3	\$5.50		
<b>Toner &amp; Ink</b>				
62 Toner - Cyan	Each		TRUE	need more info
63 Toner - Magenta	Each		TRUE	need more info
64 Toner - Black	Each		TRUE	need more info
65 Toner - Yellow	Each		TRUE	need more info
66 131A HP for LaserJet Pro 200	Each	\$67.07		K = black
67 OEM HP 85A MONO	Per Order	\$67.45		
68 OEM HP 58A MONO	Per Order	\$94.56		
69 OEM HP 130A CYMK	Per Order	\$55.39		K-\$55.39, CYM-\$57.13
70 OEM HP 134A MONO	Per Order	\$41.99		
71 OEM HP 80A MONO	Per Order	\$101.01		
72 OEM HP 131A CYMK	Per Order	\$84.03		CYM (cyan, yellow, magenta
73 OEM HP 212A CYMK	Per Order	\$147.31		K-\$147.31, CYM-\$184.56
74 OEM HP 206A CYMK	Per Order	\$57.29		K-\$57.29, CYM-\$67.03
75 OEM HP 414A CYMK	Per Order	\$76.31		K-\$76.31, CYM-\$98.76
76 OEM HP 215A CYMK	Per Order	\$44.67		K-\$44.67, CYM-\$48.22
<b>Fees</b>				
77 Restocking Fee	Per Occurance	\$0.00		
78 Delivery Fee	Per Order	\$0.00		
79 Emergency Delivery Fee	Per Order	\$0.00		
80 Fuel Surcharge	Per Order	\$0.00		
81 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
82 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
83 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
84 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
85 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		
86 Miscellaneous Fees (please describe type in notes	Per Order	\$0.00		

**MEMORANDUM**

December 18, 2024

**TO:** Lextran Board of Directors

**FROM:** Fred Combs, General Manager

**SUBJECT:** Resolution to Award a Contract for Plumbing Services

Attached is a resolution requesting authority to award a contract for on-call Plumbing Services.

RFP 2024-13 was issued September 23, 2024, with proposals received on November 21, 2024. A staff evaluation committee reviewed and approved the proposal for compliance and responsiveness. A responsive proposal was received from one (1) qualified proposer:

- Alpha Mechanical Service, Inc.

Alpha Mechanical Service, Inc. was deemed responsive and responsible, and received a high evaluation score. Therefore, Alpha Mechanical Service, Inc is recommended for contract award to provide Plumbing Services for Lextran. The term of the contract awarded will be for two (2) years with three (3) options to extend for one (1) year each, for a total of five (5) possible contract years.

Pricing will be as follows:

**Hourly Rates**

Regular	\$103.50
Afterhours/Overtime	\$155.25
Weekend/Holidays	\$207.00

**Fees**

Truck/Deployment Fee	\$120.00
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The source of funding for this procurement is (federal) Section 5307 Formula-Preventive Maintenance and Local Mass Transit Funds.

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

**RESOLUTION 2024-35****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****December 18, 2024**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-13 for Plumbing Services; and

**WHEREAS**, RFP 2024-13 resulted in a proposal from one (1) qualified proposer; and

**WHEREAS**, the proposal from Alpha Mechanical Service, Inc. was determined to be responsive and responsible;

**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 Alpha Mechanical Service, Inc. to provide Plumbing Services per the terms as set forth in RFP 2024-13 and the proposal submitted by Alpha Mechanical Service, Inc. The term of the contract awarded will be for Two (2) years with three (3) options to extend for 1 year each, for a total of five (5) possible contract years.

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**MOTION**

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**SECOND**

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**CHAIRPERSON**

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**DATE**