



Working Session of the
Finance & Audit Committee
of the Board of Trustees of the Utah Transit Authority
Thursday, September 27, 2018, 12:00 p.m.-1:00 p.m.
Frontlines Headquarters, Golden Spike Rooms, 669 West 200 South, Salt Lake City

Committee Members: Jeff Acerson, Committee Chair Gina Chamness
Cort Ashton Dannie McConkie

Note: Gina Chamness will serve as acting chair for this meeting

Agenda

1. Safety First Minute Dave Goeres
2. Item(s) for Consent Gina Chamness
 - a. Approval of September 12, 2018 Finance & Audit Committee Meeting Report
3. General Contracts, Change Orders & Disbursements
 - a. For Board Consent Approval
 1. Contract: Tooele Flex Route Transit Service (UDOT) Eddy Cumins
 - b. For Board Review and Resolution
 1. Contract: Division of Services for People with Disabilities Paratransit Services (Utah Department of Human Services) Eddy Cumins
 2. Change Order: Main Street Half Grand Union Construction (Stacy and Witbeck) Eddy Cumins
 - c. Pre-Procurement Update Steve Meyer
4. Other Business Gina Chamness
5. Adjourn Gina Chamness

Public Comment: Members of the public are invited to provide comment during the general comment period at UTA's Board of Trustee meetings, or prior to any action on a board resolution at those meetings. Comment may be provided in person or online through www.rideuta.com. Additionally, public comment may be taken at committee meetings at the discretion of the committee chair. In order to be considerate of time and the agenda, comments are limited to two minutes per individual, or five minutes for a spokesperson designated to represent a group.

Special Accommodation: Information related to this meeting is available in alternate format upon request by contacting calldredge@rideuta.com or (801) 287-3536. Request for accommodations should be made at least two business days in advance of the scheduled meeting.

Everything in its place keeps you safe





Report of the Finance & Audit Review Committee Meeting
of the Board of Trustees of the Utah Transit Authority (UTA)
Wednesday, September 12, 2018
10:30 a.m.-12:00 p.m.
FrontLines Headquarters, 669 West 200 South, Salt Lake City, UT

Attending

Jeff Acerson Committee Chair

Cort Ashton

Gina Chamness

Dannie McConkie

1. Welcome and Safety First Minute

The meeting was called to order at 10:34 a.m. by Chair Acerson. A brief safety minute was then given by Dave Goeres, UTA Chief Safety & Security and Technology Officer.

2. Item(s) for Consent – Jeff Acerson

- a. Approval of August 22, 2018 Finance & Audit Committee Meeting Report

A motion to approve the consent agenda was made by Trustee McConkie and seconded by Trustee Chamness. The motion was approved by unanimous consent.

3. July 2018 Financial Report & Dashboard – Bob Biles

An overview of the July UTA Financial Report and Dashboard was presented by Bob Biles, UTA Vice President of Finance.

A motion to move the report to the board consent agenda was made by Trustee McConkie and seconded by Trustee Ashton. The motion carried by unanimous consent.

Roll call vote:

Trustee McConkie	Aye
Trustee Chamness	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye

4. Second Quarter Internal Audit Report – Riana de Villiers

An overview of the second quarter internal audit report was presented by Riana de Villiers, UTA Chief Internal Auditor. Ms. de Villiers outlined progress on the internal audit plan.

A motion to accept the report and provide an update to the board was made by Trustee McConkie and seconded by Trustee Ashton. The motion carried by unanimous consent.

Roll call vote:

Trustee Chamness	Aye
Trustee McConkie	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye

5. General Contracts & Change Orders

a. For Board Consent Approval

1. Disbursement: Excavation of Sandy Civic Center Parking Structure (Hamilton Partners) – Paul Drake

This disbursement covers UTA’s portion of excavation costs at the Sandy Civic Center site. The excavation is for a parking structure that will include several hundred stalls for UTA patrons.

A motion to move the disbursement to the board consent agenda was made by Trustee McConkie and seconded by Trustee Chamness. The motion carried by unanimous consent.

Roll call vote:

Trustee McConkie	Aye
Trustee Chamness	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye

b. For Board Review and Resolution

1. Contract: Sandy Civic Center Parking Structure (Wadsworth Brothers) – Paul Drake

The parking structure is part of the approved site development plan. The structure will provide parking at the site for UTA patrons and the adjacent development.

A question was posed by Trustee Ashton regarding the designation of the stalls reserved for UTA patrons versus stalls reserved for the development. Mr. Drake explained that the UTA stalls will be clearly identified with striping and signage.

A motion to forward this contract to the board was made by Trustee Ashton and seconded by Trustee Chamness. The motion carried by unanimous consent.

Roll call vote:

McConkie	Aye
Chamness	Aye
Ashton	Aye
Acerson	Aye

6. Other Business – Jeff Acerson

A Finance & Audit Committee budget work session is scheduled on September 19, 2018 from 10:00 a.m.-2:00 p.m. The next Finance & Audit Committee meeting is scheduled on September 27, 2018 from 12:00-1:00 p.m.

7. Adjourn

A motion to adjourn was made by Trustee Ashton and seconded by Trustee Chamness. The motion carried by unanimous consent and the meeting adjourned at 11:13 a.m.

Transcribed by Teri Black
Senior Office Coordinator Finance
Utah Transit Authority
tblack@rideuta.com
801.287.3215

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/485933.html> for entire content.

This document along with the digital recording constitute the official minutes of this meeting.

UNAPPROVED

General Contracts, Change Orders and Disbursements

Revenue Contracts
Disbursements
Contracts & Change Orders
Pre-Procurements (information)

Finance & Audit Committee 9/27/18

Item #	Board Motion	Criteria	Type	Project Manager	Project Title	Summary Description & Purpose	Vendor (or potential vendors)	Total Contract Value	Change Orders			Contract Start Date	Contract End Date (Incl. options)	Included in 2018 Budget?	Solicitation Method	Number Of Firms Which Responded To Solicitation	Total Contract Amount Of Next Lowest Bidder
									Change Order Amount	Total Contract Amount After Change Order	Percentage Change						
3a1	Motion to approve the contract and forward to Board for consent agenda	Change order brings total contract value to \$200,000 or more	Revenue	Casey Walrath	Tooele Flex Route Transit Service	WFRC CMAQ funding for a third and final year to reimburse operating expenses incurred on the Tooele Flex Route F402. The initiative is funded through Federal Highway Administration funds and has been set up as a pass-through via UDOT.	UDOT	\$ 280,892	\$ 128,714	\$ 409,606	46%	9/1/2017	8/31/2021	Yes	Revenue Contract	N/A	N/A
3b1	Motion to forward the contract to the Board for approval	Change order brings total contract value to \$1,000,000 or more	Revenue	Cherryl Beveridge	DSPD Revenue Contract	Revenue contract for paratransit services with the Utah Department of Human Services/Division of Services for People with Disabilities. This is an extension of the current contract for another year with new rates effective July 2018.	DHS/DSPD	\$ 7,712,204	\$ 1,742,772	\$ 9,454,976	23%	7/1/2013	6/30/2019	No	Revenue Contract	N/A	N/A
3b2	Motion to forward the contract to the Board for approval	Change order brings total contract value to \$1,000,000 or more	Change Order	Greg Thorpe	Main Street Half Grand Union Construction	State of good repair removal and reconstruction of the 400 S. Half Grand Union section.	Stacy and Witbeck	\$ 21,653,183	\$ 4,017,940	\$ 25,671,123	19%	6/6/2019	7/1/2019	Yes	N/A	N/A	N/A
3c1	Pre-Procurement (information only)	Contract is \$200,000 - \$999,999	Pre-bid Review	Lamont Worthy	Video Surveillance System	On-board video surveillance system for buses	SmartDrive	\$ 238,560		N/A	N/A	1/1/2019	12/31/2023	Yes	Sole Source	TBD	TBD
3c2	Pre-Procurement (information only)	Contract is \$200,000 - \$999,999	Pre-bid Review	David Pitcher	Insurance Brokerage Services	RFP to select a new insurance broker to consult for insurance purchases	TBD	\$ 375,000		N/A	N/A	11/1/2018	10/31/2023	Yes	RFP	TBD	TBD
3c3	Pre-Procurement (information only)	Contract is \$200,000 - \$999,999	Pre-bid Review	Cherryl Beveridge	Rideshare 15 Passenger Vans	Replacement vans for the Rideshare program	TBD	\$ 310,000		N/A	N/A	11/19/2018	12/31/2022	Yes	IFB	TBD	TBD

Detailed Contract Description & Purpose

F&AC Review and/or Approval Date: 9/27/2018

Action Requested: Motion to approve the contract and forward to Board for consent agenda

Criteria: Change-order brings total contract value to \$200,000 or more

Contract #: 16-2085JH

Contract Title: Tooele Flex route
Transit Service

Project Manager: Casey Walrath

Contract Administrator: Jolene Higgins

Impacted Areas: Tooele

Included in budget? Yes

Procurement method: Revenue Contract

Contractor: NA

Sole-Source Reason: N/A

Total Contract Value \$ 409,606
Qty & Unit price

Contract term (Months) 12

Contract options (Months) 0

Contract start date: 9/1/2017

Contract end date: 8/31/2021

Number of responding firms: NA

Next Lowest Bidder: NA

Detailed Description & Purpose:

WFRC has awarded UTA CMAQ funding for a third and final year to reimburse operating expenses incurred on the Tooele Flex Route F402. The funding is Federal Highway Administration funds and have been set up as a pass through via UDOT. The contract has been modified once before to add the second year of funding. This request is for a modification to the contract to add the third year of funding.

(Items to include: Current condition, Benefits, Return on investment, Savings, Other alternatives considered)

Attachments: Contract routing sheet attached? Yes

Other attachments? Mod



CONTRACT ROUTING SHEET

Agenda Item No.: _____
Board Review Date: 27-Sep

CONTRACT SECTION

- 1) Contract/P.O. No. 16-2085JH (Assigned by Purchasing) Contract Administrator: Jolene Higgins
Project Manager: Casey Walrath
- 2) Contract Type A. A&E/Design B. Blanket PO C. Construction D. Goods E. Modification
 F. Option G. Other _____ H. Services I. Task Orders
- 3) Procurement Method RFQ (Quote) IFB (Low Bid) RFQ (Qualification)
 RFP (Best-value) Sole source Other: Revenue/Grant contract
- 4) Contract Title Tooele Flex Route Transit Service
- 5) Description / Purpose (of contract or project) WFRC has awarded UTA CMAQ funding for a third and final year to reimburse operating expenses incurred on the Tooele Flex Route F402. The funding is Federal Highway Administration funds and have been set up as a pass through via UDOT. The contract has been modified once before to add the second year of funding. This request is for a modification to the contract to add the third year of funding.
- 6) Contractor Name NA
- 7) Effective Dates Beginning: 09/01/17 Ending: 08/31/21
- 8) Option to renew? Yes No Renewal terms _____

FINANCIAL SECTION

- 9) Total Board Approval Amount:
- | | |
|---|------------------|
| 9a) Current Contract Value: | <u>\$280,892</u> |
| 9b) Amendment Amount: | <u>\$128,714</u> |
| 9d) New Contract Value (including all amendments) | <u>\$409,606</u> |
- 9e) Is the amount an estimate? Yes No
(Estimate if per transaction cost)
- 9f) If estimated, how was the estimate calculated? _____
- 10) Is the amount a one-time purchase or annual recurring purchase? One-time Recurring
- 11) Account Code _____ Capital Project Code _____
- 12) Budgeted? Yes No Budget amount: _____
- 13) Will this contract require support from another department? Yes No
- 14) If so, is the other department(s) aware of this contract and the required support? Yes No
- 15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified? Yes No

SIGNATURE SECTION

	Route to?	Initials	
Attorney/Legal	<input checked="" type="checkbox"/> Yes	<u>BWS</u>	<u>Bart Simmons</u>
Accounting Review	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>BWS</u>	<u>Bryan Steele</u>
IT Review (IT software or hardware)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Print Name
Up to \$10K Manager/Program Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>CVT</u>	<u>Mary DeLoretto</u>
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>ET</u>	<u>Eddy Cumins</u>
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>AKB</u>	<u>Bob Biles</u>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<u>Steve Meyer</u>
Over \$200K Board Approval	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Approval Date

If Yes, route to the Sr. Supply Chain Manager for board meeting agenda and approval

Detailed Contract Description & Purpose

F&AC Review and/or Approval Date: 9/27/2018

Action Requested: Motion to forward the contract to the Board for approval

Criteria: Change order brings total contract value to \$1,000,000 or more

Contract #: A02066

Contract Title: DHS/DSPD Contract
for Services

Project Manager: Cherryl Beveridge

Contract Administrator: Cherryl Beveridge

Impacted Areas: Paratransit Services

Included in budget? N/A

Procurement method: Revenue Contract

Contractor: N/A

Sole-Source Reason: N/A

Total Contract Value \$ 1,742,772
Qty & Unit price

Contract term (Months) 84

Contract options (Months) 0

Contract start date: 7/1/2013

Contract end date: 6/30/2019

Number of responding firms: N/A

Next Lowest Bidder: N/A

Detailed Description & Purpose:

UTA is federally mandated under the American's with Disabilities Act (ADA) to provide paratransit service to eligible riders. This contract makes available additional service for paratransit eligible riders. Under the ADA, transit agencies can charge more than the standard paratransit fare (currently \$4.00) for "agency sponsored trips". That regulatory language applies to services funded by the Center for Medicare & Medicaid Services (CMS) and the Utah Department of Health & Human Services (DHS), specifically the Division of Services for People with Disabilities (DSPD). The riders referenced in this agreement qualify for certain Medicare services, including non-medical transportation. Funds for non-medical transportation services pass from CMS to DHS/DSPD then to UTA. In order for any state to receive CMS non-medical transportation funds, there is a required state match of 28%, which requires agencies providing this service to obtain a budgetary appropriation from the state legislature. Following a joint request from DHS/DSPD and UTA in 2010, CMS agreed 1) to allow UTA to pay the seed money for these services and 2) to reimburse UTA at its maximum cost per trip rate. The reimbursement is paid by CMS through DHS/DSPD to UTA. This contract amendment extends the current contract for another year with new cost per trip rates effective July 2018. All other terms of the original agreement remain the same.

(Items to include: Current condition, Benefits, Return on investment, Savings, Other alternatives considered)

Attachments: Contract routing sheet attached? Yes

Other attachments? (list)



CONTRACT ROUTING SHEET

Agenda Item No.: _____
Board Review Date: 9/27/2018

CONTRACT SECTION

- 1) Contract/P.O. No. A02066 (Assigned by Purchasing) Contract Administrator: Cherryl Beveridge
Project Manager: Cherryl Beveridge
- 2) Contract Type A. A&E/Design B. Blanket PO C. Construction D. Goods E. Modification
 E. Option F. Other _____ G. Renewal H. Services I. Task Orders
- 3) Procurement Method RFQ (Quote) IFB (Low Bid) RFQU (Qualification)
 RFP (Best-value) Sole source Other: _____
- 4) Contract Title Department of Human Services DSPD Contract for Services
- 5) Description / Purpose (of contract or project) Contract for Paratransit services with the Department of Human Services - Division of Services for People with Disabilities
- 6) Contractor Name DHS / Division of Services for People with Disabilities
- 7) Effective Dates Beginning: 07/01/13 Ending: 06/30/19
- 8) Option to renew? Yes No Renewal terms Extend 1 year to 6/30/2019

FINANCIAL SECTION

- 9) Total Board Approval Amount:
- | | |
|---|--------------------|
| 9a) Current Contract Value: | <u>\$7,712,204</u> |
| 9b) Amendment Amount: | <u>\$1,742,772</u> |
| 9d) New Contract Value (including all amendments) | <u>\$9,454,976</u> |
- 9e) Is the amount an estimate? Yes No
(Estimate if per transaction cost)
- 9f) If estimated, how was the estimate calculated? Based on previous years.
- 10) Is the amount a one-time purchase or annual recurring purchase? One-time Recurring
- 11) Account Code 1000.40201 Capital Project Code N/A
- 12) Budgeted? Yes No Budget amount: _____
- 13) Will this contract require support from another department? Yes No
- 14) If so, is the other department(s) aware of this contract and the required support? Yes No
- 15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified? Yes No

SIGNATURE SECTION

	Route to?	Initials	Signature
Attorney/Legal	<input checked="" type="checkbox"/> Yes	<u>LB</u>	<u>Lisa Bohman</u>
Accounting Review	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>TD</u>	<u>Troy Bingham</u>
IT Review (IT software or hardware)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Print Name
Up to \$10K Manager/Program Manager	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Print Name
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>CB</u>	<u>Cherryl Beveridge</u>
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>SM</u>	<u>Steve Meyer</u>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Steve Meyer
Over \$200K Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Approval Date

If Yes, route to the Sr. Supply Chain Manager for board meeting agenda and approval

Detailed Contract Description & Purpose

F&AC Review and/or Approval Date: 9/27/2018

Action Requested: Motion to forward the contract to the Board for approval

Criteria: Change order brings total contract value to \$1,000,000 or more

Contract #: 16-1846TP

Contract Title: Main St. Half Grand
Union Construction

Project Manager: E. Gregory Thorpe, PE

Contract Administrator: Teresa Pickett

Impacted Areas: State of Good Repair

Included in budget? Yes

Procurement method: Best value (RFP)

Contractor: Stacy and Witbeck

Sole-Source Reason: N/A

Total Contract Value \$ 4,017,940
Qty & Unit price

Contract term (Months) 1

Contract options (Months) N/A

Contract start date: 6/6/2019

Contract end date: 7/1/2019

Number of responding firms: N/A

Next Lowest Bidder: N/A

Detailed Description & Purpose:

This is a task order to a current contract for removal and reconstruction of the 400 South Half Grand Union. This is a State of Good Repair project of the 20 year old trackwork to insure against a potential failure and derailment on the system. The rail, switches and frogs are badly worn and need replacing. The frogs have become wheel bearing instead of flange bearing thus causing additional rail wear, noise and vibration. This will also add restraining rail to prevent the wheel trucks from climbing out of the flangeway. It will also replace the cracked and spalling concrete throughout the intersection. Additionally, the new trackwork will be encapsulated to eliminate stray current issues. The project will bring the Interlocking, signaling and communications up to current day standards and allow for more efficient train movements.

(Items to include: Current condition, Benefits, Return on investment, Savings, Other alternatives considered)

Attachments: Contract routing sheet attached? Yes

Other attachments? (list)



CONTRACT ROUTING SHEET

Agenda Item No.: _____
Board Review Date: _____

CONTRACT SECTION

- 1) Contract/P.O. No. **16-1846TP** (Assigned by Purchasing) Contract Administrator: **Teresa Pickett**
Project Manager: **Greg Thorpe**
- 2) Contract Type A. A&E/Design B. Blanket PO C. Construction D. Goods E. Modification
 F. Option G. Renewal H. Services I. Task Orders
- 3) Procurement Method RFQ (Quote) IFB (Low Bid) RFQU (Qualification)
 RFP (Best-value) Sole source Other: _____
- 4) Contract Title **Main Street 400 S Half Grand Union Construction**
- 5) Description / Purpose (of contract or project) **Task Order 63 to the On-Call Maintenance contract.**
- 6) Contractor Name **Stacy and Witbeck, Inc.**
- 7) Effective Dates Beginning: **06/06/19** Ending: **07/01/19**
- 8) Option to renew? Yes No Renewal terms **N/A**

FINANCIAL SECTION

- 9) Total Board Approval Amount: \$ **4,017,940.00**
- 9a) Current Contract Value: \$ **21,653,183**
- 9b) Amendment Amount: \$ **4,017,940**
- 9c) New Contract Value (including all amendments) \$ **25,671,123**
- 9e) Is the amount an estimate? Yes No

(Estimate if per transaction cost)

9f) If estimated, how was the estimate calculated?

N/A

- 10) Is the amount a one-time purchase or annual recurring purchase? One-time Recurring
- 11) Account Code **40-7355.68912** Capital Project Code **SGR35517**
- 12) Budgeted? Yes No Budget amount: \$ **4,017,940.00**
- 13) Will this contract require support from another department? Yes No
- 14) If so, is the other department(s) aware of this contract and the required support? Yes No
- 15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified? Yes No

SIGNATURE SECTION

	Route to?	Initials	
Attorney/Legal	<input checked="" type="checkbox"/> Yes	BWS	<u>Bart Simmons</u>
Accounting Review	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BS	<u>Bryan Steele</u>
IT Review (IT software or hardware)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<u>N/A</u>
Up to \$10K Manager/Program Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ET	<u>E. Thorpe</u>
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	✓	<u>Mary DeLoretto</u>
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	✓	<u>Donald (Eddy) Cummins</u>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<u>W Steve Meyer</u>
Over \$200K Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<u>Approval Date</u>

If Yes, route to the Sr. Supply Chain Manager for board meeting agenda and approval

Detailed Contract Description & Purpose

F&AC Review and/or Approval Date: 9/27/2018

Action Requested: Pre-Procurement (information only)

Criteria: Contract is \$200,000 - \$999,999

Contract #: N/A

Contract Title: Video Surveillance System

Project Manager: Lamount Worthy

Contract Administrator: Pat Postell

Impacted Areas: Bus Operations, Video Security

Included in budget? Yes

Procurement method: Sole-Source

Contractor: SmartDrive

Sole-Source Reason: Unique or Innovative Concept - Available from only one source

Total Contract Value \$ 238,560

Contract start date: 1/1/2019

Contract end date: TBD

Number of responding firms: N/A

Next Lowest Bidder: N/A

Detailed Description & Purpose:

In 2015 UTA entered into a 3 year Service Contract with Smart Drive to provide equipment and software to allow UTA to provide camera coverage and manage the Operator Performance using Camera technology on board UTA Buses. The current contract completes its lifecycle on 1/1/19. As such, to continue to access the cameras currently installed on UTA Buses UTA will need to procure continuing services with Smart Drive. The reason for the Sole-Source is because Smart Drive uses proprietary equipment and software that has not yet been duplicated by its competitors. Smart Drive's Response Center allows UTA third-party review of the camera video, as well as provides access to metadata and reports that assists Bus Operations with Operator Training and Investigations into Customer Complaints and/or Incidents involving the buses.

(Items to include: Current condition, Benefits, Return on investment, Savings, Other alternatives considered)

Attachments: Contract routing sheet attached? N/A (Pre-Procurement)

Other attachments? (list)

REQUISITION FOR PURCHASE

(REQUISITIONER COMPLETE ALL SHADED AREAS)

APPROVAL SIGNATURES REQUIRED			
REQUESTED BY: Lamont Worthy	Manager (Up to \$10,000) <i>LW</i>	DATE: 9/12/18	PO/ Contract Number:
EXT: 2447 DEPT: 9500	DIR, SR. MGR, RGM, Chief VP (Up to 50,000) <i>[Signature]</i>	DATE: 12 Sep 18	Account Code: ✓ SLBU - 2100.50353, MtQdn BU - 2300.50353, TmpBU - 2200.50353, RvradBU - 2900.50353
DATE REQUESTED: 9/12/18	Executive Director (\$100,000) <i>[Signature]</i>	DATE: 14 Sep 18	Grant Code:
DATE NEEDED: 1/1/19	Board Approval (\$200,000+) \$238,560	DATE:	Capital Budget Id Number

Line	QTY needed	Part/Reference Number Make or Model:	IS THIS REQUEST AN APPROVED BUDGET ITEM?	YES		NO		Vendor 1		Vendor 2		Vendor 3	
				PRICE ESTIMATE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE			
			PLEASE PROVIDE PURCHASING WITH A COMPLETE DESCRIPTION OF MERCHANDISE OR SERVICES NEEDED. ADD ANY DOCUMENTATION THAT YOU HAVE TO HELP WITH THE PROCUREMENT I.E. VENDOR NAMES AND CONTACT INFO YOU KNOW CAN PARTICIPATE IN BID										
1	1		Subscription Cost Coverage for 1 year of access and service from SmartDrive. This will replace a current contract that finishes on the 1/1/19.	240000.00	238560.00	\$ 238,560.00				0.00			0.00
2						0.00				0.00			0.00
3						0.00				0.00			0.00
4						0.00				0.00			0.00
5						0.00				0.00			0.00
6						0.00				0.00			0.00
7						0.00				0.00			0.00
Totals				240000.00	238560.00	238560.00	0.00			0.00			0.00

RESEARCH NOTES: UTA currently uses Smart Drive as its video management platform for the Camera technology on board UTA Buses. Smart Drive uses proprietary equipment and software that has not yet been duplicated by its competition. Due to the proprietary nature of Smart Drive, in order to use to cameras that are installed on board UTA Buses, UTA will need to procure Smart Drive services to access their Response Center which allows for third party review of the camera video as well as provides access to metadata and reports that assists Bus Operations with Operator Training and Investigations into Customer Complaints and/or Incidents involving the buses.

VENDOR NAME AND ADDRESS	Smart Drive, 4790 Eastgate Mall, San Diego, CA92121	IS VENDOR A DBE	Yes	No
FEDERAL ID NUMBER	FOB CITY/STATE	TOTAL PO VALUE	BUYER:	
VENDOR CONTACT: Craig Bilderback (858)225-5589	ORDER DATE	DUE DATE:	SAVINGS:	

Detailed Contract Description & Purpose

F&AC Review and/or Approval Date: 9/27/2018

Action Requested: Pre-Procurement (information only)

Criteria: Contract is \$200,000 - \$999,999

Contract #: 18-2851BM

Contract Title: Insurance Brokerage Services

Project Manager: David Pitcher

Contract Administrator: Brian Motes

Impacted Areas: Risk Management

Included in budget? Yes

Procurement method: Best value (RFP)

Contractor: TBD

Sole-Source Reason: N/A

Total Contract Value \$ 9,125,000

Contract start date: 12/31/2018

Contract end date: 12/31/2023

Number of responding firms: TBD

Next Lowest Bidder: TBD

Detailed Description & Purpose:

This approval request is to procure and contract an insurance brokerage service for the next five years. Estimated cost of the broker will be approximately \$75,000/yr with a 5-year term. However payments to insurance companies are a pass-through payment to the broker with estimated payments to be \$1,750,000/yr with a 5-year term. Total value of the contract = \$375,000 + \$8,750,000 = \$9,125,000.

The Claims and Insurance Manager oversees the UTA department which is responsible for insurance policies, claims handling, risk financing, risk transfer, workers compensation, damages recovery and coordination with Safety and Security departments. UTA is self-insured for much of its business operations, however we still rely on commercial insurance to provide protection over and above the self-insured retention levels on some lines of coverage. In order to obtain the necessary commercial insurance coverage, UTA retains a brokerage service to market and secure best cost and value insurance options for all needed areas of the company.

(Items to include: Current condition, Benefits, Return on investment, Savings, Other alternatives considered)

Attachments: Contract routing sheet attached? N/A (Pre-Procurement)

Other attachments? (list)

REQUISITION FOR PURCHASE-RSS

18-2851BM

Requisition Number 5639 OU Department 5300 RISK MANAGEMENT *x2364*

Requested By 2844 Pitcher, David C
Request Date

Date 8/14/201

Title Insurance Broker Services

Justification Insurance Broker Services to provide professional services for:

1. procurement of insurance coverages for:
 - a. Excess Workers Compensation
 - b. Premises General Liability
 - c. Rail Liability
 - d. Railroad Protective Liability
 - e. Van Pool Liability
 - f. Cyber and Technology Liability
 - g. Police Officer Liability
 - h. Fiduciary Liability
 - i. ERISA
 - j. Notary Public E&O
 - k. Public Officials E&O/EPLI
1. Public Officials Bond
- m. Property
- n. Blanket Excess Liability
2. recommendations for risk financing/transfer/mitigation of emerging exposures.
3. support for the submission of claims to providers of the insurance listed above.
4. provide other services as detailed in the RFP and incorporated into the contract.

*\$ 1200 -
\$ 900,000
policy
costs.*

*13-07TH
Current A on*

*David
x4671*

*3yr contract
2 - 1 year
extensions*

Line	Description	Qty	UoM	Unit Price	Extended	Line Status	Account Number	Subledger-Type	Percent
1.000	Insurance Broker Services	1	EA	*****	9,175,000.00	Approved	5300.50336.90		100.0000

↳ for 5 years

*→ money not going to
our broker.*

Approval History

Process ID	Line No.	Approver Number and Name	Approver Action Taken	Date and Time Updated
5415	Order Level	1316526 Goeres, David H	Approved	8/14/2018 222129
5415	Order Level	4835 Meyer, William Steven	Approved	8/22/2018 162847

\$ 75k x 5 years

Detailed Contract Description & Purpose

F&AC Review and/or Approval Date: 9/27/2018

Action Requested: Pre-Procurement (information only)

Criteria: Contract is \$200,000 - \$999,999

Contract #: 18-2861TB

Contract Title: 15 Passenger Vans for Rideshare

Project Manager: Cheryl Beveridge

Contract Administrator: Trent Blair

Impacted Areas: Rideshare

Included in budget? Yes

Procurement method: Lowest Bidder (IFB)

Contractor: TBD

Sole-Source Reason: N/A

Total Contract Value \$ 310,000
Qty & Unit price 10 @ \$31,000

Contract term (Months) 24

Contract options (Months) 24

Contract start date: TBD

Contract end date: TBD

Number of responding firms: TBD

Next Lowest Bidder: TBD

Detailed Description & Purpose:

This contract is for the purchase of replacement 15 passenger vans for the Rideshare program. We need the 15 passenger vans for the larger vanpool groups that have vans that are ready to be retired. This contract will cover our needs for the next 4 years (2 years, plus 2 option years). By keeping our fleet in top shape with new vans, operating costs to the vanpool program will be reduced. The initial purchase will be for 10 units, with options to purchase up to 28 over the next 4 years.

(Items to include: Current condition, Benefits, Return on investment, Savings, Other alternatives considered)

Attachments: Contract routing sheet attached? N/A (Pre-Procurement)

Other attachments? (list) Requisition

REQUISITION FOR PURCHASE-RSS

Requisition Number 5537 OU **Department** 3700 ASSET MANAGEMENT- SGR **Requested By** 1461261 Rogers, Jesse C **Date** 7/16/2
Request Date

Title Rplc Rideshare vans 15 pass **Justification** These are replacement rideshare vans for UTA 'srideshare program. All vans to be replaced are at a minimum 5yr/125k miles. Part of Vanpools recent success can be attributed to keeping the customers in modern, safe and reliable vanpool vehicles. Cost is estimated based on past purchase of similar vans. Contact Ben Adams for any questions.

Line	Description	Qty	UoM	Unit Price	Extended	Line Status	Account Number	Subledger-Type	Percent
1.000	15 pass ridshare van	10	EA	31,000.0000	310,000.00	Approved	40-6232.68912	REV23218 C	100.0000

Approval History

Process ID	Line No.	Approver Number and Name	Approver Action Taken	Date and Time Updated
5289	Order Level	1317232 Edwards, Michael Paul	Approved	7/19/2018 181532
5289	Order Level	4835 Meyer, William Steven	Approved	7/23/2018 134453