

**AGENDA**  
**Green Mountain Transit Board of Commissioners**  
**June 20<sup>th</sup> 2017, 7:30 a.m.**  
**15 Industrial Pkwy, Burlington, VT 05401**

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*The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit oriented development, and enhance the quality of life for all.*

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- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:36 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda \*
- May 11<sup>th</sup>, 2017 Board Meeting Minutes (pages 3-6)
  - Check Register (pages 7-13)
  - Finance Report (pages 14-22)
  - Maintenance Report (page 23)
  - Operations and Planning Report (pages 24-25)
  - Marketing (page 26)
  - IT Support, & Human Resources Report (page 27)
  - Ridership Reports (pages 28-30)
    - ADA
    - GMT
- 7:45 a.m. 5. Staff Recognition
- 7:50 a.m. 6. ADA Committee Introduction
- 7:55 a.m. 7. NextGen Update
- 8:05 a.m. 8. Board Business
- 8a. Annual Meeting – July (in St. Albans starting at 4:30pm)
- Slate of Officers
  - Board Membership
  - Committee Membership
- 8b. Board Retreat – September (in Burlington, all day)

8:20 a. m. 9. Purchasing Policy \* (pages 31-70)

8:30 a.m. 10. Peer Transit Agencies Ridership Analysis (page 71)

8:45 a. m. 11. Maintenance Contract (Executive Session) \*

9:15 a.m. 12. GM & Committee reports

- *Finance Committee: Next scheduled meeting is Tuesday August 8<sup>th</sup> @ 9am*
- *Leadership Committee: Next scheduled meeting is Thursday, July 13<sup>th</sup> @ 9am*
- *Operations Committee: Next scheduled meeting is Monday July 10<sup>th</sup> @ 9:30am*
- *Strategy Committee: Next schedules meeting is Monday August 7<sup>th</sup> @ 8:15am*

9:30 a.m. 13. Adjourn

Next GMT Board meeting date: July 18<sup>th</sup>, 2017 @ 4:30 PM in St. Albans.

NOTES:

- \* Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Kaitlin McCarthy at 802-540-2537 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-864-GMT or 802-864-2282.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.

## Green Mountain Transit Board Minutes

Date: May 16, 2017  
 Time: 7:30 AM  
 Place: GMT  
 15 Industrial Parkway  
 Burlington, VT 05401

### **Present:**

Chapin Kaynor, Chair, Williston  
 Tom Chittenden, Vice Chair, South Burlington  
 Denis Barton, Secretary, Shelburne  
 Marti Powers, Treasurer, Essex  
 Catherine Dimitruk, Commissioner, Franklin County  
 Rob Moore, Commissioner, Lamoille County (Via Phone)  
 Bob Buermann, Commissioner, Grand Isle County  
 Bonnie Waninger, Alternate, Washington County  
 Katherine Miles, Commissioner, Burlington  
 John Sharrow, Commissioner, Milton  
 Raghu Acharya, Commissioner, Winooski  
 Phil Pouech, Commissioner, Hinesburg (Via Phone)

Mark Sousa, General Manager  
 Jon Moore, Director of Operations and Planning  
 Michelle Daley, Director of Finance  
 Trish Redalieu, Director of Human Resources  
 Peter Aube, Director of Maintenance  
 Bob Young, Operations Manager  
 Kim Wall, Grants Manager  
 David Armstrong, Planning Manager  
 Jamie Smith, Marketing and Public Affairs Manager  
 Matt Kimball, Capital Projects Manager  
 John Robinson, Human Resources Coordinator

### **Members of the Public:**

Michael Oman, Underhill  
 Sara Lourie, Cambridge Conservation Commission  
 Tate Brannan, Jericho

### **Not Present:**

Chapin Spencer, Commissioner, Burlington  
 Harold Garabedian, Commissioner, Washington County

### **1. Open Meeting**

Chair Kaynor opened the meeting at 7:34 AM. A quorum of the Board was present.

### **2. Adjustment of the Agenda**

Commissioner Buermann asked that it be noted that the Strategy Committee meeting will be held June 12<sup>th</sup> not July 10<sup>th</sup>.

### **3. Public Comment**

Michael Omen of Underhill wanted to inform the Board that the Town of Underhill was able to double their initial contribution of \$5,000 in hopes it can be viewed as a good faith effort. Tate Brannan of Jericho informed the Board that

they have begun working on advertising strategies to increase awareness and ridership on the commuter and hopes to work alongside of GMT in pursuit of this goal.

Mark Sousa, General Manager, introduced Peter Aube the new Director of Maintenance. Peter expressed he was happy to be back.

Alternate Waninger entered at 7:37 am.

Commissioner Pouech called in at 7:37 am.

#### **4. Consent Agenda**

A motion to approve the Consent Agenda was made by Secretary Barton and seconded by Commissioner Sharrow. All were in favor and the Consent Agenda was approved.

#### **5. CSA/NextGen Update**

Jon Moore, Director of Operations and Planning, gave an update on the NextGen study. The Advisory Committee had a very productive meeting and has set a monthly meeting schedule for the second Tuesday of each month at 2 PM. Commissioner Buermann has taken over the seat representing the Strategy Committee in place of Commissioner Pouech. During their previous meeting it was agreed that expanding the committee to increase input would be beneficial to the study. With the inclusion of municipal employees and human services departments the Advisory Committee believes it will better represent those who use and need the services. The discussion on increasing external stakeholders was covered and the committee believes it to be important to include as many partners as possible to better a community understanding and buy in. Mr. Moore explained that over the next few weeks the Board should expect to see a review of existing data and suggestions based from it. This will include the review of existing transit and regional plans. The study will be assessing current trip generators while reviewing route usage and potential route changes by complying a minimum service guideline. The Board requested that the NextGen website be updated with all the upcoming findings and an updated list of external stakeholders to ensure no one is missed. The Board believes this is a great time to work on a media strategy to keep the public aware and to help build community buy in.

Commissioner Moore called in at 7:41 am.

#### **6. Grant Update**

Kim Wall, Grants Manager, presented on the Federal Grants Analysis. She explained the federal funding sources and how the money is allocated. Ms. Wall did a review of the current status and how the grants are approved for Capital Grants, One Industrial Parkway Grants, Downtown Transit Center Grants, Operating Funds, Preventive Maintenance Funds, and CMAQ funds. The Board requested a copy of the presentation. Discussion on how federal cuts would affect the current grant status took place. Ms. Wall explained that all but the Preventive Maintenance funds are done a year in advance and the Preventive Maintenance is done three-fourths of the year in advance. This would allow for GMT to have time in reviewing cuts in the budget without an immediate impact on the organization.

#### **7. Jeffersonville Commuter Update**

Mr. Moore reviewed a handout in the Board packet on the current funding status for the Jeffersonville Commuter. Underhill was able to double their initial amount of \$5,000. This now leaves the funding for the route short by \$4,000. GMT staff is asking the Board to approve the funding through the unrestricted balance to provide the full 20% local match in order to keep the route going through the completion of NextGen study and FY18. The Board discussed the allocation process and what funding balance it would come from. Members of the Board feel the route is not clearly an urban or rural route so there is a concern that rural money raised by the rural communities should not be used to fund the balance of the route and should remain separate. With CMAQ funds used to initiate the start of the route it could be categorized fully as an urban route. Other members of the Board were concerned on precedent this would cause down the road with other towns not willing to fully fund their match. Commissioner Dimitruk believes that's a larger conversation for the Board to discuss moving ahead regarding routes being dictated based on the towns ability to fund them.

Commissioner Dimitruk made a motion to approve the use of \$4,000 from the unrestricted fund balance to provide the 20% non-federal match for the Jeffersonville Commuter route to operate service through FY18. Commissioner Miles seconded the motion. All were in favor and the motion was approved.

### **8. Employee Handbook**

Trish Redalieu, Director of Human Resources, spoke on the recent updates to the Employee Handbook. There were a few housekeeping items; name change to GMT, updates to the EEO protected characteristics, along with an update to the hours of operations for all three office locations. The Cell Phone policy was updated. Security and Absentee Policies were added and Combined Time Off (CTO) was added along with CTO for part-times addressing the law passed effective 1/1/2017. Legal counsel has reviewed the policies. The Operations Committee reviewed the changes as well and recommends approval.

Commissioner Buermann made a motion to approve the Employee Handbook updates and was seconded by Treasurer Powers. All were in favor and the updates were approved.

### **9. Employee Volunteer Policy**

Mark Sousa, General Manager, explained that the suggestions from the previous meeting had been reviewed and all examples were removed. Each request will be reviewed for approval. Based on a review of requests, a list will be created for employees to choose from if they wish. The Operations Committee reviewed the policy and recommends it for approval. Commissioner Dimitruk asked for clarification on a typo under Eligibility regarding performance. Ms. Redalieu stated it should read "Interested employees must meet expected job performance standards; and approval from an employee's direct supervisor is required to participate." Commissioner Dimitruk also inquired how the time spent volunteering will be billed. Ms. Daley explained she has begun research on the billing and will speak with the auditor, however, she does believe it can be billed as a benefit. Vice Chair Chittenden asked that the policy be moved ahead with today, however, revisited a year from now to review how it has worked. The Operations Committee volunteered to review the policy after 6 months and report back to the Board.

Vice Chair Chittenden made a motion to approve the policy for one year and with the language change under eligibility. Commissioner Dimitruk seconded the motion with a friendly amendment pending a confirmation by the auditor that this is as an approved billable time. Vice Chair Chittenden approved the amendment and all were in favor. The motion was approved.

### **10. Driver Manual**

Mr. Moore reviewed the Driver Manual changes as stated in the Board packet. The two major changes were the simplified language of the Cell Phone policy and the new Absentee policy. Both the Operations Committee and the Union stewards have reviewed and approved the changes. Mr. Sousa was very pleased with the effort put forth in revamping the Driver's Manual and the collaboration between management and the Union stewards to produce a functioning tool for the drivers.

Secretary Barton made a motion to approve the changes to the Drivers' Manual and was seconded by Commissioner Buermann. All were in favor and the motion was approved.

### **11. Montpelier Link Update**

David Armstrong, Planning Manager, passed out a proposed Montpelier Link schedule change. Planning hopes to address two main issues. Currently it loops around Montpelier twice before going to National Life for a 5:35 stop. Also there is an hour gap between 4 PM and 5 PM northbound from Montpelier, which leads to overcrowding. A survey was conducted in April and over 500 riders responded. Based on the survey it is recommended that the 5:15 PM loop be eliminated with no change to the southbound departure time. The bus pick-up at National Life is 5:20 PM. The second change is to adjust trip spacing by moving the 5:02 PM trip to 4:30 PM. The bus pick-up at National Life is 4:40 PM. No changes to the southbound will be made. With Board support, these changes would go into effect with the next bus map and guide in mid-June. The Board supported the changes but would like to see advertising on the changes and forced notifications on Route Shout to keep the riders informed.

## 12. GM & Committee Reports

Mr. Sousa explained that they are still waiting on a contract with DHVA. The Maintenance contract will proceed on May 22<sup>nd</sup> and May 26<sup>th</sup>. Two Mechanics and Bill Kelly, the Union Agent, will negotiate with Mr. Sousa and his executive team. Branding updates have continued with the bus stop signs. Route Shout continues with issues. Mr. Sousa has contacted the VP of RouteMatch directly to address GMT's concerns with the software. The electric bus data has been reviewed and the results were not as efficient as expected. GMT will keep an eye out for changes in technologies and energy efficiency funding but currently it is not the correct time to move ahead with an electric bus.

Treasurer Powers reviewed the standings of the Finance Committee's strategic goals. The asset management plan is currently 65% complete, with hopes of a completion date of July 1<sup>st</sup>. Finance Committee will begin reviewing the Purchase Policy at their June meeting. Finance Committee hopes to gather information from the NextGen study to help complete objective two. The new buses will come with the most updated Fare box system which will help allow for data to be collected for recovery rates.

Secretary Barton reviewed the standings of the Operations Committee's strategic goals. They have completed the SSEP plan with a few outstanding MOU's that need to be added. They have also collected the data for energy efficiency goals and objectives. They will coordinate with the Strategy Committee to determine a plan. Increasing ridership has not been easy with decreasing ridership trends at the regional and national level. Though there have been strong marketing plans implemented overall ridership has not increased. The Operations Committee has begun working with GMT staff to Integrate information reports. They will also review the time and cost it takes to generate each report.

Commissioner Buermann explained that the Strategy Committee did not have a quorum on their May 8<sup>th</sup> meeting. A follow up meeting has been scheduled for June 12<sup>th</sup>. Strategy will give their Strategic updates at the next Board meeting.

Chair Kaynor reminded the Board that June is the annual meeting so Board members and a slate of officers for the next fiscal year will need to be determined. There is the potential for two officer seats to become available but more will be known by the June meeting. He will not be in attendance at the June meeting so he has requested that the officer elections take place in the July Board meeting. The majority of Board member's terms are up July 1<sup>st</sup> as well. He reminded the Board to seek renewal if they wish to continue. The September retreat is approaching and during that meeting there will be a financial review, NextGen update, and legislative update, and other topics as recommended. As for the Leadership Strategic goals, two members of the Board will be attending an APTA Conference with GMT staff in pursuit of improved Board development. To continue making connections within the region Mark Sousa and Jamie Smith, Marketing and Public Outreach Manager, will be following up on last year's Transit Summit.

## 13. Adjourn

Commissioner Dimitruk made a motion to adjourn and was seconded by Commissioner Miles. All were in favor and the meeting adjourned at 10:14 AM.

Respectfully Submitted,

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Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount
5/3/2017	V267	Lincoln Financial Group	81647	10.21
5/3/2017	V313	Travelers	81648	137133.98 Insurance
5/3/2017	V1446	M T Wallets, LLC	EFT000000012017	2600.00 lease
5/5/2017	V10	Vermont Office of Child Support	EFT000000012018	654.12
5/5/2017	V1467	Charles Schwab	V1467 2017 0505	13787.23 Payroll Deferrals/Loan Payment
5/5/2017	V265	ICMA	V265 2017 0505	1705.18 Retirement
5/5/2017	V266	IRS - EFTPS	V266 2017 0505	98577.85 Federal Taxes
5/5/2017	V364	Vermont Dept of Taxes	V364 2017 0505	12452.69 State Taxes
5/8/2017	V228	C.I.D.E.R., Inc.	81649	18673.36 Medicaid and E & D Services
5/8/2017	V303	SSTA	81650	121817.45 Medicaid and E & D Services
5/12/2017	V1423	Alling, Andrew	81651	16.05
5/12/2017	V1025	Alter, Charles	81652	391.65 Volunteer
5/12/2017	V1480	Andrews-Ford, Sheri	81653	146.59 Volunteer
5/12/2017	V156	Anthony, Peter	81654	859.87 Volunteer
5/12/2017	V1482	Cady, Duane	81655	300.69 Volunteer
5/12/2017	V1436	Cameron, Darwin	81656	142.86 Volunteer
5/12/2017	V1426	Cameron, Karen	81657	41.21
5/12/2017	V471	Constantine, Julia	81658	438.71 Volunteer
5/12/2017	V168	Fay, Carol	81659	30.51
5/12/2017	V1292	Fleming, Karen	81660	917.61 Volunteer
5/12/2017	V1325	Fonda, Leah	81661	79.20
5/12/2017	V1516	Gagnon, Chaz	81662	224.64 Volunteer
5/12/2017	V1390	Garrison, Casey	81663	38.88
5/12/2017	V205	LeBlanc, Alice	81664	61.53
5/12/2017	V175	LeBlanc, Richard	81665	256.29 Volunteer
5/12/2017	V1397	McGinnis, Devan	81666	369.76 Volunteer
5/12/2017	V181	Owen, Helen	81667	1885.62 Volunteer
5/12/2017	V1526	Raymo, Michelle	81668	89.88
5/12/2017	V165	Sanborn, Raeline	81669	90.72
5/12/2017	V1534	Thomas, Crystal	81670	410.88 Volunteer
5/12/2017	V1498	Thorpe, Robert	81671	16.05
5/12/2017	V1324	Wales, David	81672	26.75
5/12/2017	V962	Williams, Kenneth	81673	134.28 Volunteer
5/12/2017	V944	Woodward, Patricia	81674	272.85 Volunteer
5/12/2017	V1520	A. Marcelino and Co. Inc.	81675	595.00
5/12/2017	V279	ABC Bus Companies-Muncie	81676	2238.12 5 PARTS INVOICES
5/12/2017	V316	Able Paint, Glass & Flooring Co.	81677	2008.25 5 invoices glass and installation
5/12/2017	V1431	Aftermarket Parts Company, LLC, The dba New Flyer Parts	81678	25.16
5/12/2017	V742	AHC Corp	81679	2519.00 Lift Inspections
5/12/2017	V217	Airgas USA, LLC	81680	141.23
5/12/2017	V1305	Allegiant Care	81681	194212.00 Insurance
5/12/2017	V415	Amazon	81682	0.00 VOID
5/12/2017	V1201	American Cancer Society of Vermont	81683	100.00
5/12/2017	V353	American Public Transportation Association	81684	418.50
5/12/2017	V214	AT&T Mobility	81685	71.62
5/12/2017	V218	Atlantic Detroit Diesel - Allison LLC	81686	485.22
5/12/2017	V399	Axle Tech International	81687	955.20
5/12/2017	V1334	Background Investigation Bureau, LLC	81688	322.00
5/12/2017	V563	Bank Supplies	81689	262.00
5/12/2017	V1481	Blue Flame Gas	81690	1292.06 2 Utilies invoices
5/12/2017	V223	Bond Auto Parts	81691	1489.03 6 part invoices
5/12/2017	V342	Burlington Business Association	81692	165.00
5/12/2017	V224	Burlington Communications	81693	198.25
5/12/2017	V226	Burlington Public Works-Water	81694	1857.76 Utilies
5/12/2017	V1369	Capitol City Auto Mart Inc dba	81695	4314.82 2 Part Invoices
5/12/2017	V1066	Cassell, Robert Jr.	81696	120.00 FSA
5/12/2017	V851	Champlain Medical	81697	284.47
5/12/2017	V293	Charlebois, R.R Inc.	81698	240.00
5/12/2017	V235	Clark's Truck Center	81699	229.20
5/12/2017	V220	Class C Solutions Group	81700	1986.69 9 part invoices
5/12/2017	V374	Clear Choice Auto Glass, A	81701	125.00
5/12/2017	V600	Cody Chevrolet	81702	7882.20 24 Part Invoices
5/12/2017	V928	Conway Office Solutions	81703	435.57
5/12/2017	V238	Crystal Rock Bottled Water	81704	168.42

5/12/2017	V1528	CSched	81705	4185.00	Software Support
5/12/2017	V239	Cummins Northeast LLC	81706	8099.75	8 Part Invoices
5/12/2017	V241	D & W Diesel, Inc.	81707	1702.70	PART
5/12/2017	V401	Dell Business Credit	81708	7167.17	Credit card Purchaes
5/12/2017	V243	Dinse, Knapp & McAndrew, P.C	81709	982.00	
5/12/2017	V857	Driver, Sandra	81710	5.98	
5/12/2017	V246	Duffy Waste & Recycling	81711	54.00	
5/12/2017	V250	Fisher Auto Parts	81712	4709.43	45 Part Invoices
5/12/2017	V253	FleetWave Partners, LLP	81713	3114.00	3 Monthly repeater invoices
5/12/2017	V1347	Foley Distributing Corp.	81714	392.72	
5/12/2017	V394	Formula Ford Inc.	81715	232.44	
5/12/2017	V799	Gauthier Trucking Company, Inc.	81716	595.92	
5/12/2017	V257	Gillig Corp.	81717	8766.64	8 Part Invoices
5/12/2017	V258	Gordon Stamp & Engraving	81718	42.14	
5/12/2017	V259	Grainger	81719	858.74	
5/12/2017	V1506	Great Eastern Radio	81720	700.50	
5/12/2017	V260	Green Mountain Kenworth, Inc.	81721	8160.78	5 part invoices
5/12/2017	V261	Green Mountain Power	81722	38.27	
5/12/2017	V1183	Harlaine D Miller Trust	81723	918.00	
5/12/2017	V263	Heritage Ford	81724	154.14	
5/12/2017	V780	HireRight Solutions, Inc.	81725	10.30	
5/12/2017	V1210	Howard, Andrew	81726	39.06	
5/12/2017	V472	Irving Energy Distribution	81727	1388.48	2 fuel invoices
5/12/2017	V446	Janek Corporation, The	81728	450.00	
5/12/2017	V129	Lawrence, Richard	81729	219.00	Volunteer
5/12/2017	V1509	Lawson Products, Inc	81730	501.12	
5/12/2017	V268	Loomis	81731	176.00	
5/12/2017	V270	Lowe's	81732	42.24	
5/12/2017	V436	Mabee, Jonathan	81733	38.97	
5/12/2017	V272	Magee Office Plus	81734	155.70	
5/12/2017	V273	MCI	81735	1794.13	5 part invoices
5/12/2017	V276	Metalworks	81736	1115.96	3 parts invoices
5/12/2017	V1068	Midwest Bus Corporation	81737	3310.90	3 parts invoices
5/12/2017	V278	Mohawk Mfg. & Supply Co.	81738	1230.44	3 parts invoices
5/12/2017	V280	Mutual of Omaha Insurance Co.	81739	118.77	
5/12/2017	V792	Myers Container Service Corp.	81740	134.66	
5/12/2017	V1529	Nelson Nygaard	81741	19666.10	Planning Consulting
5/12/2017	V283	Neopart LLC	81742	866.84	
5/12/2017	V284	New G.H. Berlin Oil Company	81743	5562.07	5 part invoices
5/12/2017	V611	Northwestern Occupational Health	81744	115.00	
5/12/2017	V1132	Occupational Drug Testing, LLC	81745	1707.15	10 drug test
5/12/2017	V700	Panama Supplies & Equipment	81746	1550.00	Degreaser
5/12/2017	V1484	Parsons Environment & Infrastructure Group Inc.	81747	68.51	
5/12/2017	V993	Paws Trucking, LLC	81748	345.00	
5/12/2017	V1249	Petrosyan, Oleg	81749	59.00	
5/12/2017	V232	Petty Cash	81750	53.13	
5/12/2017	V291	Prevost Parts	81751	4271.77	7 Part Invoice
5/12/2017	V128	Redalieu, Patsy	81752	105.40	FSA
5/12/2017	V295	Ribbon Recyclers	81753	507.50	
5/12/2017	V864	Rick's Towing & Repair, Inc.	81754	912.50	
5/12/2017	V1365	Robinson, John	81755	300.96	Fresh fruit
5/12/2017	V1195	Rounds Construction Inc.	81756	700.00	
5/12/2017	V296	Rouse Tire Sales	81757	6742.18	4 Tire Invoices
5/12/2017	V1086	Rutland Herald Assn., Inc., The	81758	53.72	
5/12/2017	V854	S2Technology	81759	1868.80	Volunteer
5/12/2017	V297	Safety-Kleen Systems, Inc.	81760	1109.51	4 parts invoices
5/12/2017	V298	Sanel Auto Parts Co.	81761	84.58	
5/12/2017	V299	SB Collins, Inc.	81762	28148.84	4 Fuel Invoices
5/12/2017	V300	Seven Days	81763	739.50	
5/12/2017	V686	Shearer Chevrolet	81764	8192.98	18 Part Invoices
5/12/2017	V301	Sovernet	81765	1082.91	Internet
5/12/2017	V302	Sports & Fitness Edge Inc.	81766	940.75	
5/12/2017	V304	St. Albans Messenger	81767	2285.00	Advertising
5/12/2017	V308	Steadman Hill Consulting, Inc.	81768	3181.11	Planning Consulting
5/12/2017	V662	Stowe Area Association	81769	200.00	
5/12/2017	V310	Swish White River, LTD	81770	92.10	

5/12/2017	V186	Tech Group, The	81771	3665.20	3 Service Invoices
5/12/2017	V734	Thermo King Northeast/Dattco	81772	1308.56	3 parts invoices
5/12/2017	V1503	Thingtech, LLC	81773	1750.00	Software Support
5/12/2017	V868	Town, Justin	81774	23.00	
5/12/2017	V1030	UniFirst Corporation	81775	1489.23	8 uniform and rag invoices
5/12/2017	V315	United Parcel Service	81776	32.89	
5/12/2017	V314	Unum Life Insurance	81777	381.79	
5/12/2017	V521	USSC, LLC	81778	228.47	
5/12/2017	V334	Vanasse Hangen Brustlin, Inc.	81779	3501.83	Planning Consulting
5/12/2017	V351	Vantage Press	81780	326.56	
5/12/2017	V1466	Vermont Electrical Contracting LLC	81781	1556.86	Contractor down town station
5/12/2017	V689	Vermont Elevator Inspection Services Inc.	81782	200.00	
5/12/2017	V410	Vermont Gas Systems, Inc.	81783	440.55	
5/12/2017	V1459	Vermont Information Consortium LLC	81784	522.00	
5/12/2017	V884	Vermont Society of Certified Public Accountants	81785	270.00	
5/12/2017	V892	VOX AM/FM, LLC	81786	1600.00	Drive and mechanic ad
5/12/2017	V336	W.B Mason Co., Inc.	81787	662.36	
5/12/2017	V337	Wesco Distribution	81788	160.50	
5/12/2017	V251	Wex Fleet Universal	81789	8377.12	Fuel
5/12/2017	V938	Wurth USA Inc.	81790	97.04	
5/12/2017	V796	Yipes Auto Accessories	81791	85.00	
5/12/2017	V1296	Young, Matthew	81792	103.00	FSA
5/12/2017	V153	Alburgh Taxi	EFT000000012019	1160.60	Volunteer
5/12/2017	V55	Boudreau, James	EFT000000012020	898.36	Volunteer
5/12/2017	V1007	Bova, Wendy	EFT000000012021	614.76	Volunteer
5/12/2017	V1448	Buckley, Barbara	EFT000000012022	325.32	Volunteer
5/12/2017	V548	Burnor, David	EFT000000012023	916.50	Volunteer
5/12/2017	V1291	Callan, Linda	EFT000000012024	502.99	Volunteer
5/12/2017	V196	Cheney, Lori	EFT000000012025	359.52	Volunteer
5/12/2017	V1377	Cleary, Diane	EFT000000012026	76.52	
5/12/2017	V1519	Corcoran, Peter	EFT000000012027	180.34	Volunteer
5/12/2017	V60	Farr, Delores	EFT000000012028	419.52	Volunteer
5/12/2017	V1491	Gamelin, Roger	EFT000000012029	294.81	Volunteer
5/12/2017	V1434	Giuffre, Martin	EFT000000012030	108.63	Volunteer
5/12/2017	V1117	Hall, John	EFT000000012031	245.03	Volunteer
5/12/2017	V170	Hertz, Kenneth	EFT000000012032	281.98	Volunteer
5/12/2017	V67	Jewett, Sheryl	EFT000000012033	204.39	Volunteer
5/12/2017	V174	Langlois, Pilette	EFT000000012034	491.67	Volunteer
5/12/2017	V1420	Lawyer, Ronald	EFT000000012035	357.46	Volunteer
5/12/2017	V70	LeClair, Raymond	EFT000000012036	229.55	Volunteer
5/12/2017	V71	Lightholder, Stephen	EFT000000012037	375.05	Volunteer
5/12/2017	V74	Markham, Laurel	EFT000000012038	514.20	Volunteer
5/12/2017	V75	Martin, Ronald	EFT000000012039	609.92	Volunteer
5/12/2017	V829	McMahon, John	EFT000000012040	135.89	Volunteer
5/12/2017	V1018	Metivier, Shelli	EFT000000012041	635.58	Volunteer
5/12/2017	V82	Parah, Donna	EFT000000012042	464.38	Volunteer
5/12/2017	V83	Parah, Maurice	EFT000000012043	1216.67	Volunteer
5/12/2017	V86	Pike, Gail	EFT000000012044	1136.50	Volunteer
5/12/2017	V1371	Riendeau, Donald	EFT000000012045	80.64	
5/12/2017	V691	Rogers, Robert	EFT000000012046	138.24	Volunteer
5/12/2017	V771	Sammons, Chandra	EFT000000012047	654.38	Volunteer
5/12/2017	V89	Sayers, Gail	EFT000000012048	704.71	Volunteer
5/12/2017	V1236	Sayers, James	EFT000000012049	285.22	Volunteer
5/12/2017	V1511	St. John, Daniel	EFT000000012050	28.90	
5/12/2017	V741	Steiner, Timothy	EFT000000012051	96.30	
5/12/2017	V93	Timm, Marta	EFT000000012052	446.75	Volunteer
5/12/2017	V522	Turcotte, S Jeanette	EFT000000012053	174.96	Volunteer
5/12/2017	V397	White, Brian	EFT000000012054	256.81	Volunteer
5/12/2017	V97	Yandow, Dennis	EFT000000012055	583.21	Volunteer
5/12/2017	V11	Asper, Sheryl	EFT000000012056	275.00	FSA
5/12/2017	V103	Carlson, Stephen	EFT000000012057	330.00	FSA
5/12/2017	V1182	Charissakis, John	EFT000000012058	7.43	
5/12/2017	V25	Frechette, Normand	EFT000000012059	220.74	FSA
5/12/2017	V29	Hirsch, Alain	EFT000000012060	90.00	
5/12/2017	V35	McDonald, Pam	EFT000000012061	25.00	
5/12/2017	V38	Moore, Jon	EFT000000012062	192.31	DCAP

5/12/2017	V1464	Nold-Laurendeau, Phil	EFT000000012063	81.56
5/12/2017	V137	Plante, Karen	EFT000000012064	70.00
5/12/2017	V368	Slingerland, Robert	EFT000000012065	35.31
5/12/2017	V17	Smith, Jamie L	EFT000000012066	192.30 DCAP
5/12/2017	V1467	Charles Schwab	V1467 2017 0512	626.18
5/12/2017	V265	ICMA	V265 2017 0512	572.30
5/12/2017	V266	IRS - EFTPS	V266 2017 0512	4878.12 Federal Taxes
5/12/2017	V364	Vermont Dept of Taxes	V364 2017 0512	583.07

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount
5/26/2017	V1025	Alter, Charles	81793	308.74 Volunteer
5/26/2017	V966	Anderson, Evan	81794	23.54
5/26/2017	V1480	Andrews-Ford, Sheri	81795	97.94
5/26/2017	V156	Anthony, Peter	81796	738.44 Volunteer
5/26/2017	V1099	Barnett, Wendy	81797	165.60 Volunteer
5/26/2017	V1289	Blanchard, Anne	81798	188.32 Volunteer
5/26/2017	V1482	Cady, Duane	81799	143.44 Volunteer
5/26/2017	V471	Constantine, Julia	81800	517.45 Volunteer
5/26/2017	V1048	Eldred, Ruthanne	81801	18.73
5/26/2017	V168	Fay, Carol	81802	40.14
5/26/2017	V1292	Fleming, Karen	81803	677.95 Volunteer
5/26/2017	V1516	Gagnon, Chaz	81804	207.36 Volunteer
5/26/2017	V1156	Gove, Gail	81805	71.16
5/26/2017	V1524	Graham, Martha	81806	201.28 Volunteer
5/26/2017	V1494	Hansen, Linda	81807	25.68
5/26/2017	V1310	Lavigne, Michelle	81808	8.56
5/26/2017	V175	LeBlanc, Richard	81809	218.89 Volunteer
5/26/2017	V1397	McGinnis, Devan	81810	793.01 Volunteer
5/26/2017	V585	Nunes, Johenry	81811	92.04
5/26/2017	V181	Owen, Helen	81812	1,297.02 Volunteer
5/26/2017	V1138	Pease, Charles	81813	190.08 Volunteer
5/26/2017	V209	Pelkey, Linda	81814	41.74
5/26/2017	V753	Philbrook, Paul	81815	61.00
5/26/2017	V1532	Riddle, Melanie	81816	43.88
5/26/2017	V606	Therrien, Rochelle	81817	39.59
5/26/2017	V881	Wakefield, Richard	81818	78.11
5/26/2017	V1324	Wales, David	81819	80.28
5/26/2017	V1052	White, Carolyn	81820	41.20
5/26/2017	V1454	Wooton, Ashlee	81821	308.82 Volunteer
5/26/2017	V279	ABC Bus Companies-Muncie	81822	654.68
5/26/2017	V316	Able Paint, Glass & Flooring Co.	81823	21.15
5/26/2017	V1521	Accenture	81824	6,300.00 Google renewel
5/26/2017	V1535	Allen, Michael D.	81825	250.00 FSA
5/26/2017	V415	Amazon	81826	200.79
5/26/2017	V845	BLR	81827	479.00
5/26/2017	V1481	Blue Flame Gas	81828	209.64
5/26/2017	V225	Burlington Electric Department	81830	6,157.06 7 Utility Bills
5/26/2017	V362	Burlington Free Press	81831	277.50
5/26/2017	V227	Burlington Telecom	81832	2,063.96 Utility
5/26/2017	V228	C.I.D.E.R., Inc.	81833	15,932.83 Medicaid and E and D Services
5/26/2017	V1369	Capitol City Auto Mart Inc dba	81834	2,520.54 Repair Invoice
5/26/2017	V851	Champlain Medical	81835	90.00
5/26/2017	V159	Champlain Oil Company, Inc.	81836	12,820.00 Fuel
5/26/2017	V293	Charlebois, R.R Inc.	81837	415.00
5/26/2017	V235	Clark's Truck Center	81838	1,330.00 Software Subscription
5/26/2017	V220	Class C Solutions Group	81839	2,205.95 6 Part Invoices
5/26/2017	V1357	CleanPro, Inc	81840	568.98
5/26/2017	V600	Cody Chevrolet	81841	4,098.59 15 Part Invoices
5/26/2017	V236	Colonial Supplemental Insurance	81842	34.95
5/26/2017	V928	Conway Office Solutions	81843	800.08
5/26/2017	V238	Crystal Rock Bottled Water	81844	140.00
5/26/2017	V239	Cummins Northeast LLC	81845	673.22
5/26/2017	V241	D & W Diesel, Inc.	81846	294.36
5/26/2017	V242	Danform Shoes	81847	194.95
5/26/2017	V401	Dell Business Credit	81848	8,292.67 3 IT invoices
5/26/2017	V110	Dodge, Gordon	81849	189.58 FSA
5/26/2017	V1044	Draper, Scott	81850	118.00 FSA
5/26/2017	V245	DRIVE	81851	42.00
5/26/2017	V246	Duffy Waste & Recycling	81852	54.00
5/26/2017	V321	Empire Janitorial Supply Company	81853	24.01
5/26/2017	V376	Essex Equipment	81854	1,385.33 Pressure Washer
5/26/2017	V250	Fisher Auto Parts	81855	2,889.11 19 Part Invoices
5/26/2017	V252	FleetPride, Inc	81856	1,304.88 1 Part Invoice
5/26/2017	V1347	Foley Distributing Corp.	81857	1,228.72 5 Supply invoices

5/26/2017 V394	Formula Ford Inc.	81858	552.11
5/26/2017 V257	Gillig Corp.	81859	7,209.57 6 Part Invoices
5/26/2017 V1536	Glaeser, H & Company	81860	8,850.00 Signs
5/26/2017 V259	Grainger	81861	852.56
5/26/2017 V260	Green Mountain Kenworth, Inc.	81862	2,580.85 7 Part Invoices
5/26/2017 V261	Green Mountain Power	81863	1,142.58 3 Utilities Invoices
5/26/2017 V716	Hardy, Gerald	81864	100.00 Shoe reimbursement
5/26/2017 V695	Home Security & Mgmt Co	81865	225.00
5/26/2017 V1204	Interstate Batteries	81866	1,055.12 1 Part Invoice
5/26/2017 V446	Janek Corporation, The	81867	1,250.00 1 Part Invoice
5/26/2017 V647	Lake Street Auto Sales & Service	81868	24.96
5/26/2017 V129	Lawrence, Richard	81869	239.63 Volunteer
5/26/2017 V1509	Lawson Products, Inc	81870	1,013.50 3 Part invoices
5/26/2017 V267	Lincoln Financial Group	81871	10.21
5/26/2017 V359	Lorrain, Derek	81872	44.19
5/26/2017 V1337	McDougal, Rick	81873	257.85
5/26/2017 V273	MCI	81874	175.51
5/26/2017 V274	McMaster-Carr	81875	104.66
5/26/2017 V276	Metalworks	81876	117.32
5/26/2017 V1354	Mischke, Katie	81877	15.00
5/26/2017 V278	Mohawk Mfg. & Supply Co.	81878	577.66
5/26/2017 V283	Neopart LLC	81879	622.05
5/26/2017 V284	New G.H. Berlin Oil Company	81880	5,314.28 6 Part Invoices
5/26/2017 V611	Northwestern Occupational Health	81881	115.00
5/26/2017 V1132	Occupational Drug Testing, LLC	81882	1,042.15 10 Preemployment test
5/26/2017 V289	People's United Businesscard Services	81883	5,860.57 Marketing
5/26/2017 V136	Pilav, Omer	81884	344.98 Shoe reimbursement and vision
5/26/2017 V545	Pitney Bowes - Leasing	81885	126.27
5/26/2017 V408	Pitney Bowes - Purchase Power	81886	150.00
5/26/2017 V1165	Posner, Jordan	81887	249.72 May training
5/26/2017 V458	Premier Coach Co., Inc.	81888	35.87
5/26/2017 V291	Prevost Parts	81889	1,183.25 2 Part Invoices
5/26/2017 V915	Puzic, Aid	81890	99.98
5/26/2017 V492	R&J Trucking	81891	1,080.00 Snow Plowing
5/26/2017 V864	Rick's Towing & Repair, Inc.	81892	375.00
5/26/2017 V296	Rouse Tire Sales	81893	6,428.48 7 Tire Invoices
5/26/2017 V854	S2Technology	81894	33.75
5/26/2017 V297	Safety-Kleen Systems, Inc.	81895	324.25
5/26/2017 V298	Sanel Auto Parts Co.	81896	66.36
5/26/2017 V299	SB Collins, Inc.	81897	29,214.91 5 Fuel Invoices
5/26/2017 V450	SB Signs, Inc.	81898	150.00
5/26/2017 V686	Shearer Chevrolet	81899	1,261.01 6 Part Invoices
5/26/2017 V303	SSTA	81900	88,903.52 Medicaid and E and D Services
5/26/2017 V304	St. Albans Messenger	81901	64.50
5/26/2017 V312	Stowe, Town of	81902	221.10
5/26/2017 V451	Stowe, Town of Electric Department	81903	150.32
5/26/2017 V311	Teamsters Local 597	81904	7,460.16 Union Dues
5/26/2017 V186	Tech Group, The	81905	900.00
5/26/2017 V734	Thermo King Northeast/Dattco	81906	39.25
5/26/2017 V452	Times Argus, The	81907	113.76
5/26/2017 V313	Travelers	81908	19,801.00 Insurance
5/26/2017 V1030	UniFirst Corporation	81909	710.93
5/26/2017 V315	United Parcel Service	81910	163.20
5/26/2017 V334	Vanasse Hangen Brustlin, Inc.	81911	1,425.00 Tech Service
5/26/2017 V351	Vantage Press	81912	366.48
5/26/2017 V535	VAS Tools, LLC	81913	399.99
5/26/2017 V876	Vehicle Maintenance Program, Inc.	81914	70.13
5/26/2017 V468	Vermont Department of Motor Vehicles	81915	120.00
5/26/2017 V410	Vermont Gas Systems, Inc.	81916	2,133.11 Utilities
5/26/2017 V1459	Vermont Information Consortium LLC	81917	426.00
5/26/2017 V385	Vermont Offender Work Program	81918	2,535.00 Work crew
5/26/2017 V336	W.B Mason Co., Inc.	81919	1,637.95 3 Office supply Invoices
5/26/2017 V906	Wright, Eugene	81920	575.00 FSA
5/26/2017 V938	Wurth USA Inc.	81921	926.17
5/26/2017 V796	Yipes Auto Accessories	81922	85.00

5/26/2017 V153	Alburgh Taxi	EFT000000012068	945.00
5/26/2017 V55	Boudreau, James	EFT000000012069	1,042.81 Volunteer
5/26/2017 V1007	Bova, Wendy	EFT000000012070	607.31 Volunteer
5/26/2017 V1448	Buckley, Barbara	EFT000000012071	267.55 Volunteer
5/26/2017 V548	Burnor, David	EFT000000012072	579.48 Volunteer
5/26/2017 V1291	Callan, Linda	EFT000000012073	581.21 Volunteer
5/26/2017 V196	Cheney, Lori	EFT000000012074	299.60 Volunteer
5/26/2017 V1377	Cleary, Diane	EFT000000012075	144.47 Volunteer
5/26/2017 V1519	Corcoran, Peter	EFT000000012076	321.63 Volunteer
5/26/2017 V1501	Eldredge, Linda	EFT000000012077	253.09 Volunteer
5/26/2017 V60	Farr, Delores	EFT000000012078	380.42 Volunteer
5/26/2017 V1287	Firth, Richard	EFT000000012079	31.04
5/26/2017 V1491	Gamelin, Roger	EFT000000012080	259.53 Volunteer
5/26/2017 V1434	Giuffre, Martin	EFT000000012081	79.73
5/26/2017 V1117	Hall, John	EFT000000012082	224.73 Volunteer
5/26/2017 V170	Hertz, Kenneth	EFT000000012083	327.50 Volunteer
5/26/2017 V174	Langlois, Paulette	EFT000000012084	58.85
5/26/2017 V1420	Lawyer, Ronald	EFT000000012085	346.75 Volunteer
5/26/2017 V70	LeClair, Raymond	EFT000000012086	385.82 Volunteer
5/26/2017 V71	Lightholder, Stephen	EFT000000012087	257.36 Volunteer
5/26/2017 V74	Markham, Laurel	EFT000000012088	362.27 Volunteer
5/26/2017 V75	Martin, Ronald	EFT000000012089	591.23 Volunteer
5/26/2017 V1018	Metivier, Shelli	EFT000000012090	706.20 Volunteer
5/26/2017 V82	Parah, Donna	EFT000000012091	447.86 Volunteer
5/26/2017 V83	Parah, Maurice	EFT000000012092	1,073.31 Volunteer
5/26/2017 V86	Pike, Gail	EFT000000012093	1,579.27 Volunteer
5/26/2017 V1371	Riendeau, Donald	EFT000000012094	40.32
5/26/2017 V771	Sammons, Chandra	EFT000000012095	741.05 Volunteer
5/26/2017 V89	Sayers, Gail	EFT000000012096	670.44 Volunteer
5/26/2017 V1236	Sayers, James	EFT000000012097	499.81 Volunteer
5/26/2017 V1523	Smith, Erika	EFT000000012098	350.68 Volunteer
5/26/2017 V741	Steiner, Timothy	EFT000000012099	54.04
5/26/2017 V93	Timm, Marta	EFT000000012100	585.87 Volunteer
5/26/2017 V522	Turcotte, S Jeanette	EFT000000012101	135.36 Volunteer
5/26/2017 V397	White, Brian	EFT000000012102	405.61 Volunteer
5/26/2017 V97	Yandow, Dennis	EFT000000012103	584.30 Volunteer
5/26/2017 V1446	M T Wallets, LLC	EFT000000012104	2,600.00 Lease
5/26/2017 V11	Asper, Sheryl	EFT000000012105	190.00
5/26/2017 V111	Driver, Toney	EFT000000012106	49.67
5/26/2017 V124	Kimball, Matt	EFT000000012107	96.49
5/26/2017 V35	McDonald, Pam	EFT000000012108	25.00
5/26/2017 V38	Moore, Jon	EFT000000012109	454.63 DCAP and food
5/26/2017 V141	Riley, Shawn	EFT000000012110	1,090.00 Tool reimbursement and FSA
5/26/2017 V486	Scholten, Sara	EFT000000012111	125.00 Shoe reimbursement
5/26/2017 V368	Slingerland, Robert	EFT000000012112	440.00 FSA
5/26/2017 V17	Smith, Jamie L	EFT000000012113	222.08 Dcap and FSA
5/26/2017 V223	Bond Auto Parts	VOID	VOID

To: GMT Board of Commissioners  
From: Michelle Daley, Director of Finance  
Date: June 15, 2017  
RE: Financial Monthly Report

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The Finance & Grants departments have been working on several projects in the last month. We are re-vamping our Procurement Policy, which has been presented to the Finance Committee for review and approval prior to coming before the whole Board. Additionally, we are re-writing our internal Purchase Order Policy to make it more user friendly, as it is a manual process. Trainings will be provided on the changes to this Policy in the last week of June for all staff with purchasing responsibilities. We are working with S2Technology to purchase and implement an add-on to our accounting software that will calculate and report CTO balances to all employees on their pay stubs. This calculation is manual now and is cumbersome to maintain & report on. The software add-on will allow for further efficiencies for Finance that will be rolled out in the next fiscal year. Lastly, the RFP for legal services was prepared and sent out. Proposals are due by June 23<sup>rd</sup> and a contract will be awarded shortly thereafter.

The Transit Asset Management system implementation is still moving forward. We have successfully uploaded all of the agencies assets that need to be maintained and/or replaced. We just received our software sign-on credentials and staff is working to ensure the initial data is accurate. The next steps will be to work with the Director of Maintenance and his staff to make sure they understand how the software works and then plan for the integration of the shop processes either using this software or importing from the existing software.

Victoria Carlton was hired as a Customer Service Representative in the Call Center. She is being trained on RouteMatch currently and learning how to take calls and schedule trips.

GMT hosted a RouteMatch user group meeting last week to bring together members of the Finance Departments of all of the transit agencies in the State of Vermont to discuss RouteMatch's reporting capabilities and organizational needs. VPTA representatives were present in the room to help direct us as to what reporting requirements will be under the new Medicaid contract. Additionally, a representative from RouteMatch was present via phone conference to hear what our needs were and to help provide information on the system where possible. Thursday, June 15, 2017 the Statewide RouteMatch customer care representative will be onsite to assist staff with outstanding issues and host a training session on billing and reporting. This will also be done via a webinar so those unable to be here in person can still attend.

Kim Wall has submitted the Federal Grant application and it has been reviewed by the FTA. They have come back with some requests for additional information, which Kim is currently working on getting to them so that we can be awarded our Federal funding for FY18.

Drawdown's for Capital funding have been prepared and processed through April. Grants are being reconciled and true-ups are being performed to ensure that we have billed everything that can be billed so that we don't miss out on any revenue.

We will be joining the State of Vermont's Drug and Alcohol Program in August, negating the need for GMT to do a procurement for these services when our current contract ends. GMT anticipates that there will be cost savings from joining this program rather than procuring our own.

GMT's indirect cost rate is calculated annually after the audit report is completed. This rate is submitted to the FTA for approval by December 31<sup>st</sup>. Our approved indirect cost rate for FY17 is 9.55%, for comparison in FY16 the rate was 9.29% and the closeout rate for FY18 is 9.86%.

Attached are the April 30, 2017 financials for your review. The total reconciled balance of the operating cash balance for the month ended April 30, 2017 is \$2,673,414.

The aged trade Accounts Receivable balance for April 30, 2017 was \$1,571,112. This balance is broken out as \$1,394,949 attributable to the Urban Program and \$176,163 attributable to the Rural Program. (For comparison, the aged trade Accounts Receivable balance on 3/31/17 was \$1,332,053.) The combined aging details are as follows:

	<i>Current Month</i>	<i>As of 3/31/17</i>
Current	\$1,449,977	1,246,795
30-60 Days	44,561	69,268
61-90 Days	64,959	10,048
91 and Over	11,615	5,942

As of the date of this memo, we have collected 3.47% in subsequent payments on the aged receivables in the 61 days and over categories. We are not expecting any collection issues with the remaining balances however. The following is a list of accounts remaining outstanding older than 61 days as of the date of this memo:

National Life	8,410.00	}	Total due as of the date of this memo \$11,615.28
Villa Rehab	4,018.88		
VTrans	61,492.22		

The urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to one of our federal operating grants which, at best, allow us to breakeven. The rural operating budget does not have a similar grant, and since the rural grants are prepaid, each month we recognize the revenue as it is earned based on the earnings percentages from the previous year. A true up is done to “catch up” to actuals for the year when the actual billing is reported.

We continue to benchmark how well we are following our budget by calculating the percentage of the budget that we’d expect to be earned/spent if all revenues and expenses were spent/earned equally over twelve months, **therefore we would expect to see budgets at 83.34% for the Fiscal Year to date April 30, 2017.**

The Federal, State and Local Revenues for the Urban system are tracking within the budgeted revenues for the Urban system. The rural E&D grant revenue has been consistently behind at least a month, but with the transition to RouteMatch this lag time has increased by several months. We have reported and recognized revenue for E&D through January for all locations as of the date of this memo. It will be caught up to the budgeted amount subsequent to the end of the fiscal year. Other State Grants on the Rural Side consists of the RTAP training grant. Expenses have been incurred under this grant and we are currently working on gathering the data required to bill this grant to the State.

The Operating revenues are just slightly below our projected revenues. Areas of note include:

- Advertising Revenue is slightly below our benchmark at this time on both the Urban and Rural side. Per discussions with the Marketing Department, fall and early winter months are typically slow months in Bus Advertising and their projections and scheduled advertisements are expected to come in line with our bench marks in the coming months.
- Planning Revenue is below the benchmark on the Urban side. This is funding we received from CCRPC. Some of this funding has been set aside to pay for the Complete Service Analysis, which we have not received many invoices for to date, so we have not requested much in the way of reimbursement.
- Miscellaneous Revenue is over budget due to a month (July 2016) of additional rent from 1 Industrial that was not anticipated our budgeted for in FY17 as all tenants were originally scheduled to be out by 6/30/17.
- Sale of Equipment Revenue on the Urban side is well over the anticipated budget for the year. GMT has disposed of two service vehicles so far in FY17. One of the bids came in much higher than anticipated and higher than any of the other bids on that vehicle. Sale of Equipment is negative on the Rural side due to disposing of a shelter in Waterbury that was not accounted for in the biennial fixed asset inventory. This asset still had a net book value when it was removed from our fixed asset list.

For the operating expenses, most of the variances are timing issues since many expenses are not evenly spent throughout the year. Since the 75.00% benchmark assumes that expenses will be spent evenly over the course of twelve months we can only use this as a loose guideline to evaluate line items. Below are just a few of the expenses that warrant some additional explanation.

- Unemployment Tax Expense – These expenses are variable and depend on how many former employees are receiving unemployment during the year. Therefore this expense is difficult to budget for and is not expected to perform evenly with the budget benchmark over the course of the year.
- Recruiting Expense – These expenses are variable and depend on turnover in positions as well as growth and hiring needs. Rural expenses are often high against the benchmark in this area during the beginning of the year due to recruiting for the Rural Mountain Service. Additionally, we closed the FGI administrative office and had to recruit new positions for the call center, which was unexpected at the time the budget was created.
- Dues and Subscriptions – Many of our dues for the Urban program are paid at the beginning of the fiscal year, including our largest dues payment to the American Public Transportation Association, with is approximately 70% of the budgeted expense. The Rural program’s dues are historically paid mainly in February and later, so this is expected to catch up in the last quarter of the year.
- Legal Fees/Consulting Fees – These expenses are variable and depend strictly on the organizations need for legal services or consultant services. Therefore this expense is difficult to budget for and is not expected to perform evenly with the budget benchmark over the course of the year.
- Audit Fees – The Auditors were onsite in May to perform preliminary testing procedures for the audit of FY17. Invoices for this testing will help bring this line within the budgeted benchmark in the last quarter of the year.
- Background Checks – These expenses depend on the hiring needs of the organization. The more hiring we do, the more background checks we will need to perform. It is difficult to budget for this expense as it is based largely on need. There is an increase in these costs on the rural side as we geared up for the seasonal service, then they tend to come in line with the benchmark as the year progresses.
- Employment Recruitment Program – This is a bonus program for employee referrals that become new hires. This expense will fluctuate based on hiring needs and the number of referrals received.
- Safety Expense – This category is used for rewards, such as pizza lunches, when we go a certain number of days without a preventable accident. The expense in this category is a moving target and hard to define as it depends on several factors.
- Misc. Operating Expenses – this is a category where we account for the bid printings, driver pre-trip sheets, text alert costs. The expenses in this category are not expected to align with the budget benchmark as the timing of the purchases are variable based on need throughout the year.
- Planning Expenses – The amount budgeted in these accounts for FY17 will be used to help pay for the Complete Service Analysis the Planning Department is working on with a contracted organization. These expenses will not follow our benchmark, but rather will reflect the amount of work done on this project as it is invoiced to us.
- Parts Expense – Non-Revenue Vehicles – The manager of this budget was unaware that the designation between parts for revenue and non-revenue parts was required, so this was not done. Reclassifications have been done to this account to capture some expenses.
- Passenger Facility & Facility Maintenance Expenses – Expenses to these line items are incurred as needed and therefore they cannot be expected to be incurred evenly. The majority of the expenses for passenger facilities are incurred in the winter months as this line includes clearing access to shelters. Facility Maintenance in the Rural area is high due to unexpected repairs needed to garage doors and heating units in the Berlin facility.

- Cleaning Expenses are well below budget on the Urban side due to hiring internally for cleaning staff, rather than contracting with an outside party.
- Light, Heat and Water – The majority of this category is for heating costs, which are highest in the winter. We expect this line to come in line with the benchmark over the next few months. Urban expenses are likely higher than budgeted due to bringing two new buildings online and not having an accurate estimate of the operating costs of these buildings.
- Misc Maint Expenses and Fees – This expense category includes the purchase of a new radio that was not anticipated at the time the budget was created.
- Contracted Functional Assessment Costs – Functional Assessments are no longer being contracted out. They are now being performed in-house by our ADA Management Coordinator. However, we will have continued expenses for the travel accommodations of clients to CCTA for the functional assessments performed by Jordan Posner.
- Bus Tickets/Fare Media – This expense category is variable and based on need. We ordered more tickets in March and only recently received the invoice for these. Another order of tickets, placed in late March was recently received and will be invoice for these prior to the end of the year.
- Public Information – This expense category accounts for the printing costs associated with the bus map & guide. We reprinted all of the guides for the Urban system one time due to an error, and also had to print an extended run when we ran out of them. Both of these expenses were unplanned for. Expenses are expected to level out as these are one time costs.
- Debt Service is complete for the year. We make a yearly payment on 7/1 for the 12 year capital lease. The FY17 payment is the fourth payment on this lease. This expense is a component of the Member Assessment formula.

The following is a status update on the capital projects through the month of May.

#### **Passenger Shelters:**

##### **Urban:**

**Solar Shelter Lighting:** An award letter and notice to proceed were issued for the installation of solar lighting units at 12 shelters in Chittenden County. We are currently working with the contractor to transfer materials and get started with the work. Installation will occur during the course of the summer and is expected to be completed by September 30, 2017.

**Relocation of Cherry Street Shelters:** Three glass shelters were removed from Cherry Street and are currently in storage at One Industrial. Will work with planning to identify new locations for the shelters.

**Maple Street Shelter:** There has been no activity on the installation of a shelter on Maple Street. We continue to wait for guidance from DPW on this.

##### **Rural:**

**Solar Shelter Lighting** to be installed at Plainfield and Marshfield shelters as part of solar lighting project outlined above. Working with the Walmart corporate office to get approval to install a shelter at the store in St. Albans. Currently reviewing a proposed agreement sent by Walmart for the use of a bus stop with shelter at that location.

#### **Downtown Transit Center:**

The As-Built drawings and warranty letter are complete and finalized. Almost all of the retainage has been released at this time. \$15,000 is still being withheld pending acceptance of a shelter that was damaged during construction. Burlington Electric is working on improvements to the vault on Cherry Street to prevent future power outages. Truncated domes for ADA accessibility were installed at each bus berth on the platform. Intake/exhaust fans have been installed in the ticket booth ceiling to improve air circulation. Scheduling a

walk-through of the facility with PC Construction and Peter Aube to occur in the near future. Continuing to work with VHB on getting approval to reuse soil from St. Paul Street to connect the two properties on Industrial Parkway.

**GMTA Facility Renovation:**

After a discussion with VTrans, we have agreed to bring this project back under the control of GMT. Working with staff and Wiemann-Lamphere to update and finalize the design of the facility improvements and update construction estimates. Goal is to have an IFB for construction issued during this construction season.

**Decommissioning of Former Cherry Street Terminal:**

We have received a quote to complete the remaining restoration and painting of the exterior wall at Outdoor Gear Exchange following lead-safe procedures. Working on price justification for the new contractor and determining their schedule to complete the work.

**Facility Security Upgrades**

Continuing to work with the security consultant on the design of the security system at Industrial Parkway. Locations have been identified and the necessary materials for the design have been provided. Currently determining the best approach to have direct internet connection between the two properties on Industrial Parkway. Options are to have a hard fiber line between the two properties or connect via Metro Ethernet through Burlington Telecom.

Green Mount Transit Statement of Net  
Assets  
As of 4/30/2017

	As Of 2017	As Of 2016
<b>ASSETS</b>		
Current Assets:		
Cash and Investments	3,141,692.90	3,433,253.43
Receivables:		
Grant	1,816,151.44	1,086,294.23
Other	1,233,269.40	891,549.47
Deferred Cost Pool	(155,181.69)	43,977.76
Inventories	636,375.55	669,355.88
Prepaid Expenses	415,442.62	698,962.61
Total Current Assets	7,087,750.22	6,823,393.38
Noncurrent Assets:		
Land, Structures And Equipment - net of accumulated depreciation	28,177,806.15	27,553,042.33
TOTAL ASSETS	35,265,556.37	34,376,435.71
<b>LIABILITIES AND FUND EQUITY</b>		
Current Liabilities:		
Accounts Payable	615,514.09	1,108,776.95
Accrued Payroll Expenses	335,499.91	286,398.35
Other Accrued Expenses	43,421.50	44,619.65
Deferred Revenue	1,723,854.20	1,765,515.73
Total Current Liabilities	2,718,289.70	3,205,310.68
Long-Term Liabilities:		
Accrued Compensated Absences	816,415.64	698,335.65
Retirement Benefits Accrued		359.87
Total Long-Term Liabilities	816,415.64	698,695.52
Total Liabilities	3,534,705.34	3,904,006.20
Fund Equity:		
Invested in capital assets, net of related debt	29,537,091.88	22,520,044.34
Restricted	1,484,414.58	1,979,110.43
Unrestricted	1,999,581.05	4,804,684.08
Current Year Change in Net Assets	(1,290,236.48)	1,168,590.66
Total Fund Equity	31,730,851.03	30,472,429.51
TOTAL LIABILITIES AND FUND EQUITY	35,265,556.37	34,376,435.71

Chittenden County Transportation Authority  
and CCTA dba Green Mountain Transit  
Urban Rural Budget Vs. Actuals  
For the Ten Months Ending Sunday, April 30, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17 Budget Approved March 2017			Budget Variance			
<b>REVENUES</b>										
<b>FEDERAL, STATE AND LOCAL REVENUE</b>										
Municipal Member Assessments	1,818,483.50	0.00	\$1,818,483.50	2,182,180.00	0.00	\$2,182,180.00	83.33%	0.00%	83.33%	\$2,128,095.00
Municipal Paratransit Assessments	576,025.90	0.00	576,025.90	691,229.00	0.00	691,229.00	83.33%	0.00%	83.33%	678,748.00
Local Operating Assistance	54,499.20	370,662.12	425,161.32	67,799.00	408,038.00	475,837.00	80.38%	90.84%	89.35%	461,971.40
Federal Urban Formula Grant	2,046,016.08	0.00	2,046,016.08	2,868,533.00	0.00	2,868,533.00	71.33%	0.00%	71.33%	1,873,942.00
Federal Rural Operating Grant	0.00	1,140,960.00	1,140,960.00	0.00	1,326,000.00	1,326,000.00	0.00%	86.05%	86.05%	1,463,100.00
State Regular Subsidy Operating Grant	1,947,649.00	774,000.00	2,721,649.00	2,337,179.00	900,000.00	3,237,179.00	83.33%	86.00%	84.07%	3,034,365.00
E&D Grants and Local Match	0.00	619,426.59	619,426.59	0.00	1,237,022.00	1,237,022.00	0.00%	50.07%	50.07%	1,101,108.41
Other State Grants	89,728.04	152.83	89,880.87	89,050.00	18,000.00	107,050.00	100.76%	0.85%	83.96%	152,223.90
Other Federal Grants	2,238,699.63	335,888.29	2,574,587.92	2,629,330.00	389,994.00	3,019,324.00	85.14%	86.13%	85.27%	2,919,121.37
Fund Balance Reserves	0.00	0.00	0.00	0.00	45,000.00	45,000.00	0.00%	0.00%	0.00%	0.00
Capital Reserve Revenue	258,892.50	0.00	258,892.50	310,671.00	0.00	310,671.00	83.33%	0.00%	83.33%	0.00
<b>Total Federal, State and Local Revenues</b>	<b>9,029,993.85</b>	<b>3,241,089.83</b>	<b>12,271,083.68</b>	<b>11,175,971.00</b>	<b>4,324,054.00</b>	<b>15,500,025.00</b>	<b>80.80%</b>	<b>74.95%</b>	<b>79.17%</b>	<b>13,812,675.08</b>
<b>OPERATING REVENUE</b>										
Passenger Revenue	1,871,783.36	105,005.43	1,976,788.79	2,232,049.00	124,352.00	2,356,401.00	83.86%	84.44%	83.89%	2,572,454.87
Paratransit Passenger Fares	82,672.50	0.00	82,672.50	110,000.00	0.00	110,000.00	75.16%	0.00%	75.16%	111,469.75
Advertising Revenue	121,496.35	20,300.00	141,796.35	200,000.00	30,000.00	230,000.00	60.75%	67.67%	61.65%	170,909.10
Planning Revenue	256,842.74	1,390.40	258,233.14	362,106.00	0.00	362,106.00	70.93%	0.00%	71.31%	361,839.55
Interest Earnings	1,230.44	3,490.77	4,721.21	1,600.00	4,000.00	5,600.00	76.90%	87.27%	84.31%	5,934.77
Miscellaneous Revenue	13,024.19	128.04	13,152.23	10,000.00	0.00	10,000.00	130.24%	0.00%	131.52%	125,101.68
Sales Of Equipment	10,609.00	(1,177.85)	9,431.15	6,000.00	3,000.00	9,000.00	176.82%	-39.26%	104.79%	17,783.94
Medicaid Purchase Of Svc	0.00	1,161,547.92	1,161,547.92	0.00	1,827,061.00	1,827,061.00	0.00%	63.57%	63.57%	1,769,571.08
Purchase of Service	43,104.85	170,249.16	213,354.01	48,516.00	273,000.00	321,516.00	88.85%	62.36%	66.36%	295,702.85
Warranty Revenue	1,911.39	0.00	1,911.39	2,500.00	0.00	2,500.00	76.46%	0.00%	76.46%	4,590.19
<b>Operating Revenue</b>	<b>2,402,674.82</b>	<b>1,460,933.87</b>	<b>3,863,608.69</b>	<b>2,972,771.00</b>	<b>2,261,413.00</b>	<b>5,234,184.00</b>	<b>80.82%</b>	<b>64.60%</b>	<b>73.81%</b>	<b>5,435,277.78</b>
<b>Total Revenue</b>	<b>11,432,668.67</b>	<b>4,702,023.70</b>	<b>16,134,692.37</b>	<b>14,148,742.00</b>	<b>6,585,467.00</b>	<b>20,734,209.00</b>	<b>80.80%</b>	<b>71.40%</b>	<b>77.82%</b>	<b>19,247,952.86</b>
<b>EXPENSES</b>										
<b>SALARIES AND WAGES</b>										
Other Wages	1,485,662.85	728,690.72	2,214,353.57	1,731,101.00	926,592.00	2,657,693.00	85.82%	78.64%	83.32%	2,383,995.81
Driver/Operator Wages	3,323,923.53	1,212,367.23	4,536,290.76	4,109,898.00	1,354,162.00	5,464,060.00	80.88%	89.53%	83.02%	5,337,104.30
Vehicle Repair Wages	738,322.42	110,513.94	848,836.36	918,692.00	130,171.00	1,048,863.00	80.37%	84.90%	80.93%	958,014.98
<b>Salaries and Wages</b>	<b>5,547,908.80</b>	<b>2,051,571.89</b>	<b>7,599,480.69</b>	<b>6,759,691.00</b>	<b>2,410,925.00</b>	<b>9,170,616.00</b>	<b>82.07%</b>	<b>85.09%</b>	<b>82.87%</b>	<b>8,679,115.09</b>
<b>PERSONNEL TAXES AND BENEFITS</b>										
Payroll Taxes (FICA/MC)	417,168.56	154,140.41	571,308.97	517,116.00	184,436.00	701,552.00	80.67%	83.57%	81.44%	644,942.20
Unemployment Tax Exp	9,501.17	18,684.89	28,186.06	22,000.00	40,000.00	62,000.00	43.19%	46.71%	45.46%	33,859.38
Medical Insurance/HRA	1,223,834.38	471,025.99	1,694,860.37	1,430,436.00	516,762.00	1,947,198.00	85.56%	91.15%	87.04%	1,917,482.62
Pension Plan Expenses	227,350.97	44,777.33	272,128.30	274,714.00	72,328.00	347,042.00	82.76%	61.91%	78.41%	312,936.84
Other Employee Benefits	248,916.83	99,447.91	348,364.74	315,175.00	119,506.00	434,681.00	78.98%	83.22%	80.14%	369,274.62
<b>Personnel Taxes and Benefits</b>	<b>2,126,771.91</b>	<b>788,076.53</b>	<b>2,914,848.44</b>	<b>2,559,441.00</b>	<b>933,032.00</b>	<b>3,492,473.00</b>	<b>83.10%</b>	<b>84.46%</b>	<b>83.46%</b>	<b>3,278,495.66</b>
<b>GENERAL AND ADMIN EXPENSES</b>										
Admin Supplies and Expenses	37,046.89	13,895.28	50,942.17	42,240.00	16,800.00	59,040.00	87.71%	82.71%	86.28%	61,277.07
Recruiting Expenses	19,752.40	9,847.37	29,599.77	18,400.00	8,500.00	26,900.00	107.35%	115.85%	110.04%	25,450.25
Dues and Subscriptions	28,329.47	4,311.25	32,640.72	27,788.00	8,928.00	36,716.00	101.95%	48.29%	88.90%	36,023.92
Travel and Meetings	2,507.21	2,448.51	4,955.72	3,500.00	3,500.00	7,000.00	71.63%	69.96%	70.80%	7,770.67
Communications	41,972.70	24,827.95	66,800.65	44,721.00	29,868.00	74,589.00	93.85%	83.13%	89.56%	61,782.95
Computer Service Exp	47,639.82	15,959.90	63,599.72	58,552.00	18,593.00	77,145.00	81.36%	85.84%	82.44%	84,579.98
Legal Fees	6,137.44	1,330.00	7,467.44	20,000.00	3,000.00	23,000.00	30.69%	44.33%	32.47%	17,769.21
Insurance	724,391.43	286,406.26	1,010,797.69	980,937.00	426,755.00	1,407,692.00	73.85%	67.11%	71.81%	1,172,327.59
Audit Fees	10,220.00	4,380.00	14,600.00	17,850.00	7,650.00	25,500.00	57.25%	57.25%	57.25%	24,450.00
Consulting Fees	873.62	1,236.13	2,109.75	3,000.00	3,000.00	6,000.00	29.12%	41.20%	35.16%	4,645.00
<b>General and Admin Expenses</b>	<b>918,870.98</b>	<b>364,642.65</b>	<b>1,283,513.63</b>	<b>1,216,988.00</b>	<b>526,594.00</b>	<b>1,743,582.00</b>	<b>75.50%</b>	<b>69.25%</b>	<b>73.61%</b>	<b>1,496,076.64</b>

Chittenden County Transportation Authority  
and CCTA dba Green Mountain Transit  
Urban Rural Budget Vs. Actuals  
For the Ten Months Ending Sunday, April 30, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17 Budget Approved March 2017			Budget Variance			
<b>OPERATIONS EXPENSES</b>										
Background Checks	1,502.80	7,835.80	9,338.60	1,900.00	8,325.00	10,225.00	79.09%	94.12%	91.33%	8,291.22
Drug & Alcohol Testing	10,216.60	5,533.85	15,750.45	13,755.00	7,898.00	21,653.00	74.28%	70.07%	72.74%	17,359.85
DOT Testing	4,926.70	5,058.00	9,984.70	5,850.00	5,120.00	10,970.00	84.22%	98.79%	91.02%	12,053.86
Employment Recruitment Program	600.00	0.00	600.00	2,000.00	2,000.00	4,000.00	30.00%	0.00%	15.00%	1,800.00
Driver's Uniforms	36,192.14	19,986.17	56,178.31	58,960.00	37,206.00	96,166.00	61.38%	53.72%	58.42%	45,454.16
Safety Expense	800.00	2,425.74	3,225.74	4,900.00	3,700.00	8,600.00	16.33%	65.56%	37.51%	1,158.99
Bus Rodeo	0.00	3,376.50	3,376.50	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00
Misc. Operating Exp	3,652.68	1,012.01	4,664.69	6,775.00	2,675.00	9,450.00	53.91%	37.83%	49.36%	12,483.65
<b>Operations Expenses</b>	<b>57,890.92</b>	<b>45,228.07</b>	<b>103,118.99</b>	<b>94,140.00</b>	<b>66,924.00</b>	<b>161,064.00</b>	<b>61.49%</b>	<b>67.58%</b>	<b>64.02%</b>	<b>98,601.73</b>
<b>PLANNING EXPENSES</b>										
Other Planning Expenses	0.00	11,571.05	11,571.05	0.00	60,000.00	60,000.00	0.00%	19.29%	19.29%	14,552.01
MPO Planning Expenses	33,251.40	0.00	33,251.40	100,000.00	0.00	100,000.00	33.25%	0.00%	33.25%	67,704.78
<b>Planning Expenses</b>	<b>33,251.40</b>	<b>11,571.05</b>	<b>44,822.45</b>	<b>100,000.00</b>	<b>60,000.00</b>	<b>160,000.00</b>	<b>33.25%</b>	<b>19.29%</b>	<b>28.01%</b>	<b>82,256.79</b>
<b>VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)</b>										
Parts Expense - Non-Revenue Vehicles	6,378.57	0.00	6,378.57	11,000.00	9,500.00	20,500.00	57.99%	0.00%	31.11%	673.31
Parts Expense - Revenue Vehicles	410,070.12	252,033.25	662,103.37	424,064.00	257,844.00	681,908.00	96.70%	97.75%	97.10%	420,894.20
Tires	69,271.35	30,310.43	99,581.78	76,646.00	39,718.00	116,364.00	90.38%	76.31%	85.58%	97,031.97
Facility Maintenance	61,115.11	78,781.95	139,897.06	114,500.00	50,350.00	164,850.00	53.38%	156.47%	84.86%	105,687.65
Passenger Facility Expenses	32,408.23	0.00	32,408.23	50,988.00	2,000.00	52,988.00	63.56%	0.00%	61.16%	42,766.36
Cleaning Expense	20,999.96	10,730.57	31,730.53	36,092.00	15,137.00	51,229.00	58.18%	70.89%	61.94%	25,573.92
Repeater Fees	17,460.00	13,500.00	30,960.00	21,888.00	15,552.00	37,440.00	79.77%	86.81%	82.69%	36,252.00
Light, Heat and Water	126,601.15	34,507.56	161,108.71	115,000.00	55,000.00	170,000.00	110.09%	62.74%	94.77%	161,105.44
Fuel - Vehicles	607,118.00	248,137.37	855,255.37	797,770.00	333,030.00	1,130,800.00	76.10%	74.51%	75.63%	973,434.79
Maintenance Tools/Supplies/Uniforms	69,489.63	6,139.78	75,629.41	79,210.00	12,600.00	91,810.00	87.73%	48.73%	82.38%	89,915.13
Misc Maint Expenses and fees	3,967.70	186.42	4,154.12	3,876.00	3,500.00	7,376.00	102.37%	5.33%	56.32%	37,695.00
<b>Vehicle/Building Maintenance Exp</b>	<b>1,424,879.82</b>	<b>674,327.33</b>	<b>2,099,207.15</b>	<b>1,731,034.00</b>	<b>794,231.00</b>	<b>2,525,265.00</b>	<b>82.31%</b>	<b>84.90%</b>	<b>83.13%</b>	<b>1,991,029.77</b>
<b>CONTRACTOR EXPENSES</b>										
ADA/SSTA Paratransit	932,360.15	0.00	932,360.15	1,210,934.00	0.00	1,210,934.00	77.00%	0.00%	77.00%	1,231,292.27
Partner Local Share	9,916.50	0.00	9,916.50	19,833.00	0.00	19,833.00	50.00%	0.00%	50.00%	19,833.00
Functional Assessment Costs	7,561.47	0.00	7,561.47	25,000.00	0.00	25,000.00	30.25%	0.00%	30.25%	24,233.61
Volunteer Drivers	0.00	498,245.34	498,245.34	0.00	629,089.00	629,089.00	0.00%	79.20%	79.20%	648,059.55
Other Transportation (incl Cabs)	12,900.00	442,902.92	455,802.92	17,421.00	735,150.00	752,571.00	74.05%	60.25%	60.57%	698,279.90
<b>Contractor Expenses</b>	<b>962,738.12</b>	<b>941,148.26</b>	<b>1,903,886.38</b>	<b>1,273,188.00</b>	<b>1,364,239.00</b>	<b>2,637,427.00</b>	<b>75.62%</b>	<b>68.99%</b>	<b>72.19%</b>	<b>2,621,698.33</b>
<b>MARKETING EXPENSE</b>										
Bus Tickets/Fare Media	8,022.94	724.19	8,747.13	20,000.00	2,400.00	22,400.00	40.11%	30.17%	39.05%	22,719.08
Marketing Expense	24,001.91	19,763.64	43,765.55	42,000.00	25,840.00	67,840.00	57.15%	76.48%	64.51%	78,007.98
Public Information	28,792.21	19,172.74	47,964.95	30,000.00	22,000.00	52,000.00	95.97%	87.15%	92.24%	41,475.17
<b>Marketing Expense</b>	<b>60,817.06</b>	<b>39,660.57</b>	<b>100,477.63</b>	<b>92,000.00</b>	<b>50,240.00</b>	<b>142,240.00</b>	<b>66.11%</b>	<b>78.94%</b>	<b>70.64%</b>	<b>142,202.23</b>
<b>OTHER EXPENSES</b>										
Allowance for Doubtful Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	530.00
Debt Service/Capital Reserve	46,442.51	0.00	46,442.51	50,000.00	0.00	50,000.00	92.89%	0.00%	92.89%	46,442.51
Capital Match	518,550.00	24,401.67	542,951.67	622,260.00	29,282.00	651,542.00	83.33%	83.33%	83.33%	269,597.00
<b>Other Expenses</b>	<b>564,992.51</b>	<b>24,401.67</b>	<b>589,394.18</b>	<b>672,260.00</b>	<b>29,282.00</b>	<b>701,542.00</b>	<b>84.04%</b>	<b>83.33%</b>	<b>84.01%</b>	<b>316,569.51</b>
<b>TOTAL EXPENSES</b>	<b>11,698,121.52</b>	<b>4,940,628.02</b>	<b>16,638,749.54</b>	<b>14,498,742.00</b>	<b>6,235,467.00</b>	<b>20,734,209.00</b>	<b>80.68%</b>	<b>79.23%</b>	<b>80.25%</b>	<b>18,706,045.75</b>
Current Year Deferred Costs	(35,717.38)	0.00	(35,717.38)	0.00	0.00	0.00	0.00%	0.00%	0.00%	81,317.62
ALLOCATIONS BETWEEN PROGRAMS	301,170.23	(301,170.23)	0.00	350,000.00	(350,000.00)	0.00	86.05%	86.05%	0.00%	0.00
<b>Balance Of Operating Budget</b>	<b>0.00</b>	<b>(539,774.55)</b>	<b>(539,774.55)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>623,224.73</b>

Chittenden County Transportation Authority  
and CCTA dba Green Mountain Transit  
Urban Rural Budget Vs. Actuals  
For the Ten Months Ending Sunday, April 30, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17 Budget Approved March 2017			Budget Variance			
<b>Capital Revenue</b>										
Federal Revenue	1,879,075.38	363,649.11	2,242,724.49	0.00	0.00	0.00	0.00%	0.00%	0.00%	6,883,178.73
State Revenue	291,698.68	53,342.50	345,041.18	0.00	0.00	0.00	0.00%	0.00%	0.00%	939,628.01
Paratransit Lease Revenue	51,447.27	3,609.50	55,056.77	0.00	0.00	0.00	0.00%	0.00%	0.00%	19,056.94
Local Match Revenue	259,657.50	24,401.67	284,059.17	0.00	0.00	0.00	0.00%	0.00%	0.00%	269,597.00
<b>Total Capital Revenue</b>	<b>2,481,878.83</b>	<b>445,002.78</b>	<b>2,926,881.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>8,111,460.68</b>
<b>Capital Expenses</b>										
Vehicles	402,718.99	351,507.68	754,226.67	0.00	0.00	0.00	0.00%	0.00%	0.00%	208,970.56
Maintenance Parts and Equipment	291,777.17	14,408.67	306,185.84	0.00	0.00	0.00	0.00%	0.00%	0.00%	436,628.20
Passenger Amenities	202,898.15	5,563.38	208,461.53	0.00	0.00	0.00	0.00%	0.00%	0.00%	161,936.29
Facility Repairs and Improvements	931,204.95	119,176.67	1,050,381.62	0.00	0.00	0.00	0.00%	0.00%	0.00%	8,504,103.06
<b>Total Capital Expenses</b>	<b>1,828,599.26</b>	<b>490,656.40</b>	<b>2,319,255.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>9,311,638.11</b>
Balance of Capital Budget	653,279.57	(45,653.62)	607,625.95	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,200,177.43)
Transfer of Purchases to Fixed Assets	896,191.47	392,808.89	1,289,000.36	0.00	0.00	0.00	0.00%	0.00%	0.00%	7,951,899.57
Deferred Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(155,346.00)
Depreciation Expense	(1,976,950.06)	(670,138.18)	(2,647,088.24)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(3,502,352.21)
Subtotal	(1,080,758.59)	(277,329.29)	(1,358,087.88)	0.00	0.00	0.00	0.00%	0.00%	0.00%	4,294,201.36
<b>Current Change in Net Assets</b>	<b>(427,479.02)</b>	<b>(862,757.46)</b>	<b>(1,290,236.48)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>3,717,248.66</b>

**Green Mountain Transit Maintenance Report**  
**May 2017**

- Burlington location provided 205.00 hours in Rural maintenance services for the month of May
- Performed 49 Urban Preventative Maintenance B brake inspections in the month of May
- Performed 14 Rural, 30 Urban Preventive Maintenance C inspections in the month of May
- Berlin location performed (8) C inspections and (5) D inspection in the month of May
- Burlington location performed 12 road calls in the month of May
- There was one preventable accident and no non-preventable accidents for the month of May in the maintenance dept.

To: Board Chair Chapin Kaynor and the GMT Board of Commissioners  
From: Jon Moore, Director of Operations & Planning  
David Armstrong, Planning Manager  
Jamie Smith, Berlin Operations Manager  
Rich Gorton, FGI Operations Manager  
Bob Young, Burlington Operations Manager  
Date: June 20, 2017  
Re: GMT Operations & Planning Report

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**Personnel Matters:** Please see below for Operation employee updates. Our goal is to be fully staffed at all locations to minimize overtime for cost containment and operator forcing to improve job satisfaction. We will continue to analyze staffing needs and continue operator recruitment as necessary:

- Urban operations in Burlington has four full-time, and two part-time trainees currently in training. Ghana Pradhan successfully completed training and entered revenue service on 6/5. We are currently recruiting for one full-time operator in Berlin. Mike Mayville, who has been a Burlington Operator since 2005 is moving to South Carolina in early July. We thank Mike for his years of outstanding service and wish him luck in his move down south.
- Jason Boes has been hired as a Supervisor for the Berlin office and will begin on 6/27. Jason has transportation management experience working for a private shuttle company in Vail, Colorado. His seasonal recruitment and hiring background will be extremely valuable to GMT and Jason will focus on seasonal operations during the winter months.

**Operator Bids:** The Burlington bid takes effect on 6/19. The Scheduling Committee met on 6/8 to start developing the August bid. The start date of the FGI bid will be determined by the opening date of the new opioid treatment clinic opening in St. Albans early this summer.

**GMT Comprehensive Service Analysis:** The NextGen Advisory Committee met on 6/13 with presentations on the stakeholder interview input and a preview of the market analysis as well as an interactive priority setting exercise. The consultant team has provided a draft Service Guidelines document and a review of existing studies and plans. They will next be creating route profiles for all GMT routes and all documents can be found on the NextGen webpage at: <http://ridegmt.com/nextgen/>.

**BTV Exercise:** GMT provided a bus and participated in a full scale emergency exercise at the Burlington International Airport on 6/3.

**Berlin Operations:** Staff worked with the city of Montpelier to fine-tune a number of bus stop locations to optimize the passenger experience and held our bi-monthly safety committee meeting on 5/17.

**Ridership Trends:** Urban ridership is down 9.4% over FY16. This loss is consistent with losses reported by 15 of our similarly-sized peer agencies around the country. Their losses averaged just over 6% and ranged from 2.5% to as high as 11.5%. Rural ridership is down 1.2% YTD

To: GMT Board of Commissioners  
From: Jamie L. Smith, Marketing and Public Affairs Manager  
Date: June 15, 2017  
Re: Marketing and Public Affairs Report

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- In an effort to find a volunteer opportunity in Central Vermont, Marketing staff was recently connected to Family Center of Washington County. Beginning Monday, June 19, we will launch a two-week diaper drive ending on June 30 with a radio live event at FCWC. Similar to our event with Canal Street Veteran's Housing, GMT will donate single fare rides at the end of the event. We are partnering with Green Mountain United Way to find local diaper drop-off locations.
- Marketing staff just completed a 750-word article for Mass Transit magazine. The article focuses on technology and passenger amenities and will be featured in the July issue. We will be sure to share it with the Board once it is finalized. It's always an honor to be featured in a national magazine! In conjunction with the article, we had a professional photographer on-site taking photos for the article.
- On June 17, the Vermont Dance Alliance is hosting several dance performances across downtown. One event will be held at the Downtown Transit Center. Dancers (7 in total) will perform in 10-minute loops between 1-3PM. Marketing Staff is currently working with Vermont Dance Alliance on a press release that will go out in advance of the performance.
- Burlington and Central Vermont BM&Gs are complete and will go into effect Monday, June 19.
- In our May report, we mentioned working with a local Eagle Scout from Essex on a community oriented final project. His project is close to final approval, and the Marketing staff is excited to share our idea below. Bus stop seat cubes will be a wonderful enhancement to our system and a visually appealing project!



To: Chapin Kaynor, Board Chair, and GMT Board of Commissioners  
From: Trish Redalieu, Director of Human Resources  
RE: IT Support, Administrative Support, and HR  
Date: June 20, 2017

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### **Human Resources**

Berlin Operators have completed the Smith System Defensive Driving refresher class. This training is held every two years. Matt Kimball, Capital Projects Manager, attended the Management of Construction Projects, conducted by Rutgers Continuing Studies. Gene Winnicki, Operations Supervisor in Berlin, attended the CTAA Expo and the Certified Community Transit Supervisor training as well. Training for the new quarterly check-ins (performance management) was completed last week.

GMTA welcomes the following new employees: Kaitlin McCarthy, Executive Assistant; Vicki Carleton, Customer Service; and Bus Operators Jerome Gails, Rob Roy, Arthur Campbell, Dustin Dupont, and Gifford Slater.

### **IT Support**

IT has secured a Direct Discount program from Dell for 30 percent off computers and equipment for all GMT employees. This added benefit will hopefully encourage employee participation in our new intranet, Bloomfire.

In the last month IT has purchased 14 computers for the GMT. Every computer in Finance has been upgraded, as well as half the computers in the maintenance department. We also have 3 new computers in the Berlin office. We have 3 new laptops as well. IT is in the process of standardizing all workstations to Microsoft Office 2016 licenses.

IT has arranged for a new call recording system for the Customer Service Reps in order to be compliant for the new rules for Medicaid be effective on July 1. Installation and training will occur June 21<sup>st</sup>.

Several employees have requested and received stand up desks.

ADA Ridership Report (by Town) : FY17

CITY/TOWN	July	August	September	October	November	December	January	February	March	April	May	Totals
BURLINGTON	1,294	1,390	1,231	1,265	1,077	1,047	1,142	1,101	1,146	1,156	1,321	13,170
COLCHESTER	62	88	68	73	82	83	114	79	99	79	99	926
ESSEX	242	309	362	357	291	321	317	333	298	311	297	3,438
OTHER	24	31	13	16	9	7	15	14	24	16	25	194
SHELBURNE	257	266	216	247	259	293	290	291	323	268	298	3,008
SO. BURLINGTON	949	1,027	1,133	1,266	1,104	1,137	1,130	1,122	1,219	1,259	1,322	12,668
WILLISTON	122	110	129	92	95	82	93	90	115	84	72	1,084
WINOOSKI	446	514	506	431	476	520	527	439	472	473	509	5,313
TOTAL	3,396	3,735	3,658	3,747	3,393	3,490	3,628	3,469	3,696	3,646	3,943	39,801

Cost to Members	\$ 80,299.80	\$ 88,904.37	\$ 86,344.40	\$ 88,315.98	\$ 79,696.38	\$ 82,809.42	\$ 85,298.84	\$ 83,142.55	\$ 87,928.35	\$ 86,947.56	\$ 93,239.83	\$ 942,927.48
Cost/Trip	\$ 23.65	\$ 23.80	\$ 23.60	\$ 23.56978383	\$ 23.48847038	\$ 23.73	\$ 23.51	\$ 23.97	\$ 23.79	\$ 23.85	\$ 23.65	\$ 23.69

ADA Ridership Report (by Town) : change from FY 15 to date to FY16 to date

CITY/TOWN	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Totals
BURLINGTON	(362)	(222)	(444)	(463)	(337)	(424)	(232)	(225)	(358)	(267)	(9)	(3,343)
	-21.86%	-13.77%	-26.51%	-26.79%	-23.83%	-28.82%	-16.89%	-16.97%	-23.80%	-18.76%	-0.68%	-20.24%
COLCHESTER	(21)	(4)	(35)	(56)	(1)	13	3	(2)	28	(22)	11	(86)
	-25.30%	-4.35%	-33.98%	-43.41%	-1.20%	18.57%	2.70%	-2.47%	39.44%	-21.78%	12.50%	-8.50%
ESSEX	(212)	(122)	(134)	(146)	(97)	(98)	(60)	(17)	(109)	(98)	(58)	(1,151)
	-46.70%	-28.31%	-27.02%	-29.03%	-25.00%	-23.39%	-15.92%	-4.86%	-26.78%	-23.96%	-16.34%	-25.08%
OTHER	12	16	(19)	(9)	(16)	(18)	(14)	(12)	(12)	(12)	(9)	(93)
	100.00%	106.67%	-59.38%	-36.00%	-64.00%	-72.00%	-48.28%	-46.15%	-33.33%	-42.86%	-26.47%	-32.40%
SHELBURNE	(22)	(30)	(49)	(79)	(38)	(8)	5	25	42	29	6	(119)
	-7.89%	-10.14%	-18.49%	-24.23%	-12.79%	-2.66%	1.75%	9.40%	14.95%	12.13%	2.05%	-3.81%
SO. BURLINGTON	(135)	23	106	132	40	10	58	66	75	197	279	851
	-12.45%	2.29%	10.32%	11.64%	3.76%	0.89%	5.41%	6.25%	6.56%	18.55%	26.75%	7.20%
WILLISTON	(65)	(80)	(49)	(104)	(105)	(61)	(112)	(104)	(36)	(21)	(55)	(792)
	-34.76%	-42.11%	-27.53%	-53.06%	-52.50%	-42.66%	-54.63%	-53.61%	-23.84%	-20.00%	-43.31%	-42.22%
WINOOSKI	(185)	(3)	(96)	(150)	11	(17)	34	(34)	(52)	(20)	(53)	(565)
	-29.3%	-0.6%	-15.9%	-25.8%	2.4%	-3.2%	6.9%	-7.2%	-9.9%	-4.1%	-9.4%	-9.61%
TOTAL	(990)	(422)	(720)	(875)	(543)	(603)	(318)	(303)	(422)	(214)	112	(5,298)
	-22.57%	-10.15%	-16.45%	-18.93%	-13.80%	-14.73%	-8.06%	-8.03%	-10.25%	-5.54%	2.92%	-11.75%

ADA Ridership Report (by Town): FY16

CITY/TOWN	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Totals
BURLINGTON	1,656	1,612	1,675	1,728	1,414	1,471	1,374	1,326	1,504	1,423	1,330	17,922
COLCHESTER	83	92	103	129	83	70	111	81	71	101	88	1,060
ESSEX	454	431	496	503	388	419	377	350	407	409	355	4,904
OTHER	12	15	32	25	25	25	29	26	36	28	34	313
SHELBURNE	279	296	265	326	297	301	285	266	281	239	292	3,390
SO. BURLINGTON	1,084	1,004	1,027	1,134	1,064	1,127	1,072	1,056	1,144	1,062	1,043	12,791
WILLISTON	187	190	178	196	200	143	205	194	151	105	127	1,999
WINOOSKI	631	517	602	581	465	537	493	473	524	493	562	6,369
TOTAL	4,386	4,157	4,378	4,622	3,936	4,093	3,946	3,772	4,118	3,860	3,831	48,748

**FY17 Rural Ridership by Month**

Number of Service Days													FY17 YTD	FY16 YTD	FY15 YTD					
	Saturday	5	4	4	5	4	5	4	4	4	5	4	48	47	48					
	Sunday	5	4	4	5	4	4	5	4	4	4	4	47	48	48					
	Weekday	20	23	21	21	21	22	22	20	23	20	22	235	235	233					
	School Days	0	1	21	21	19	17	20	18	17	15	22	171	171	169					
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY17 YTD	FY16 YTD	Riders	%	FY15 YTD	Riders	%
79	CVMC Barre Health Shuttle	179	197	149	184	161	174	198	135	201	197			1,775	1,951	(176)	-9.0%	n/a	n/a	n/a
80	City Route Mid-day	1,970	2,155	2,380	2,662	2,046	1,558	2,129	1,523	1,998	2,120	2,069		22,610	24,068	(1,458)	-6.1%	25,584	(2,974)	-11.6%
81	Barre Hospital Hill	2,086	2,540	2,791	1,620	1,582	1,638	2,043	2,114	2,647	2,001	2,058		23,120	28,655	(5,535)	-19.3%	27,768	(4,648)	-16.7%
82	Montpelier Hospital Hill	1,888	1,758	2,046	1,552	1,646	1,660	1,772	1,818	1,790	1,736	1,769		19,435	19,371	64	0.3%	19,538	(103)	-0.5%
83	Waterbury Commuter	1,014	906	904	991	679	935	905	942	956	843	971		10,046	9,645	401	4.2%	8,953	1,093	12.2%
84	US 2 Commuter	507	567	734	757	696	671	723	691	701	607	690		7,344	8,518	(1,174)	-13.8%	9,345	(2,001)	-21.4%
85	Hannaford Shopping Special	223	273	230	220	253	210	286	226	203	161	251		2,536	2,731	(195)	-7.1%	2,333	203	8.7%
87	Northfield Shuttle	62	93	74	71	108	84	82	93	57	87	65		876	1,166	(290)	-24.9%	757	119	15.7%
88	Capital Shuttle	0	0	0	0	0	0	1,181	1,693	1,153	1,232	215		5,474	4,930	544	11.0%	6,037	(563)	0.0%
89	City Commuter	3,019	3,072	3,697	3,675	2,947	2,298	3,118	3,238	2,751	2,890	3,104		33,809	32,936	873	2.7%	38,186	(4,377)	-11.5%
90	Plainfield Shuttle	63	55	72	69	48	61	73	81	68	51			641	693	(52)	-7.5%	670	(29)	-4.3%
91	Hospital Hill Demand Response	60	57	44	43	75	56	61	61	87	127			671	1,201	(530)	-44.1%	1,663	(992)	-59.7%
92	Montpelier Circulator	1,295	1,215	1,379	1,400	1,430	1,328	1,813	1,844	1,765	1,293	1,765		16,527	16,704	(177)	-1.1%	17,948	(1,421)	-7.9%
93	Northfield Commuter	437	562	551	547	471	561	639	632	667	629	662		6,358	6,094	264	4.3%	7,145	(787)	-11.0%
100	Route 100 Commuter	616	793	779	695	876	929	1,314	1,012	989	669	785		9,457	11,577	(2,120)	-18.3%	11,582	(2,125)	-18.3%
108	Mountain Road Shuttle	0	0	0	0	310	11,637	16,461	15,923	10,696	335	0		55,362	55,048	314	0.6%	69,694	(14,332)	-20.6%
102	Morrisville Loop	334	442	396	319	414	452	425	354	366	390	393		4,285	4,635	(350)	-7.6%	3,460	825	23.8%
103	Morrisville Shopping Shuttle	218	299	394	374	377	509	718	608	502	340	499		4,838	5,443	(605)	-11.1%	4,544	294	6.5%
109	Tuesday Shopping Shuttle (FGI)	69	49	80	53	81	71	73	56	29	31	48		640	872	(232)	-26.6%	954	(314)	-32.9%
110	St.Albans DT Shuttle	1,703	1,646	1,793	2,013	1,769	1,864	1,707	1,742	2,031	1,769	1,939		19,976	19,238	738	3.8%	19,824	152	0.8%
115	Alburg-Georgia Commuter	485	502	603	608	546	569	521	575	733	570	521		6,233	7,785	(1,552)	-19.9%	9,410	(3,177)	-33.8%
116	Richford-St.Albans Commuter	515	569	587	659	559	424	549	562	660	540	561		6,185	7,724	(1,539)	-19.9%	8,429	(2,244)	-26.6%
120	Valley Floor	0	0	0	0	0	801	2,018	2,625	1,571	0	0		7,015	3,613	3,402	94.2%	7,600	(585)	-7.7%
121	Valley Evening Service	0	0	0	0	0	276	668	525	383	0	0		1,852	1,633	219	13.4%	2,168	(316)	-14.6%
122	Mount Ellen	0	0	0	0	0	2,739	5,464	7,025	3,357	0	0		18,585	16,485	2,100	12.7%	24,130	(5,545)	-23.0%
124	Mountain Condos	0	0	0	0	0	3,387	3,763	3,805	1,994	0	0		12,949	10,610	2,339	22.0%	11,088	1,861	16.8%
125	Access Road	0	0	0	0	0	2,424	3,733	3,714	2,368	0	0		12,239	9,470	2,769	29.2%	13,218	(979)	-7.4%
126	SnowCap Commuter	0	0	0	0	0	59	37	44	34	0	0		174	303	(129)	-42.6%	757	(583)	-77.0%
99	Special Services	1,354	13	25	198	85	27	0	0	0	649	0		2,351	4,148	(1,797)	-43.3%	3,153	(802)	-25.4%
<b>SUBTOTAL</b>		<b>17,918</b>	<b>17,566</b>	<b>19,559</b>	<b>18,526</b>	<b>16,998</b>	<b>37,228</b>	<b>52,276</b>	<b>53,526</b>	<b>40,556</b>	<b>19,070</b>	<b>18,365</b>	<b>0</b>	<b>313,363</b>	<b>317,247</b>	<b>(3,884)</b>	<b>-1.2%</b>	<b>355,938</b>	<b>(42,575)</b>	<b>-12.0%</b>

**FY17 CCTA Total Ridership by Month**

Number of Service Days													FY17 YTD	FY16 YTD	FY15 YTD					
Saturday	5	4	4	5	4	5	4	4	4	5	4		48	47	48					
Sunday	5	4	4	5	4	3	4	4	4	4	4		45	48	48					
Weekday	20	23	21	21	21	22	22	20	23	20	22		235	235	233					
School Days	0	1	21	19	17	16	20	18	18	15	22		167	170	167					
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY17 YTD	FY16 YTD	Difference (FY17-FY16)		FY15 YTD	Difference (FY17-FY15)	
1	Williston-Wal-Mart	31,873	35,891	40,664	40,308	35,363	33,910	33,161	33,782	34,132	32,324	33,701		385,109	421,747	-36,638	-8.69%	465,541	-80,432	-17.28%
1v	Williston Village	1,133	1,348	1,306	1,325	1,224	1,114	1,042	1,081	1,356	1,275	1,528		13,732	15,436	-1,704	-11.04%	15,387	-1,655	-10.76%
10	Williston-Amtrak	1,588	1,387	1,605	1,485	1,392	1,195	1,177	1,192	1,215	1,212	1,375		14,823	21,368	-6,545	-30.63%	28,567	-13,744	-48.11%
2	Essex Junction	34,294	39,305	45,153	43,629	39,731	33,361	35,728	36,765	37,488	34,851	37,105		417,410	458,135	-40,725	-8.89%	476,035	-58,625	-12.32%
3	Lakeside Commuter	157	135	253	129	108	170	205	187	75	57	53		1,529	1,644	-115	-7.00%	1,540	-11	-0.73%
4	Essex Center	1,382	1,608	1,620	1,685	1,711	1,468	1,580	1,486	1,575	1,333	1,601		17,049	21,043	-3,994	-18.98%	22,907	-5,858	-25.57%
5	Pine Street	8,605	8,990	9,723	9,531	9,366	9,351	10,177	9,717	10,164	9,918	10,910		106,452	114,976	-8,524	-7.41%	120,937	-14,485	-11.98%
6	Shelburne Rd.	19,310	20,437	20,201	20,179	18,597	18,282	19,154	17,336	18,164	17,577	20,330		209,567	226,634	-17,067	-7.53%	257,158	-47,591	-18.51%
7	North Avenue	17,391	17,904	24,079	22,919	21,215	21,345	22,106	20,816	20,684	20,459	24,781		233,699	238,615	-4,916	-2.06%	259,384	-25,685	-9.90%
8	City Loop	5,044	4,869	5,498	5,563	5,560	5,416	5,749	6,214	5,481	5,366	5,071		59,831	67,058	-7,227	-10.78%	75,134	-15,303	-20.37%
9	Riverside/Winooski	9,499	10,225	10,987	10,496	10,836	10,326	10,702	10,232	11,426	10,402	11,405		116,536	132,576	-16,040	-12.10%	149,393	-32,857	-21.99%
11	College Street Shuttle	19,679	21,061	16,425	12,138	8,999	7,670	8,123	8,042	7,447	7,029	8,887		125,500	154,357	-28,857	-18.69%	149,415	-23,915	-16.01%
12	UMall/Airport	5,833	6,546	6,773	7,018	5,767	5,695	5,943	5,563	6,143	5,029	5,686		65,996	75,917	-9,921	-13.07%	96,929	-30,933	-31.91%
16	Hannaford's	198	260	154	156	258	138	256	180	190	136	186		2,112	2,438	-326	-13.37%	2,419	-307	-12.69%
19	Price Chopper #1	264	292	240	196	252	266	232	224	318	250	340		2,874	3,391	-517	-15.25%	3,196	-322	-10.08%
20	Price Chopper #2	150	178	160	154	218	76	104	98	54	70	64		1,326	1,826	-500	-27.38%	1,368	-42	-3.07%
21	School Trippers	0	228	22,041	19,556	16,899	15,686	16,800	15,157	12,531	10,599	16,411		145,908	166,003	-20,095	-12.11%	165,734	-19,826	0.00%
28	Sunday Service	590	456	465	532	496	298	417	484	398	366	373		4,875	5,517	-642	-11.64%	5,987	-1,112	-18.58%
26	Other	3,587	0	0	0	0	1,598	0	0	0	0	0		5,185	5,117	68	1.33%	3,678	1,507	40.97%
56	Milton Commuter	1,247	1,363	1,463	1,531	1,417	1,063	1,236	1,107	1,143	1,150	1,387		14,107	16,301	-2,194	-13.46%	17,382	-3,275	-18.84%
76	Middlebury Link	1,056	1,432	1,223	1,188	1,180	976	1,011	1,098	1,253	1,150	1,151		12,718	15,832	-3,114	-19.67%	16,280	-3,562	-21.88%
86	Montpelier Link	9,478	10,333	10,550	10,170	10,306	10,329	11,607	10,849	11,063	9,806	9,838		114,329	119,688	-5,359	-4.48%	126,223	-11,894	-9.42%
96	St. Albans Link	1,233	1,401	1,343	1,410	1,445	1,336	1,428	1,363	1,338	1,297	1,394		14,988	16,094	-1,106	-6.87%	19,827	-4,839	-24.41%
46	116 Commuter	282	408	326	322	341	312	296	268	373	344	307		3,579	3,809	-230	-6.04%	3,606	-27	-0.75%
36	Jeffersonville Commuter	643	801	762	715	763	614	783	725	741	662	700		7,909	10,021	-2,112	-21.08%	11,898	-3,989	-33.53%
<b>SUBTOTAL</b>		<b>174,516</b>	<b>186,858</b>	<b>223,014</b>	<b>212,335</b>	<b>193,444</b>	<b>181,995</b>	<b>189,017</b>	<b>183,966</b>	<b>184,752</b>	<b>172,662</b>	<b>194,584</b>	<b>0</b>	<b>2,097,143</b>	<b>2,315,543</b>	<b>-218,400</b>	<b>-9.43%</b>	<b>2,495,926</b>	<b>-398,783</b>	<b>-15.98%</b>
<b>ADA Paratransit</b>		<b>3,396</b>	<b>3,735</b>	<b>3,658</b>	<b>3,747</b>	<b>3,382</b>	<b>3,490</b>	<b>3,628</b>	<b>3,469</b>	<b>3,696</b>	<b>3,646</b>	<b>3,943</b>		<b>39,790</b>	<b>45,094</b>	<b>-5,304</b>	<b>-11.76%</b>	<b>49,762</b>	<b>-9,972</b>	<b>-20.04%</b>
<b>TOTAL</b>		<b>177,912</b>	<b>190,593</b>	<b>226,672</b>	<b>216,082</b>	<b>196,826</b>	<b>185,485</b>	<b>192,645</b>	<b>187,435</b>	<b>188,448</b>	<b>176,308</b>	<b>198,527</b>	<b>0</b>	<b>2,136,933</b>	<b>2,360,637</b>	<b>-223,704</b>	<b>-9.48%</b>	<b>2,545,688</b>	<b>-408,755</b>	<b>-16.06%</b>

Date: June 15, 2017  
To: GMT Board of Commissioners  
From: Michelle Daley, Director of Finance  
Re: Approval of GMT updated purchasing policy

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We are submitting an updated GMT purchasing policy for the Board's consideration. We updated the purchasing policy to comply with recently updated guidance in the federal regulations and the recent audit management letter findings.

The purchasing policy and procedures document is written to clearly articulate the procurement rules and regulations when using Federal funds. Since GMT is so heavily reliant on Federal and State funding every aspect of purchasing for this agency has a federal flavor. Therefore every purchase must follow these very strict rules. The agencies policy and procedures document is very comprehensive resulting in a thirty-eight (38) page document. This memo will serve as a highlight for the changes made to help guide the conversation. The Finance Committee received the document with all the changes shown in the track changes format of Word. A large number of the edits were house-keeping changes, such as grammar, new trade name and title modifications as defined by the new organizational structure. After the committee meeting we decided that those changes would be accepted and that the Board would see the substantive changes we were proposing.

The following explains the changes made to the existing policy:

- Page 5
  - **Purpose Statement** – this paragraph has been reworded so to clearly explain the purpose of the policy. We also updated the guidance documentation that was utilized to create the policy. Again, it's important to note that all 97% of our purchases contain a federal flavor of funds therefore must comply with these procedures.
- Pages 9&10
  - **Review of Procurement Requests** – In this section we added a sentence clarifying that General Manage is only person authorized to enter into any contracts or the agency regardless of the dollar value. We also added language so that we ensure that funds are available prior to a procurement process getting started for anything over \$50,000.
  - **Splitting Purchases** – In this section we added additional language to help the user understand what this means to ensure compliance. Splitting purchases so that your purchase falls into a difference purchasing classification is an automatic finding by a triennial reviewer.

- Page 12
  - **Small Purchases** – for sole source purchases there are some additional steps required to justify a sole source. We have added that both the General Manager and the Grants Manager must sign off on a potential sole source purchase prior to entering into a purchase of goods and services.
  - **Large Purchases** – added a sentence clarifying the boards responsibility to approve all purchases greater than \$100,000.
  
- Page 15
  - **Capital Project Approval** – added language here so that the board approval to move forward with a major capital project includes not only the approval of the project but verification that the funds are available and budgeted through the approved budgetary process.
  
- Page 18
  - **Award of Bids** – improved the language of what would happen in the event of a tie for low bids.
  
- Page 30
  - **Purchasing options on other Grantee’s Bus Procurement** – added language so that we ensure there is an assignability clause and all other GMT requirements before a purchase can be made off another contract.

Staff needs for the GMT Board of Commissioners to approve the revisions to the existing Purchasing Policy and Procedures.

**Chittenden County Transportation Authority  
Dba Green Mountain Transit (GMT)**

**PURCHASING  
POLICY & PROCEDURES**

Revised June 20, 2017

Revised August 15, 2015  
Revised July 6, 2012  
Revised August 26, 2009  
Revised June 25, 2008

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## I. Purpose

The purpose of these policies and procedures is to establish guidelines and ensure that all expenditures relating to the use of FTA assistance for the purchase or sale of real and personal property, the granting of concessions, and the making of certain contracts by the Chittenden County Transportation Authority dba Green Mountain Transit (GMT) made at the Authority are made in an open and competitive manner, in accordance with U.S. Department of Transportation (U.S. DOT) Federal Transit Administration (FTA) documents, [FTA Circular 4220.1F (11/01/08 Rev. 4, March 18, 2013), 49 C.F.R. 18, Master Agreement (10/1/2016), Best Practices Procurement Manual (FY16 Update)].

## II. Definitions

Abstract of Bids - document used to record the results of sealed bids for each bidder, which is subsequently made available for public inspection, after completion of the bid process.

Best-Value: a selection process in which proposals contain both price and qualitative components, and award is based on a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine (or derive) the offer most advantageous and of the greatest value to GMT

Board – will mean the Board of Commissioners of GMT.

Cardinal Change: a major deviation from the original purposes of the work or the intended method of achievement, or a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract.

Chairman – will mean the Chairman of the Board of Commissioners of GMT and will include the Vice-Chairman when the Chairman is unavailable.

Change Order: an order authorized by GMT directing the contractor to make changes, pursuant to contract provisions for such changes, with or without the consent of the contractor.

Contract – means a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the recipient to an expenditure and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral

contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, *et seq.*

Contract Administration: the post award administration of the contract to ensure compliance with the terms of the contract by both the contractor and GMT.

Contract Administration File Documentation: the documentation contained in the contract file maintained by, or on behalf of, the contract administrator. It reflects the actions taken by the contracting parties in accordance with the requirements of the contract and documents the decisions made, and the rationale therefore, of matters which may result (or have resulted) in controversy or dispute.

Design-Bid-Build Project: a construction project under which a recipient commissions an architect or engineer to prepare drawings and specifications under a design services contract, and separately contracts for construction, by engaging the services of a contractor through sealed bidding or competitive negotiations to complete delivery of the project.

Design-Build Project: a construction project under which a recipient enters into a contract with a seller, firm, or consortium of firms both for design and construction of a public transportation project.

Electronic Commerce (E-Commerce): consists of electronic techniques for accomplishing business transactions including electronic mail or messaging, World Wide Web internet technology, electronic bulletin boards, purchase cards, electronic funds transfer, electronic signatures, and electronic data interchange.

FTA: Federal Transit Administration – an operating administration of the U.S. Department of Transportation.

Joint Procurement: a method of contracting in which two or more purchasers agree from the outset to use a single solicitation document and enter into a contract with a vendor for delivery of property or services in a fixed quantity, even if expressed as a total minimum or maximum.

Large Purchase: purchases over \$100,000, may include: Invitation for Bids (IFB), Request for Proposals (RFP), and Architectural and Engineering Services (A&E).

Local Government: includes a public transit authority as well as county, municipality, city, town, township, special district, council of governments (whether or not incorporated as a private nonprofit organization under State law), regional or interstate government entity, or any agency or instrumentality thereof.

Micro-Purchase: purchases / contracts that do not exceed \$3,000. May be made with telephone quotes.

Modification: means any written change to the terms of a contract.

Noncompetitive Proposals (sole source): procurement only if you can justify not soliciting additional competition in the manner explicitly defined in FTA Circular 4220.1F Chapter VI, § 3.i. .

Piggybacking: the post-award use of a contractual document/process that allows someone who was not contemplated in the original procurement to purchase the same supplies/equipment through that original document/process.

Purchase: will mean the procurement by purchase, lease, or otherwise of real or personal property by GMT, and awarding of contracts for construction, alterations, supplies, equipment, repairs or maintenance, or for rendering any services to GMT.

Recipient: means GMT or any organization receiving funds directly from FTA.

Sale: will mean the sale, lease, or other disposition of any real or personal property by GMT.

Small Purchase: purchases / contracts between \$3,000 and \$100,000. FTA imposes the small purchase threshold at \$100,000.

Statute of Frauds: generally, the Statute of Frauds dictates whether contracts should be oral or written. In order to be enforceable, the Statute of Frauds requires certain contracts to be written and signed by the party charged with performing the contract. For example, contracts for the sale of goods in excess of \$500 must be in writing in order to be enforceable.

Sub-recipient: any organization receiving FTA funds from GMT, but does not include contractors or subcontractors.

Sub-agreement: is the actual agreement between GMT and the sub-recipient.

Telephone quote: quote for micro-purchase obtained by calling vendor, verbally stating specifications for goods or services in order to solicit a quote. Third party contract: any purchase order or contract awarded by GMT to a vendor or contractor using Federal financial assistance awarded by FTA.

U.S. DOT: United States Department of Transportation

Written quote: document submitted by vendor to GMT in writing via fax, mail, or electronic means. III. Ethics/Standards of Conduct  
It is the policy of GMT to adopt an arm's length relationship in regard to all suppliers, vendors, service companies, and passengers, with whom GMT may have a relationship as part of its normal daily operations. It is important that GMT not only remain free from all

conflict of interest situations, but that GMT must also remain free from the appearance of a conflict of interest.

A. Personal Conflicts of Interest

No employee, officer, board member, or agent of GMT may participate in such activities as contract specifications, solicitations, selection, or award, if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the entity selected for award: (1) an employee, officer, board member, or agent of GMT; (2) any member of his or her immediate family; (3) his or her partner; (4) an organization that currently employs, or intends to employ, any of the above.

No employee, board member, officer, or agent of GMT will make investments or act for personal gain based upon special knowledge obtained, whether directly or inadvertently, as a result of employment with GMT.

No employee, board member, officer, or agent of GMT will have any relationship or engage in any activity which might involve or lead to personal obligations which could impair the objectivity of such person's judgment, or imply to others that favoritism or obligations exist between such persons and third party contractors, or sub-recipients.

B. Proper Personal Conduct

No employee, board member, officer, or agent of GMT will solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Unsolicited gifts or items of nominal intrinsic value may be accepted. Entertainment in any form must not be accepted if either party might feel obligation or if third party might infer that an obligation exists.

C. Organizational Conflicts of Interest

When conducting business with third party contractors and sub-recipients, disclosing information that may give them an unfair competitive advantage, or that may impair its objectivity in performing contract work is prohibited.

Furnishing advice or services to a firm bidding on or planning to bid on a contract with GMT, or which is currently doing business with GMT is prohibited.

D. Special Exceptions Any interest as an owner, partner, joint venture or stockholder, in each case comprising one percent (1%) or less in any such organization, will not be deemed a "financial interest" prohibited hereunder, but serving as a Director, Officer, Consultant, or Employee of such organizations, or any other pecuniary capacity with such organization, will be deemed a "financial interest."

E. Issuance of Standards of Conduct

GMT will issue these standards as a pre-employment orientation document to be read and signed by each employee involved in the procurement process, and placed into his/her personnel file. A copy of these standards will also be issued to each board member at the time of their appointment, or whenever an amendment is made.

F. Sanctions for Violation of Ethics / Standards of Conduct

Anyone violating the regulations for proper ethics and standards of conduct will receive appropriate disciplinary action (i.e. written warning, termination, dismissal from board).

IV. Disadvantaged Business Enterprises

GMT maintains a Disadvantaged Business Enterprises program. The program is updated, in accordance with 49 C.F.R. Part 26, as amended.

V. General Procurement Practices

A. Awards to Responsible Contractors

GMT will make every effort to ensure that all procurement activities be entered into with responsible businesses, persons, and contractors. A responsible contractor is one which:

- Has adequate financial resources, or the ability to obtain such resources as required during the performance of the contract, if adequate security is not otherwise furnished;
- Is able to comply with the required or proposed delivery or performance schedule;
- Has a satisfactory record of performance or the equivalent, and
- Has a satisfactory record of and reputation of integrity.

B. Review of Procurement Requests to Avoid Duplicate or Unnecessary Purchases

GMT has purchasing procedures for micro, small, and large purchases, respectively. As designated by the General Manager, staff members with budget responsibility may complete micro and small purchases. The General Manager, and the Directors may conduct large purchases through IFB/RFP/A&E procedures in addition to micro and small purchases. **The General Manager will sign all contracts regardless of dollar value.**

Because of the collaborative effort involved in conducting large purchases, it is not possible to make duplicate or unnecessary purchases under this process. Because a single designated person completes small and micro purchases in each area of responsibility, there is no duplication of these purchases either.

Budget compliance is the responsibility of each department manager. All requests for purchases or contracts for services must be reviewed and approved by each department head prior to purchase. The Department manager must review his/her budget to ensure that funds are available and that the purchase or contract is

necessary. Additionally, for purchases greater than \$50,000 the General Manager and the Director of Finance will need to sign off approving the funds are available for the procurement prior to any procurement work being started. See the purchase order process for additional information.

#### C. Competition; Non-Collusive Bids and Proposals

All purchases and sales, whether by formal advertising or otherwise, will be made on a competitive basis to the maximum practicable extent.

In the event identical bids are submitted on any contract for the sale or purchase of property, the procuring manager shall report such fact to GMT's General Manager, who shall report such fact to GMT's General Counsel if there is any reason to suspect collusion.

#### D. Splitting Purchases

Purchases will not be split, so as to place them in a smaller procurement category for the purpose of circumventing the terms and conditions of this Policy. In the event a contract is entered into for an extended period (i.e. 3 years), or there are multiple purchases of one or more items, the dollar amount for the entire length of the contract, or the total cost of all items anticipated to be purchased (for multiple purchases), must be considered in determining whether it is a micro, small, or large purchase. For example, if for a certain contract \$2,000 is expended per month for a service, over five years the total contract would be \$120,000. The contract would, therefore, be considered a large purchase and require a formally advertised procurement.

#### E. Purchase Orders

Purchase orders or other written documentation of purchases are required for all purchases. Blanket purchase orders may be issued for up to one year for some items such as legal and other regularly occurring services, and/or goods that have been quoted or bid from a particular supplier. Refer to the Purchase Order procedures.

#### F. Independent Cost Estimates (ICE)

An Independent Cost Estimate is a tool used to determine the fair value of goods or services prior to the request of bids or proposals. ICE may be prepared in-house or through the use of an outside vendor. Methods for preparing an ICE include, but are not limited to, market research, past pricing of similar procurements, and estimates from outside vendors. The Common Grant Rules requires the recipient to perform a cost analysis or price analysis in connection with every procurement action, including contract modifications.

### VI. Methods of Procurement

#### A. Micro-Purchases

Micro-purchases are purchases or contracts that do not exceed \$3,000. As defined in U.S. DOT / FTA 4220.1F, § VI-7, 3a, purchases below that threshold may be made

without obtaining competitive quotes, if GMT determines that the price is fair and reasonable. Minimum documentation requirements include determination that the price is fair and reasonable, and how this determination was made. The Davis-Bacon Act must be applied to construction contracts over \$2,000.

The following procedures apply to micro-purchases:

- (a) Competition. The recipient should distribute micro-purchases equitably among qualified suppliers.
- (b) Prohibited Divisions. The recipient may not divide or reduce the size of its procurement merely to come within the micro-purchase limit.
- (c) Documentation. FTA's only documentation requirement for micro-purchases is a determination that the price is fair and reasonable and a description of how the recipient made its determination. FTA does not require the recipient to provide its rationale for the procurement method used, selection of contract type, or reasons for contractor selection or rejection. It is GMT's preference to complete a "Micro-Purchase" form documenting at least two telephone quotes, or obtain copies of at least two written quotes for such purchases (see definition of written quote).

Practices Deemed Restrictive of Competition, and therefore not allowable include:

- Organizational conflicts of interest;
- Restrictive use of brand names;
- Any arbitrary action in the procurement process;
- Geographic preferences (With the exception of Architectural and Engineering services).

Any and all procurement documentation must be retained by the procuring department, according to the record retention policy produced by the Finance department.

## B. Small Purchases

### 1. General Requirements for all Small Purchases

Small purchases, as defined in U.S. DOT / FTA 4220.1F § VI-7, 3b are purchases of services, supplies, or other property that exceed \$3,000, but not more than \$100,000. GMT will adopt a maximum threshold of \$100,000 for small purchases. Small purchases must be made by obtaining at least two written quotes.

Written quotes are documents submitted by the vendor to GMT in writing via fax, mail, or electronic means. Any and all procurement documentation must be retained

by the procuring department, according to the record retention policy produced by the Finance Department.

Sole source purchases of items between \$3,001 and \$100,000 may be made once the sole source justification forms have been completed and signed off by the Grants Manager and the General Manager.

Practices Deemed Restrictive of Competition, and therefore not allowable include:

- Organizational conflicts of interest;
- Restrictive use of brand names;
- Any arbitrary action in the procurement process;
- Geographic preferences (With the exception of Architectural and Engineering services).

## 2. Independent Cost Estimate (ICE)

Prior to receiving written quotes, an ICE must be performed and included in the procurement documentation. If an outside vendor is used or provides an estimate in the preparation of an ICE, they are ineligible to submit a quote in response to that particular procurement.

## 3. Federally Required Contract Clauses

Contract clauses must be included in ALL purchases over \$3,000. All applicable clauses shall be included with any specifications or solicitations provided to vendors in the request for quotes. Any purchase order, award letter, notice to proceed, or other authorization shall reference the applicable clauses. Federally required contract clauses can be found in General and Special Contract Provisions included in the Appendices.

## 4. System for Award Management (SAM) Database Search

For procurements over \$25,000, a search of the intended vendor must be made on the System for Award Management database at sam.gov. Search results shall be saved in the procurement documentation. Searches on the SAM database must occur prior to award.

## C. Large Purchases

FTA Circular 4220.1F § VI-7, 3b.1 states that purchases over \$100,000 must provide for full and open competition. GMT's policy is \$100,000 for large purchases. **The Board of Commissioners will approve all purchases greater than \$100,000 prior to execution of the purchase.** These contracts will be awarded by sealed bid or request for proposals, unless there is an explicit exception. **Independent cost estimates must be made before receiving bids or proposals.**

## 1. General Requirements for all Large Purchases

(a) Practices Deemed Restrictive of Competition, and therefore not allowable include:

- Unreasonable requirements placed on firms in order for them to qualify to do business;
- Unnecessary experience and excessive bonding requirements;
- Noncompetitive pricing between firms or between affiliated companies;
- Noncompetitive awards to any person or firm on retainer contracts;
- Organizational conflicts of interest (also applies to micro and small purchases);
- Restrictive use of brand names (also applies to micro and small purchases);
- Any arbitrary action in the procurement process (also applies to micro and small purchases);
- Geographic preferences (With the exception of Architectural and Engineering services).

(b) Pre-qualification Criteria – Prequalification lists: are generally used in procurements that require lengthy evaluations to determine whether the product is satisfactory to certain standards. GMT may prequalify people, firms, and property if: 1) GMT ensures that all prequalification lists it uses are current; 2) GMT ensures that all prequalification lists it uses include enough qualified sources to provide for maximum full and open competition; and 3) GMT permits potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date).

(c) Specifications, Plans, and Drawings - Plans, drawings, or specifications will state only GMT's actual minimum needs and will describe the property or service to be acquired or sold, as the case may be, in a manner which will encourage maximum competition and eliminate, insofar as possible, any restrictive features which might limit acceptable offers to relatively few bidders.

Where GMT's requirements for a commodity can only be estimated, and bids are to be submitted based upon that estimate, the specifications for the commodity may provide that GMT's requirements may vary within a given range from the estimate. Specifications and drawings with references to brand names, or items manufactured by a single company, will be used to the minimum extent feasible and the salient characteristics of the commodity shall be detailed in the specifications. GMT may not add quantities or options solely to allow them to be reassigned to another agency at a later date.

(d) Purchase Description - A purchase description may be used in lieu of a specification where the use of a specification is not feasible. A purchase description should set forth the essential characteristics and functions of the items or materials required. Purchase descriptions will not be written so as to specify a product, or a

particular feature of a product, explicit to one manufacturer, unless it is determined that the particular feature is essential to GMT's requirements, and that similar products of other companies lacking the particular feature would not meet the minimum requirements of the item.

Generally, the minimum acceptable purchase description is the identification of a requirement by use of a brand name followed by the words "or equal." Where a "brand name or equal" purchase description is used, the "salient characteristics" of the brand name must be described so that bidders may offer an "or equal" product. Known, acceptable products should be listed.

If use of a brand name product is unavoidable and no equals are permitted, written justification shall be provided in the procurement file.

(e) Alternate Articles - Invitations for bids and requests for proposals may provide for alternate bids or proposals on different articles or quantities of material (e.g., where two or more articles will be equally acceptable to GMT depending upon relative price); however, the alternate articles or quantities must be precisely described to assure that the same degree of competition is obtainable.

(f) Formal Advertising - Formal advertising means purchases and sales by competitive bids and awards, and involves the following steps:

- Determining whether an Invitation for Bid, Request for Proposal, or an Architectural and Engineering services process is appropriate;
- Preparation of the invitation for bids, describing GMT's requirements clearly, accurately, and completely, but avoiding unnecessary restrictive specifications or requirements which might unduly limit the number of bidders;
- Publicizing the invitation for bids, through broad distribution to prospective bidders and advertising in newspapers or trade journals;
- Issuing contract addendums to all bidders in response to questions/clarifications from any bidder;
- Submission of bids by prospective contractors; and
- Awarding the contract, after the bids are opened, to the responsible bidder whose bid is responsive, conforms with all material terms and conditions of the invitations for bids or request for proposals, and is the lowest in price, and;
- Where specified in the bidding documents, factors such as DBE participation, discounts, transportation costs, and life cycle costs will be considered in determining which bid is lowest.

(g) Written Record of Procurement History - Large purchases must be documented by written procurement selection procedures. Such documentation may include records of specifications, plans and drawings, purchase descriptions, and alternate articles, in addition to formal advertising.

Each contract file will contain documentation of actions taken with respect to the purchase, sale, or contract, including final disposition, sufficient to constitute a full history of the transaction in order to:

- Support actions taken by various employees of GMT in connection with the purchase, sale, or contract;
- Provide information for reviews conducted by the Board or others having the right to conduct such reviews; and
- Furnish essential facts in the event of legal proceedings. In the case of purchases, sales, or contracts in which formal advertising is required, each file will include the following documentation, in addition to such records as may be required by the above paragraph:
  - Rationale for the method of procurement;
  - Selection of contract type;
  - Independent Cost Estimate;
  - Basis for contract price;
  - A copy of valid approval or request for the purchase, sale, or request, or appropriate reference thereto;
  - A list of the bidders solicited or a memorandum explaining why the list of bidders was limited;
  - A copy of the invitation for bids or request for proposal, including any drawings and specifications, or a reference thereto, and applicable contract clauses including signed certifications from awarded contractor;
  - One copy of each signed bid or proposal received;
  - Documentation of search of SAM database, performed prior to award;
  - A record of the abstract of bids (Section 2.e.);
  - A document showing the reasons for the selection of the successful contractor;
  - A copy of the contract or award;
  - All pertinent correspondence;
  - Copies of all amendments or supplements to the contract, with supporting documents; and
  - Any additional documents reflecting actions peculiar to the specific purchase or sale; and
  - Documentation of late bids.

(h) Capital project approval - Major Capital Projects, defined as contracts for construction, land purchase, or vehicles which do or could reasonably be anticipated to exceed \$100,000, shall require Board approval prior to entering into a contract with the vendor. Approval shall be in the form of a board motion authorizing the General Manager to enter into a contract for a specific amount to a specific vendor. After such approval, so long as all funds are included in a Board approved budget, the General Manager will have the authority to expend contingency amounts, CPI adjustments for multi-year purchases, change orders utilizing GMT's change order process, and for multi-year capital procurements exceeding the \$100,000 threshold, the ability to

contract with the vendor for additional goods or services contemplated in the initial procurement, which received board approval.

## 2. Invitation for Bid (IFB)

In order to ensure that the sealed bidding process is feasible, GMT will make every effort to ensure that:

- A complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively for the business;
- The procurement lends itself to a firm fixed price contract when feasible, and the selection of the successful bidder can be made principally on the basis of price.
- No discussion with bidders is needed.
- There is sufficient time to prepare the bids prior to the date set for opening the bids.

(a) Contents of Invitation for Bid: Invitation for bids will contain the applicable information described, and any other information required for a particular purchase or sale.

In the case of purchases, the invitation for bids will contain the following information, if applicable to the purchase involved:

- GMT's address and name of issuing activity;
- Date of issuance;
- Date, hour, and place of opening;
- Description of the supplies or services to be furnished by the bidder in sufficient detail to permit full and free competition;
- Time of delivery or performance requirements;
- Permission, if any, to submit alternate bids;
- Bid Guarantee, performance bond, and payment bond requirements, if any;
- When considered necessary, a requirement that all bids must allow a period for acceptance by GMT of not less than a minimum period stipulated in the invitation for bids, and that bids offering less than the minimum stipulated acceptance period will be rejected (the minimum period so stipulated should be no more than reasonably required for evaluation of bids);
- In cases where bidders are required to have special technical qualifications, a statement of such qualifications;
- Directions for obtaining copies of any documents, such as plans, drawings, and specifications, which have been incorporated by reference;
- A statement that GMT reserves the right to reject any or all bids; and
- A statement that GMT reserves the right to cancel the invitation to bids, at its sole discretion, without penalty.
- A statement that bids received after the exact time set for opening are "late bids," and will not be considered for award, except in certain circumstances,

such as registered or certified mail that was not delivered on a timely bases, or it was determined that there was mishandling on GMT's part.

- A statement that any modifications or bid withdrawals must be received prior to the set time for bid opening.
- Standard contract provisions provided by the Federal Transit Administration, as applicable. GMT maintains a number of boilerplate instructions and conditions that contain general and special provisions for certain contract types. This boilerplate is constantly being updated through changes to the numerous federal documents that control it as well as occasional input from GMT staff and attorneys who work together on larger procurements, the result of which is used to improve our boilerplate incrementally.
- In the case of sales, the invitation for bids will contain a description of the property to be sold by GMT in sufficient detail to permit full and free competition.

(b) Methods for Soliciting Invitations for Bids - Specific methods used in solicitation of bids may include the following:

- All purchases and sales in which formal advertising is required will be awarded only after publication of the essential details of the invitation for bids in a newspaper of general circulation in the metropolitan area at least two weeks prior to the bid opening.
- A reasonable number of copies of invitations for bids, including specifications and other pertinent information, will be maintained at GMT's administrative office, unless the solicitation is being offered only in easily duplicated electronic form.

(c) Receipt and Safeguarding of Bids will be as follows:

- All bids (including modifications) received prior to the time of opening will be kept secure, and except as provided in the paragraph below, unopened.
- If an invitation for bids is canceled, or if a bidder effectively withdraws his/her bid in accordance with the specifications set forth, all bids, or the withdrawn bid, as the case may be, will be returned to the bidder(s).
- Unidentified bids may be opened solely for the purpose of identification, and then only by an official specifically designated for this purpose by the General Manager.
- If a sealed bid is opened by mistake, the person who opens the bid will immediately write his/her signature and position on the envelope, along with the date and time opened, as well as an explanation of why/how it was opened. The envelope will then be delivered to the General Manager, and will be resealed.

(d) Opening of Bids - The following steps are taken in regard to the opening of bids: The General Manager, or the Director of Maintenance, or the designated procuring director will decide and set the time for bid opening, and will so declare to those present. He/she or a designated official of GMT will then personally and publicly open all bids received prior to that time, and when practicable, read them aloud to the persons present,

and have the bids recorded. The original of each bid will be carefully safe-guarded until the Abstract of Bids has been made and its accuracy verified.

- Examination of bids by interested persons will be permitted if it does not interfere unduly with the performance of GMT's business. However, original bids will not be allowed to pass out of the hands of an official of GMT, unless a duplicate bid is not available for public inspection. In such cases, the original bid may be examined by the public only under the immediate supervision of an official of GMT, and under conditions which preclude possibility of a substitution, addition, deletion, or alteration in the bid.
- Bids will not be opened if a protest is received within the time limits specified in the protest procedures within this document.

(e) Recording of Bids - All legitimate bids will be abstracted and recorded on the "Abstract of Bids" document. Information recorded will include:

- An identification of the invitation for bids;
- Opening date
- General description of the item/contract being purchased or sold
- Names of each bidder
- Prices bid
- And any other information required by bid evaluation

When the items are too numerous to warrant the recording of all bids completely, entry should be made of the opening date, general description of the material, item number, and the price bid.

The abstract will be completed as soon as practicable after the bids have been opened. When all bids have been opened, the, General Manager, or the Director of Maintenance, or the designated procuring director will so certify on the abstract.

(f) Award of Bids - In the awarding of bid, GMT will execute the following actions: Unless all bids are rejected, award will be made by the Director of Maintenance, or General Manager, or the designated procuring director, within the time for acceptance specified in the bid, or extension thereof, to the responsible bidder whose bid, conforming to the invitation for bids, is the lowest bidder. Awards given to the "other than lowest bidder" are addressed in a succeeding section in this document.

Where the bids sought are for the award of concessions, GMT will accept the bid of that responsible and responsive bidder whose base bid and other material terms, conforming to the invitation for bids will be most advantageous to GMT, price and other factors considered.

In the event identical low bids are received, the General Manager along with the Director of Finance will conduct either a coin flip or draw names out of a hat and award to the winner (See also section on Competition; Non-Collusive Bids and Proposals.)

Awards will be made by mailing, or presenting the bidder with a formal award. All provisions of the invitation for bids, including any acceptable additions or changes made by a bidder in the bid will be clearly and accurately set forth (either expressly, or by reference in the formal award document), since the award is an acceptance of the bid, and the bid and award constitute the contract.

(g) Amendment/Addenda of Invitation for Bids - If after issuance of an invitation for bids, but before the time for bid opening, it becomes necessary to make changes in quantity, specification, delivery, schedules, opening dates, etc., or to correct a defective or ambiguous invitation, such changes will be accomplished by issuance of an amendment to the invitation for bids.

The amendment will be sent to everyone to whom invitations have been furnished. The following actions will also be taken:

- Before issuing an amendment to an invitation for bids, the period of time remaining until bid opening, and the need for extending this period must be considered.
- Where only a short time remains before the time set for bid opening, consideration should be given to notifying bidders of an extension of time by facsimile, telephone, or electronic mail. Such notification should be confirmed in the amendment.
- Acknowledgement of receipt of the amendment of invitation for bid should be received from each bidder.
- Any information given to a prospective bidder concerning an invitation for bids will be furnished promptly to all other prospective bidders, as an amendment to the invitation, if such information is necessary to the bidders in submitting bids on the invitation, or if the lack of such information would be prejudicial to uninformed bidders.
- No award will be made on the invitation, unless such amendment has been issued in sufficient time, to permit all prospective bidders to consider such information in submitting, or modifying their bids.

(h) Cancellation of Invitations before Opening - GMT will include in all solicitations for invitations for bid a statement that GMT reserves that right to cancel the solicitation without penalty, at its sole discretion.

Since cancellations of an invitation for bids usually involves the loss of time, effort, and money spent by GMT and bidders in carrying the bidding process up to the point of cancellation,

- Invitations for bids should not be canceled unless cancellation is clearly in the public interest, such as where there is no longer a requirement for the supplies or services, or where amendments to the invitation would be of such magnitude that a new invitation is desirable.
- When an invitation is canceled prior to bid opening, bids which have been received will be returned unopened to the bidders, and a notice of cancellation will be sent to all prospective bidders.

- The notice of cancellation will identify the invitation for bid, briefly explain the reason for cancellation, and where appropriate, assure prospective bidders that they will be given an opportunity to bid on any re-solicitation of bids or any future requirements for the type of material or services involved.

(i) Modification or Withdrawal of Bids - Bids may be modified or withdrawn in writing, by telecommunication, by facsimile, or by electronic mail. Modifications or withdrawals must be received by GMT no later than the exact time set for opening of bids.

Acceptable procedures for modification or withdrawal of bids are as follows:

- Modifications received by facsimile transmission or by printed or electronic mail, will be sealed in an envelope by an official of GMT who will write thereon the date and time of receipt and by whom, the invitation for bid number and his/her signature. No information contained therein will be disclosed prior to the time set for bid opening.
- A bid may be withdrawn in person by a bidder or his/her authorized representative, provided his/her identity is made known, and he/she signs a receipt for the return of the bid, but only if the withdrawal is prior to the exact time set for opening of bids.

(j) Rejection of All Bids - GMT recognizes that the preservation of the integrity of the competitive bid system indicates that after bids have been opened, award must be made to that responsible bidder who submitted the lowest responsive bid, or in the case of a sale, to that responsible bidder who made the highest responsive bid. Every effort will be made to anticipate changes in a requirement prior to the date of opening and to notify all prospective bidders of any resulting modification or cancellation, thereby preventing the unnecessary exposure of bid prices. Invitations for bids may be canceled after opening but prior to award, and all bids rejected, where the General Manager determines in writing that:

- Inadequate or ambiguous specifications were given in the invitation;
- The supplies or services being purchased are no longer required;
- All otherwise acceptable bids received are at unreasonable prices;
- Reasonable evidence exists that bids were not independently arrived at in open competition, were collusive, or were submitted in bad faith; or
- For other reasons, cancellation is clearly in the best interest of GMT.

(k) Rejection of Individual Bids - Any bid which fails to conform to the essential requirements or specifications of the invitation for bids will be rejected, unless the invitation authorized the submission of alternate bids. Alternate bids must meet the requirements specified in the invitation. Other reasons for rejection of individual bids may include:

- Any bid which fails to conform to the delivery schedule or permissible alternates thereto stated in the IFB will be rejected as non-responsive.
- Bids where the bidder attempts to impose conditions which would modify requirements of the IFB, or limit his/her liability to GMT, such practices may include:

- Attempts to protect himself/herself against future changes in conditions, such as increased costs, or the total possible costs to GMT cannot be determined;
- Failure to state a price and in lieu thereof, states that the price will be “price in effect at time of delivery” or equivalent; or
- States a price but qualifies such price as being subject to “price in effect at time of delivery,” or equivalent. A low bidder may be requested to delete objectionable conditions from his/her bid, provided these conditions do not go to the substance, as distinguishable from the form of the bid, or work an injustice on other bidders. A condition goes to the substance of a bid, where it affects price, quantity, quality, or delivery of the item offered.
- Any bid may be rejected if it is determined to be priced unreasonably.
- Low bids received for concerns determined to not be responsive, or from bidders determined to not be responsible, as stated in the section on Responsible Bidders, will be rejected.
- Where a bid guarantee is required and a bidder fails to furnish it in accordance with the requirements of the IFB, the bid will be rejected.

The originals of all rejected bids, and any written findings with respect to such rejection, will be preserved in the contract file.

(l) Disposition of Late Bids - Late bids which are not considered for award will be held unopened until after award, and then returned to the bidder, unless other disposition is requested, or agreed to by the bidder. An unidentified bid however may be opened solely for the purpose of identification.

The following will, if available, be included in the contract file with respect to each late bid:

- The date and hour of mailing, filing, or delivery, as the case may be;
- The date and hour of receipt;
- The determination of whether or not the late bid was considered for award, with supporting facts;
- A statement of the disposition of the late bid; and
- The envelope or covering, if the late bid was considered for award.

(m) Minor Informalities or Irregularities in Bids - A minor informality is one which is merely a matter of form, or is some immaterial variation from the exact requirements of the invitation for bids, having no effect or merely a trivial or negligible effect on the price, quantity, quality, or delivery of the supplies or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial to other bidders. The Director of Maintenance or the General Manager will either give the bidder an opportunity to correct the deficiency, or waive any such deficiency, where it is to GMT’s advantage.

(n) Mistakes in Bids - After opening of bids, the Director of Maintenance or General Manager will examine all bids for mistakes. In cases of apparent mistakes, and in cases where there is reason to believe that a mistake may have been made, he/she will request

from the bidder a verification of the bid, calling attention to the suspected mistake. If the bidder alleges a mistake, the matter will be processed in the manner set forth below. Such actions will be taken prior to award:

Any clerical mistake apparent on the face of a bid may be corrected by the General Manager, if he/she has first obtained from the bidder, verification of the bid actually intended. Examples of such apparent mistakes are:

- Obvious error in placing decimal point;
- Obvious reversal of price f.o.b. destination and the price f.o.b. factory;
- Obvious error in destination of unit.

Correction will be reflected in the award document.

The General Manager is authorized to make the following administrative determination in connection with mistakes in bids, other than apparent clerical mistakes, alleged after opening of bids and prior to award:

- Where an official of GMT knows, or has reason to suspect, that a mistake in a bid has been made, a “Request for verification in bid” may be submitted to assure that the bid as confirmed is without error, or to elicit the allegation of a mistake by the bidder. In such case, a written request to the bidder that it verify its bid price will be prepared and submitted.
- Where the bidder requests permission to withdraw a bid, and clear and convincing evidence establishing the existence of a mistake, a determination permitting the bidder to withdraw his/her bid may be made;
- If the evidence is clear and convincing, as to the existence of a mistake, and as to the bid actually intended, and if the bid, (whether corrected or uncorrected) is the lowest bid received, a determination may be made to correct the bid and not permit its withdrawal.
- Where the bidder requests permission to correct a mistake in his/her bid, and clear and convincing evidence establishes the existence of a mistake, and as to the bid actually intended, a determination permitting the bidder to correct the mistake may be made; provided that, in the event such correction would not result in displacing one or more lower bids. If the evidence of the mistake, and the bid actually intended are not ascertainable substantially from the invitation and bid itself as opposed to evidence brought to GMT in response to a request for verification, correction will not be allowed.
- If the evidence is clear and convincing only as to the mistake, but not as to the intended bid, a determination permitting the bidder to withdraw his/her bid may be made.
- Where the evidence is not clear and convincing that the bid as submitted was not the bid intended, a determination may be made requiring that the bid be considered for award in the form submitted.

(o) Change Order Policy - Changes to contract agreements after award will be approved by the Director of Maintenance, or General Manager in compliance with proper change order procedures contained in the contract conditions. All change orders must be

documented in writing, be supported by a written justification, including a cost or price analysis, and signed and dated by the authorized officials.

(p) Concurrent Pre-Qualification and Invitation for Bid

When a concurrent prequalification and invitation for bid process is used, both the bids and qualification information will be submitted by the bid due date. First the prequalification information is evaluated through the objective qualification process, which is defined in advance of any bid procurement requiring qualifications. Then bids are opened only from contractors who meet the qualification criteria. Unopened bids are returned to bidders who do not meet the qualification criteria.

3. Request for Proposals (RFP)

Large purchases may be procured through competitive proposal/request for proposals, when conditions are not appropriate for the use of sealed bids. In such cases, either a fixed price, or cost reimbursement type contract is awarded.

(a) Publicizing the proposal: Proposals will be advertised in metropolitan newspapers, as well as solicitation from an adequate number of qualified sources. When appropriate, the RFP advertisement will be posted on Vermont's Department of Economic Development website.

(b) Selection Criteria - GMT will list, in the request for proposals, the selection criteria. Price should always be a selection criterion. GMT may list selection criteria in the request for proposals, in order of priority with weights, if any. This is the preferred method, because if it is not done, GMT must establish the priority, weights and scoring method on an internal document prior to the day the RFP becomes available to potential proposers.

(c) Evaluation of Proposals - Criteria for evaluation of proposals will be established prior to a request for proposals, and may include:

- Responsibility criteria, such as financial, human, and physical capacity to perform the contract (Refer to Best Practices Procurement Manual - Responsibility of Contractor), which may include but not be limited to technical design, technical approach, length of delivery schedules, quality of proposed personnel, and experience or past performance.
- Technical criteria - may include the technical experience of the proposer, the suitability of the products or methods proposed for GMT's needs, or objective performance criteria (fuel efficiency, percent savings guaranteed, proven ridership increases, etc.).
- Price criteria - price must be evaluated, unless the Brooks Act applies (where price is only considered after the most qualified proposer is identified for procurement of A&E services).
- Awards will be made to the responsible firm whose proposal is most advantageous to GMT's program, with price and other factors considered.

- Compliance criteria - will include responsiveness to proposal requirements.
- Management criteria - may include the qualifications of the project managers, the budget and schedule performance proposed and recorded on past projects, and the projected effectiveness of the management plan proposed.

(d) Award of Proposals - GMT will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed agreement.

Consideration will be given to such factors as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources and capacity. Additionally, as stated above, awards will be made to the responsible firm whose proposal is most advantageous to GMT's program with price and other factors considered.

(e) Request for Revised Proposals - In the event GMT finds it necessary to revise an initial request for proposal because of deficiencies, the decision to do so will be approved by the Director of Maintenance, , or the General Manager, and the deficiencies must be listed and explained.

- A complete revised proposal, including price (except as applicable under the Brooks Act) will be requested from each offeror in the competitive range.
- Unless explicitly stated otherwise, the revised offer extinguishes the prior offer.
- The proposer should identify all changes in the revised offer.
- GMT may exercise the right to request revised proposals as many times as necessary in order to obtain the most advantageous offer.

(f) Discussions and Clarifications (Negotiations) - GMT will exercise its right to hold discussions for clarifications with all offerors in the competitive range. At such time, negotiations and bargaining may be made that do not result in substantive changes to the RFP criteria. At which time, the offeror will have an opportunity to revise or modify his/her proposal. The discussions and negotiations may initially be written or oral, with appropriate documentation following the discussions. Strict confidentiality in such cases will be maintained. Emphasis will be made known to the offeror that the name and number of proposals received is not normally considered a public record and need not be released to competitors or the public at large.

(g) Request for Best and Final Offer - A best and final offer (BAFO) may be requested from each offeror in the competitive range at the conclusion of discussions (negotiations) with those offerors. If an offeror does not respond to

the request, GMT may consider the most recent offer to be the best and final offer. The request for best and final offer will include:

- Specific notice that discussions are concluded;
- Notice that this is the opportunity for the offeror to submit a best and final offer
- A definite, common cutoff date and time that allow a reasonable opportunity for the preparation and submission of the best and final offer, and Notice that the final offer must be received at the place designated by the time and date set in the request and is subject to any provisions dealing with the submissions, modifications, and withdrawals of proposals set forth in the solicitation.

Following receipt of the best and final offers, officials of GMT will evaluate them in accordance with terms of the solicitation and recommend award in accordance with those terms. GMT will make every attempt to submit only one request for best and final offer. However, in the event additional technical or price/cost related issues surface as a result of the offerors' final submissions or other factors that preclude a reasonable justification for contractor selection and award, GMT may submit request for subsequent best and final offers, as it may be clearly in the best interest of GMT.

(h) Award Based on Initial Proposals - GMT may accept one of the initial proposals if it can be demonstrated that acceptance of the most favorable initial proposal without discussion will result in a fair and reasonable price. Solicitations for proposals will contain a notice that award may be made without discussion of proposals received, and that proposals should be submitted initially on the most favorable terms possible, from a price and technical standpoint.

(i) Withdrawal of Proposal - In order to avoid frivolous offers, or offers submitted with the sole intention of casting light on other offers, the solicitation for the request for proposals will state a date and time by which offers must be submitted, and a period following that date during which offers remain firm. Proposers will be allowed to withdraw or modify their proposals up to the time due. However, it will also be stated that after that date all proposals are firm and cannot be withdrawn, regardless of whether the proposer has had second thoughts.

(j) Debriefing Unsuccessful Offerors - GMT will maintain complete records on its award decision, and how it came to that decision. GMT will remain as objective as possible in making that decision. In the event a proposer was excluded from competitive range, and requests a debriefing, the General Manager, at his/her discretion will offer a candid explanation of the process. However, if GMT foresees that a dispute is probable, it is not required to notify or debrief unsuccessful offerors.

4. Procurement of Architectural and Engineering Services (A&E) For projects related to or leading to construction, an FTA recipient must use the qualifications-based procurement procedures of 40 U.S.C. Chapter 11 (“Brooks Act” procedures) when contracting for A&E services and other services described in 49 U.S.C. Section 5325(b), which include program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping, or related services. Provided a sufficient number of qualified firms are eligible to compete for the third party contract, the contractor’s geographic location may be a selection criterion.

The Brooks Act requires that:

- An offeror’s qualifications be evaluated;
- Price be excluded as an evaluation factor;
- Negotiations be conducted with only the most qualified offeror; and
- Failing agreement on price, negotiations with the next most qualified offeror be conducted until a contract award can be made to the most qualified offeror whose price is fair and reasonable to GMT.
- Geographic location of the A & E firm may be considered as a selection criterion. This is prohibited in all other types of procurement. This “qualification based procurement method” can only be used for the procurement of A&E services. This method of procurement cannot be used to obtain other types of services even though a firm that provides A&E services is also a potential source to perform other types of services.

#### 5. Procurement by Noncompetitive Proposals (Sole Source)

Sole source procurements are procurements accomplished through solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. A contract amendment or change order that is not within the scope of the original contract is also considered a sole source procurement that must comply with the guidelines below. Generally, sole source procurements may be negotiated by the Director of Maintenance, or the General Manager.

##### (a) General Guidelines for Sole Source Procurements

Procurement by noncompetitive proposals may be used when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

- The item is available only from a single source (i.e. utility services, checking prior procurements for the same or similar items, no identical or compatible parts or equipment available from any other source);

- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (i.e. health and safety concerns); and
- FTA authorizes noncompetitive negotiations.

After solicitation of a number of sources, competition is determined inadequate, and after determining that the solicitation process was conducted appropriately, GMT may enter into negotiations with a single bidder.

(b) Sole Source Procurements of Preventive Maintenance Items - (Bus Parts) Over \$100,000

Preventive maintenance items such as bus parts may be procured under large purchases using:

- A price or cost analysis of the item(s) with appropriate documentation.
- GMT will certify in writing to FTA regional offices: (1) that such manufacturer or supplier is the only source for such item; and (2) that the price of the item is no higher than the price paid for such item by like customers.

(c) Sole Source Justifications

All sole source procurements, except bus parts covered above and under small purchases, must include a written cost or price analysis in accordance with FTA rules. In addition, the circumstances necessitating sole source procurement should be included in the written cost or price analysis.

6. Single bids

In the event GMT advertises through Invitation for Bid, or Request for Proposals, and receives only one bid, before award of such bid, the General Manager will re-evaluate and document the process to determine if the invitation or proposal inadvertently disqualifies some potential competitors. Other factors that will be taken into consideration include the market conditions during the period of procurement and comments from respective bidders regarding the requirements in the bid. If it is determined that the initial invitation or proposal inadvertently disqualified some potential competitors, the requirements will be revised, and re-advertised. If after evaluation it is determined that the process and requirements set forth were not unnecessarily restrictive, GMT may make a decision to award the contract to the single bidder. In such a case, a cost or price analysis will be performed, and determination that the price is fair and reasonable will be established, using the guidelines in the section on cost and price analysis. Documentation as to the reason for the single bid will be maintained.

7. Awards to Other than the Lowest Bidder

GMT may award a third party contract to other than lowest bidder, when such an award is in the best interest of GMT.

#### 8. Acquisition of Real Property

GMT will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 42 U.S.C. § 4601 et seq. and FTA Circular 5010.1D Chapter II-2; when purchasing real property. In addition, it will reference 49 CFR 18.31 and 49 CFR 24 Subpart B, and FTA Circular 4220.1F.

#### 9. Leasing Project Property to Another Party

In the event GMT chooses to lease property purchased with federal funds to another party, GMT agrees to retain ownership of the property, and assure that the lessee will use the property appropriately, either through a “Lease and Supervisory Agreement,” or another similar document. Upon request by FTA, GMT agrees to provide a copy of any relevant documents.

### VIII. Protest Procedures

Protests concerning GMT’s purchasing policies, the contract requirements, the specifications, the bidding procedures, or the contract award, or any other request for explanation or clarification must be submitted in writing and must include the following information:

- The name and address of the protester.
- The name and telephone number of the protester’s contact person having responsibility.
- A complete statement of the grounds of the protest with full documentation of the protester’s claim.

#### A. Pre-award Protests

Pre-award protests must be received by GMT no less than ten (10) working days before the scheduled bid opening. GMT will respond to the protest in writing and render its final decision at least five (5) working days prior to bid opening. GMT will report such protests to the FTA regional office.

#### B. Post-award Protest

Post-award protests will be received no later than five (5) working days after notification of the award bid. GMT will have ten (10) working days after receipt of the formal protest package to evaluate, and issue a response, except in cases where the original bid has been awarded by the Board. In such cases, the decision to protest will be handled at the next regularly scheduled Board meeting, following completion of the staff review of the protests. GMT will report such protests to the FTA regional office.

#### C. Appeals to FTA

It is the responsibility of GMT to settle contract issues and disputes. GMT is committed to using good sound administrative practices and business judgments, as well as professional ethics. Reviews of protests by FTA will be limited to alleged failure by GMT to have followed proper protests procedures, or its failure to review a complaint or protest. Protesters dissatisfied with GMT’s final decision may appeal to

FTA regional or Headquarters Office within five (5) working days of the date the protester knew or should have known of the violation.

#### IX. Contract Administration System

GMT will actively manage all contracts. This is generally done by the person at GMT who requested the service or goods. For example, the project manager oversees fabrication of bus shelters through meetings with the fabricator, monitoring installation of shelters, and notifying the fabricator if any warranty work is necessary. Likewise, the Drug and Alcohol Officer manages the testing contract. Contracts will be managed by the person requesting the goods or services, or assigned to other staff by the person requesting the goods or services.

#### X. Contract Clauses

##### A. Required Contract Clauses

GMT maintains a current list of required contract clauses applicable to contract type as required by the FTA. When establishing contract agreements, all contracts will include provisions to define a sound and complete agreement. GMT will also refer to the U.S. DOT FTA Master Agreement, U.S. DOT FTA Third Party Procurement Manual, and the U.S. DOT Best Practices Procurement Manual, and Appendix A.1, when establishing required contract clauses.

##### B. General Contract Clauses

GMT maintains a boilerplate of general contract clauses that apply to many types of purchases (see the Appendices for an example of the general contract clauses).

##### C. Special Contract Clauses and Additional Special Contract Clauses

Special contract clauses may be applied selectively to purchases based on contract type or some other variable criteria. In the case of special contract clauses, GMT may consult FTA rules and regulations and/or GMT General Counsel, before such clauses are incorporated into any contract agreement (see the Appendices for an example of the special contract clauses).

##### D. Procuring Equipment or Materials Using Option Clauses

###### 1. Definition of Option Contract

An option is a unilateral right in a contract by which, for a specified time, GMT may elect to purchase additional equipment, supplies, or services called for by the contract, or may elect to extend the term of the contract.

###### 2. FTA Requirements for Option Contracts

If GMT elects to use option clauses in contracts, the FTA requires the following:

- Evaluation of Options. The option quantities or periods contained in the contractor's bid or offer must be evaluated in order to determine contract award. When options have not been evaluated as part of the

award, the exercise of such options will be considered sole source procurement, and will be subject to a cost or price analysis before exercising.

- Exercise of Options. GMT will ensure that the exercise of an option is in accordance with the terms and conditions of the option stated in the initial contract award. It will also be determined that the option price is fair and reasonable or better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised

### 3. Purchasing Options on Other Grantee's Bus Procurement

In the event GMT elects to purchase options on another grantee's bus procurement GMT will follow the FTA guidelines related to this type of purchase which at a minimum would require that contracts have an assignability clause and meet all the requirements of GMT's purchasing policy. Further, it will be established that the original Purchaser's options are reduced by the same number that has been assigned to GMT, otherwise GMT understands that this may constitute a sole source procurement. A price analysis must also be performed before GMT exercises such an option.

## XI. Contract Guidance

### A. Maximum Length of Service and/or Supply Contracts

Contracts for bus rolling stock are not permitted to fulfill more than five years' worth of needs.

Contracts for services and or supplies may exceed five years so long as there is a written documentation of the term and a rationale for the time period of the contract.

### B. Purchasing Extended Warranties with Capital Grant Funds

GMT will not purchase any extended warranties with capital grant funds, unless it can be determined that such warranties do not exceed industry accepted standards, and service agreements will extend the life of equipment or increase its value. For the most part, warranties and service agreements will be treated as a normal expense of operations.

In the case of warranty provisions for bus procurements, GMT will adopt the American Public Transit Association's (APTA) Standard Bus Procurement Guidelines, which have been accepted as industry standard by FTA, and are summarized as follows for 12 year buses:

- Complete Bus - 1 year or 50,000 miles
- Body and Chassis (structural integrity) - 3 years or 150,000 miles
- Body and Chassis (corrosion/fatigue) - 12 years or 500,000 miles

- Propulsion System (i.e. engine, transmission, axles) - 5 years or 300,000 miles
- Major Subsystems (i.e. brakes, signs, heat, A/C, doors, air compressor/dryer, W/C lifts, ramps, starter, alternator) - 3 years or 150,000 miles

All RFPs, IFBs, and other solicitation documents and contracts will be maintained in the procurement files for purchase of such warranties or extended services.

### C. Payment Provisions In Contracts

#### 1. Using Advance Payments

GMT will not enter into any contractual agreement to pay any or part of the payments prior to costs incurred by the contractor, unless prior written concurrence is obtained from the FTA Administrator.

#### 2. Using Progress Payments

The two major types of progress payments are payments based on costs, and payments based on completion of work. FTA considers both types as contract financing methods. Instances GMT may use progress payments in accordance with FTA guidelines are:

- When payments are only made to the contractor for costs incurred in the performance of the contract, and
- When GMT is allowed to obtain title to property (materials, work in progress, and finished goods) for which progress payments are made. In lieu of obtaining a title, GMT may require an irrevocable letter of credit or equivalent means to protect its interest.

Additional guidelines may be adopted on a case by case basis from U.S. DOT FTA Best Practices Procurement Manual, which asserts that progress payments may be appropriate if:

- The contractor will not be able to bill for the first-delivery of products, or other performance milestones, for a substantial time after work begins. The usual time period for using progress payments is four months or more for small businesses, and six months or more for others, and
- The contractor's expenditures prior to delivery of the first items will have a significant impact on his/her working capital.

(a) Progress Payments Based on Costs – The Federal Government's customary progress payment rate is 80% of contract costs for large businesses and 85% of contract costs for small businesses. The total amount of progress payments may not exceed 80% of the total contract price.

(b) Progress Payments Based on Percentage of Completion – The Federal government authorizes progress payments on its contracts based on a percentage stage of

completion of the work. This type of progress payment is standard for construction contracts for all Federal agencies. 49 CFR Part 18.21(d) allows the use of percentage of completion method to pay construction contractors.

### 3. Withholding and Final Payment

GMT will refer to specific contract provisions that expressly authorize the withholding of payments, such as the Davis Bacon Act Clause, or the Contract Work Hours and Safety Standards Act Clause. GMT may also establish payment withholding based on the standard Federal government clause for the payment of fixed fee on Cost Plus Fixed Fee contracts, which call for a 15% withholding of the fixed fee until the contractor submits a certified final indirect cost rate proposal and otherwise complies with the final deliverable documentation requirements of the contract.

In the event GMT decides to withhold payments on a contract, it will ensure that the amount of money withheld bears a reasonable relationship to the unsatisfactory work (e.g. the amount withheld will represent a reasonable estimate of the contractor's potential liability). The amount withheld will not be so great however, such that it impairs the contractor's ability to perform.

Final payment will be made to the contractor when it has satisfied all of the deliverable requirements called for by all provisions of the contract, including all required documentation. Before making final payment, GMT may obtain a signed release from the contractor releasing it from further claims by the contractor.

## XII. Specific Contract Types

### A. Revenue Contracts

A revenue contract is any contract whose primary purpose is to either generate revenues in connection with a transit-related activity or to create business opportunities using an FTA-funded asset. Examples may include advertising, concessions (food and news stands), use of right-of-ways, licenses, and land and property leasing. GMT will adhere to the following conditions regarding such contracts:

- Contract time limits or written justifications for exceeding limits as noted earlier in this document.
- GMT will use competitive selection procedures for award of such contracts; and
- GMT will not exclude Disadvantaged Business Enterprises (DBEs) from participating in business opportunities by entering into long-term, exclusive agreements with non-DBEs for the operation of major transportation-related activities or major activities for the provision of goods and services.

### B. Use of Time and Materials Type Contracts

GMT will use time and materials type contracts only:

- After a determination that no other type contract is suitable; and
- If the contract specifies a ceiling price that the contractor will not exceed except at its own risk.

### XIII. Methods for Performing Cost and Price Analyses

GMT will conduct a cost or price analysis in connection with every large procurement action, including contract modifications. For small and micro purchases, refer to the appropriate sections.

A price analysis may be used in all other instances to determine the reasonableness of the proposed contract.

#### A. Cost Analysis

##### 1. When to Perform a Cost Analysis

A cost analysis will be performed when:

- The offeror is required to submit the elements (i.e., Labor Hours, Overhead, Materials, etc.) of the estimated cost, e.g., under architectural and engineering services contracts; or
- Adequate price competition (2 or more bids or proposals) is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public, or on the basis of prices set by law or regulation.

A price analysis may be used in all other instances to determine the reasonableness of the proposed contract.

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##### 3. Cost Analysis Process

Some common elements in performing cost analysis may include the following:

- Making an estimate based on inspection of the product itself (with technical guidance), review of drawings, specifications, and prior data (such as cost data from prior procurements);
- Review of each element of cost to determine whether the offeror's estimate contains an accurate and reasonable prediction of the cost incurred during performance; and/or
- Adding a rate of profit to the cost that has been determined to be fair.

All reasonable costs of performance can be considered, however, the cost will be consistent with Federal cost principles found in Federal Acquisition Regulation Part 31.

## B. Price Analysis

Some common price analysis techniques that may be considered may include:

- Comparison of proposed prices received in response to the solicitation;
- Comparison with competitive, published price lists, published market price of commodities, similar indexes, and discount or rebate arrangements;
- Comparison of proposed prices with the cost estimate performed prior to solicitation, if it can be performed such that it can render a reasonable determination that the price is reasonable; and
- Comparison of proposed prices received with prior procurement actions for the same or similar end items, with consideration given to:
  - Changes in economic conditions between the times of the two procurements;
  - Differences in quantities; and
  - Inclusion of nonrecurring cost in the prices, such as design, capital equipment, production facilities, etc. To make a fair comparison, nonrecurring costs may be removed from both prices.

## C. Profit

GMT will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

## D. Federal Cost Principles

GMT will make every effort to ensure that all cost estimates included in negotiated prices are consistent with Federal cost principles. In doing so, GMT will reference past and current cost principles that comply with applicable Federal cost principles. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.

## XIV. Rental/Leasing in Lieu of Purchase

In certain situations, GMT's equipment requirements may be more economically filled by rental/lease than by purchase. The decision to rent rather than purchase must be made on a case-by-case basis, and should only be used when it is in GMT's best interest. The Director of Finance should perform a lease versus purchase analysis to support the decision to rent or lease for amounts over \$100,000.

Decisions to rent/lease may be made for short-term leases of equipment which is required for a short time or for a unique task, or when it can be determined that it is easier to have equipment maintained if it is leased. Conversely, long term leases and leases for items

that should be purchased and capitalized but cannot be because of budget constraints are not considered economically prudent.

A lease versus purchase analysis should be appropriate to the size and complexity of the procurement. In determining whether the lease of equipment is feasible, the following factors must be considered:

- Estimated length of the period the equipment is required and the amount of time of actual equipment usage;
- Financial and operating advantages of alternative types and makes of equipment;
- Total rental/lease cost for the estimated period of use;
- Net purchase price, if acquired by purchase;
- Transportation and installation costs;
- Maintenance and other service costs;
- Trade-in or salvage value;
- Imputed interest costs; and
- Availability of a servicing facility especially for highly complex equipment (can GMT service the equipment if it is purchased?)

For description of other leases and requirements such as Capital leases, leases involving Certificates of Participation, and Cross-Border leases, refer to U.S. DOT FTA Master Agreement.

#### XV. Purchasing / Leasing Buses with FTA Funds (Bus Testing)

To the extent applicable, GMT agrees to comply with the requirements of 49 U.S.C. § 5323(C) and FTA regulations, “Bus Testing,” 49 C.F.R. Part 665, and any revision thereto, for buses purchased or leased with FTA funds. GMT will certify to FTA that any new bus model required to be tested has been tested at the FTA-sponsored test facility in Altoona, Pennsylvania.

A new bus model is a bus design variation of a bus design (usually designated by the manufacturer by a specific name and/or model number) that has not been in use in U.S. mass transit service prior to October 1, 1988, or that has been in service prior to that date, but is being procured with a major change in configuration or components. A new bus model must be tested.

Bus testing requirements apply to different mass transit vehicles including vans, other small vehicles, medium-light-duty mid-size buses, and heavy-duty small and large buses. Bus testing does not apply to unmodified mass-produced vans, bus prototypes, some electric buses, or trolley buses (meaning genuine trolleys, not the replica trolleys popular today).

GMT will maintain documentation in the procurement files to demonstrate how this requirement has been implemented. This documentation will indicate whether a bus model has been tested and whether testing is required. For buses that require testing, a

copy of the test report must be obtained prior to acceptance of the buses and expenditure of Federal funds.

Refer to the website [www.altoonabustest.psw.edu](http://www.altoonabustest.psw.edu) for the updated list of buses tested.

## XVI. Disposition of Surplus and Scrap

### A. Premature Withdrawal of Property from Use

GMT will notify FTA immediately when any Project real property, equipment, or supplies are prematurely withdrawn from appropriate use, whether by planned withdrawal, misuse, or casualty loss.

Unless otherwise approved by the FTA, GMT will remit to FTA its share of the fair market value of real property, equipment, or supplies prematurely withdrawn from appropriate use. The amount of Federal share in the property will be determined on the basis of the ratio of the Federal assistance awarded by the Federal Government for the property to the actual cost of the property.

GMT agrees that the fair market value of the property prematurely withdrawn from use will be calculated as outlined in the U.S. DOT FTA Master Agreement.

### B. Capital Inventory

GMT will conduct a physical inventory of equipment and reconcile the results with the equipment records every two years. Documentation of the inventory and any reconciliation with equipment records will be kept until a triennial review of that inventory.

### C. Identification of Surplus and Scrap

The identification of surplus and scrap will be the responsibility of the Director of Maintenance. The following justifications may apply:

- Equipment will be surplus when it becomes obsolete to GMT either because it has been replaced by more cost-efficient equipment, or because it serves equipment no longer in the GMT fleet.
- Parts are surplus when stock on hand exceeds a maximum, as established or revised due to use history, and are not expected to be used. This includes useful parts for vehicles no longer in the GMT fleet.
- Parts will be scrapped when they are not useful to GMT and other operators contracted, and they cannot be returned to the supplier.
- Equipment will be scrapped when it is non-functional and non-repairable, or when it is obsolete to GMT and all other operators GMT has contracted.

#### D. Disposition of Surplus Stock

Surplus stock uses both inventory space and working capital. It is the policy of GMT to dispose of surplus and scrap in the most effective manner available. Steps to be followed include, but are not necessarily limited to:

- Returning to vendor for credit
- Sale to other operators.

Surplus stock which cannot be returned or sold to another operator will not be sold as scrap while it is still applicable to vehicles in the GMT fleet. All sales over \$5,000 will be by cashier's check.

#### E. Disposition of Scrap

Parts or equipment identified as scrap will be sold to the highest bidder of at least two (2) scrap dealers willing to make bids, or to the highest bidder in a publicly advertised sale. Disposition of equipment identified as scrap will be coordinated with the Director of Finance and the Director of Maintenance, since its disposition may have grant or property record implications. All sales over \$5,000 will be by cashier's check.

#### F. Specific Procedures for Disposition of Surplus and Scrap

Specific procedures may include:

- Direct or third party competitive bidding procedures for all material offered for sale.
- Development of specifications for the surplus items and preparation of a solicitation and advertising of the items being offered for sale.
- Analysis of bids by the Director of Maintenance or the Director of Finance, with a written recommendation for award.

XVII. Appendices

Contract Clauses and provisions for procurements

Transit Agency	Decrease or Increase of Ridership
Transfort Fort Collins CO	-5.62%
Norwalk Transit District CT	-21.00%
CTTransit Waterbury CT	
Greater Peoria Mass Transit District IL	-11.50%
Springfield Mass Transit District IL	-7.50%
Bloomington Public Transportation Corp. IN	
Fort Wayne Public Transportation Corp. IN	-8.25%
South Bend Public Transportation Corp. IN	
MerrimackValley Regional Transit Authority MA	-7.50%
Lowell Regional Transit Authority MA	-7.10%
Worcester Regional Transit Authority MA	
Greater Portland District Authority ME	-2.50%
Kalamazoo Metro Transit System MI	
Duluth Transit Authority MN	-8.00%
St Cloud Metropolitan Transit Commission MN	
Tomkins Consolidated Area Transit NY	-3.00%
Broome County Dept of Public Transportation NY	-4.00%
Western Reserve Transit Authority OH	-5.50%
Berks Area Reading Transportation Authority PA	-4.50%
Blacksburg Transit VA	-2.68%
Charlottesville Area Transit VA	-20.95%
Everett Transit WA	-8.50%
Kanawha Valley Regional Transportation Authority WV	-7.70%
	<b>-6.26%</b>

No explanation given

Missing numbers from 6 agencies

That big number is partly due of some service cuts, consequence of less funding

This average doesn't include the 2 transit agencies with a decrease higher than 20 %