



AGENDA
Green Mountain Transit Board of Commissioners
December 18th 2018, 7:30 a.m.
15 Industrial Pkwy, Burlington, VT 05401

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.

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda*
- November 20th, 2018 Board Meeting Minutes (Pages 3-8)
 - Check Register (Pages 9-14)
 - ADA and Broker Services Report (Pages 15-17)
 - Maintenance Report (Page 18)
 - Operations Report (Page 19)
 - Planning Report (Pages 20-21)
 - Marketing and Public Affairs Report (Page 22)
 - IT Support, Administrative Support, Training and HR Report (Page 23)
 - Ridership Report (Pages 24-25)
- 7:43 a.m. 5. FY19 Budget Discussion* (Pages 26-29)
- *(Staff is requesting the board to approve the FY19 Adjusted Operating budget totaling \$21,324,276 with an Adjusted Capital budget totaling \$7,145,827 for adoption.)*
- 7:53 a.m. 6. FY20 Budget Discussion* (Executive Session) (Pages 30-38)
- *(Staff is requesting the board to put forth a recommendation to tentatively approve the FY20 Operating budget as presented so staff can proceed with the public meeting. The Board will vote to approve the budget in January.)*
- 8:25 a.m. 7. Operations Committee Presentation
- 8:40 a.m. 8. Electric Bus Contract Award* (Pages 39-46)
- *(the proposal evaluators are recommending that the GMT Board of Commissioners approve a contract award be made to Proterra for a term not exceeding three years. Staff is also requesting approval to issue purchase orders for an initial order of two buses to be finalized in the coming weeks following contract award.)*

8:50 a.m. 9. Barre Additional Service*

(Pages 47-52)

**(Staff is asking the Board for Approval to Design and Approval to Implement new Barre LINK service and an service extension to Barre on the US 2 Commuter route.)*

9:00 a.m. 10. Legal Contract Award*

(Pages 53-56)

**(GMT requests approval from the GMT Board of Commissioners to award the contract for up to five (5) years of Legal Services, not to exceed a total of \$250,000 for the duration of the contract, to Monaghan Safer Ducham PLLC.)*

9:10 a.m. 11. Information Technology Contract Award*

(Pages 57-59)

**(GMT requests approval from the GMT Board of Commissioner to award the contract for up to (5) five years of IT Services not to exceed a total of \$150,000 for the duration of the contract to Twinstare Technologies.)*

9:20 a.m. 12. GM & Committee reports

- *General Manager Update*
- *Strategy Committee: Next schedules meeting is January 7th @ 8:30 am.*
- *Operations Committee: Next scheduled meeting is February 11th @ 9:30 am.*
- *Leadership Committee: Next scheduled meeting is January 7th @ 10:30 am.*
- *Finance Committee: Next scheduled meeting is January 8th @ 8 am.*
- *Commissioner Comments and Announcements*

9:30 a.m. 13. Personnel Matter (Possible Executive Session)

9:45 a.m. 14. Adjourn

Next GMT meeting date: January 15th, 2019 @ 7:30 am at GMT.

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 Matt Young at 802-540-2536 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 802-540-2468.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.



GMT Board Minutes

Date: November 20, 2018

Time: 7:30 AM

Place: GMT Board Room

15 Industrial Parkway

Burlington, VT 05401

Present:

Tom Chittenden, Chair, South Burlington

Bonnie Waninger, Vice Chair, Washington County – (via phone)

Denis Barton, Secretary, Shelburne

Paul Bohne, Treasurer, Essex

Chapin Kaynor, Commissioner, Williston

Katherine Miles, Commissioner, Burlington

Bob Buermann, Commissioner, Grand Isle County

John Sharrow, Commissioner, Milton

Catherine Miles, Commissioner, Burlington

Catherine Dimitruk, Commissioner, Franklin County – (via phone)

Robert Moore, Alternate Commissioner, Lamoille County (via phone)

Phil Pouech, Commissioner, Hinesburg - (via phone)

Dan Currier, Commissioner, Washington County

Ray Coffey, Alternate Commissioner, Winooski – (via phone)

Mark A. Sousa, General Manager

Michelle Daley, Director of Finance and Grants

Patricia Redalieu, Director of Human Resources– (via phone)

Jon Moore, Director of Maintenance and Planning

Jamie Smith, Marketing and Public Affairs Manager

Kimberly Wall, Grants Manager

Deb Copula, Senior Accountant

Matt Kimball, Capital Projects Manager

Matthew Young, Administrative Support Specialist

Members of the Public:

Ross McDonald, VTrans

Fred Schmidt

Not Present:

Ebony Kirkland, Commissioner Winooski

Chapin Spencer, Commissioner, Burlington

Tasha Wallis, Commissioner, Lamoille County

1. Open Meeting-

Chair Chittenden opened the meeting at 7:31 AM. A quorum of the Board was present.

2. Adjustment to the Agenda-

There were no adjustments to the agenda

3. Public Comment -

There were no public comments

4. Consent Agenda –

Past Chair Kaynor requested that the ridership reports be excluded from the consent agenda for discussion.

Secretary Barton made a motion to approve the consent agenda excluding ridership reports. Treasure Bohne seconded the motion.

Vice Chair Waninger requested that the October Board meeting minutes be excluded from the consent agenda.

Secretary Barton made an amendment to approve the consent agenda excluding the ridership reports and the October 2018 Minutes. Treasure Bohne seconded the amendment. All were in favor and the consent agenda was approved excluding the ridership reports and the October 2018 Minutes.

Ridership reports –

Past Chair Kaynor commented that ridership is up in the urban area but appears to be down 38% in the rural area. He also noted that there were no ridership reports for urban or rural for the month of October.

Mr. Moore clarified that the number Past Chair Kaynor was reading was for paratransit ridership for the rural area. The next line on the table is the fixed route ridership which is up 6.2%. Mr. Moore stated that planning would work on the formatting of this report to make it clearer. In the urban area ridership is tracked by electronic fareboxes so the information is more readily available. However, in the rural area ridership is tracked by hand with pen and paper, causing rural ridership reporting to always be two months behind when reporting to the Board. Starting next month urban will be ahead of the rural area when reporting ridership.

Commissioner Currier asked about ridership on the capital shuttle having a 0% change from FY18 to FY19.

Vice Chair Waninger asked if we have exceeded last year's ridership of nine months on the capital shuttle in three months so far this year?

Mr. Moore responded that he will look into the capital shuttle ridership numbers for FY19 and report back to the Board next month with the correct number.

October 2018 Board meeting minutes-

Vice Chair Waninger asked about item #4 we were going to revisit the September retreat minutes for a question she had asked be included in the minutes. The minutes were not included in this month's packet.

Mr. Sousa informed the Board that Mr. Young has done a verbatim transcript from the recording from the September retreat.

Chair Chittenden commented that today's meeting has a very packed agenda and suggested moving both ridership reports and the September Retreat minutes to December 2018 Board meeting.

Past Chair Kaynor suggested having these two items as a separate agenda item in December not as part of the consent agenda.

A motion was made to approve the October minutes with grammatical changes by Commissioner Buermann, seconded by Commissioner Sharrow. All were in favor and the minutes were approved with grammatical changes.

5. FY18/FY19 Financial Discussion-

Ms. Daley presented the FY18 and FY19 memos, that were included in this month's Board packet, that addressed budget deficits. Ms. Daley explained that when doing financials, she is working with estimates due to the way billing of some of GMTs grants work. Some grants are 60 days behind on billing.

Past Chair Kaynor commented that he was not aware that estimates were used on the financials.

Ms. Daley explained that GMT is an accrual-based accounting system and this is common practice. Treasurer Bohne asked why net assets FUND balance from FY17 of 3.5 Million drops to 200 thousand currently. Ms. Daley said she will look into it for the December 2018 Finance Committee and Board meeting.

Ms. Daley informed the Board that the Finance Committee has asked that she and her staff reconcile at the end of each quarter. Commissioner Barton, asked Ms. Daley if this was additional work for staff. Ms. Daley said it was additional work to go back and close a period that was already closed, that it is like closing the fiscal year.

Commissioner Moore stated that he supported the Finance Committee request.

Commissioner Dimitruk stated that these memos along with the discussion today have satisfied the questions that were brought up at the October 2018 Board meeting pertaining to the FY18 and FY19 budget deficits

Fred Schmidt entered at 8:09 am

Ms. Daley informed the Board that as of now the FY19 quarter ended September 30, 2018 the rural area is at a net loss of \$71,000 and urban system has already been spending more than we budgeted from the 5307 grant.

6. Funding Source Discussion-

Mr. Sousa informed the Board that he has been working with Jamie Feehan to inform state representatives of the need for funds GMT has. These discussions are about the need for funds not where the funds will come from at this point. Mr. Feehan will be at the December 2018 Board meeting to address the Board. Mr. Sousa commented that we should have a bill ready by February.

There was discussion on the funding source.

Mr. Sousa informed the Board that there will be two state breakfasts that will allow Commissioners and VPTA executives an opportunity to talk to legislators.

7. Cutaway contract award-

Mr. Sousa informed the Board that DATCO won the contract for cutaway buses. However, there was a protest from another vendor, which will be addressed by VPTA since it's a VPTA contract. The VPTA will discuss it at their next Board meeting.

Commissioner Sharrow asked what was the basis of the protest? Mr. Sousa replied that the vendor did not bid on the last two items on the bid and the other two vendors did.

Past Chair Kaynor made a motion to approve the contract award for DATCO for bus purchases as described, pending VPTAs decision on the protest. The motion was seconded by Treasurer Bohne. Commissioner Sharrow abstained from the vote, all others were in favor and the contract was awarded pending VPTAs decision on the protest.

8. Purchasing Policy-

Ms. Daley presented the Purchasing policy with edits brought on by the triennial review. Ms. Daley requested that the policy that be emailed to all Board members showing markup.

There was discussion on the edits.

A motion was made to approve the Purchasing Policy with edits by Treasurer Bohne. The motion was seconded by Secretary Barton. All were in favor and the Purchasing Policy was approved as presented.

Ms. Daley stated that a response letter will be sent to the Triennial Reviewer including the purchasing memo addressing each of the deficiencies. The FTA will issue a close out letter once they deem all deficiencies have been properly addressed.

Commissioner Barton requested moving item #10 Fred Schmidt before item # 9 the TAMP plan. Due to running late. There were no objections to this.

9. Fred Schmidt –

Secretary Barton introduced Mr. Schmidt as a previous CCTA commissioner, director for the Community Transportation Association of America (CTAA) retired faculty from UVM with the Institute for Rural Studies. Mr. Schmidt described the activities of CTAA with a focus on transit programs and policies applicable to rural communities. He highlighted the annual sponsored RODEO event competition for bus operators, technical assistance for planning and grant programs that could be available for GMT. He also encouraged GMT to increase and expand their media releases and engage more community members in Board committee work.

10. Transit Asset Management Plan –

Mr. Sousa explained to the committee that a Transit Asset Management (TAM) plan is required by the FTA. GMT will complete its own plan and VTrans will create a plan for the rest of the state.

Ms. Daley presented an overview of the TAM plan and informed the Board that this plan had been presented to all committees the week prior. Ms. Daley stated that this plan was also one of the Finance Committees strategic goals. Also, this is a living document and will be updated at least annually.

A motion was made to approve the Transit Asset Management plan by Commissioner Buermann. The motion was seconded by Secretary Barton. All were in favor and the Transit Asset Management Plan was approved as presented.

11. General Manager and Committee Reports-

- A. RouteMatch- Mr. Sousa informed the Board that he is still working towards conclusion and will have a recommendation for the Board at the December 2018 Board meeting.
- B. Electric Buses – Mr. Sousa informed the Board that we should have an award letter for Board approval at the December 2018 Board meeting.
- C. Energy Action Network – Mr. Sousa informed the Board that he was asked to sit on this committee meeting monthly for one year.

Finance Committee Report

Treasurer Bohne informed the Board that the Finance Committee should have an adjusted FY19 budget at the December 2018 meeting.

Leadership Committee Report

Chair Chittenden informed the Board that the GM contract is up 12-31-2018 and he has sent a timeline to the Board for his review. He asked for feedback by 12-21-2018 as well as suggestions of external contacts to for additional input.

Operations Committee Report

Commissioner Barton informed the Board that the ridership reports from RouteMatch are almost ready to be used for information purposes. The Committee also reviewed new charts to display trend data from the information collected in the performance improvement plan.

Strategy Committee Report

Commissioner Buermann informed the Board that everything the committee discussed has been discussed here today.

12.- FY20 Budget Discussion (Executive Session)-

Commissioner Buermann made a motion to enter Executive Session to discuss the FY20 Budget, as discussing this outside of Executive Session would provide premature general public knowledge of labor issues and place GMT at a substantial disadvantage. The motion was seconded by Secretary Barton. All were in favor and the motion was approved to enter Executive Session.

A motion to enter Executive Session with the inclusion of; Mr. Sousa, Ms. Daley, Ms. Redalieu, Ms. Smith, and Mr. Moore was made by Commissioner Sharrow. The motion was seconded by Past Chair Kaynor. All were in favor and the Board entered Executive Session at 9:33 am. No action was taken.

Commissioner Currier moved to exit Executive Session, the motion was seconded by Past Chair Kaynor. All were in favor and the Board exited Executive Session at 10:49 am.

12. Adjourn –

Treasurer Bohne made a motion to adjourn, Secretary Barton seconded the motion to adjourn. All were in favor, and the meeting adjourned at 10:50 am.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	Notes
10/30/2018	V289	People's United Businesscard Services	86616	\$ 5,146.51	5 Credit Cards Misc Hotels Supplies
11/1/2018	V1446	M T Wallets, LLC	EFT000000013714	\$ 2,800.00	Lease
11/2/2018	V279	ABC Bus Companies-Muncie	86617	\$ 2,994.97	4 Part Invoices
11/2/2018	V727	Addison County Transit Resources	86618	\$ 1,226.89	Commuter Fares
11/2/2018	V217	Airgas USA, LLC	86619	\$ 111.21	
11/2/2018	V1305	Allegiant Care	86620	\$ 203,446.25	Insurance
11/2/2018	V872	Bellwether Craftsmen, LLC	86621	\$ 300.00	
11/2/2018	V284	Brenntag Lubricants Northeast	86622	\$ 2,563.53	2 Part Invoices
11/2/2018	V225	Burlington Electric Department	86623	\$ 6,048.74	6 Electric Bills
11/2/2018	V226	Burlington Public Works-Water	86624	\$ 324.17	
11/2/2018	V229	Camerota Truck Parts	86625	\$ 1,708.69	2 Part Invoices
11/2/2018	V235	Clark's Truck Center	86626	\$ 7,648.34	7 Part and Repair Invoices
11/2/2018	V220	Class C Solutions Group	86627	\$ 1,110.93	2 Part Invoices
11/2/2018	V928	Conway Office Solutions	86628	\$ 1,512.75	1 Office Supplies Invoice
11/2/2018	V1681	Crocker Architectural S.M. Inc	86629	\$ 2,246.00	DTC Roof Repair
11/2/2018	V238	Crystal Rock Bottled Water	86630	\$ 200.99	
11/2/2018	V239	Cummins Northeast LLC	86631	\$ 3,537.52	4 Part Invoices
11/2/2018	V815	Curved Glass Distributors	86632	\$ 410.00	
11/2/2018	V403	Firetech Sprinkler Corp.	86633	\$ 503.83	
11/2/2018	V250	Fisher Auto Parts	86634	\$ 1,053.67	11 Part Invoices
11/2/2018	V252	FleetPride, Inc	86635	\$ 2,658.03	7 Part Invoices
11/2/2018	V1347	Foley Distributing Corp.	86636	\$ 853.48	
11/2/2018	V257	Gillig Corp.	86637	\$ 3,276.28	7 Part Invoices
11/2/2018	V1129	Global Montello Group Corp	86638	\$ 18,229.00	Fuel
11/2/2018	V258	Gordon Stamp & Engraving	86639	\$ 99.06	
11/2/2018	V260	Green Mountain Kenworth, Inc.	86640	\$ 6,255.73	6 Part Invoices
11/2/2018	V263	Heritage Ford	86641	\$ 62.42	
11/2/2018	V264	IBF Solutions, Inc.	86642	\$ 242.70	
11/2/2018	V1204	Interstate Batteries	86643	\$ 995.18	
11/2/2018	V326	J&B International Trucks, Inc.	86644	\$ 207.64	
11/2/2018	V446	JaneK Corporation, The	86645	\$ 225.00	
11/2/2018	V328	Kirk's Automotive Inc.	86646	\$ 2,375.70	3 Part Invoices
11/2/2018	V268	Loomis	86647	\$ 200.03	
11/2/2018	V273	MCI	86648	\$ 3,409.91	4 Part Invoices
11/2/2018	V1068	Midwest Bus Corporation	86649	\$ 438.40	
11/2/2018	V1599	Miller, Holly & Bob 2017 Charitable Lead Trust	86650	\$ 955.09	
11/2/2018	V278	Mohawk Mfg. & Supply Co.	86651	\$ 997.58	
11/2/2018	V280	Mutual of Omaha Insurance Co.	86652	\$ 98.17	
11/2/2018	V283	Neopart LLC	86653	\$ 130.72	
11/2/2018	V325	Northern Tool & Equipment Catalog Company, Inc.	86654	\$ 291.99	
11/2/2018	V223	O'Reilly Auto Enterprises, LLC	86655	\$ 1,281.62	5 Part Invoices
11/2/2018	V1484	Parsons Environment & Infrastructure Group Inc.	86656	\$ 24.31	
11/2/2018	V408	Pitney Bowes - Purchase Power	86657	\$ 642.09	
11/2/2018	V291	Prevost Parts	86658	\$ 978.01	
11/2/2018	V1682	Primmer Piper Eggleston & Cramer PC	86659	\$ 2,000.00	Legal Invoice
11/2/2018	V297	Safety-Kleen Systems, Inc.	86660	\$ 984.66	
11/2/2018	V299	SB Collins, Inc.	86661	\$ 37,764.81	Fuel
11/2/2018	V686	Shearer Chevrolet	86662	\$ 551.77	
11/2/2018	V301	Sovernet	86663	\$ 1,042.60	It Invoice
11/2/2018	V302	Sports & Fitness Edge Inc.	86664	\$ 990.75	
11/2/2018	V306	Staples Credit Plan	86665	\$ 281.21	

11/2/2018	V186	Tech Group, The	86666	\$	112.50	
11/2/2018	V977	TransitTalent.com LLC	86667	\$	190.00	
11/2/2018	V1030	UniFirst Corporation	86668	\$	670.57	
11/2/2018	V334	Vanasse Hangen Brustlin, Inc.	86669	\$	3,463.07	3 Professional Invoices
11/2/2018	V535	VAS Tools, LLC	86670	\$	163.00	
11/2/2018	V876	Vehicle Maintenance Program, Inc.	86671	\$	1,356.59	7 Part Invoices
11/2/2018	V1683	VHV Company	86672	\$	1,259.25	2 Repair Invoices
11/2/2018	V336	W.B Mason Co., Inc.	86673	\$	196.68	
11/2/2018	V707	Westward Equipment Service	86674	\$	11,967.54	Replaced Fluid Hoses In Shop
11/2/2018	V251	Wex Fleet Universal	86675	\$	13,657.36	Fuel
11/2/2018	V10	Vt Office of Child Supp	EFT000000013716	\$	901.90	
11/5/2018	V303	SSTA	EFT000000013715	\$	90,120.52	ADA
11/5/2018	V1467	Charles Schwab	V1467 2018 1105	\$	16,880.53	Retirement
11/5/2018	V265	ICMA	V265 2018 1105	\$	1,143.15	Retirement
11/5/2018	V266	IRS - EFTPS	V266 2018 1105	\$	89,087.63	Federal Payroll Taxes
11/5/2018	V364	Vermont Dept of Taxes	V364 2018 1105	\$	11,912.28	State Payroll Taxes
11/8/2018		Petty Cash	86770	\$	102.60	
11/9/2018	V1025	Alter, Charles	86676	\$	62.13	Volunteer
11/9/2018	V1435	Bessette, Greg	86677	\$	97.84	Volunteer
11/9/2018	V935	Bourbeau, Brittany	86678	\$	128.49	Volunteer
11/9/2018	V1625	Bousquet, Jeanne	86679	\$	25.08	Volunteer
11/9/2018	V1482	Cady, Duane	86680	\$	109.02	Volunteer
11/9/2018	V1675	Carkeet, David	86681	\$	29.98	Volunteer
11/9/2018	V1600	Champaine, Donna	86682	\$	89.28	Volunteer
11/9/2018	V471	Constantine, Julia	86683	\$	239.83	Volunteer
11/9/2018	V1573	Fairbanks, Dori	86684	\$	339.61	Volunteer
11/9/2018	V1516	Gagnon, Chaz	86685	\$	182.16	Volunteer
11/9/2018	V203	Ladd, Joyce	86686	\$	103.02	Volunteer
11/9/2018	V205	LeBlanc, Alice	86687	\$	57.78	Volunteer
11/9/2018	V1680	Longe, Shelia	86688	\$	114.84	Volunteer
11/9/2018	V181	Owen, Helen	86689	\$	1,605.72	Volunteer
11/9/2018	V1138	Pease, Charles	86690	\$	221.76	Volunteer
11/9/2018	V1611	Russin, Tina	86691	\$	84.24	Volunteer
11/9/2018	V1655	Sciria, Andrew	86692	\$	498.29	Volunteer
11/9/2018	V1592	Stiles, Janet	86693	\$	49.60	Volunteer
11/9/2018	V1614	Vermont Ride Network, Inc.	86694	\$	486.50	Volunteer
11/9/2018	V1595	Waller, Marllys	86695	\$	265.47	Volunteer
11/9/2018	V944	Woodward, Patricia	86696	\$	626.32	Volunteer
11/9/2018	V1685	Barnes, Thomas	86697	\$	100.00	Volunteer
11/9/2018	V1487	Chamberlin, Justin	86698	\$	192.32	DCAP Reimbursement
11/9/2018	V1639	Gratton, Yancey	86699	\$	100.00	FSA Reimbursement
11/9/2018	V372	Kane, Valerie	86700	\$	100.00	Shoe Reimbursement
11/9/2018	V1354	Lavallee, Katie	86701	\$	36.50	FSA Reimbursement
11/9/2018	V1004	Marcu, Daniel	86702	\$	100.00	Shoe Reimbursement
11/9/2018	V1684	McNally, Mike	86703	\$	185.00	Shoe Reimbursement
11/9/2018	V1045	Mead, Christopher	86704	\$	24.99	Shoe Reimbursement
11/9/2018	V1165	Posner, Jordan	86705	\$	81.30	Mileage Reimbursement
11/9/2018	V1567	Roy, Robert	86706	\$	100.00	Shoe Reimbursement
11/9/2018	V198	Smoren, Randolph	86707	\$	100.00	Shoe Reimbursement
11/9/2018	V868	Town, Justin	86708	\$	63.44	Mileage Reimbursement
11/9/2018	V1626	Whiting, Jeremy	86709	\$	1,344.00	DCAP Reimbursement
11/9/2018	V279	ABC Bus Companies-Muncie	86710	\$	704.30	
11/9/2018	V316	Able Paint, Glass & Flooring Co.	86711	\$	90.00	
11/9/2018	V353	American Public Transportation Association	86712	\$	575.00	
11/9/2018	V214	AT&T Mobility	86713	\$	74.94	
11/9/2018	V219	Aubuchon C/O Blue Tarp Financial, Inc.	86714	\$	36.21	
11/9/2018	V696	BANG	86715	\$	316.53	
11/9/2018	V284	Brenntag Lubricants Northeast	86716	\$	1,473.00	1 Part Invoice
11/9/2018	V224	Burlington Communications	86717	\$	104.00	
11/9/2018	V227	Burlington Telecom	86718	\$	2,106.68	IT Invoices
11/9/2018	V1369	Capitol City Auto Mart Inc dba	86719	\$	3,038.56	2 Part and Repair Invoices
11/9/2018	V1357	CleanPro, Inc	86720	\$	117.68	
11/9/2018	V374	Clear Choice Auto Glass, A	86721	\$	260.00	
11/9/2018	V600	Cody Chevrolet	86722	\$	1,772.37	3 Part Invoices
11/9/2018	V239	Cummins Northeast LLC	86723	\$	335.03	
11/9/2018	V250	Fisher Auto Parts	86724	\$	2,707.75	28 Part Invoices
11/9/2018	V252	FleetPride, Inc	86725	\$	374.32	
11/9/2018	V253	FleetWave Partners, LLP	86726	\$	3,042.00	2 Radio Invoices
11/9/2018	V394	Formula Ford Inc.	86727	\$	155.21	
11/9/2018	V799	Gauthier Trucking Company, Inc.	86728	\$	375.90	
11/9/2018	V256	Genfare	86729	\$	2,399.46	2 Bus Ticket Invoices

11/9/2018	V257	Gillig Corp.	86730	\$	4,822.93	7 Part Invoices
11/9/2018	V259	Grainger	86731	\$	632.54	
11/9/2018	V1506	Great Eastern Radio	86732	\$	985.50	
11/9/2018	V260	Green Mountain Kenworth, Inc.	86733	\$	217.54	
11/9/2018	V261	Green Mountain Power	86734	\$	21.26	
11/9/2018	V262	Hall Communication, Inc.	86735	\$	1,134.00	Recruitment Advertising
11/9/2018	V264	IBF Solutions, Inc.	86736	\$	309.38	
11/9/2018	V472	Irving Energy Distribution	86737	\$	1,317.88	Heating Fuel
11/9/2018	V326	J&B International Trucks, Inc.	86738	\$	22.11	
11/9/2018	V446	JaneK Corporation, The	86739	\$	500.00	
11/9/2018	V328	Kirk's Automotive Inc.	86740	\$	647.58	
11/9/2018	V1509	Lawson Products, Inc	86741	\$	534.48	
11/9/2018	V273	MCI	86742	\$	1,039.27	2 Part Invoices
11/9/2018	V1068	Midwest Bus Corporation	86743	\$	413.00	
11/9/2018	V278	Mohawk Mfg. & Supply Co.	86744	\$	189.83	
11/9/2018	V283	Neopart LLC	86745	\$	342.22	
11/9/2018	V996	New England Air Systems	86746	\$	1,128.87	Replaced Furnace Parts
11/9/2018	V1645	Norris, Inc.	86747	\$	9,666.00	Security System
11/9/2018	V950	Northern ToyotaLift	86748	\$	607.47	
11/9/2018	V223	O'Reilly Auto Enterprises, LLC	86749	\$	560.54	
11/9/2018	V1484	Parsons Environment & Infrastructure Group Inc.	86750	\$	46.41	
11/9/2018	V290	Peterson Consulting, Inc.	86751	\$	1,204.50	Shelter Management
11/9/2018	V291	Prevost Parts	86752	\$	887.07	
11/9/2018	V296	Rouse Tire Sales	86753	\$	1,562.32	2 Tire Invoices
11/9/2018	V297	Safety-Kleen Systems, Inc.	86754	\$	214.73	
11/9/2018	V298	Sanel Auto Parts Co.	86755	\$	164.17	
11/9/2018	V299	SB Collins, Inc.	86756	\$	25,443.75	Fuel Invoices
11/9/2018	V686	Shearer Chevrolet	86757	\$	2,212.30	4 Part Invoices
11/9/2018	V308	Steadman Hill Consulting, Inc.	86758	\$	13,071.46	Consulting Invoices
11/9/2018	V1030	UniFirst Corporation	86759	\$	424.86	
11/9/2018	V315	United Parcel Service	86760	\$	63.30	
11/9/2018	V876	Vehicle Maintenance Program, Inc.	86761	\$	115.99	
11/9/2018	V1466	Vermont Electrical Contracting LLC	86762	\$	3,287.50	Shelter Heater Invoice
11/9/2018	V410	Vermont Gas Systems, Inc.	86763	\$	79.79	
11/9/2018	V385	Vermont Offender Work Program	86764	\$	3,800.00	2 Work Crew Invoices
11/9/2018	V1683	VHV Company	86765	\$	1,120.00	Roof Top Heating PM
11/9/2018	V892	VOX AM/FM, LLC	86766	\$	400.00	
11/9/2018	V496	Weston, Don Excavating, Inc.	86767	\$	122,141.80	Ramp Invoice
11/9/2018	V424	Yawkey Family Inn	86768	\$	60.00	
11/9/2018	V796	Yipes Auto Accessories	86769	\$	550.00	
11/9/2018	V153	Alburgh Taxi	EFT000000013717	\$	2,211.35	Volunteer
11/9/2018	V1672	Battoe, Jackie	EFT000000013718	\$	105.19	Volunteer
11/9/2018	V55	Boudreau, James	EFT000000013719	\$	958.80	Volunteer
11/9/2018	V1007	Bova, Wendy	EFT000000013720	\$	397.35	Volunteer
11/9/2018	V1150	Bruley SR, Mark	EFT000000013721	\$	1,022.57	Volunteer
11/9/2018	V548	Burnor, David	EFT000000013722	\$	442.58	Volunteer
11/9/2018	V1291	Callan, Linda	EFT000000013723	\$	534.18	Volunteer
11/9/2018	V1676	Croteau, William	EFT000000013724	\$	400.13	Volunteer
11/9/2018	V60	Farr, Delores	EFT000000013725	\$	600.19	Volunteer
11/9/2018	V1117	Hall, John	EFT000000013726	\$	258.36	Volunteer
11/9/2018	V170	Hertz, Kenneth	EFT000000013727	\$	435.07	Volunteer
11/9/2018	V67	Jewett, Sheryl	EFT000000013728	\$	159.71	Volunteer
11/9/2018	V174	Langlois, Paulette	EFT000000013729	\$	953.76	Volunteer
11/9/2018	V1420	Lawyer, Ronald	EFT000000013730	\$	448.64	Volunteer
11/9/2018	V70	LeClair, Raymond	EFT000000013731	\$	407.20	Volunteer
11/9/2018	V71	Lightholder, Stephen	EFT000000013732	\$	25.63	Volunteer
11/9/2018	V74	Markham, Laurel	EFT000000013733	\$	371.77	Volunteer
11/9/2018	V75	Martin, Ronald	EFT000000013734	\$	754.92	Volunteer
11/9/2018	V1635	McCartney, Misty	EFT000000013735	\$	153.70	Volunteer
11/9/2018	V1397	McGinnis, Devan	EFT000000013736	\$	164.63	Volunteer
11/9/2018	V1018	Metivier, Shelli	EFT000000013737	\$	719.40	Volunteer
11/9/2018	V1570	Murphy Sandra	EFT000000013738	\$	239.28	Volunteer
11/9/2018	V82	Parah, Donna	EFT000000013739	\$	431.14	Volunteer
11/9/2018	V83	Parah, Maurice	EFT000000013740	\$	1,078.71	Volunteer
11/9/2018	V86	Pike, Gail	EFT000000013741	\$	672.65	Volunteer
11/9/2018	V771	Sammons, Chandra	EFT000000013742	\$	521.65	Volunteer
11/9/2018	V89	Sayers, Gail	EFT000000013743	\$	968.06	Volunteer
11/9/2018	V1236	Sayers, James	EFT000000013744	\$	151.53	Volunteer
11/9/2018	V741	Steiner, Timothy	EFT000000013745	\$	56.68	Volunteer
11/9/2018	V93	Timm, Marta	EFT000000013746	\$	537.45	Volunteer
11/9/2018	V522	Turcotte, S Jeanette	EFT000000013747	\$	185.87	Volunteer
11/9/2018	V1654	Vargas, Pearl	EFT000000013748	\$	548.86	Volunteer
11/9/2018	V1623	Wells, Roy	EFT000000013749	\$	263.82	Volunteer
11/9/2018	V19	Delphia, Pam	EFT000000013750	\$	545.00	FSA Reimbursement
11/9/2018	V29	Hirsch, Alain	EFT000000013751	\$	90.00	FSA Reimbursement

11/9/2018	V35	McDonald, Pam	EFT000000013752	\$	25.00	FSA Reimbursement
11/9/2018	V37	Meigs, Dale	EFT000000013753	\$	1,022.20	FSA Reimbursement
11/9/2018	V38	Moore, Jon	EFT000000013754	\$	192.31	DCAP Reimbursement
11/9/2018	V137	Plante, Karen	EFT000000013755	\$	419.90	FSA And Mileage Reimbursement
11/9/2018	V17	Smith, Jamie L	EFT000000013756	\$	192.30	DCAP Reimbursement
11/16/2018	V279	ABC Bus Companies-Muncie	86771	\$	898.25	
11/16/2018	V332	Alliance Bus Group Inc	86772	\$	517.69	
11/16/2018	V284	Brenntag Lubricants Northeast	86773	\$	3,189.38	3 Part Invoices
11/16/2018	V224	Burlington Communications	86774	\$	873.75	
11/16/2018	V226	Burlington Public Works-Water	86775	\$	1,479.81	2 Water Bills
11/16/2018	V228	C.I.D.E.R., Inc.	86776	\$	33,204.66	E & D And Medicaid
11/16/2018	V1369	Capitol City Auto Mart Inc dba	86777	\$	1,001.91	Repair Invoice
11/16/2018	V851	Champlain Medical	86778	\$	200.00	
11/16/2018	V235	Clark's Truck Center	86779	\$	56.24	
11/16/2018	V220	Class C Solutions Group	86780	\$	2,213.35	4 Part Invoices
11/16/2018	V1240	ClearChoiceMD	86781	\$	285.00	
11/16/2018	V600	Cody Chevrolet	86782	\$	1,120.84	7 Part Invoices
11/16/2018	V236	Colonial Supplemental Insurance	86783	\$	34.95	
11/16/2018	V928	Conway Office Solutions	86784	\$	132.12	
11/16/2018	V524	CPL Electrical Contracting	86785	\$	1,880.00	Replaced Lights in Garage
11/16/2018	V239	Cummins Northeast LLC	86786	\$	1,332.71	3 Part Invoices
11/16/2018	V250	Fisher Auto Parts	86787	\$	1,354.55	20 Part Invoices
11/16/2018	V252	FleetPride, Inc	86788	\$	2,116.59	4 Part Invoices
11/16/2018	V1347	Foley Distributing Corp.	86789	\$	279.23	
11/16/2018	V257	Gillig Corp.	86790	\$	3,489.55	4 Part Invoices
11/16/2018	V259	Grainger	86791	\$	119.84	
11/16/2018	V260	Green Mountain Kenworth, Inc.	86792	\$	2,740.61	22 Part Invoices
11/16/2018	V263	Heritage Ford	86793	\$	275.57	
11/16/2018	V1204	Interstate Batteries	86794	\$	344.28	
11/16/2018	V328	Kirk's Automotive Inc.	86795	\$	267.39	
11/16/2018	V1509	Lawson Products, Inc	86796	\$	534.55	
11/16/2018	V270	Lowe's	86797	\$	120.01	
11/16/2018	V273	MCI	86798	\$	860.16	
11/16/2018	V1068	Midwest Bus Corporation	86799	\$	12.00	
11/16/2018	V278	Mohawk Mfg. & Supply Co.	86800	\$	257.70	
11/16/2018	V283	Neopart LLC	86801	\$	315.24	
11/16/2018	V996	New England Air Systems	86802	\$	274.20	
11/16/2018	V611	Northwestern Occupational Health	86803	\$	230.00	
11/16/2018	V291	Prevost Parts	86804	\$	255.80	
11/16/2018	V295	Ribbon Recyclers	86805	\$	159.90	
11/16/2018	V296	Rouse Tire Sales	86806	\$	1,576.66	Tire Invoice
11/16/2018	V854	S2Technology	86807	\$	543.75	
11/16/2018	V298	Sanel Auto Parts Co.	86808	\$	11.02	
11/16/2018	V311	Teamsters Local 597	86809	\$	8,181.00	Union Dues
11/16/2018	V977	TransitTalent.com LLC	86810	\$	110.00	
11/16/2018	V1030	UniFirst Corporation	86811	\$	384.78	
11/16/2018	V1459	Vermont Information Consortium LLC	86812	\$	2,361.00	Background Checks
11/16/2018	V336	W.B Mason Co., Inc.	86813	\$	35.99	
11/16/2018	V1080	Young, Michael	86814	\$	259.99	
11/19/2018	V10	Vt Office of Child Support	EFT000000013757	\$	901.90	
11/19/2018		State of Vermont	86815	\$	125.00	
11/19/2018	V1467	Charles Schwab	V1467 2018 1119	\$	17,266.70	Retirement
11/19/2018	V265	ICMA	V265 2018 1119	\$	1,142.48	Retirement
11/19/2018	V266	IRS - EFTPS	V266 2018 1119	\$	92,231.99	Federal Payroll Taxes
11/19/2018	V364	Vermont Dept of Taxes	V364 2018 1119	\$	12,589.33	State Payroll Tases
11/23/2018	V49	Lyford, Frank	EFT000000013758	\$	580.32	FSA
11/23/2018	V35	McDonald, Pam	EFT000000013759	\$	15.00	
11/23/2018	V38	Moore, Jon	EFT000000013760	\$	95.18	
11/23/2018	V17	Smith, Jamie L	EFT000000013761	\$	192.30	DCAP
11/23/2018	V1474	Whitaker, Cheryl	EFT000000013762	\$	306.21	Training
11/23/2018	V1487	Chamberlin, Justin	86816	\$	436.08	FSA And DCAP
11/23/2018	V1690	Gurung, Dhan	86817	\$	100.00	Shoes
11/23/2018	V117	Guyette, Howard	86818	\$	410.93	FSA
11/23/2018	V1354	Lavallee, Katie	86819	\$	266.65	FSA
11/23/2018	V129	Lawrence, Richard	86820	\$	252.18	FSA
11/23/2018	V130	Leclair, Paul	86821	\$	99.95	Shoes
11/23/2018	V1689	Magar, Rajen	86822	\$	100.00	Shoes
11/23/2018	V1011	Sprague, Brian	86823	\$	100.00	Shoes
11/23/2018	V1312	Tambon, Phil	86824	\$	100.00	Shoes
11/23/2018	V251	Wex Fleet Universal	86826	\$	15,468.19	Fuel
11/23/2018	V153	Alburgh Taxi	EFT000000013763	\$	1,860.35	Volunteer
11/23/2018	V1628	Andrews, Nancy	EFT000000013764	\$	76.30	
11/23/2018	V55	Boudreau, James	EFT000000013765	\$	731.52	Volunteer
11/23/2018	V1007	Bova, Wendy	EFT000000013766	\$	370.65	Volunteer
11/23/2018	V1150	Bruley SR, Mark	EFT000000013767	\$	1,302.75	Volunteer

11/23/2018	V548	Burnor, David	EFT000000013768	\$	340.12	Volunteer
11/23/2018	V1291	Callan, Linda	EFT000000013769	\$	657.39	Volunteer
11/23/2018	V1676	Croteau, William	EFT000000013770	\$	595.24	Volunteer
11/23/2018	V60	Farr, Delores	EFT000000013771	\$	611.65	Volunteer
11/23/2018	V1117	Hall, John	EFT000000013772	\$	50.16	
11/23/2018	V170	Hertz, Kenneth	EFT000000013773	\$	422.51	Volunteer
11/23/2018	V67	Jewett, Sheryl	EFT000000013774	\$	227.32	Volunteer
11/23/2018	V174	Langlois, Paulette	EFT000000013775	\$	583.71	Volunteer
11/23/2018	V1420	Lawyer, Ronald	EFT000000013776	\$	518.95	Volunteer
11/23/2018	V71	Lightholder, Stephen	EFT000000013777	\$	155.34	Volunteer
11/23/2018	V74	Markham, Laurel	EFT000000013778	\$	455.12	Volunteer
11/23/2018	V75	Martin, Ronald	EFT000000013779	\$	802.38	Volunteer
11/23/2018	V1635	McCartney, Misty	EFT000000013780	\$	303.59	Volunteer
11/23/2018	V1018	Metivier, Shelli	EFT000000013781	\$	575.52	Volunteer
11/23/2018	V1570	Murphy Sandra	EFT000000013782	\$	378.81	Volunteer
11/23/2018	V82	Parah, Donna	EFT000000013783	\$	383.72	Volunteer
11/23/2018	V83	Parah, Maurice	EFT000000013784	\$	1,008.90	Volunteer
11/23/2018	V86	Pike, Gail	EFT000000013785	\$	561.41	Volunteer
11/23/2018	V771	Sammons, Chandra	EFT000000013786	\$	492.18	Volunteer
11/23/2018	V89	Sayers, Gail	EFT000000013787	\$	720.05	Volunteer
11/23/2018	V1236	Sayers, James	EFT000000013788	\$	360.31	Volunteer
11/23/2018	V741	Steiner, Timothy	EFT000000013789	\$	40.88	Volunteer
11/23/2018	V93	Timm, Marta	EFT000000013790	\$	662.82	Volunteer
11/23/2018	V522	Turcotte, S Jeanette	EFT000000013791	\$	198.95	Volunteer
11/23/2018	V1654	Vargas, Pearl	EFT000000013792	\$	269.80	Volunteer
11/23/2018	V1623	Wells, Roy	EFT000000013793	\$	250.19	Volunteer
11/23/2018	V1025	Alter, Charles	86827	\$	99.22	
11/23/2018	V1480	Andrews-Ford, Sheri	86828	\$	312.88	Volunteer
11/23/2018	V1601	Antillon, Jill	86829	\$	27.26	
11/23/2018	V1099	Barnett, Wendy	86830	\$	132.48	Volunteer
11/23/2018	V1625	Bousquet, Jeanne	86831	\$	14.18	
11/23/2018	V1482	Cady, Duane	86832	\$	43.61	
11/23/2018	V1675	Carkeet, David	86833	\$	124.28	Volunteer
11/23/2018	V1688	Clayton, Brandy	86834	\$	45.78	
11/23/2018	V471	Constantine, Julia	86835	\$	208.78	Volunteer
11/23/2018	V1277	Dixon-Boles, Jade	86836	\$	83.94	
11/23/2018	V1450	English, Leslie	86837	\$	13.08	
11/23/2018	V1573	Fairbanks, Dori	86838	\$	166.82	Volunteer
11/23/2018	V1687	Houghton, Gregory	86839	\$	578.91	Volunteer
11/23/2018	V1629	Kirk, Peter	86840	\$	12.54	Volunteer
11/23/2018	V203	Ladd, Joyce	86841	\$	82.86	
11/23/2018	V1310	Lavigne, Michelle	86842	\$	104.66	Volunteer
11/23/2018	V205	LeBlanc, Alice	86843	\$	39.26	
11/23/2018	V181	Owen, Helen	86844	\$	1,253.69	Volunteer
11/23/2018	V1588	Provost, Meaghan	86845	\$	41.04	
11/23/2018	V165	Sanborn, Raeline	86846	\$	111.60	Volunteer
11/23/2018	V1655	Sciria, Andrew	86847	\$	393.02	Volunteer
11/23/2018	V1614	Vermont Ride Network, Inc.	86848	\$	253.25	Volunteer
11/23/2018	V1595	Waller, Marlys	86849	\$	176.60	Volunteer
11/23/2018	V1549	Ware, Michael	86850	\$	42.51	
11/23/2018	V962	Williams, Kenneth	86851	\$	106.20	Volunteer
11/23/2018	V944	Woodward, Patricia	86852	\$	599.05	Volunteer
11/29/2018	V1638	Bercuvitz, Jeffrey	86854	\$	4,500.00	Executive Coaching
11/30/2018	V279	ABC Bus Companies-Muncie	86855	\$	2,176.98	2 Part Invoices
11/30/2018	V332	Alliance Bus Group Inc	86856	\$	711.60	
11/30/2018	V214	AT&T Mobility	86857	\$	74.94	
11/30/2018	V1334	Background Investigation Bureau, LLC	86858	\$	1,219.00	Annual Background checks
11/30/2018	V1062	Bailey Spring & Chassis	86859	\$	220.00	
11/30/2018	V696	BANG	86860	\$	949.59	
11/30/2018	V590	Barrett Trucking Co., Inc.	86861	\$	412.96	
11/30/2018	V248	Bay State Elevator Company	86862	\$	2,250.00	Elevator Work for Security System
11/30/2018	V284	Brenntag Lubricants Northeast	86863	\$	9,553.21	8 Part Invoices
11/30/2018	V225	Burlington Electric Department	86864	\$	6,455.74	7 Electric Bills
11/30/2018	V226	Burlington Public Works-Water	86865	\$	171.62	
11/30/2018	V229	Camerota Truck Parts	86866	\$	2,538.32	1 Transmission
11/30/2018	V1369	Capitol City Auto Mart Inc dba	86867	\$	315.00	
11/30/2018	V851	Champlain Medical	86868	\$	100.00	
11/30/2018	V293	Charlebois, R.R Inc.	86869	\$	1,275.00	2 Tow Bills
11/30/2018	V220	Class C Solutions Group	86870	\$	2,060.63	3 Part Invoices
11/30/2018	V1357	CleanPro, Inc	86871	\$	3,199.46	2 Cleaning Invoices
11/30/2018	V600	Cody Chevrolet	86872	\$	1,549.20	9 Part Invoices
11/30/2018	V238	Crystal Rock Bottled Water	86873	\$	200.99	
11/30/2018	V239	Cummins Northeast LLC	86874	\$	5,706.20	2 Part Invoices
11/30/2018	V241	D & W Diesel, Inc.	86875	\$	148.77	
11/30/2018	V401	Dell Business Credit	86876	\$	846.82	

11/30/2018	V421	Dossier Systems (was Arsenault)	86877	\$	1,295.00	Training
11/30/2018	V246	Duffy Waste & Recycling	86878	\$	57.52	
11/30/2018	V320	EM Cahill Company, Inc.	86879	\$	225.61	
11/30/2018	V1239	Environmental Products & Seives of VT	86880	\$	441.00	
11/30/2018	V250	Fisher Auto Parts	86881	\$	2,186.36	27 Part Invoices
11/30/2018	V252	FleetPride, Inc	86882	\$	865.97	
11/30/2018	V1347	Foley Distributing Corp.	86883	\$	964.52	
11/30/2018	V394	Formula Ford Inc.	86884	\$	24.30	
11/30/2018	V256	Genfare	86885	\$	65.01	
11/30/2018	V257	Gillig Corp.	86886	\$	4,505.77	11 Part Invoices
11/30/2018	V259	Grainger	86887	\$	1,251.76	4 Part Invoices
11/30/2018	V260	Green Mountain Kenworth, Inc.	86888	\$	386.00	
11/30/2018	V261	Green Mountain Power	86889	\$	1,608.00	3 Electric Bills
11/30/2018	V264	IBF Solutions, Inc.	86890	\$	824.90	
11/30/2018	V1204	Interstate Batteries	86891	\$	253.30	
11/30/2018	V326	J&B International Trucks, Inc.	86892	\$	753.60	
11/30/2018	V446	Janek Corporation, The	86893	\$	500.00	
11/30/2018	V328	Kirk's Automotive Inc.	86894	\$	596.86	
11/30/2018	V1509	Lawson Products, Inc	86895	\$	1,135.91	5 Maintenance Supply Invoices
11/30/2018	V473	Limoge & Sons Garage Doors, Inc.	86896	\$	264.10	
11/30/2018	V702	Lincoln National Life Insurance Company, The	86897	\$	11,892.41	Insurance
11/30/2018	V268	Loomis	86898	\$	216.12	
11/30/2018	V1191	Lucky's Trailer Sales Inc.	86899	\$	18.00	
11/30/2018	V276	Metalworks	86900	\$	31.25	
11/30/2018	V1068	Midwest Bus Corporation	86901	\$	7.00	
11/30/2018	V278	Mohawk Mfg. & Supply Co.	86902	\$	1,729.07	2 Part Invoices
11/30/2018	V280	Mutual of Omaha Insurance Co.	86903	\$	98.17	
11/30/2018	V792	Myers Container Service Corp.	86904	\$	134.45	
11/30/2018	V283	Neopart LLC	86905	\$	1,771.75	3 Part Invoices
11/30/2018	V1645	Norris, Inc.	86906	\$	429.00	
11/30/2018	V325	Northern Tool & Equipment Catalog Company, Inc.	86907	\$	39.99	
11/30/2018	V223	O'Reilly Auto Enterprises, LLC	86908	\$	1,231.90	6 Part Invoices
11/30/2018	V534	Omega Electric	86909	\$	316.00	
11/30/2018	V863	P & P Septic Service, Inc	86910	\$	1,361.25	1 Sewer Pumping Bill
11/30/2018	V289	People's United Businesscard Services	86911	\$	4,179.39	5 Credit Cards
11/30/2018	V545	Pitney Bowes - Leasing	86912	\$	126.27	
11/30/2018	V408	Pitney Bowes - Purchase Power	86913	\$	203.75	
11/30/2018	V720	Power Washer Sales, LLC	86914	\$	569.00	
11/30/2018	V291	Prevost Parts	86915	\$	274.75	
11/30/2018	V296	Rouse Tire Sales	86916	\$	6,628.94	6 Tire Invoices
11/30/2018	V297	Safety-Kleen Systems, Inc.	86917	\$	215.23	
11/30/2018	V299	SB Collins, Inc.	86918	\$	4,530.06	Fuel
11/30/2018	V686	Shearer Chevrolet	86919	\$	190.91	
11/30/2018	V301	Sovernet	86920	\$	902.86	
11/30/2018	V466	St. Albans Glass Company, Inc.	86921	\$	7,200.00	Shelter Work
11/30/2018	V306	Staples Credit Plan	86922	\$	963.37	
11/30/2018	V1560	State Industrial Products Corporation	86923	\$	224.70	
11/30/2018	V1686	Stowe Pest Control	86924	\$	70.00	
11/30/2018	V312	Stowe, Town of	86925	\$	514.02	
11/30/2018	V451	Stowe, Town of Electric Department	86926	\$	130.82	
11/30/2018	V273	Transit Holding, Inc.	86927	\$	1,246.86	4 Part Invoices
11/30/2018	V1030	UniFirst Corporation	86928	\$	726.57	
11/30/2018	V315	United Parcel Service	86929	\$	107.85	
11/30/2018	V334	Vanasse Hangen Brustlin, Inc.	86930	\$	1,268.50	2 Professional Service Invoices
11/30/2018	V876	Vehicle Maintenance Program, Inc.	86931	\$	310.22	
11/30/2018	V391	Verizon Wireless	86932	\$	3,266.79	4 IT Invoices
11/30/2018	V410	Vermont Gas Systems, Inc.	86933	\$	3,130.98	6 Gas Bills
11/30/2018	V537	Vermont Public Transportation Association	86934	\$	6,590.00	Dues
11/30/2018	V336	W.B Mason Co., Inc.	86935	\$	717.96	
11/30/2018	V796	Yipes Auto Accessories	86936	\$	124.00	
11/30/2018	V1080	Young, Michael	86937	\$	85.99	



To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance
Donna Gallagher, Broker Services Manager
Jordan Posner, ADA Coordinator

Date: December 13, 2018

RE: ADA and Broker Services

Attached you will find the most up to date ridership report for ADA transportation in Chittenden County and the Medicaid Ridership stats in our Washington and Franklin Counties.

Medicaid trips make up 70% of our demand ridership in our rural system. The Medicaid ridership overall as compared to the same months last year has increased by 6%. The unduplicated passenger for those attending the clinics has increased by 40% from the October before. We are seeing 1-2 new members being added each day, primarily for the clinic trips which are typically 5-7 days per week. Medicaid costs overall are being covered by the PMPW payments, we are not realizing any losses at this time.

The Chittenden County ADA service through October. Ridership is spot on with last year, this means that ridership is stable in total. Colchester, Williston and Essex are trending higher than the 33% benchmark compared to FY18 total ridership. Typically these increases are the result of a high user moving into a new area.

This month, Staff worked with the United Way and the CCRPC on the survey of the E&D Partners in Chittenden County. This survey will be accompanied by a report from the CCRPC on the E&D Program and recommendations for how to improve upon the existing services.

The CVRPC is working on a similar project regarding the rural paratransit service in Washington County. Staff have attended several meetings to offer assistance and information as necessary to support the study. This project is due to wrap up this month after a couple of public meetings scheduled next week.

The GMT Staff along with CIDER, SSTA and the United Way met to talk about the challenges facing each organization as it relates to maintaining a volunteer driver base. The meeting was productive and future meetings are expected to promote greater cross-county collaboration.

[illegible]

ADA Ridership Report (by Town) : FY19

Total Rides

% increase/(decrease) from prior year

Benchmark for comparison is 33%

CITY/TOWN	July	August	September	October	Total FY19 YTD	Total FY18 Rides	% of FY19 YTD compared to FY18
BURLINGTON	1,081	1,290	1,167	1,411	4,949	14,444	34%
	-15.68%	4.96%	-0.26%	10.67%			
COLCHESTER	106	129	171	195	601	1,466	41%
	-8.62%	25.24%	76.29%	82.24%			
ESSEX	361	396	314	343	1,414	3,708	38%
	25.35%	37.50%	12.95%	8.20%			
OTHER	44	7	2	0	53	242	22%
	388.89%	-22.22%	-50.00%	-100.00%			
SHELBURNE	248	298	260	291	1,097	3,137	35%
	-1.59%	7.97%	13.54%	11.49%			
SO. BURLINGTON	771	886	995	1,132	3,784	12,597	30%
	-19.94%	-18.86%	-8.80%	-5.98%			
WILLISTON	125	155	127	120	527	1,150	46%
	30.21%	53.47%	69.33%	93.55%			
WINOOSKI	492	462	369	440	1,763	5,551	32%
	25.51%	1.32%	-17.82%	0.23%			
TOTAL	3,228	3,623	3,405	3,932	14,188	42,295	34%
	-5.00%	1.94%	0.35%	7.11%			
Cost to Members	\$ 83,655.63	\$ 93,074.61	\$ 88,349.47	\$ 101,900.93	\$ 366,980.64		
Cost/Trip	\$ 25.92	\$ 25.69	\$ 25.95	\$ 25.92	\$ 25.87		

Monthly Maintenance Performance Report		
Month:	November 2018	
Urban Data	Data	Notes
Miles Operated:	154,028	Revenue Vehicles
Major Road Calls:	7	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	4.5	
Minor Road Calls:	6	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	8.44	
"C" PM's Completed:	27	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, performed every 6,000
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	8.34	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	82,263	Revenue Vehicles
Major Road Calls:	4	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	4.65	
Minor Road Calls:	4	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	9.30	
"C" PM's Completed:	22	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, performed every 6,000
"C" PM On-time %	91%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	5.48	Cut-away buses have a 5 year life expectancy

To: GMT Board of Commissioners
From: Mevludin Bahunjic, Operations Manager
Date: December 13, 2018
Re: Operations Report

- RouteMatch was on-site conduction training with our Dispatch, training went really well and starting the implantation of Dispatcher using RouteMatch for day to day adjustments has been started.
- Holiday service modifications have been set for Christmas and can be found on our website at Ridegmt.com
- New recruits started on November 26th and continuing to recruit new drivers.
- Tuesday Shopping Specials on Christmas and New Years has been set to be serviced on Monday the 24th and 31st

Date: December 12th, 2018
To: GMT Board of Commissioners
From: Rachel Kennedy, Sr. Transit Planner
Jon Moore, Director of Maintenance & Planning
Re: November Planning Report

Transit Service & Operations Planning

NextGen

General Update

Planning has finalized service design on most routes in the Capital District and Lamoille County, though some decisions are still being made among service scenarios on specific routes.

Commuter Time-point Surveys

In January we will be releasing commuter time-point surveys on routes that operate in the Capital District and Lamoille. Urban and Franklin/Grand Isle time-point surveys will go out in February/March. These surveys will ensure balanced loads and will help to maximize ridership by meeting passenger needs.

Public Outreach

Planning and Marketing are working on an outreach plan – including working with regional stakeholders to ensure that we gather comprehensive public feedback, engage with the public about the decision making process, and educate passengers about upcoming changes.

Service Guidelines - Ongoing

The planning department is drafting a service guideline document to define a transparent process using objective data that helps GMT prioritize decisions about adding, reducing, and changing transit service to deliver safe, accessible, and efficient service that meets the needs of the community

Misc. Planning Activities

Non-Rider Survey

Staff are working with Steadman Hill Consulting and WBA to develop survey questions; focusing on questions that will lead to actionable items to increase ridership and customer satisfaction.

Meetings & Outreach:

- Staff attended a “Ready for 100” Round Table event
- Staff attended CATMA’s December ETC event
- Staff participated in CVRPC’s Paratransit planning group
- Staff attended the Northwest Regional Planning Commission November meeting to discuss FY18 ridership in northwest Vermont as well as NextGen plans.
- Staff attended CCRPCs PTPP public meeting

To: GMT Board of Commissioners
From: Jamie L. Smith, Marketing and Public Affairs Manager
Date: November 15, 2018
Re: Marketing and Public Affairs Report

- Marketing and planning staff have met to discuss the plan for the next phase of NextGen outreach. We will leverage current communication platforms, such as Front Porch Forum and social media... as well as, an overhaul of the NextGen page on the RideGMT.com site.
- Chris Loyer is one of the GMT staff members participating in a microtransit working group hosted by VTrans. This group will spend the next few months exploring the feasibility of a microtransit system in VT. The goal of the group is to have a white paper developed by March 2019.
- Mad River Valley seasonal bus map and guide has been printed and distributed in the valley. The Marketing and Public Affairs staff will continue to support the service changes through communication updates and ads in the Valley Reporter.

Chris Loyer participated in the lodging meeting hosted in Mad River Valley. This meeting allowed us to present the changes to the MRV system, for the upcoming season, directly to the lodging properties in the valley.

- Now that seasonal bus map and guides have been accomplished, staff is moving on to Berlin and Franklin County guides.
- Staff is working with Norwich University and Middlebury College to brainstorm better options for faculty/staff and students to utilize public transportation. Middlebury is a current UA participant, however they are exploring other options to beef up the program on their end.

Public Affairs Events:

11/20: Central Vermont Chamber of Commerce – Board Meeting
11/28: Mad River Valley Chamber of Commerce – Lodging meeting
11/28: Agency of Transportation – Public Transit Plan - Waterbury
12/6: Agency of Transportation – Micro-transit working group
12/10: Central Vermont Chamber of Commerce – Signature event



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: December 18, 2018

RE: IT Support, Administrative Support, Training, and HR

HR continues its recruiting efforts for the Seasonal Service in Stowe and Sugarbush. There are four new hires in various stages of the onboarding process – only one has a CDL B with Passenger Endorsements. To date, the training department has trained four employees for the CDL B with passenger endorsements to meet the needs of the seasonal service; with another three operators in training. All seasonal operators who have completed the training program thus far have also received Transit Safety Institute (federal certifications), in Distracted Driving, and Fatigue Awareness.

Abdoulaziz Saibou is currently training for his CDL B with Passenger Endorsements as a part-time Berlin operator, and Carol Bundy is in training FT operator in Burlington.

GMT – Berlin has recruited a new Scheduling Dispatcher to replace John Charissakis as he was promoted to the Berlin Operations Manager. Houston Lee will begin work in Berlin right before the holiday season.

Welcome one and all!

FY19 GMT Urban Ridership by Month

Number of Service Days													FY19 YTD	FY18 YTD
Saturday	4	4	5	4	4	5	4	4	5	4	4	5	17	18
Sunday	5	4	5	4	4	5	4	4	5	4	4	5	18	18
Weekday	21	23	19	23	21	20	22	20	21	22	22	20	86	85
School Days	0	3	19	22									44	43

#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY19 YTD	Difference (FY19-FY18)			Difference (FY19-FY17)		
															FY18 YTD	riders	%	FY17 YTD	riders	%
1	Williston-Wal-Mart	32,362	38,140	40,296	45,786									156,584	144,896	11,688	8.07%	148,736	7,848	5.28%
1V	Williston Village	907	1,050	1,119	1,379									4,455	5,941	-1,486	-25.01%	5,112	-657	-12.85%
10	Williston-Amtrak	1,435	1,783	1,608	1,828									6,654	6,213	441	7.10%	6,065	589	9.71%
2	Essex Junction	33,417	38,888	41,589	46,525									160,419	156,416	4,003	2.56%	162,381	-1,962	-1.21%
3	Lakeside Commuter	283	217	149	141									790	649	141	21.80%	674	116	17.28%
4	Essex Center	1,544	1,801	2,735	3,327									9,407	5,874	3,533	60.15%	6,295	3,112	49.44%
5	Pine Street	8,405	9,684	9,300	10,221									37,611	36,798	813	2.21%	36,849	762	2.07%
6	Shelburne Rd.	19,094	20,559	19,330	21,938									80,921	80,468	453	0.56%	80,127	794	0.99%
7	North Avenue	18,148	18,961	21,792	24,560									83,462	81,371	2,091	2.57%	82,293	1,169	1.42%
8	City Loop	4,202	4,399	5,279	6,185									20,065	22,082	-2,017	-9.13%	20,974	-909	-4.33%
9	Riverside/Winooski	9,534	9,991	10,113	10,950									40,588	40,131	457	1.14%	41,207	-619	-1.50%
11	College Street Shuttle	16,073	15,356	12,506	10,419									54,355	64,846	-10,491	-16.18%	69,303	-14,948	-21.57%
12	UMall/Airport	5,989	6,632	6,671	8,533									27,825	20,581	7,244	35.20%	26,170	1,655	6.32%
16	Hannaford's	210	157	158	175									700	688	12	1.74%	768	-68	-8.85%
19	Price Chopper #1	157	248	210	248									863	1,046	-183	-17.50%	992	-129	-13.00%
20	Price Chopper #2	103	210	138	150									601	404	197	48.76%	642	-41	-6.39%
21	School Trippers	37	2,435	19,093	21,424									42,989	36,439	6,550	17.98%	41,825	1,164	0.00%
18	Sunday Service	735	443	537	440									2,155	1,682	473	28.13%	2,043	112	5.49%
26	Other	4,286	-	-	-									4,286	7,856	-3,570	-45.44%	7,674	-3,388	-44.15%
56	Milton Commuter	1,558	1,679	1,403	1,692									6,333	5,385	948	17.60%	5,604	729	13.01%
76	Middlebury Link	1,321	1,342	1,312	1,496									5,471	4,477	994	22.21%	4,899	572	11.68%
86	Montpelier Link	10,015	10,162	9,357	11,211									40,745	38,684	2,061	5.33%	40,531	214	0.53%
96	St. Albans Link	1,231	1,570	1,433	1,740									5,974	5,155	819	15.89%	5,387	587	10.90%
46	116 Commuter	353	396	384	421									1,555	1,294	261	20.14%	1,338	217	16.19%
36	Jeffersonville Commuter	580	730	821	1,157									3,287	3,012	275	9.13%	2,921	366	12.53%
SUBTOTAL		171,979	186,833	207,335	231,947	0	0	0	0	0	0	0	0	798,094	772,388	25,706	3.33%	800,810	-2,716	-0.34%
ADA Paratransit		3,228	3,623	3,405	4,303									14,559	10,408	4,151	39.88%	10,789	3,770	34.94%
TOTAL		175,207	190,456	210,740	236,250	0	0	0	0	0	0	0	0	812,653	782,796	29,857	3.81%	811,599	1,054	0.13%

FY18 GMT Rural Ridership by Month

Number of Service Days														FY18 YTD	FY18 YTD		FY17 YTD			
Saturday		4	4	5	4									17	18	18				
Sunday		5	4	5	4									18	18	18				
Weekday		21	23	20	23									87	85	85				
School Days		0	3	19	23									45	43	43				
														Difference (FY19-FY18)				Difference (FY19-FY17)		
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY19 YTD	FY18 YTD	Riders	%	FY17 YTD	Riders	%
80	City Route Mid-day	2,013	2,319	2,106	2,261									8,699	6,801	1,898	27.9%	9,167	(468)	-5.1%
81	Barre Hospital Hill	2,824	3,134	2,727	3,124									11,809	9,922	1,887	19.0%	9,037	2,772	30.7%
82	Montpelier Hospital Hill	2,084	2,181	1,815	2,136									8,216	7,470	746	10.0%	7,244	972	13.4%
83	Waterbury Commuter	830	888	923	970									3,611	3,693	(82)	-2.2%	3,815	(204)	-5.3%
84	US 2 Commuter	595	633	597	827									2,652	2,615	37	1.4%	2,565	87	3.4%
85	Hannaford Shopping Special	193	190	96	127									606	935	(329)	-35.2%	946	(340)	-35.9%
87	Northfield Shuttle	48	89	95	84									316	381	(65)	-17.1%	300	16	5.3%
88	Capital Shuttle	532	405	347	390									1,674	440	1,234	280.5%	0	1,674	0.0%
89	City Commuter	3,170	3,319	2,745	3,173									12,407	12,921	(514)	-4.0%	13,463	(1,056)	-7.8%
90	Plainfield Shuttle	44	69	53	58									224	236	(12)	-5.1%	259	(35)	-13.5%
91	Hospital Hill Demand Response	95	121	86	112									414	458	(44)	-9.6%	204	210	102.9%
92	Montpelier Circulator	1,061	1,145	1,237	1,497									4,940	5,741	(801)	-14.0%	5,289	(349)	-6.6%
93	Northfield Commuter	613	692	696	753									2,754	2,496	258	10.3%	2,097	657	31.3%
100	Route 100 Commuter	586	647	815	819									2,867	2,553	314	12.3%	2,883	(16)	-0.6%
108	Mountain Road Shuttle	0	0	0	0									0	0	0		0	0	
102	Morrisville Loop	359	409	310	287									1,365	1,484	(119)	-8.0%	1,491	(126)	-8.5%
103	Morrisville Shopping Shuttle	257	301	334	409									1,301	1,163	138	11.9%	1,285	16	1.2%
109	Tuesday Shopping Shuttle (FGI)	73	64	58	76									271	249	22	8.8%	251	20	8.0%
110	St.Albans DT Shuttle	1,940	2,075	1,802	1,927									7,744	7,503	241	3.2%	7,155	589	8.2%
115	Alburg-Georgia Commuter	592	715	528	701									2,536	1,950	586	30.1%	2,198	338	15.4%
116	Richford-StAlbans Commuter	574	649	495	618									2,336	2,545	(209)	-8.2%	2,330	6	0.3%
120	Valley Floor	0	0	0	0									0	0	0		0	0	
121	Valley Evening Service	0	0	0	0									0	0	0		0	0	
122	Mount Ellen	0	0	0	0									0	0	0		0	0	
124	Mountain Condos	0	0	0	0									0	0	0		0	0	
125	Access Road	0	0	0	0									0	0	0		0	0	
99	Special Services	1,472	0	0	0									1,472	2,384	(912)	-38.3%	1,367	105	7.7%
SUBTOTAL		19,955	20,045	17,865	20,349	0	0	0	0	0	0	0	0	78,214	73,940	4,274	5.8%	73,346	4,868	6.6%

TO: GMT Board of Commissioners
FR: Michelle Daley, Director of Finance
DT: 12/11/2018
RE: Adjusted FY19 Operating & Capital Budget

This memo accompanies the Adjusted Capital and Operating Budgets for GMT for the fiscal year ending 6/30/2019.

The Capital Budgets were adjusted from what was approved in December 2017. Total local match from the current years contributions for urban has decreased by \$55,396 and the rural contributions were decreased by \$180,000. The following two tables show the changes represented in 100% dollars of the changes.

Urban Capital Budget			
Expense Description	FY19 Approved 12/17	FY19 Adjusted	Explanation of change
3 – Replacement Big Buses	1,501,196	1,501,196	
4 – Electric Vehicles	2,833,332	0	Buses will be delivered in Fall of 2020 at best. The contract is still being negotiated.
1 Industrial Renovations	715,000	715,000	
12 SSTA Vehicles	788,700	788,700	
Replace Roof & HVAC 15 Industrial Bldg	900,000	900,000	
Facility PM	20,000	20,000	
Spare Parts, misc sup eq	340,000	340,000	
Security Project	130,000	130,000	
Routematch AVL	140,981	140,981	
Ramp and Site Improv.	475,000	475,000	
DTC Heater upgrades	10,600	10,600	
Bus Passenger Amenities	20,000	20,000	
TOTALS	7,874,809	5,041,477	

Total match required for this budget equals \$464,240, of which \$94,224 will be from the FY19 local contributions with the remainder coming from the Local Capital Match Fund. After this budget is fully completed, the anticipated balance in the urban capital match fund will be \$247,340 to be available for future year's capital purchases.

Rural Capital Budget			
Expense Description	FY19 Approved 12/17	FY19 Adjusted	Explanation of change
10 Expansion Cutaways	1,000,000	1,000,000	
11 Replacement vehicles	1,054,350	1,054,350	
Spare Parts, misc sup eq	25,000	25,000	
Facility PM	25,000	25,000	
Renovations/upgrades to Berlin Facility	2,100,000	0	This project has been pushed off to not begin until 7/1.
TOTALS	4,204,350	2,104,350	

Total match required for this budget equals \$310,435 of which \$210,435 will be from the FY19 local contributions with the remainder coming from the Local Capital Match Fund. After this budget is fully completed, the anticipated balance in the rural capital match fund will be \$173,699 to be available for future year's capital purchases.

GMT and VTRANS completed the grant award process on 7/25/2018 with the fully executed grants being provided to GMT. As a result of the final awards, and the execution of the rural operator contracts a budget revision was necessary. The following summarizes by major section the changes made to the FY19 approved budget for consideration and adoption.

Budget Category	Urban Inc/Dec	Rural Inc/Dec	Explanation
Federal, State & Local revenue	33,042	91,632	Increased the expected revenue to be drawn from 5307, this will make up for the loss of \$200K in State Operating transferred to the rural system from the urban system. We also included revenues for the new services requested by VTRANS to service the State Employees moving to Barre.
Operating Revenue	(146,900)	344,995	The rural increase is due to the increased rate for Medicaid transportation. In FY18 we were receiving \$19/PMPW, under the new contract we are receiving \$32 PMPW. Fares were adjusted down based on the first three months of revenue recognized.



Salaries & Wages	(172,607)	469,823	The reductions in admin are from attrition, we also have not filled a mechanic vacancy for the urban garage. The rural driver increase is based on the contract.
Personnel Taxes & Benefits	152,346	(140,593)	Our Medical insurance increases were still below 10%, however still higher than our original budget estimates. The savings on the rural side is from the rural contract. Also, in this section is the unemployment expenses, these can be difficult to predict given we are reimbursable employer. This means we pay the benefits as they are accrued.
General & Admin Expenses	158,160	91,086	Insurance cost increases are the largest driver here. Our insurances renew on 8/1. This is just liability, workers compensation and vehicle insurance.
Operations Expenses	(3,200)	0	Drivers uniforms were adjusted on the urban side. We are working a new process internally that should help to reduce costs.
Planning Expenses	0	0	
Vehicle/Facility Maintenance	(9,636)	24,377	Adjusted the urban cleaning expense line item, and the rural parts expense line item. We had hoped we would've been able to order cutaways sooner.
Contracted Expenses	(5,200)	20,000	Adjusted based on Actuals from Fy18 and current to date trends
Marketing Expenses	(8,000)	(7,000)	We will be printing one less BM&G for each system this year.
Other Expenses	(187,026)	20,435	Adjusted to align with the capital budget.



Cost Allocations	41,500	(41,500)	Adjustments based on actuals in FY18, these are the overhead allocations between programs, as well as maintenance and link services
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Staff is requesting the board to approve the FY19 Adjusted Operating budget totaling \$21,324,276 with an Adjusted Capital budget totaling \$7,145,827 for adoption.

TO: GMT Board of Commissioners
FR: Michelle Daley, Director of Finance
DT: 12/11/2018
RE: FY20 Operating & Capital Budget

This memo accompanies the adjusted Capital and Operating Budgets for GMT for the fiscal year ending 6/30/2020. GMT presents a balanced budget for the finance committee to review and recommend to the board for adoption at the Board meeting on 12/18/2018.

During November we met with the Finance Committee and Leadership Committee to discuss the Fiscal Year 2020 budget. With the state of the limited funding available and rising costs each year GMT has reached a point where services need to be evaluated for continuation. In order to balance the FY20 budget we have found ourselves in the difficult position of needing to suspend services to balance the budget. The GMT team has reviewed all our services and has targeted those routes that would have the least amount of impact to our riders and local contributions. Additionally, we will be planning an increase in the cash fares in our urban system.

The capital budget in total is \$6,461,032 with total local match from the FY20 revenues equaling \$153,900 and \$271,666 coming from the restricted local capital fund balance. Fiscal year 20 will deplete the rural restricted capital match fund balance to under \$50,000, while the urban LCMF will be just over \$100,000 at the close of FY20.

Urban Capital Budget			
Expense Description	100% Funds	Local Match	Explanation of change
2 - Electric Vehicles (expansion)	2,833,332	141,666	The Electric Bus Proposals came in higher than we had expected, so only 2 electric vehicles are able to be purchased. This is a collaborative effort with BED and VTRANS who received the NOLO competitive grant to bridge the gap between diesel and electric vehicles.



10 - Replacement SSTA Vehicles	788,700	-	Based on the replacement schedule and condition of the existing fleet.
3 Non-Revenue Replacements (driver relief etc)	75,000	7,500	this will replace the Prius which have gone well beyond their useful life.
Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	50,000	5,000	Both of these line items help to offset the costs that would be charged to the operating budget.
Spare parts, miscellaneous support equipment	340,000	34,000	
Passenger Amenities (shelters, benches and bike racks)	89,000	8,900	There are a few shelter, bench and bike rack projects slated for the spring of 2019
Equipment replacement and upgrades (phone/tablets/computers/downstairs copier)	25,000	2,500	Our phone system is in need of an upgrade as well as replacement of a copier/fax on the first floor.
TOTALS	4,201,032	199,566	

Total match required for this budget equals \$199,566, of which \$57,900 will be from the FY20 local contributions with the remainder coming from the Local Capital Match Fund. After this budget is fully completed, the anticipated balance in the urban capital match fund will be \$105,674 to be available for future year's capital purchases.

Rural Capital Budget			
Expense Description	100% Funds	Local Match	Explanation of change
Spare Parts, Misc. Support Equip, etc	25,000	2,500	Both of these line items help to offset the costs that would be charged to the operating budget. We have assumed we will need to come up with the full 20% match on these budget lines.
Facility PM - rural facilities	25,000	2,500	
Shelter/Passenger Amenities	20,000	2,000	There are a couple of shelter, bench and bike rack projects slated for the spring of 2019



Renovations/upgrades to the Berlin Facility including maintenance	2,100,000	210,000	The plans are completed. We pushed off the construction until summer of 19. We will be working with VTRANS to determine when to put the project out for bid.
Montpelier Transit Center (inside equipment for startup)	90,000	9,000	We expect the MTC to open sometime in the fall of 2019, these funds will help to furnish the interior of the space GMT will occupy and operate.
TOTALS	\$2,260,000	\$226,000	

Total match required for this budget equals \$226,000 of which \$96,000 will be from the FY20 local contributions with the remainder coming from the Local Capital Match Fund. After this budget is fully completed, the anticipated balance in the rural capital match fund will be \$43,699 to be available for future year's capital purchases.

The GMT leadership team prepared the FY20 Budget with the assumptions that the Grants funds would be level funded with no increases. This has been the consistent message received from the VTRANS staff that the budgets at the State are very tight as well. With this in mind, we are in a position where we will need to suspend services to match revenues and expenses. While this has been a difficult undertaking, staff as looked at services that would have the least impact to local routes and contributions. We are also going to work toward a fare increase in the next fiscal year. It has been at least 10 years since we last increased the cash fares of GMT.

The table below summarizes each significant budget area and the assumptions for each section:

Budget Category	Urban	Rural	Explanation
Federal, State & Local revenue	11,024,506	4,399,058	Grants have been left at the FY19 Adjusted levels. Assessments for operating service are increased by 3% while Paratransit Assessments have been adjusted based on the ridership and anticipated costs of services. Local Contributions have been adjusted in anticipation of service suspensions.



Operating Revenue	3,112,650	2,430,360	We are anticipating an increase in fare revenue with an increased cash fare, as well as the increase of Medicaid PMPW with the rising Unduplicated members. The rural fare increase does NOT have a base fare increase assumed, this is just growth. The services up for suspension will not impact fares since they operate fare free.
Salaries & Wages	6,845,996	2,779,675	Wages have been adjusted based on the respective CBAs and the service suspensions.
Personnel Taxes & Benefits	2,905,340	822,529	Increases for benefits have been projected, and reductions based on service suspensions has also been projected. We anticipate the Health Benefits will increase at the same rate as they have in FY19 3% for a single plan and 8% for the other levels of coverage.
General & Admin Expenses	1,220,957	555,809	Expenses in this category have been level funded or reduced based on the anticipation of the service suspensions. Insurance includes W/C which is driven from the Wages above. Communications includes cell phone costs which will be reduced with less service.
Operations Expenses	42,796	40,865	This category is essentially level funded. The line items here are the fixed costs based on employee and program compliance.
Planning Expenses	100,000	25,000	Level funded and paid by grants awarded to us by CCRPC and the State of VT for planning projects utilizing outside services.



Vehicle/Facility Maintenance	1,961,557	694,300	Overall this category shows a decrease from the FY19 adjusted budget.
Contracted Expenses	1,162,609	1,425,000	This section is all outside contracted transportation services, SSTA and Volunteer and CAB services for our ADA, Medicaid and E&D transportation services.
Marketing Expenses	109,000	71,240	Expenses to support the transportation services of GMT including the BM&G published a few times per year for each system.
Other Expenses	107,900	96,000	Capital Match expenses to support the Capital Budget
Cost Allocations	319,000	(319,000)	OH, Link and other allocations between urban and rural systems.

Staff is requesting the board to put forth a recommendation to tentatively approve the FY20 Operating budget as presented so staff can proceed with the public meeting. The Board will vote to approve the budget in January.

FY20 Capital Budget

Awarded Urban Capital											
Prio	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non- GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	B	2 - Electric Vehicles (expansion)	\$ 2,833,332	\$2,550,000	\$141,666	\$ 141,666	\$ -	\$ 141,666	\$ 170,000	\$2,550,000	
1	D	10 - Replacement SSTA Vehicles	\$ 788,700	\$630,960	\$78,870	\$ 78,870	\$ -	\$ -	\$78,870	\$630,960	
2	E	3 Non-Revenue Replacements (driver relief etc)	\$ 75,000	\$60,000	\$7,500	\$ 7,500	\$ 7,500.00	\$ -			
2	F	Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ 5,000.00	\$ -		\$40,000	
2	G	Spare parts, miscellaneous support equipment	\$ 340,000	\$272,000	\$34,000	\$ 34,000	\$ 34,000.00	\$ -		\$272,000	
3	H	Passenger Amenties (shelters, benches and bike racks)	\$ 89,000	\$71,200	\$8,900	\$ 8,900	\$ 8,900.00	\$ -			
3	I	Equipment replacement and upgrades (phone/tablets/computers/downstairs copier)	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500.00	\$ -		\$20,000	
Total			\$ 4,201,032	\$ 3,644,160	\$ 278,436	\$ 278,436	\$ 57,900	\$ 141,666		\$ 3,512,960	\$ -
							Total Local Match	\$ 199,566			
							Estimated Balance of LCMF 6/30/19		247,340		
							Estimated Balance of LCMF 6/30/20		105,674		

** Special Services Transportation Agency

*** Elders and Persons With Disabilities Program.

Rural Capital											
Prio rity	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	AC	Spare Parts, Misc. Suppoort Equipt, etc	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2	AD	Facility PM - rural facilities	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2	AE	Shelter/Passenger Amenities	\$ 20,000	\$16,000	\$2,000	\$ 2,000	\$ 2,000				
2	AE	Renovations/upgrades to the Berlin Facility including maintenance	\$ 2,100,000	\$1,680,000	\$210,000	\$ 210,000	\$ 80,000	130,000		\$1,680,000	
2	AF	Montpelier Transit Center (inside equipment for startup)	\$ 90,000	\$72,000	\$9,000	\$ 9,000	\$ 9,000			\$72,000	
Total			\$ 2,260,000	\$ 1,808,000	\$ 226,000	\$ 226,000	\$ 96,000	\$ 130,000		\$ 1,792,000	
							Total Local Match	\$ 226,000			
							Estimated Balance of LCMF 6/30/19		173,699		
							Estimated Balance of LCMF 6/30/20		43,699		
* Cut Away Bus = Truck/Van Front/Bus Body											
** Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet our the local match obligation.											

* Cut Away Bus = Truck/Van Front/Bus Body

** Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet our the local match obligation.

Green Mountain Transit
FY19 Operating Budget

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	A	B	C	D	E	F	G	H	I
	PROPOSED FY20			Proposed FY19 Adjusted Budget			\$ Changes between FY19 Adjusted Proposed & Proposed FY20		
	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total
1 Revenues									
3 FEDERAL, STATE AND LOCAL REVENUES									
4 Municipal Member Assessments	2,427,899	0	2,427,899	2,300,970	0	2,300,970	126,929	0	126,929
5 Municipal Paratransit Assessments	683,749	0	683,749	637,765	0	637,765	45,983	0	45,983
6 Local Operating Assistance	54,793	224,110	278,903	96,661	421,725	518,386	(41,868)	(197,615)	(239,483)
7 Federal Urban Formula Grant	2,719,724	0	2,719,724	3,062,532	0	3,062,532	(342,809)	0	(342,809)
8 Federal Rural Operating Grant	0	1,180,000	1,180,000	0	1,180,000	1,180,000	0	0	0
9 State Regular Subsidy Operating Grant	2,247,786	1,100,000	3,347,786	2,247,786	1,100,000	3,347,786	0	0	0
10 E&D Grants and Cash Match	0	1,117,698	1,117,698	0	1,117,698	1,117,698	0	0	0
11 CMAQ Grants	1,198,122	153,000	1,351,122	1,116,622	328,500	1,445,122			
12 Preventative Maintenance Grants	1,613,684	550,000	2,163,684	1,613,684	550,000	2,163,684			
13 Other Federal/State Grants	78,750	74,250	153,000	78,750	74,250	153,000	0	0	0
14 Fund Balance Reserves	0	0	0	0	0	0	0	0	0
15 Capital Reserve Revenue	0	0	0	0	0	0	0	0	0
16 Total Federal, State and Local Revenues	11,024,506	4,399,058	15,423,565	11,154,770	4,772,173	15,926,944	(211,764)	(197,615)	(409,379)
18 OPERATING REVENUE									
19 Passenger Revenue	2,366,500	126,700	2,493,200	2,252,500	124,954	2,377,454	114,000	1,746	115,746
20 Paratransit Fare	115,000	0	115,000	115,000	0	115,000	0	0	0
21 Advertising Revenue	200,000	50,000	250,000	200,000	50,000	250,000	0	0	0
22 Planning Revenue	362,106	25,000	387,106	362,106	25,000	387,106	0	0	0
23 Interest Earnings	1,200	4,000	5,200	1,200	4,000	5,200	0	0	0
24 Miscellaneous Revenue	19,000	0	19,000	19,000	0	19,000	0	0	0
25 Sales of Equipment	3,000	5,000	8,000	3,000	5,000	8,000	0	0	0
26 Medicaid Purchase of Service Revenue	0	2,077,660	2,077,660	0	2,047,728	2,047,728	0	29,932	29,932
27 Misc. Purchase of Service	43,844	140,000	183,844	43,844	140,000	183,844	0	0	0
28 Warranty Revenue	2,000	2,000	4,000	2,000	2,000	4,000	0	0	0
30 Operating Revenues	3,112,650	2,430,360	5,543,010	2,998,650	2,398,682	5,397,332	114,000	31,678	145,678
32 TOTAL REVENUES	14,137,156	6,829,418	20,966,575	14,153,420	7,170,856	21,324,276	(97,764)	(165,937)	(263,702)
34 Expenses									
35 SALARIES AND WAGES									
36 Other Wages	1,595,155	893,643	2,488,798	1,611,945	973,620	2,585,565	(16,790)	(79,977)	(96,767)
37 Driver Wages	4,288,954	1,694,135	5,983,089	4,232,344	1,932,897	6,165,241	56,610	(238,762)	(182,152)
38 Mechanic Wages	961,887	191,897	1,153,785	934,095	186,324	1,120,419	27,792	5,573	33,365
39 SALARIES AND WAGES	6,845,996	2,779,675	9,625,671	6,778,384	3,092,841	9,871,225	67,612	(313,166)	(245,554)
41 PERSONNEL TAXES AND BENEFITS									
42 Payroll Taxes FICA/MC (7.65% of Wages)	523,719	212,645	736,364	518,546	216,602	735,148	5,173	(3,957)	1,216
43 Unemployment Tax Exp	12,000	22,000	34,000	20,000	22,000	42,000	(8,000)	0	(8,000)
44 Medical Insurance	1,943,528	465,811	2,409,339	1,745,723	426,165	2,171,888	197,805	39,646	237,451
45 Retirement ER Contributions	284,793	63,933	348,726	281,981	71,135	353,116	2,812	(7,202)	(4,390)
46 Employee Development	31,000	19,000	50,000	31,000	28,000	59,000	0	(9,000)	(9,000)

Green Mountain Transit
FY19 Operating Budget

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		A	B	C	D	E	F	G	H	I
		PROPOSED FY20			Proposed FY19 Adjusted Budget			\$ Changes between FY19 Adjusted Proposed & Proposed FY20		
		URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total
47	GM Developmentt/training	0	0	0	0	0	0	0	0	0
48	Employee Benefits	110,300	39,140	149,440	245,894	75,074	320,968	(135,594)	(35,934)	(171,528)
49	PERSONNEL TAXES AND BENEFITS	2,905,340	822,529	3,727,869	2,843,144	838,976	3,682,120	62,196	(16,447)	45,749
50										
51	GENERAL AND ADMIN EXPENSES									
52	Admin Supplies and Expenses	43,980	21,600	65,580	43,740	21,600	65,340	240	0	240
53	Recruiting Expenses	18,400	12,000	30,400	18,400	12,000	30,400	0	0	0
54	Dues and Subscriptions	28,468	9,508	37,976	27,838	10,033	37,871	630	(525)	105
55	Travel and meetings	4,000	4,000	8,000	3,500	3,500	7,000	500	500	1,000
56	Communications	48,508	49,480	97,988	59,360	28,816	88,176	(10,852)	20,664	9,812
57	Computer Services	131,320	60,164	191,484	124,320	57,164	181,484	7,000	3,000	10,000
58	Board Development	0	0	0	0	0	0	0	0	0
59	Legal Fees	15,000	7,000	22,000	25,000	3,000	28,000	(10,000)	4,000	(6,000)
60	Insurance	911,856	383,732	1,295,588	906,451	402,456	1,308,907	5,405	(18,724)	(13,319)
61	Audit Fees	19,425	8,325	27,750	19,425	8,325	27,750	0	0	0
62	Consulting Fees	0	0	0	6,000	6,000	12,000	(6,000)	(6,000)	(12,000)
63	GENERAL AND ADMIN EXPENSES	1,220,957	555,809	1,776,766	1,234,034	552,894	1,786,928	(13,077)	2,915	(10,162)
64										
65	OPERATIONS EXPENSES									
66	Employee New Hire/Background Checks	2,000	9,000	11,000	1,900	8,325	10,225	100	675	775
67	Drug & Alcohol Testing	0	0	0	0	0	0	0	0	0
68	DOT Testing	5,850	7,920	13,770	5,850	7,920	13,770	0	0	0
70	Employment Recruitment Referral Program	800	400	1,200	800	400	1,200	0	0	0
71	Drivers' Uniforms	24,746	18,170	42,916	22,546	20,170	42,716	2,200	(2,000)	200
72	Safety Expense	2,300	1,700	4,000	2,300	1,700	4,000	0	0	0
73	Misc. Operating Expenses	7,100	3,675	10,775	7,100	2,675	9,775	0	1,000	1,000
74	OPERATIONS EXPENSES	42,796	40,865	83,661	40,496	41,190	81,686	2,300	(325)	1,975
75										
76	PLANNING EXPENSES									
77	Other Planning Expense	0	25,000	25,000	0	25,000	25,000	0	0	0
78	CCRPC Planning Exp	100,000	0	100,000	100,000	0	100,000	0	0	0
79	PLANNING EXPENSES	100,000	25,000	125,000	100,000	25,000	125,000	0	0	0
80										
81	VEHICLE/BUILDING MAINTENANCE EXP									
82	Parts Expense - Non-Revenue Vehicle	7,000	4,500	11,500	7,000	4,500	11,500	0	0	0
83	Parts Expense - Revenue Vehicles	408,394	122,000	530,394	408,394	190,000	598,394	0	(68,000)	(68,000)
84	Tires	90,000	25,000	115,000	90,000	25,000	115,000	0	0	0
85	Facility Maintenance	70,000	57,200	127,200	70,000	57,200	127,200	0	0	0
86	Passenger Facility Expense	35,702	0	35,702	34,452	0	34,452	1,250	0	1,250
87	Cleaning Expense	58,000	10,200	68,200	58,000	7,200	65,200	0	3,000	3,000
88	Repeater Fees	21,600	16,200	37,800	21,600	16,200	37,800	0	0	0
89	Light, Heat and Water	153,000	55,000	208,000	153,000	55,000	208,000	0	0	0
69	Fuel -Vehicles	1,021,786	386,256	1,408,042	1,036,308	333,235	1,369,543	(14,522)	53,021	38,499
90	Maintenance Tools/Supplies/Uniforms	90,075	15,944	106,019	88,975	15,944	104,919	1,100	0	1,100
91	Misc. Maintenance Expenses and fees	6,000	2,000	8,000	6,000	2,000	8,000	0	0	0
92	VEHICLE/BUILDING MAINTENANCE EXP	1,961,557	694,300	2,655,858	1,973,729	706,279	2,680,008	(12,172)	(11,979)	(24,151)
93										

	A	B	C	D	E	F	G	H	I	
	PROPOSED FY20			Proposed FY19 Adjusted Budget			\$ Changes between FY19 Adjusted Proposed & Proposed FY20			
	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	
94										
95	<u>CONTRACTED EXPENSES</u>									
96	ADA/SSTA PARATRANSIT	1,115,000	0	1,115,000	1,215,055	0	1,215,055	(100,055)	0	(100,055)
97	Partner Local Share (ACTR)	19,833	0	19,833	19,833	0	19,833	0	0	0
98	Functional Assessment Expenses	10,000	0	10,000	8,500	0	8,500	1,500	0	1,500
99	Volunteer Drivers	0	600,000	600,000	0	520,000	520,000	0	80,000	80,000
100	Other Transportation Svcs	17,776	825,000	842,776	14,021	800,000	814,021	3,755	25,000	28,755
101	CONTRACTOR EXPENSES	1,162,609	1,425,000	2,587,609	1,257,409	1,320,000	2,577,409	(94,800)	105,000	10,200
102										
103	<u>MARKETING EXPENSE</u>									
104	Bus Tickets/Fare Media	20,000	2,400	22,400	20,000	2,400	22,400	0	0	0
105	Marketing Exp	52,000	45,840	97,840	52,000	42,340	94,340	0	3,500	3,500
106	Public Information	37,000	23,000	60,000	29,000	19,500	48,500	8,000	3,500	11,500
107	MARKETING EXPENSE	109,000	71,240	180,240	101,000	64,240	165,240	8,000	7,000	15,000
108										
109	<u>OTHER EXPENSES</u>									
110	Debt Service/Capital Reserve	50,000	0	50,000	50,000	0	50,000	0	0	0
111	Capital Match Fund	57,900	96,000	153,900	94,224	210,435	304,659	(36,324)	(114,435)	(150,759)
112	OTHER EXPENSES	107,900	96,000	203,900	144,224	210,435	354,659	(36,324)	(114,435)	(150,759)
113										
114	Total Expenses	14,456,156	6,510,418	20,966,574	14,472,420	6,851,856	21,324,276	102,767	(668,460)	(565,694)
115										
116	Cost Allocations	319,000	(319,000)	0	319,000	(319,000)	0	0	0	0
117										
118	Balance	0.00	0.00	0.01	(0)	(0)	(0)	(200,531)	502,523	301,992

December 14, 2018

From: Matt Kimball, Capital Projects Manager
To: GMT Board of Commissioners
RE: Electric Bus Procurement Award Recommendation

Background

Over the past couple of years, GMT has been engaged in a collaborative effort with the Vermont Agency of Transportation, Burlington Electric Department, and Vermont Energy Investment Corporation to secure funding and prepare specifications to acquire electric buses to be placed in active service in the State of Vermont.

After finalization of the electric bus specification, GMT issued a Request for Proposals for Heavy Duty Battery Electric Transit Buses on June 1, 2018. The RFP was advertised in the 6/1 issue of the Burlington Free press, on the Think VT Bid Board, and on the online classifieds sections of the CTAA and Mass Transit websites. Twenty-One firms requested a copy of the RFP. Two Addenda were issued to revise dates on the procurement schedule, address questions received from potential proposers, update RFP documents, and issue responses to approved equal requests.

Approved equal requests were received from four firms: BYD, Camira Fabrics, Gillig LLC, New Flyer of America, and Proterra. Proposals were received from BYD, Gillig LLC, New Flyer of America, and Proterra.

Proposal Review

Proposals were reviewed by Matt Kimball, Jon Moore, and Mark Sousa. A checklist of required proposal contents was completed on September 4, 2018. Review of the proposals highlighted deficiencies in the proposals submitted by BYD and Gillig.

BYD only submitted one approved equal request by the deadline established in the RFP, which was addressed by GMT and distributed in accordance with the RFP procedures. The proposal submitted by BYD contained multiple deviations from the specifications that either referenced approved equal requests that did not match those received by GMT or were accompanied by new approved equal requests that were submitted with the proposal. As the approved equal process was not followed, GMT was not able to accept the proposal submitted by BYD.

The proposal submitted by Gillig did not conform to the requirements of the RFP in some key areas. Gillig does not currently have an electric vehicle in production that meets FTA's bus testing requirements, and did not provide a timeline for completion of Altoona testing (a requirement of the RFP for vehicles that have not undergone Altoona testing). Gillig's proposal also did not include charging equipment. This was a requirement of the RFP, reinforced by GMT's rejection of an approved equal to remove charging equipment from the requirements. The proposal also did not include a Warrantable End of Life (WEOL) for the high voltage battery and included a battery warranty of six years (well below the 12-year warranty requirement of the RFP). These factors prohibited GMT from adequately evaluating expected battery performance and presented an unacceptable amount of risk if GMT were to purchase these vehicles as presented.

Letters were sent to BYD and Gillig on October 4, 2018 notifying them that GMT could not accept their proposals.

Proposal Evaluation

The proposals submitted by New Flyer and Proterra were accepted and evaluated by the reviewers listed above. Proposals were scored on a 0-4 point scale, defined as 4 points being Excellent, 3 points being Very Good, 2 points being Satisfactory, 1 point being Unsatisfactory, and 0 points as not meeting the criteria. Scores were applied to four different categories carrying different weights on the total score. Each evaluator conducted individual evaluations, the scores of which were averaged into total scores for each scoring category. Scoring categories were weighted according to percentages outlined in the RFP to create a total aggregate score for each proposal.

1. Price – 30 percent

Price was evaluated in two areas, “Total price of all base buses” weighing 22 percent, and “Average Price per Option Bus,” weighing 8 percent. The estimated minimum price was determined by applying the first year pricing provided in the proposals to an estimated breakdown by size of the estimated minimum buses established Section III of the RFP. The breakdown is defined in the “Price” section of the Proposal Evaluation Criteria in General Terms. New Flyer had the lowest price and was awarded the full 4 points. The point total for Proterra was calculated by applying the percent difference between their estimated total price and that of New Flyer’s to the 4-point score. This resulted in a score of 3.91 points for Proterra.

The average price per option bus was calculated using the same breakdown of size that was used for the estimated total price of all base buses and applying it to the maximum estimated quantities for each fiscal year in the RFP. The quantities were then applied to the pricing provided for each fiscal year as well as an estimated yearly Producer Price Index (PPI) increase. This results in an estimated maximum total cost for each fiscal year, which is divided by the quantity to arrive at an average option bus price for each fiscal year. The average of all fiscal years is the final “Average Price per Option Bus.” New Flyer had the lowest price in this area as well and was awarded the full 4 points. The score for Proterra was calculated using the same method as described above and resulted in a score of 3.84 points.

2. Ability to meet specifications, delivery dates, and contract documents – 25 percent

As part of the procurement process, every vendor that intends on submitting a proposal is required to submit approved equal requests beforehand. Approved equal requests were submitted by the vendors on or before the due date of July 2, 2018, and GMT’s responses were issued to all vendors on July 20, 2018. GMT requested clarification on certain approved equal items with a vendor response deadline of July 11, 2018. The clarification requests and responses from vendors were included with GMT’s responses to the approved equal requests that were distributed on July 20, 2018. Some vendors requested deviations from the specifications that were deemed acceptable by GMT, but it was noted in the response that these deviations would be addressed in the evaluations. Proposers were also required to include specific requested material from the Specifications as well as signed certifications

from the General and Special Contract Provisions. Outlined below is a summary of the proposer's responsiveness to the specifications and required contents.

New Flyer:

The majority of approved equal requests submitted by New Flyer involved differences in dimensions, materials used for structural and non-structural components, and some brand name alternatives. An approved equal request was submitted for the approval of a hybrid frame structure involving a combination of carbon steel and ferritic stainless steel. GMT approved the request with a note that full stainless steel structure was preferred and that this would be addressed during evaluations. New Flyer provided all of the required contract documents and addressed almost all of the required proposal contents. Two items did not appear to be addressed in their proposal, the percentage of parts stocked in the U.S. and layout drawings of the bus charging equipment. These were considered minor irregularities and did not have an impact on their score for this section.

The biggest impact to New Flyer's score for this section was the documentation that was provided to support the FTA Bus Testing requirement. An Altoona test report was required as supporting documentation that the proposed buses meet the FTA Bus Testing requirement. New Flyer proposed XE35 (35-foot) and XE40 (40-foot) buses, but provided an Altoona test report for their XDE40 model bus. The XDE40 is a Diesel-Electric hybrid bus utilizing a Cummins ISL engine and an Allison EV40 hybrid system. They included two letters from the FTA dated in 2010 concerning the applicability of the FTA Bus Testing Requirements to variants of New Flyer's Xcelsior model bus. The April 9, 2010 letter pertained to Xcelsior model buses with varying powertrain options and specifically named diesel, CNG, diesel-hybrid-electric, and gasoline-hybrid-electric. The May 26, 2010 letter pertained specifically to CNG variants of the Xcelsior model bus. Both letters reference comparability in size and weight of the vehicles as well as model engines and transmissions used between new variant models and vehicles that have already undergone Altoona testing to make the case that additional testing is not necessary.

While these letters appear to be used to justify the decision not to submit new variations of the Xcelsior bus for partial or full Altoona testing, there are multiple statements from the FTA in these letters that do not suggest the applicability of these letters to the XE35 and XE40 model buses being proposed for this procurement. In the April 9, 2010 letter a bolded statement from FTA reads:

“no additional testing will be required for New Flyer Xcelsior 35 and 40-foot buses with the specified combinations of Cummins ISL and ISB diesel engines; Allison B400; ZF-Ecomat, and Voith DIWA transmissions; Allison EV40 parallel and BAE TB 200 series diesel-hybrid-electric propulsion systems; and Ford V-10 gasoline engine/ISE series hybrid-electric propulsion system.”

None of the above systems are used on the XE40 or XE35 model buses, which uses a Siemens ELFA propulsion system and XALT Energy Storage System. New Flyer did not provide documentation that demonstrates that either of these components have been Altoona tested. Additionally, neither the XE40 or XE35 model buses were listed in either letter. The May 26, 2010 letter requested confirmation of the applicability of bus testing requirements for three particular bus models: XC40LF, XC35LF, and XC30LF. The FTA specifically lists these model buses in their response. Both letters include the statement, “This determination is based on the changes detailed in your letter

or mentioned above. Should you make any other changes to the vehicle, additional testing may be required.” It is clear from FTA’s responses in these letters that their determination of whether partial or full testing is required does not apply to bus models that are not referenced, directly or indirectly, in these letters.

With the exception of the bus testing requirement, the buses proposed by New Flyer are in conformance with the specification requirements and the proposal confirms that training requirements are met. New Flyer provided a sample production schedule showing a total lead-time of 13-14 months between issuance of a purchase order and delivery of the vehicle.

Proterra:

The majority of approved equal requests submitted by Proterra involved differences in dimensions, materials used for structural and non-structural components, and some brand name alternatives. An approved equal request was submitted for approval of their standard body design, which was a composite monocoque structure. GMT approved the request with a note that full stainless steel structure was preferred and that this would be addressed during evaluations. Proterra provided all of the required contract documents and addressed almost all of the required proposal contents. Two items did not appear to be addressed in their proposal, the percentage of parts stocked in the U.S. and layout drawings of the bus charging equipment. These were considered minor irregularities and did not have an impact on their score for this section.

The proposal demonstrates that the buses meet the requirements of the specification and that the training requirements are met. Proterra proposed a 13 month production schedule of their vehicles from the date of issuance of a purchase order to vehicle delivery.

1. Reputation of Buses Proposed – 25 percent

Each proposer was evaluated based on the performance and longevity of the proposed vehicles. In addition to information available from the proposals, references were contacted to provide insight on the performance of the proposed buses.

New Flyer:

New Flyer proposed the battery electric version of their Xcelsior model buses, the XE35 and XE40. The buses utilize an electric drive system produced by Siemens and a battery system produced by XALT Energy. Both manufacturers have a long history in producing electrical and battery systems, but have limited applications in transit. The New Flyer XE line of buses is new to the industry, with a customer list of three properties totaling seven buses. However, New Flyer is one of the largest bus manufacturers in North America and other Xcelsior models have been sold in great quantities across the U.S. and Canada.

Cheryl Whitaker contacted all three agencies for reference checks and received responses from Chicago Transit Authority and Washington Metropolitan Area Transit Authority (WMATA). Luis Bejar of Chicago Transit Authority had positive feedback on the vehicles but confirmed that they were partial electric vehicles that were being converted to full electric and were not the XE model vehicles. The vehicles have only been used for training and have not been used for long distance. Mr.

Bejar said that operating range was significantly impacted by snow and very hot weather. He did say that they were planning on buying more electric buses from New Flyer. Barry Goldman of WMATA confirmed that they have operated an XE35 for about 1.5 years. Mr. Goldman said that the vehicles have had limited mileage range in service and are used on shorter runs. He also said that WMATA did not procure the bus buy received it as part of liquidated damages. The operating range of the vehicles was impacted by heat and cold as well as snow and rain.

Proterra:

Proterra proposed 35' and 40' Catalyst E2 model buses, the latest release in their Catalyst line of buses. Proterra has been producing battery electric buses since 2010, with the first Catalyst buses being produced in 2014. More than 625 battery electric buses have been sold across the U.S. and Canada. While the majority of the buses have been sold to customers in Southwestern and Southeastern U.S., Proterra buses have been put into service in the Northeast, Midwest, and Canada. The delivery history of similar buses to the proposed showed 55 buses being delivered in the last 5 years. Proterra's buses had the highest recorded operating range performance at the Altoona test facility of any battery electric bus.

Cheryl Whitaker contacted three agencies for reference checks: MetroLINK in Moline, IL; RTC of Washoe County in Reno, NV, and Shreveport Area Transit in Shreveport, LA. All three references spoke very highly of the buses produced by Proterra. While none of the references are from the Northeast, the agencies in Reno and Shreveport experience extreme heat and the agency in Illinois experiences cold temperatures and snow. Chelsey Hohensee of MetroLINK said that the vehicles overperformed expectations. Ms. Hohensee said that the vehicles typically run for 11-11.5 hours in hot weather and 8.5-9 hours in cold weather with the heater and defroster running. She said that the heater has more of an impact than the A/C. David Jickling of RTC of Washoe County spoke very highly of Proterra's customer service and responsiveness to issues that come up. Mr. Jickling also said that they have a mid-life battery replacement built into their contract but that their older Proterra buses are still over 80% capacity after 4 years. They also have not experienced major issues with any of their buses and have had good experiences with availability of parts through Proterra. Dinero Washington of Shreveport Area Transit said that the Proterra E2 buses that they received have performed as well as their diesel buses. Mr. Washington said that the primary issues that they have had was with charger stations. However, the charging stations were purchased before Proterra began producing their own and Proterra has begun replacing them at no cost.

1. Vendor support, service and parts availability, length and quality of warranty – 20 percent

Each proposer was evaluated based on their service reputation, their vendor network, and the strength of warranty provided and their reputation in assisting with warranty claims. In addition to information available from the proposals, references were contacted to provide insight where applicable.

New Flyer

New Flyer has an extensive parts network with thirteen distribution centers located across the U.S. and Canada, over 430 administrative and warehouse staff, and over 700,000 square feet of warehouse space. The closest distribution center is located in Blackwood, New Jersey. Customer

service representatives are available Monday through Friday from 7:30-4:30. They also experienced some lead time issues with receiving parts which resulted in increased time that the bus was out of service. Chicago Transit Authority did not note any issues with service or parts availability, however WMATA has experienced some lead time issues with parts, which led to buses being out of service at times.

New Flyer met the required warranty thresholds with the exception of headlights, which carry a warranty of six years instead of the lifetime warranty requirement. The proposal also confirms that the 12-year warranties for the Propulsion System and Energy Storage System (ESS) are met. The ESS is warranted to 70% of original capacity at year 12.

Proterra

Proterra stocks the majority of its parts inventory at the main facility in Greenville, South Carolina and has added two service facilities in California to support west coast customers. Their customer service team is available 24/7 and most orders placed before 3:00pm are processed the same day. Proterra has a fill rate of about 95% for parts orders and will work with vendors to expedite parts that they do not have in stock. All three references spoke very highly of their service and responsiveness.

Proterra met all of the warranty requirements and is providing a two-year; 100,000 mile complete bus warranty. The proposal also details the ESS warranty as guaranteeing that the capacity will remain 80% of original capacity at 12 years. The proposal states that the warranty will cover any battery replacements necessary to maintain 80% capacity for the duration of the warranty.

2. Evaluation Results

New Flyer scored slightly better in price, but Proterra scored higher in the “Ability to Meet Specifications”, “Reputation of Buses Proposed”, and “Vendor Support” categories. The final score for Proterra was 3.90 and the final score for New Flyer was 3.05. As Proterra was the highest score by a substantial amount, the evaluation group selected Proterra as the most responsive proposal and elected to enter into negotiations with Proterra for more favorable pricing and a shorter delivery schedule for the initial order of buses.

Negotiations with Proterra

Proterra was invited to the GMT office for a meeting to discuss several items from the proposal and to provide GMT with a clearer understanding of major cost factors, anticipated future battery performance of the proposed buses, and potential openings for earlier production of an initial order. The meeting was held on October 18, 2018 with four members of Proterra as well as Mark Sousa and Matt Kimball of GMT in attendance. At the meeting, Proterra clarified that the most significant factors affecting the purchase price of the buses were enhanced warranty costs to meet the RFP requirements. They provided some information about different warranty options and tradeoffs with increased replacement costs when warranty terms are reduced. Proterra also proposed open build slot in 2019 for the 40’ and 35’ Catalyst buses. Two build slots for 40’ Catalyst E2 production were available with ship dates of September 2019, which was the most favorable option for GMT. Proterra agreed to hold these production slots for GMT for as long as possible while GMT completed evaluations and finalized the award.

The meeting concluded with GMT requesting that Proterra propose alternative pricing options and show detail on different warranty terms and costs available for subcomponents. Proterra provided this information on October 24, 2018 with a recommended pricing solution of \$918,971. The recommended pricing solution featured their base build with a “provision only” for farebox and surveillance equipment, as it was determined at the meeting that GMT may get more favorable pricing for this equipment by purchasing directly from the vendors themselves. Proterra also added \$104,462 of enhanced warranty costs to meet most of the items in the RFP, with proposed reduced warranties for the propulsion system and charging stations. Finally, the recommended pricing solution also included the price for a 60kW charging station in lieu of the 125kW charging station specified in the RFP. The recommended pricing solution did not include a reduction of the 12-year battery warranty with 80% guaranteed capacity, as GMT determined that it was in their best interest for this to remain. GMT requested that Proterra provide full detail of the \$104,462 of warranty costs to confirm what is covered in the recommended pricing solution.

On November 13, 2018, Proterra provided the detailed pricing breakdown showing the enhanced warranty items which included bus subsystems such as HVAC, air compressor, power steering, and ADA ramp. This provided useful detail so that GMT can make an informed decision about the recommended pricing solution proposed by Proterra. However, an analysis of the price detail showed that only \$103,362 in enhanced warranty costs was shown in the detail.

Best and Final Offer

GMT requested a Best and Final Offer (BAFO) via letter on December 6, 2018. The BAFO request letter included the following items:

- Confirmation that Proterra would agree to negotiate price on no less than an annual basis so that GMT may take advantage of any reductions in price due to improvements in technology.
- Clarification on whether installation labor was included in the “provision only” alternative for farebox and surveillance system.
- Clarification on the missing \$1,100 from the itemized price breakdown sent on 11/13/18.
- A recommended pricing solution for FY20 and FY21.
- Confirmation that all proposed pricing would remain valid for an additional 30 days from 12/12/18, the date the proposal validity expires according to the RFP.
- Confirmation of the date that a purchase order would need to be issued in order to secure the September 2019 delivery dates that were negotiated.

Proterra submitted their Best and Final Offer on December 7, 2018. The BAFO that was received confirmed the following from Proterra:

- Price would be negotiated on an annual basis
- Provided additional clarification on the recommended pricing solution
- Agreed to hold current pricing as a ceiling for FY20 and FY21
- Confirmed that all proposed pricing would be valid through January 31, 2018
- Provided key dates for award and purchase order issuance to secure the negotiated

After reviewing the BAFO and all of the materials presented by Proterra in the negotiations, the proposal evaluators at GMT determined that they had all of the necessary clarifications and

assurances from Proterra to conclude their evaluation and recommend an award. Matt Kimball checked the debarment status of Proterra on 12/13/18 and no exclusions have been made against the company.

Award Recommendation

After review and evaluation of the proposals received in response to the RFP for Heavy Duty Battery Electric Transit Buses and the materials provided by Proterra during negotiations, the proposal evaluators are recommending that the GMT Board of Commissioners approve a contract award be made to Proterra for a term not exceeding three years. Staff is also requesting approval to issue purchase orders for an initial order of two buses to be finalized in the coming weeks following contract award.

To: GMT Board of Commissioners
From: Jon Moore
Date: December 18, 2018
RE: Barre Service Expansion

Due to state offices being relocated from National Life to downtown Barre Vtrans has approached GMT and Rural Community Transit (RCT) about modifying service on the US 2 Commuter route and adding a new daily round-trip LINK trip from Burlington to Barre operated by GMT.

Based on the GMT **New Service Planning and Implementation Process Policy** attached to this memo the GMT Board of Commissioners need to approve the three step process below before new services can be implemented:

- Approval to Design
- Approval to Implement
- Board Consideration of Public Comment on Service Design

To date Vtrans has committed to provide 100% of the necessary funding for the new services, there has been a meeting held with GMT, RCT and Vtrans and the attached initial service timetables have been created that for the US 2 Commuter will maintain service levels to Montpelier that are currently provided in addition to adding new service to Barre.

Staff is asking the Board for ***Approval to Design and Approval to Implement*** new Barre LINK service and an service extension to Barre on the US 2 Commuter route at the December Board meeting. It is important to note that one of the required activities under the implementation process is holding a public hearing to present service changes. If the Board grants approval to design and implement the above service changes at the December Board meeting staff would schedule and hold a public meeting with RCT before the January Board meeting and final approval based on board consideration of public comments would be requested at the January Board meeting. Please see below for a potential timeline based on Board approval:

- December 18th: Board approval to design and implement the service.

- Week of 1/7: Public hearing held coordinated with RCT pending Board approval above
- January 16th: Final Board approval based on public comments
 - Barre LINK service from Burlington could start as soon as 1/28
 - US 2 Commuter extension would require a new driver bid in Berlin that due to a contractual requirement to warn the start of a driver bid at least 30 days in advance of the start date the earliest we could implement the US 2 changes would be 2/18.

Please see below for the requirements to implement the new service:

US 2 Commuter Pay Hour increase: 191 annual hours

Barre LINK Pay Hour increase: 788 annual hours

Capital requirements: GMT has the available rolling stock to operate these trips.

CCTA Policy: New Service Planning and Implementation Process

I. Purpose

The purpose of this policy is to define the process by which the CCTA Board of Commissioners guides the planning and implementation process for new transit services.

II. Background

The CCTA Board of Commissioners and CCTA staff have identified the need to set up a defined framework for Board involvement in the planning and implementation of new transit services. By identifying specific points in the planning and implementation process where the Board will be asked to vote, both the staff and Board members will benefit from a clear indication of whether the Board supports moving forward with the project.

III. Policy

Grant Funded Services:

- 1) Approval to Seek Funds:** The CCTA Board of Commissioners will be asked to vote on whether staff should complete and submit a grant application for funding for a new service which will be described generally but will include estimates of gross operating costs and ridership by the end of the first, second and third year.
- 2) Approval to Implement:** If grant funds are awarded, the Board will vote on whether to implement the service and if approved will direct staff to move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.
- 3) Board Consideration of Public Comment on Service Design:** Prior to service initiation, a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation the Board shall consider only the public comments and the staff's recommendation on whether to incorporate public comments into the service design. It is important to note for this process that this vote is for consideration of public comment, the decision to implement

has already been approved; this vote is about whether to incorporate public comments into the final design.

New Non-Grant Funded Services:

- 1) **Approval to Design:** If a community or organization commits to provide the necessary funding for a new service, the CCTA Board of Commissioners will be asked to vote on whether staff should move forward with developing a service proposal for the community or organization.
- 2) **Approval to Implement:** After review of the service proposal, and written commitment for operating funds or any required match as determined by the Board, the Board will be asked to vote on whether staff should move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.
- 3) **Board Consideration of Public Comment on Service Design:** Prior to service initiation a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation, the Board shall consider only the public comments and the staff's recommendation on whether to incorporate public comments into the service design. It is important to note for this process that this vote is for consideration of public comment, the decision to implement has already been approved; this vote is about whether to incorporate public comments into the final design.

New Unrestricted Funding

- 1) If additional unrestricted funding were to become available, the Board would engage in a discussion as to how those funds should be best utilized to meet the mission and goals of the organization. If new service is selected by the Board, staff will provide the Board with recommendations and alternatives for new services. Staff will look to the Board to provide guidance on new service priorities.
- 2) **Approval to Implement:** Staff will estimate total cost and ridership of the new services at the end of the first, second and third year of service for each and describe how the service meets the mission and goals of the organization. Once the Board selects a service to implement, the Board will be asked to vote on

whether staff should move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.

- 3) **Approval of Final Service Design:** Prior to service initiation a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation, the Board will vote on the final service design. It is important to note for this process that this vote is for final design, the decision whether to implement or not has already been decided; this vote is about whether to incorporate public comments into the final design.

Adopted by the CCTA Board of Commissioners on March 26, 2008.

BY:

Chapin Spencer, CCTA Board Secretary

November 28, 2018

To: Legal Services Procurement File
From: Cheryl Whitaker, Grants & Procurement Coordinator
CC: Mark Sousa, General Manager
Kim Wall, Grants Manager

RE: Legal Services

In preparation of advertising the RFP for legal services the documents, including an Independent Cost Estimate, were drawn up in-house and sent to Ross MacDonald at VTrans for approval. Once the RFP documents were reviewed and approved by VTrans, GMT was able to move ahead with the RFP procedures.

In order to retain legal services, GMT issued a Request for Proposals (RFP) on October 9th, 2018 with a due date of October 26, 2018. The RFP was advertised in the October 9th, 2018 Burlington Free Press, on the Vermont Bid Registry, and also forwarded to the Vermont Agency of Transportation Office of Civil Rights & Labor Compliance for advertising. Dinse, P.C., McNeil Leddy & Sheahan, Hawking Delafield & Wood LLP, Robbins Geller Rudman & Dowd LLP, Monaghan Safar Ducham PLLC, Seven Outsource, and Ballard Spahr requested copies of the RFP. McNeil Leddy & Sheahan, Dinse, P.C., and Monaghan Safar Ducham PLLC submitted proposals on or before the deadline.

Each of the firms were evaluated by a team of four (4) evaluators according to the criteria outlined in the RFP. The criteria, with the maximum point values in parentheses were: Experience and expertise of proposed attorneys (30), Relevant overall experience and expertise of the firm (30), Documented specialized expertise in governmental issues (25), and Rate system and pricing (15). Each firm's scoring is noted in the narrative paragraph for each firm below.

I compared the proposal contents from each firm with the required contents from the RFP and all proposals were found to be responsive and responsible. All firms were looked up on the SAM.gov website to make sure they were not debarred at this time. Documentation of the debarment search is located in the procurement file.

McNeil Leddy & Sheahan:

Experience and Expertise of Proposed Attorneys:

Although they have a good reputation as litigator's in labor relations and the public sector, past experience in labor law with GMT gave them a lower than perfect score in this category. (4.5)

Relevant Overall Experience and Expertise of the Firm:

The firm has extensive experience in labor law and has advised/represented a wide range of businesses in this field. This appears to be the firm's primary focus, as their proposal did little to acknowledge some other areas of legal services such as construction law, environmental law, and real estate issues. (3.75)

Documented Specialized Expertise in Governmental Issues:

The firm has represented many public sector organizations such as the City of Burlington, Town of Essex, the Burlington School Department, and the State of Vermont. McNeil Leddy & Sheahan has worked with GMT on Federal transit guidelines and regulations. (4.5)

Dinse, P.C.

Experience and Expertise of Proposed Attorneys:

Dinse has a diverse legal team with specialties in many different areas of law that are of benefit to GMT including labor law, environmental law, construction law, real estate law, contract law, and more. The firm has represented GMT in different areas of litigation in the past. (5)

Relevant Overall Experience and Expertise of the Firm:

Dinse has provided legal services for many Vermont organizations including colleges, hospitals, banks, construction companies, and local government agencies. Dinse also writes the Vermont Employment Law Letter, a commercially published newsletter on employment law issues. (4.75)

Documented Specialized Expertise in Governmental Issues:

The firm has represented GMT in litigation, including employment disputes. They have also represented the University of Vermont in labor related issues, and provide legal services for the South Burlington School Board. Austin Hart has worked with GMT in the past on compliance with Federal and State regulations. (5)

Monaghan Safar Ducham PLLC:

Experience and Expertise of Proposed Attorneys:

Representing municipalities in a variety of issues, some of the areas they provide advice in include planning/zoning, labor law, union procedures, collective bargaining,

mediation/arbitration, workers' compensation laws/regulations and the many aspects of employment law, construction law, municipal law, as well as local, state, and federal laws, rules, and regulations pertaining to public entities. (4.25)

Relevant Overall Experience and Expertise of the Firm:

At Monaghan Safar Ducham PLLC, five of their six attorneys focus a significant portion of their time practicing law related to public entities. The Firm regularly represents public entities throughout the state, including the Towns of Wilmington, Colchester, Shelburne, Fairfax, the Village of Essex Junction, and various others. They have also represented numerous municipalities throughout the State on discrete matters through the VLCT-PACIF liability defense program and VLCT-PACIF's Employment Practices Liability counseling program. (4.75)

Documented Specialized Expertise in Governmental Issues:

The Firm has advised municipalities on grant application requirements including federal and state grants, and has advised on compliance with grants once procured. Monaghan Safar Ducham PLLC is familiar with 49 USC 5333(b) and is confident they have the experience and legal resources to advise on such. (5) After the evaluations were concluded, it was determined that two of the firms were in the competitive range, Dinse PC and Monaghan Safar Ducham PLLC. They were asked to come in for an interview. The purpose of the interviews was to gain a better understanding of both firms qualifications and experience.

On Monday, November 19, 2018, Edward Adrian, Esq. of Monaghan Safar Ducham PLLC was invited to GMT for an interview. In attendance at this interview were Mark Sousa, General Manager; Kim Wall, Grants Manager; Matt Kimball, Capital Projects Manager; and Cheryl Whitaker, Grants & Procurement Coordinator. At the conclusion of the meeting, Mr. Adrian was asked to email references that could be contacted. The references were promptly emailed within the hour.

Mr. Adrian came to the interview prepared in that he had researched GMT and knew each person's internal GMT responsibility. He was quite informative and was able to answer all questions asked of him with ease and without hesitation. When it came to questions about labor issues and employee relations, Mr. Adrian showed extensive knowledge. All meeting attendees were impressed when informed by Mr. Adrian that GMT personnel utilizing legal services would be entrusted with the cell phone numbers of the contact attorneys at Monaghan Safar Ducham PLLC. In this manner, Green Mountain Transit would be assured of a response as quickly as possible when their services were needed. It was the general consensus among all, at the conclusion of the interview, that Monaghan Safar Ducham PLLC has adequate experience and expertise to fulfill the Scope of Services in the RFP.

On Tuesday, November 27, 2018, Austin Hart and Amy McLaughlin of Dinse PC attended a meeting at GMT. Attendees at this meeting were Mark Sousa, General Manager; Trish Redalieu, Director of Human Resources; Kim Wall, Grants Manager; Matt Kimball, Capital Projects Manager; and Cheryl Whitaker, Grants and Procurement Coordinator. GMT is familiar with Dinse's work as a firm as they have worked with GMT previously. It was agreed by all review committee members at the review board meeting prior to the meeting that Dinse PC has the knowledge and expertise to fulfill the requests of the RFP. However, their hourly rates came in high. Discussion took place concerning the cost structure over the possibility of a 5-year contract and it was noted by Mr. Hart that the prices had already been discounted that had been submitted with the proposal. He also said there might be room for a little more flexibility in price as well but offered no explanation. Mr. Hart was asked to provide a few references in the municipal sector at the conclusion of the interview.

Three references were contacted for each of the two proposers interviewed above. The references spoken with concerning Monaghan Safer Ducham PLLC spoke very highly of the firm, confirming they all felt the firm had solid knowledge of labor law as well as workers compensation. They expressed their pleasure with how Monaghan Safer Ducham PLLC has handled employment difficulties in the past and stated that they definitely lived up to their expectations. The references were satisfied with Monaghan Safer Ducham's knowledge of local, state, and federal laws, rules, and regulations, and stated they would utilize this firm in the future if the opportunity arose.

The references contacted that Dinse PC provided upon request were confident that Dinse kept abreast of the most current Worker's Compensation laws and regulations. They have a strong understanding of employment law as it pertains to EEO, personnel policies and laws, as well as environmental laws, rules, and regulations. Dinse, as well, was satisfactory in their knowledge of local, state, and federal laws, rules, and regulations pertaining to public entities. All the references spoken with would utilize Dinse PC for future needs if services of this nature were required.

Conclusion:

Based on the information stated above, Green Mountain Transit feels Monaghan Safer Ducham PLLC is responsive, responsible, and qualified to provide legal services to GMT. The rates provided are within industry standards and Monaghan Safer Ducham PLLC exhibits a level of experience that GMT would expect from a legal firm. Therefore, GMT requests approval from the GMT Board of Commissioners to award the contract for up to five (5) years of Legal Services, not to exceed a total of \$250,000 for the duration of the contract, to Monaghan Safer Ducham PLLC

November 28, 2018

To: IT Services Procurement File
From: Cheryl Whitaker, Grants & Procurement Coordinator
CC: Mark Sousa, General Manager
Kim Wall, Grants Manager

RE: IT Services

In preparation of advertising the RFP for IT services the documents, including an Independent Cost Estimate, were drawn up in-house and sent to Ross MacDonald at VTrans for approval. Once the RFP documents were reviewed and approved by VTrans, GMT was able to move ahead with the RFP procedures.

In order to retain IT services, GMT issued a Request for Proposals (RFP) on October 9th, 2018 with a due date of October 26, 2018. The RFP was advertised in the October 9th, 2018 Burlington Free Press, on the Vermont Bid Registry, and also forwarded to the Vermont Agency of Transportation Office of Civil Rights & Labor Compliance for advertising. Twenty-nine prospective proposers requested copies of the IT Services RFP while it was actively open and available. On October 26, 2018, by 2:00 PM, the deadline for submission of proposals, we had received one proposal from Twinstare Technologies.

I verified the proposal contents of the Twinstare Technologies submission with the required contents of the RFP checklist and researched SAM.gov to establish the firm is not debarred or suspended. The submitted proposal by Twinstare was found to be responsive.

Due to the fact the IT Services RFP generated a single bid, GMT applied the GMT Purchasing Policy single bid review process to evaluate and determine if the RFP inadvertently disqualifies some potential competitors. After a thorough evaluation that included contacting several prospective competitors who requested a copy of the RFP but chose not to submit a proposal, the Request for Proposal for IT Services was not found to be restrictive of competition.

The majority of the non-responders had similar responses:

- The RFP was reactive versus proactive.
- They did not believe they would be a good fit for us.
- 24 x 7 x 365 response times for an organization of our size and complexity would not be feasible for them to maintain.

- To maintain the staffing that would allow them to provide the responsiveness and availability that the RFP requires they want to know they can depend on a certain level of revenue from GMT.

It was determined by the General Manager that the award for IT Services could be made to Twinstare Technologies based on their expertise.

The four members of the IT Services RFP review board, Mark Sousa, General Manager; Trish Redalieu, Human Resources Director; Debbie Coppola, Senior Accountant; and Matt Kimball, Capital Projects Manager were given the task of evaluating the proposal.

Once the evaluation review board scoring was totaled, the overall score was 4.1 out of 5.

Outlined below are some of the relevant contents of the proposal submitted:

Responsiveness to the RFP:

Twinstare Technologies submitted a complete proposal that addressed all categories of required proposal content. The proposal clearly outlined how well the firm meets the requirements outlined in the Scope of Services. Twinstare was established in 1968 and is a family-owned and Certified Women-Owned Business Enterprise that spans states across the northeastern United States.

Experience:

Twinstare Technologies employs a staff of 61 across their four locations, with two thirds of them being technical resources. They have been in business for nearly 50 years and hold more than 50 leading industry certifications from companies and organizations including **SANS, Cisco, Sophos, BICSI, Microsoft, and Mitel**. They are proficient in planning and design, engineering, integration testing & implementation, technical, and support.

Firm and Staff Reputation:

Twinstare Technologies provides IT services to several city, state, and local firms across Vermont, New York and New Hampshire on many levels, as well as providing various services nationally. The City of Syracuse, New York's Police Department's cable plant, telephone system and fiber backbone, Clinton County's cable plant, telephone system and IT services, Plattsburgh International Airport's structured cable

and WiFi, SUNY Upstate Medical Center's telephone system are just a sampling of some of their recent projects. Twinstate also assists many private businesses with their IT needs such as Kinney Drugs (multiple locations), Community Bank (multiple locations), Central Vermont Medical Center, CVPH Medical Center, Adirondack Medical Center, and the Mid Hudson Regional Hospital. The firm takes pride in keeping up to date on the latest technology and strengthening its IT expertise is its credibility in information security.

Price:

Hourly rates were provided for 2018-2022 of the contract period for onsite and remote support for basic and advanced PC, Server, and Network Maintenance for both Urban and Rural. Consultative rates were also provided. On-site rates included travel as was required in the RFP.

Twinstate Technologies provided information on the firm's normal business hours as well as their observed holidays. Service outside of normal business hours will be billed at time and one-half.

Since only the one bid was received, a cost analysis was needed to confirm the proposed rates from Twinstate Technologies were within industry standards. I completed the cost analysis, using rates from the previous IT Service contracted vendor. The hourly standard rate of \$155.00 Twinstate Technologies proposed is very close to the fee of the previous contracted vendor. We had calculated this approximated fee, anticipating a 3% increase.

Twinstate Technologies' references were contacted. For both IT and security, Twinstate was said to be exceptionally qualified to manage IT infrastructure and network security. They were found to be proficient in consulting and lived up to all the references expectations. Twinstate Technologies was found to be more than satisfactory in respect to expertise and experience with IT services.

Conclusion:

Green Mountain Transit feels Twinstate Technologies is highly qualified to provide IT services and support to GMT. The rates provided are within industry standards and the proposed rates do not show an intended increase. Twinstate Technologies exhibits the level of experience that GMT would expect from a computer and network support firm, and the staffs resume's that were included with their proposal submission indicate extensive experience in the industry. Therefore, GMT requests approval from the GMT Board of Commissioner to award the contract for up to (5) five years of IT Services not to exceed a total of \$150,000 for the duration of the contract to Twinstate Technologies.

