



DATE: July 30, 2020
TIME: 12:00PM
PLACE: Zoom Meeting
PURPOSE: June Board Meeting

ORDER OF BUSINESS

1. Call to Order
2. Public Comment-Due to COVID-19, all public comment must be submitted in writing prior to the meeting.
3. Approval of Minutes
 - A. Meeting Minutes of June 25, 2020 (Pages 2-4)
4. Communications
5. Treasurer's Report
 - A. June 2020 Financial Report (Pages 5-11)
6. Old Business
7. New Business
8. Resolutions
 - A. Resolution 2021 – Local Transportation Organization Resolution Certifying the Local Match for State Operating Financial Assistance (Page 12)
 - B. Resolution 2022 – Renewal of Tripartite Agreement with Shippensburg University, Shippensburg University Student Services, INC. and CAT (Page 13)
 - C. Resolution 2023 – Awarding a Contract for the Purchase of Vehicle Lifts (Page 14-15)
 - D. Resolution 2024 – Award of Contracts for Procurement of Maintenance Parts (Pages 16-17)
 - E. Resolution 2025 – Authorizing a CAT Signatory for Easton Coach Check Signing (Page 18)
9. Staff Report
10. Adjournment

Next Meeting: Thursday, August 27, 2020

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101

MINUTES OF BOARD MEETING

June 25, 2020

The regular meeting of the Authority's Board of Directors convened on this date at 12:04pm, of Capital Area Transit held by conference call, Chairman Eric Bugaile presiding. Present were board members: LaToya Bellamy, Bruce Weber, Chad Saylor, Al Bienstock, Rich Kotz, and Scott Wyland. Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Angela Bednar, Christopher Zdanis, Jenna Reedy, Miguel Acri-Rodriguez, Raymond Girouard, and Abby Davis.

ATTENDANCE

All members of the Board of Directors are present.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Chad Saylor moved to accept the May 28, 2020 meeting minutes, seconded by Al Bienstock. Motion approved.

COMMUNICATIONS

There was no communications.

TREASURER'S REPORT

Raymond Girouard presented the unaudited financial statements for the month of May 2020 and the year-to-date period ending May 31, 2020. To date, CAT has received \$6M in CARES funding of the \$14,630,648 total reward. At the end of May, CAT has used \$6M, but the remainder should get CAT through the end of the fiscal year and half way through July, which at that time additional funds will be requested. Mr. Girouard commented, that the Federal Cares Act seems to be masking the financial challenges that CAT continues to face and we cannot let our guard down moving forward as there is still a lot of work to be done but CAT is slowly showing progress. Mr. Girouard noted due to the filling of open positions, overtime is decreasing but we will see an increase in the amount paid out in benefits. Ms. Bellamy asked for clarification of Mr. Girouard's statement to which Mr. Girouard responded overtime should come down and with the CBA to still be finalized there is possible savings we may see with that. Mr. Farr added

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
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overtime should normalize and we should see we aren't saving any more money but we also will not be spending any more either. Mr. Girouard went on to state that revenues continue to be down. On year-to-date versus budget, CAT is about \$475,000 in the negative on Fixed Route and \$975,000 in the negative for Paratransit, however advertising offsets this by \$200,000 which equals \$1.2M negative to budget. If you look at it year over year, May YTD 2019 over May YTD 2020, CAT is about \$950,000 in the negative. CAT is currently working on putting together tracking for revenue, ticket sales, etc. to compare averages pre- and post-COVID. Mr. Girouard reviewed vacancies. Currently there is an approved head count of 220, of that 188 positions have been filled leaving 32 vacant positions or a vacancy rate of 14.5%. If you take out of the 32 vacant positions the 6 positions that are on hold that leaves a vacancy rate of 11.8%. Overtime continues to decrease as well as fuel is down.

Al Bienstock moved to accept the Treasurer's Report, seconded by Richard Kotz. Motion approved.

Mr. Saylor requested a plan be presented to the Board of how the CARES funding money will be spent and that the Board will vote to approve it. Mr. Farr stated the CARES money can only be used for COVID related expenses adding that this money will mostly be used to balance the operating budget so we will not see any losses. Mr. Farr will make sure the plan is written down on paper and presented to the Board for their review. Mr. Bugaile questioned if these funds have an expiration to which Mr. Farr responded there is no expiration for use with these funds.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

RESOLUTIONS

RESOLUTION 2020 – Adoption of Capital Area Transit's Diversity Statement

Motion to approve was raised by Scott Wyland, seconded by Bruce Weber, and passed unanimously.

Mr. Farr summarized the diversity statement. Ms. Nagy added, the diversity statement has been fairly uniformly adopted across the Commonwealth and was taken from some of APTA's language, adding the real goal is to make sure riders, passengers, vendors, and employees feel like CAT has a position in regard to this particular issue. Having

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901 N. Cameron Street, Harrisburg, PA 17101

this statement in place will also help to raise awareness of the importance of this issue for ridership.

STAFF REPORT

Ridership was reviewed by Miguel Aciri-Rodriguez. Mr. Aciri-Rodriguez stated that Fixed Route ridership overall is up to about 50% ridership per day and is only down 10% year to date. On average, CAT had approximately 7,165 riders pre-COVID with recent ridership at about 3,400-3,500 riders. During COVID, ridership dropped to as low as 2,400 riders.

Mr. Farr made the Board aware that it is time for property and liability insurance renewal and CAT can expect to see a possible \$3,362.00 savings which is due mostly to CAT's loss preventions program.

Other staff updates reviewed by Mr. Farr included building improvements as well as the safety improvements at Market Square.

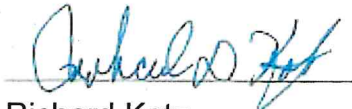
Directly following today's Board meeting, Andy Batson from PennDOT will provide a facility update to the Facilities Committee.

ADJOURNMENT

The next meeting will be held July 30, 2020.

Meeting adjourned at 12:29PM. Al Bienstock made a motion to end the meeting.

Respectfully Submitted,



Richard Kotz
Secretary



MEMO

To: Capital Area Transit Board Members
From: Raymond Girouard, Finance Director
Date: July 22, 2020
Re: June 2020 CAT Financial Report (Unaudited)

Attached are the Capital Area Transit's (CAT) unaudited financial statements for the month of June 2020 and the year-to-date period ending June 30, 2020.

Items of Interests:

- CAT's CARES funding total award is \$ 14,630,648, of which we have received \$6MM ; PennDOT expited and approved our Fiscal 2021 Consolidated Operating Application so that funding will be available in July.
- Local matches for the 3rd quarter of 2020 have been mailed: City of Harrisburg \$86K; Cumberland County \$91K; Dauphin County \$101K, all of which are outstanding
- The general checking account balance stands at \$1.2MM as of 7/20/20; we are not having to utilize our Line of Credit.
- June MTD/YTD Health Insurance Expenses

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>
Gross Health Insurance	\$ 200,060	\$ 2,399,044	\$ 2,644,860
Employee Premium Copay	\$ 22,738	\$ 285,213	\$ 325,098
Net Health Insurance	\$ 177,322	\$ 2,113,831	\$ 2,319,762

- Overtime for June 2020 and YTD Period Ending June 30, 2020.

	June 2020		YTD	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Operators	\$ 74,138	\$ 23,807	\$ 1,039,842	\$ 250,000
Operations	\$ 1,460	\$ 0	\$ 16,750	\$ 0
Maintenance	\$ 22,732	\$ 10,575	\$ 359,157	\$ 100,000
Admin.	\$ 0	\$ 0	\$ 598	\$ 0
	-----		-----	
	\$ 98,330	\$ 34,382	\$ 1,416,346	\$ 350,000

The \$1.066MM of overtime greater than budget is offset from open position savings in wages of \$691K, and fringe benefit savings of \$543K. Net positive \$167K.

Fixed Route Division – June 2020

YTD Passengers Served: Passengers/Vehicle Hour

	<u>Passengers</u>	<u>Revenue Vehicle Hours</u>	<u>Passengers Per Rev. Vehicle Hours</u>	<u>Change</u>
2020	1,722,870	123,337	13.97	-18.58%
2019	1,985,147	115,704	<u>17.16</u>	unfavorable
2023 Goal			19.01	

YTD Operating Expenditures: Operating Cost / Revenue Vehicle Hour

	<u>Operating Expense</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Cost Per Rev. Vehicle Hours</u>	<u>Change</u>
2020	\$ 15,832,924	123,337	\$ 128.37	9.46%
2019	\$ 16,405,840	115,704	<u>\$ 141.79</u>	favorable
2023 Goal		Not to Exceed	\$ 154.61	

YTD Operating Revenue: Operating Revenue // Revenue Vehicle Hour

	<u>Operating Revenue</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Rev. Per Rev. Vehicle Hours</u>	<u>Change</u>
2020	\$ 2,464,945	123,337	\$ 19.99	-22.62%
2019	\$ 2,988,203	115,704	<u>\$ 25.83</u>	unfavorable
2023 Goal			\$ 27.25	

YTD Operating Expense: Operating Cost / Passenger

	<u>Operating Expense</u>	<u>Passengers</u>	<u>Operating Cost Per Passenger</u>	<u>Change</u>
2020	\$ 15,832,924	1,722,870	\$ 9.19	-11.20%
2019	\$ 16,405,840	1,985,147	<u>\$ 8.26</u>	unfavorable
2023 Goal		Not to Exceed	\$ 8.13	

Paratransit Division – June 2020

Revenue

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2020	\$ 166,789	\$ 3,170,538	-12.63%
2019	\$ 84,696	\$ 3,628,986	unfavorable

2019 revenue has been “normalized” for comparative presentation.

Expenses

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2020	\$ 316,672	\$ 4,753,533	9.48%
2019	\$ 37,575	\$ 5,251,150	favorable

YTD Expenses are 15.6% favorable to budget by \$883K

Effect of COVID-19 = Passengers & Revenue

	February 2020 pre-covid	March 2020	April 2020	May 2020	June 2020
		Covid affected			
FR Passengers	158,391	122,322	60,503	63,289	77,442
FR Revenues	221,050	171,623	40,350	43,954	101,182
PT Passengers	17,205	12,593	6,161	6,441	8,810
PT Revenue	330,493	245,001	113,382	119,809	166,789
Total Passengers	175,596	134,915	66,664	69,730	86,252
Total Revenue	551,543	416,624	153,732	163,763	267,971

Notes:

- (1) Fare revenues only, does not include advertising revenues
- (2) Combined April, May & June revenues = slightly above February
- (3) For June:
 - Passengers & Revenues start slow rebound
 - Higher monthly costs over May from increased service
 - Overtime
 - Fuel and maintenance parts
 - Easton purchased service

**Capital Area Transit
Income Statement - Combined
For the Period Ending June 30, 2020**

	Fiscal Year 2020				Fiscal Year 2019	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
Revenue						
Passenger Revenue	99,129	255,072	2,313,254	2,964,276	227,919	2,881,707
Other Revenue	168,841	353,689	3,322,230	4,259,540	63,976	3,736,185
Total Revenue	267,970	608,761	5,635,484	7,223,816	291,896	6,617,892
Expenses						
Labor						
Labor - Operators	441,182	493,148	5,782,311	5,558,501	509,593	5,972,526
Labor - Operations Support	75,594	88,228	949,504	1,002,929	99,818	1,008,429
Labor - Maintenance	137,436	130,512	1,744,573	1,472,045	155,667	1,704,582
Labor - Administrative	42,569	48,531	480,640	548,112	59,293	514,086
Labor - Health Insurance	177,322	202,974	2,113,831	2,319,762	188,876	2,262,931
Labor - Other Fringes	237,611	247,739	3,743,222	4,079,833	231,832	4,041,697
Total Labor	1,111,715	1,211,132	14,814,082	14,981,182	1,245,079	15,504,251
Services	41,304	78,087	916,782	937,050	91,864	897,271
Fuel	99,219	112,828	1,200,022	1,248,187	106,065	1,331,146
Tires & Tubes	5,045	11,675	105,566	129,389	7,002	101,428
Materials & Supplies	56,907	67,556	754,390	746,774	85,919	760,721
Utilities	17,811	24,242	314,806	340,256	22,743	324,585
Casualty & Liability	42,005	41,408	543,634	496,928	43,260	529,453
Taxes	96	133	1,351	1,592	121	1,619
Purchase of Service	105,164	235,869	1,838,552	2,442,462	156,233	2,108,198
Miscellaneous	131	9,727	22,940	116,716	2,430	38,397
Marketing & Promotion	2,682	2,056	11,339	24,680	3,379	11,789
Interest	-	3,333	58,030	40,000	-	43,182
Leases & Rentals	413	415	4,950	4,980	413	4,950
Total Expenses	1,482,491	1,798,461	20,586,445	21,510,196	1,764,508	21,656,989
Surplus (Deficit)	(1,214,521)	(1,189,700)	(14,950,961)	(14,286,380)	(1,472,612)	(15,039,097)
Subsidy						
Local Subsidy	85,610	85,621	1,061,583	1,061,586	88,565	1,018,967
State Subsidy	15,315	758,385	5,635,409	9,100,664	738,921	8,843,270
Federal Subsidy	1,113,597	345,694	8,253,970	4,124,128	745,287	4,894,370
Total Subsidy	1,214,521	1,189,700	14,950,961	14,286,378	1,572,773	14,756,607
Difference			0	(2)	100,161	(282,490)

Capital Area Transit
Income Statement Summary - Fixed Route
For the Period Ending June 30, 2020

	Fiscal Year 2020			Fiscal Year 2019		
	PTD		YTD	PTD		YTD
	Actual	Budget	Actual	Budget	Actual	Actual
Revenue						
Passenger Fares	90,308	237,219	2,127,525	2,750,034	206,054	2,665,112
Other Revenue	10,874	11,969	337,421	133,471	1,147	323,794
Total Revenue	101,182	249,188	2,464,946	2,883,505	207,200	2,988,906
Expenses						
Labor						
Labor - Operators	397,691	423,220	5,116,537	4,719,355	446,923	5,170,376
Labor - Operations Support	53,730	65,749	676,159	733,171	72,727	741,188
Labor - Maintenance	113,360	110,857	1,436,863	1,236,175	127,956	1,417,674
Labor - Administrative	34,958	40,365	394,709	450,118	53,135	441,944
Labor - Health Insurance	139,475	158,941	1,633,932	1,816,508	142,319	1,714,737
Labor - Other Fringes	196,726	206,656	3,108,580	3,385,901	180,072	3,390,207
Total Labor	935,939	1,005,788	12,366,780	12,341,228	1,023,133	12,876,125
Services	38,430	61,038	811,131	732,448	84,641	776,712
Fuel	84,596	89,970	998,061	973,889	87,402	1,060,857
Tires & Tubes	5,045	9,108	83,541	98,590	7,002	81,675
Materials & Supplies	44,292	59,453	646,863	649,532	68,547	647,134
Utilities	12,046	16,666	219,333	236,815	15,794	227,741
Casualty & Liability	29,711	27,995	370,868	335,960	30,381	373,501
Taxes						
Purchase of Service	12,671	55,424	250,968	379,471	4,495	277,250
Miscellaneous	(6)	5,009	16,556	60,107	1,745	29,198
Marketing & Promotion	2,682	2,056	11,339	24,680	3,379	11,789
Interest		3,016	52,523	36,203		38,907
Leases & Rentals	413	415	4,950	4,980	413	4,950
Total Expenses	1,165,820	1,335,938	15,832,911	15,873,903	1,326,933	16,405,840
Surplus (Deficit)	(1,064,638)	(1,086,750)	(13,367,965)	(12,990,398)	(1,119,733)	(13,416,934)
Subsidy						
Local Subsidy	85,610	85,621	1,061,583	1,061,586	88,565	1,018,967
State Subsidy	15,315	758,385	5,635,409	9,100,664	738,921	8,843,270
Federal Subsidy	963,714	242,743	6,670,974	2,828,149	392,408	3,272,207
Total Subsidy	1,064,638	1,086,749	13,367,966	12,990,399	1,219,893	13,134,444
Difference		(1)	1	1	100,161	(282,490)

Capital Area Transit
Income Statement Summary - Paratransit
For the Period Ending June 30, 2020

	Fiscal Year 2020				Fiscal Year 2019	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
Revenue						
Passenger Fares	8,822	17,853	185,729	214,242	21,866	216,595
Other Revenue	157,967	341,720	2,984,809	4,126,069	62,830	3,412,391
Total Revenue	166,789	359,573	3,170,538	4,340,311	84,696	3,628,986
Expenses						
Labor						
Labor - Operators	43,492	69,928	665,775	839,146	62,669	802,150
Labor - Operations Support	21,865	22,479	273,345	269,758	27,091	267,241
Labor - Maintenance	24,075	19,655	307,710	235,870	27,711	286,907
Labor - Administrative	7,611	8,166	85,931	97,994	6,158	72,143
Labor - Health Insurance	37,848	44,033	479,899	503,254	46,557	548,194
Labor - Other Fringes	40,885	41,083	634,642	693,932	51,760	651,490
Total Labor	175,775	205,344	2,447,302	2,639,954	221,945	2,628,125
Services	2,874	17,049	105,651	204,602	7,223	120,559
Fuel	14,623	22,858	201,961	274,298	18,663	270,289
Tires & Tubes	-	2,567	22,025	30,799	-	19,754
Materials & Supplies	12,615	8,103	107,527	97,242	17,372	113,586
Utilities	5,765	7,576	95,473	103,441	6,949	96,844
Casualty & Liability	12,294	13,413	172,767	160,968	12,879	155,952
Taxes	96	133	1,351	1,592	121	1,619
Purchase of Service	92,493	180,445	1,587,585	2,062,991	151,738	1,830,948
Miscellaneous	137	4,718	6,385	56,609	685	9,199
Interest	-	317	5,507	3,797	-	4,275
Leases & Rentals	-	-	-	-	-	-
Total Expenses	316,672	462,523	4,753,533	5,636,293	437,575	5,251,149
Surplus (Deficit)	(149,883)	(102,950)	(1,582,995)	(1,295,982)	(352,879)	(1,622,163)
Subsidy						
Local Subsidy	-	-	-	-	-	-
State Subsidy	-	-	-	-	-	-
Federal Subsidy	149,883	102,951	1,582,995	1,295,979	352,879	1,622,163
Total Subsidy	149,883	102,951	1,582,995	1,295,979	352,879	1,622,163
Difference	-	1	-	(3)	-	(3)

Capital Area Transit
Balance Sheet - Summary
As of June 30,2020

	2020	2019
Assets		
Current Assets		
Cash	3,277,360	1,065,215
Investments	15,242	14,960
Accounts Receivable	276,138	747,019
Capital Grants Receivable	2,701,600	1,408,828
Op. Assist. & Planning Grants Receivable	-	32,683
Inventory	386,243	401,629
Prepays	114,847	245,262
Total Current Assets	6,771,430	3,915,595
Capital Assets		
Fixed Assets	61,652,361	53,127,041
Accumulated Depreciation	(37,554,447)	(34,602,147)
Net Capital Assets	24,097,914	18,524,894
Other Assets		
	75,915	75,915
Total Assets	30,945,259	22,516,404
Liabilities		
Current Liabilities		
Accounts Payable	588,018	817,715
Accrued Wages & Payroll-Related Accruals	864,963	864,446
Payroll Withholdings - Taxes	12,042	8,496
Short-Term Debt & Accrued Interest	0	-
Accrued Expenses	555,078	575,230
Advances for Working Capital	662,119	676,710
Deferred Operating & Capital Grants	4,221,618	989,832
Total Current Liabilities	6,903,838	3,932,429
Long-Term Liabilities		
	307,922	423,496
Total Liabilities	7,211,760	4,355,926
Net Position		
	23,733,499	18,160,479
Total Liab, Total Def Inflow & Net Position	30,945,259	22,516,404

RESOLUTION NO. 2021

**LOCAL TRANSPORTATION ORGANIZATION
RESOLUTION CERTIFYING THE LOCAL MATCH
FOR STATE OPERATING FINANCIAL ASSISTANCE**

The Board of Directors of Cumberland-Dauphin-Harrisburg Transit Authority resolves and certifies that the operating financial assistance of \$1,078,698 provided pursuant to 74 Pa.C.S. §1513 is needed in Fiscal Year 2021 or in a subsequent fiscal year to help pay for projected operating expenses, including asset maintenance costs; and that these funds will be used for this purpose only, because these funds are ineligible to be used for asset, or capital improvements projects; and that any funds not used this Fiscal Year will be retained and used only for operating assistance in a subsequent fiscal year(s).

WHEREAS, the Board of Directors of Cumberland-Dauphin-Harrisburg Transit Authority resolves and certifies that the required local matching funds of \$1,078,698 will be secured from local contributors of Cumberland County, Dauphin County, and the City of Harrisburg no later than the end of Fiscal Year 2021 to match the requested Section 1513 funds (the allocation among local contributors will be determined after June 30, 2020).

I, Eric Bugaile, Chairman of the Board of Directors of Cumberland-Dauphin-Harrisburg Transit Authority do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Directors held the 30th day of July, 2020.

By: _____ July 30, 2020
(Signature and Official Title) (Date)

ATTEST:

Cumberland-Dauphin-Harrisburg Transit Authority

By: _____ July 30, 2020
(Signature and Official Title) (Date)

IMPORTANT REMINDER: In addition to the above resolution Section 1513 recipients must include in their COA submission a resolution passed by any municipality providing local match (see COA Local Match Summary form).

RESOLUTION NO. 2022

**RENEWAL OF TRIPARTITE AGREEMENT WITH SHIPPENSBURG
UNIVERSITY, SHIPPENSBURG UNIVERSITY STUDENT SERVICES,
INC. AND CAT**

WHEREAS, CAT wishes to maintain the working agreement with Shippensburg University and the University's Student Services for the Raider Regional Transit (RRT) bus service on and around the University Campus, and

WHEREAS, the service will operate 52 weeks a year at approximately 5,000 hours of service, and

WHEREAS, the public fare for this service is \$1.30 per boarding and free for all Shippensburg University ID cards, and

WHEREAS, the University will provide up to \$17,500 per year and the Student Service will pay four payments of \$32,682.75 for a total of \$130,731 for 2020-2021 academic year.

NOW THEREFORE BE IT RESOLVED by the Board of Directors that the Executive Director be authorized to execute the Shippensburg Raider Regional Transit agreement for the period of July 1, 2020 to June 30, 2021.

CERTIFICATION OF OFFICERS

OF

Capital Area Transit

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Capital Area Transit Board Members held on July 30, 2020.

Richard Kotz

Secretary

Capital Area Transit

attest: _____

Eric Bugaile

Chairman

Capital Area Transit

RESOLUTION NO. 2023

AWARDING A CONTRACT FOR THE PURCHASE OF VEHICLE LIFTS

Whereas, vehicle lifts are an essential tool for the maintenance department to perform its work, and

Whereas, a set of lifts has an Federal Transit Administration standard estimated useful life (EUL) of 10 years, and

Whereas, CAT currently operates three sets of lifts that were purchased in 1998 and have exhausted its EUL, and

Whereas, CAT has an FTA grant for Shop Equipment and Tools, and

Whereas, CAT has located a vendor who is approved on the State Procurement program, and

Now therefore, be it resolved by the Board of Directors that a contract be awarded to Stertil-Koni in the amount not to exceed \$89,973.

CERTIFICATION OF OFFICERS

OF

Capital Area Transit

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Capital Area Transit Board Members held on July 30, 2020.

Richard Kotz

Secretary

Capital Area Transit

attest: _____

Eric Bugaile

Chairman

Capital Area Transit



Quote

Stertil-Koni
200 Log Canoe Circle
Stevensville, MD 21666
United States

T: 410.643.9001
F: 410.643.8901

Quote # 2234 v3
Date 07/15/2020
Expires 10/05/2020
Contact Kellie Boehm

Prepared for Capital Area Transit
Mark Mitchell
PA
United States

T: 717-233-5657
E: Mmitchell@cattransit.com

21-0071

NASPO

Item	Qty	Price	Total
ST1085 MODEL 4, WIRELESS CONTROLS WITH SYNTHETIC FIXED FRONT WHEELS Set of 4 Wireless, Battery-Powered Mobile Lifts - 74,000 lbs. capacity, 24 V DC, control box on every column. Adj. Forks	3	\$33,991.00	\$101,973.00
STERTIL-KONI (Code: ST-1085-2FWA)			
Miscellaneous Trade-in on existing Sefac Lifts	1	(\$12,000.00)	(\$12,000.00) [†]
Code: Misc			

Total Due \$89,973.00 USD

[†] Non-taxable item

Please contact us if you have any questions.

Comments

Pennsylvania State Contract # 4400017610

Contract

NASPO Contract #: 05316

Local Distributor:

Terms and Conditions

1. Product availability and proposed delivery date provided ARO
2. Please submit PO to orders@sterdil-koni.com

RESOLUTION NO. 2024

**AWARD OF CONTRACTS FOR PROCUREMENT OF
MAINTENANCE PARTS**

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority currently purchases a significant number of vehicle parts and components on an ongoing basis, and,

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority must comply with Federal Procurement Guidelines when purchasing all parts, and,

WHEREAS, an Invitation for Bids is being conducted and publicly advertised for all anticipated parts, and,

WHEREAS, sealed bids for all advertised parts were scheduled to be opened on June 25, 2020 at 2:01PM,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority hereby approve and authorize the Executive Director and/or his designee to award a contract or contracts to those firms who tender responsive and responsible bids that present the lowest cost to the Authority for each part. Contracts will be for the period August 1, 2020 through June 30, 2021.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on July 30, 2020.

Richard Kotz
Secretary
Cumberland-Dauphin-Harrisburg Transit Authority

attest: _____
Eric Bugaile
Chairman
Cumberland-Dauphin-Harrisburg Transit Authority

RESOLUTION NO. 2024

AWARD OF CONTRACTS FOR PROCUREMENT OF MAINTENANCE PARTS

FACT SHEET

- According to federal guidelines, all purchases of maintenance parts are subject to the procurement rules including securing a 'lowest price' among potential suppliers. This involves soliciting prices for each of several hundred parts from any number of potential vendors.
- This is the first year CAT conducted a Parts Bid. Historical data from other agencies show it to be very beneficial both in terms of establishing competitive purchase prices, and, alleviating the burden of soliciting quotes on a per-part basis.
- This Resolution grants the Executive Director and/or his designee the ability to award contracts to those firms that tendered responsive and responsible bids on a per-part basis.
- As in past years, the resulting contract awards to each supplier will be for a period of eleven (11) months. In the unlikely event the cost of any part would decrease over the course of the contract, then CAT will pursue the lower cost.
- Upon completion of the bid review process, CAT will continue to save on the parts which received bids. (In continuation of last year's initial IFB for Maintenance Parts)

RESOLUTION NO. 2025

AUTHORIZING A CAT SIGNATORY FOR EASTON COACH CHECK SIGNING

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) has a contract with Easton Coach to provide paratransit services, and

WHEREAS, expenditures for Easton Coach services are consistently over the \$50,000 limit, and

WHEREAS, CAT has a policy that requires a board signature on all checks \$50,000 and above, and

WHEREAS, CAT staff is requesting an exception to this policy where two CAT staff members are able to sign Easton Coach checks greater than \$50,000 and above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority to authorize two CAT staff members to be a signatory for Easton Coach checks over the \$50,000 limit, and

BE IT FURTHER RESOLVED that this resolution shall remain in effect until rescinded or replaced with a new resolution.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on July 30, 2020.

Richard Kotz
Secretary
Cumberland-Dauphin-Harrisburg Transit Authority

attest: _____
Eric Bugaile
Chairman
Cumberland-Dauphin-Harrisburg Transit Authority