

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

August 25, 2015

1. CALL TO ORDER: 8:00 A.M.
2. Public Comments
3. CyRide Fluids Management System Procurement
4. Adjourn

**INFORMATION TO CALL IN FOR THE
CONFERENCE CALL**

Telephone No. 1-866-244-8528

Participant Passcode: 576515

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 25, 2015
SUBJECT: CyRide Fluids Management System Procurement

BACKGROUND: As part of a complete fleet maintenance program, a fluids management system secures, monitors and tracks all type of fluids placed in the buses. CyRide purchased its current fluid management system, Petro Vend, in 1984, which was expanded during the 1990 maintenance shop expansion project. The Petro Vend system failed four years ago and CyRide hasn't been able to find a repair technician with knowledge of the system to perform diagnostics and repairs as Petro Vend no longer supports or manufactures parts for the system, making the system obsolete.

For the last four years, CyRide has been manually tracking the dispensing of daily fuel, fluids and odometers for each bus by hand. This is a very labor intensive task that makes the fluids management program susceptible to human error. Incorrect daily vehicle mileages and poor hand writing have led to premature scheduling of inspections and increased downtime for vehicles.

With the system's unreliability over the years, it has made the accurate reporting of required state and federal reports a challenge; as well as for CyRide's reporting and maintenance purposes. As a result, a replacement system was included in the Capital Improvement Plan (CIP) at a cost of \$35,000 for purchase during the 2015-2016 budget year.

INFORMATION: CyRide released a request for proposal on July 9th, 2015 for replacement of the current fluids management system. The proposed system would incorporate previously unregulated fluid reels in the body bay and articulated bus hoist work areas, as well as the fluids in the currently obsolete system, with the goal to find a system that could help CyRide meet the following objectives:

- Improve the efficiency and control of fluid dispensing.
- Improve fuel and fluid inventory management.
- Provide standard and custom fluid management reports.
- Capable of automatically capturing mileage, fuel and consumable totals.

The proposal required a minimum of four fluid dispensing terminals, with an option for a fifth terminal, if bid pricing was favorable. CyRide also requested pricing for equipping all vehicles with an automatic fluid system activation system.

CyRide received five proposals in response to its solicitation. All proposals met the above objectives and could link five terminals together and incorporate automatic fluid activation into their systems at a future time. The evaluation team determined that all proposals met the minimum specifications. The companies and their average reviewer scores are listed below based on the following evaluation criteria:

- Pricing
- Installation Lead Time
- Warranty
- Hardware
- Software
- Upgradability

Company	Average Review Score
Seneca Company	2.219
Unified Contracting Services	3.367
Acterra Group	3.167
Trak Engineering	3.093
Fleet Data Systems	2.954

Differences in proposals were mainly due to installation costs. After reviewing pricing, CyRide recommends purchasing all five user inputs at the cost listed below.

Company	5 User Input Cost	10% Extra	Total Cost
Seneca Company	\$159,163.00	\$15,916.30	\$175,079.30
Unified Contracting Services	\$62,500.00	\$6,250.00	\$68,750.00
Acterra Group	\$83,287.50	\$8,328.75	\$91,616.25
Trak Engineering	\$89,969.00	\$8,996.90	\$98,965.90
Fleet Data Systems	\$112,641.00	\$11,264.10	\$123,905.00

The evaluation team selected Unified Contracting Services as the best value for CyRide. Unified Contracting Services proposed installing a system called a “Fuel Master” fluid management system.

As installation of this system will require reconstruction within CyRide’s facility, staff believes that adding a 10% contingency cost to the project would be required for a total project cost of \$68,750. With this project cost above the budgeted cost of \$35,000, CyRide will reduce another building line item for concrete work that was included in the CIP at a cost of \$75,000. The

concrete line item will be reduced by \$33,750 so that there is no impact to CyRide's overall 2015-2016 capital budget. CyRide will postpone a portion of the concrete work scheduled for the 2015-2016 budget year in order to purchase this important maintenance system; however, CyRide's critical pavement needs will still be met with this lower budget.

ALTERNATIVES:

1. Approve award of bid to Unified Contracting Services at a cost not-to-exceed \$68,750 for purchase and installation of a fluid management system.
2. Approve award of bid to another proposer based upon board-defined criteria.
3. Reject all bids and do not award a contract for a fluids management system.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to approve award to Unified Contracting Services. Installation of this system will improve accuracy of CyRide's management of its fluids, reduce staff time to complete this task and improve overall efficiency of servicing a growing CyRide bus fleet on a daily basis.

**Reminder: September 24, 2015
meeting begins at 4:00PM**

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
2015		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30		Upcoming Transit Board Mtgs: Oct 29- 4:00pm and Dec 3- 8:00am	