

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 25, 2015

The Ames Transit Agency Board of Trustees met on August 25, 2015 at 8:00 a.m. in the CyRide Conference room. Vice President Abbas called the meeting to order at 8:04 a.m. with Trustees Gartin, Madden, Schainker, Abbas and Teubert present. Absent: Trustee Haila.

PUBLIC COMMENTS: None.

CYRIDE FLUIDS MANAGEMENT SYSTEM PROCUREMENT: Director Kyras began by explaining the purpose and need for replacing CyRide's Fluids Management System. She stated that a Fluids Management System monitors and records the fuel and fluid usage as well as records odometers readings. She indicated that the current system failed four years ago and since then this information has been manually recorded. This manual system is susceptible to human error, which is problematic for federal and state reporting, as well as for CyRide's records management requirements.

Director Kyras explained that the replacement for this fluids system was included in the Capital Improvement Plan (CIP) at a cost of \$35,000 for the 2015-2016 budget year. She further explained that in July CyRide solicited bids for the replacement of this system. CyRide received five proposals that were evaluated based on the following criteria: pricing, installation lead time, warranty, hardware, software, and upgradability. Director Kyras explained that the evaluation team selected Unified Contracting Services at a cost of \$62,500. She explained that the main difference between each of the bids was the installation cost included in the bids. This system will require reconstructing parts of the building, so CyRide is recommending adding a 10% contingency to the total project cost for a not-to-exceed price of \$68,750.

Director Kyras explained that the cost of this system is more than CyRide had included in the Capital Improvement Plan, (CIP), but that CyRide will reduce another building line item in CyRide's budget for concrete work. The result will not increase the cost of the two line items combined. Specifically, \$33,750 will be reprogrammed from the concrete project with the Fuels Management System budget increased by this same amount.

Vice President Abbas asked if adequate funding would be available for the concrete work required for construct additional parking spaces. Director Kyras said that \$42,000 would remain in this line item, which would cover recently received bids for this work.

Trustee Madden made a motion to approve Alternative #1 awarding a bid to Unified Contracting Services at a cost not-to-exceed \$68,750 for purchase and installation of a fluids management system and seconded by Trustee Teubert. (Ayes: Five. Nays: None.) Motion carried.

Motion to adjourn at 8:12 a.m. was unanimous.

NEXT MEETING: Thursday, September 24, 2015 at 4:00 p.m.