



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE Committees

**DATE:** Wednesday, May 23, 2018  
**TIME:** 8:30 a.m. Administration & Finance Committee Meeting, and  
 Operations & Capital Projects Committee Meeting (estimated at  
 9:30 a.m., although to be held immediately following the Administration &  
 Finance Committee Meeting)

**LOCATION:** Staples Street Center  
 602 North Staples Street, 2<sup>ND</sup> Floor Board Room • Corpus Christi, TX

## ADMINISTRATION & FINANCE COMMITTEE

*TOM NISKALA (Chair)*

Scott Harris ~ Larry Young ~ Patricia Dominguez ~ Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call –</b>	D. Linnehan	1 min.	-----
2.	<b>Opportunity for Public Comment</b>	T. Niskala	3 min.	-----
3.	<b>Discussion and Possible Action</b> to Approve the Administration & Finance Committee Meeting Minutes of April 25, 2018	T. Niskala	3 min.	Pages 1-3
4.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group	K. Coughlin-Tran	4 min.	Page 4 <i>PPT</i>
5.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with Spectrum for \$178,700	D. Chapa	4 min.	Page 5 <i>PPT</i>
6.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the First Option Year with ENTRUST the Third Party Administrator for Employee Group Health, Vision & Dental Insurance Benefits	A. Gaitan	4 min.	Pages 6-7 <i>PPT</i>
7.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to	A. Gaitan	4 min.	Pages 8-9 <i>PPT</i>

	Authorize Awarding a Contract to United Healthcare for Long-Term Disability and Short-Term Disability Insurance			
8.	<b>Adjournment</b>	T. Niskala	1 min.	-----

**Total Estimated Time: 24 min.**

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**OPERATIONS & CAPITAL PROJECTS COMMITTEE**

**MICHAEL REEVES (Chair)**

**George B. Clower ~ Glenn Martin ~ Dan Leyendecker ~ Anne Bauman**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call –</b>	D. Linnehan	2 min.	-----
2.	<b>Opportunity for Public Comment</b>	M. Reeves	3 min.	-----
3.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Projects Committee Meeting Minutes of April 25, 2018	M. Reeves	3 min.	Pages 1-2
4.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Kapalua Marine Fuel & Lube for Lubricant & Fluid Supplies	J. Fehribach	4 min.	Pages 3-5 <i>PPT</i>
5.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Execute a Memorandum of Agreement with MV Contract Transportation, Inc. for Route 99 Port Aransas Ferry Shuttle Service	G. Robinson	4 min.	Page 6 <i>Attachment PPT</i>
6.	<b>Adjournment</b>	M. Reeves	1 min.	-----

**Total Estimated Time: 17 min.**

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On **Friday, May 18, 2018** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

**PUBLIC NOTICE** is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer. In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

<p><b>Mission Statement</b> The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.</p>	<p><b>Vision Statement</b> Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.</p>
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**REGIONAL TRANSPORTATION AUTHORITY  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES  
WEDNESDAY, APRIL 25, 2018**

**Summary of Actions**

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Administration & Finance Committee Meeting Minutes of March 28, 2018**
- 4. Action to Recommend the Board Approve a Contract Update for the State and Federal Legislative Consulting Services from June 2018 until June 2020**
- 5. Action to Recommend the Board Exercise the Contract Option Year with Vets Securing America (VSA) to Provide Security Guard Services at Staples Street Center and Bear Lane Facilities**
- 6. Adjournment**

The Regional Transportation Authority Administration & Finance Committee met at 8:30 a.m. in the Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Committee Members Present:** Tom Niskala, Committee Chairman; Scott Harris, Patricia Dominguez and Philip Skorbarczyk.

**Committee Members Absent:** None

**Staff Present:** Jorge Cruz-Aedo, CEO; Chad Castleberry, David Chapa, Kelly Coughlin-Tran, Jennifer Fehribach, Derrick Majchszak, Sharon Montez, Gordon Robinson, Robert Saldaña and Susan Teltschik

**Public Present:** Vicki Reeves, LCC46 Mirador.

**Call to Order & Roll Call**

Mr. Tom Niskala called the meeting to order at 8:30 a.m. Ms. Susan Teltschik called Roll and stated a quorum was present.

**Opportunity for Public Comment**

No one spoke under Public Comment.

**Action to Approve the Administration & Finance Committee Meeting Minutes of March 28, 2018**

**MR. SCOTT HARRIS MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF MARCH 28, 2018. MR. LARRY YOUNG SECONDED THE MOTION.**

**NISKALA, HARRIS, YOUNG, DOMINGUEZ AND SKROBARCZYK  
VOTING IN FAVOR. THE MOTION CARRIED. NONE.**

**Action to Recommend the Board Approve a Contract Update for the State and Federal Legislative Consulting Services from June 2018 until June 2020**

Ms. Kelly Coughlin-Tran commented on the bags issued to each board member to help promote the CCRTA. Ms. Coughlin-Tran introduced the new Marketing Production Coordinator, Mr. Chad Castleberry and commented he brings over 20 years of graphic design and video experience and welcomed him to the CCRTA.

She began her presentation with some Transit Trivia with how many trips Americans took in 2016 using public transportation and answered with 10.2 billion and ridership has increased 26 percent during the last 20 years. She also provided a background and identified the need for both State and Federal Legislative Consulting services.

Ms. Coughlin-Tran reported on the current contracts with Longbow Partners, for State Legislative and said their contract is scheduled to expire on June 6, 2018; and with Meyers & Association, for our Federal are asking Longbow Partners for more hours of work per month concerning autonomous vehicles, fare legislative and appointments with the delegation to discuss funding needs for the Agency at a proposed updated cost of \$66,000 per year on a 2 year contract updated total of \$132,000. Ms. Coughlin-Tran also commented we are asking Meyers & Associates to set up another delegation trip in the summer to address FTA's call for projects regarding autonomous vehicles, and to also set appointments with the delegation to discuss funding needs for the Agency at an updated proposed cost of \$72,000 per year on a 2 year contract total of \$144,000.

**MR. SCOTT HARRIS MADE A MOTION TO RECOMMEND THE BOARD APPROVE A CONTRACT UPDATE FOR THE STATE AND FEDERAL LEGISLATIVE CONSULTING SERVICES FROM JUNE 2018 UNTIL JUNE 2020. MR. LARRY YOUNG SECONDED THE MOTION. NISKALA, HARRIS, YOUNG, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. THE MOTION CARRIED. NONE.**

**Action to Recommend the Board Exercise the Contract Option Year with Vets Securing America (VSA) to Provide Security Guard Services at Staples Street Center and Bear Lane Facilities**

Mr. Mike Rendón commented on a background where the Board approved awarding the Security Guard Services contract to Vets Securing America (VSA) on May 25, 2016. He stated the contract will expire on June 30, 2018. He provided an overview of their services that include 24-hour coverage at the Staples Street Center and weekend coverage at the Bear Lane facilities. Mr. Rendón said VSA also covers special events and they are present during emergency events. He also added they include in their 2 year contract with a one-year option, 25 area check points with Vision Security System at the Staples Street Center and Station.

**MR. PHILIP SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD EXERCISE THE CONTRACT OPTION YEAR WITH VETS SECURING AMERICA (VSA) TO PROVIDE SECURITY GUARD SERVICES AT STAPLES STREET CENTER AND BEAR LANE FACILITIES. MR. SCOTT HARRIS SECONDED THE MOTION. NISKALA, HARRIS, YOUNG, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. THE MOTION CARRIED. NONE.**

**Adjournment**

There being no further review of items, the meeting ended at 8:45 a.m.

Submitted by: Dena Linnehan



**Subject:** Exercise the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group

**Background**

Previously the CCRTA used two services to provide the Bus and Bench Advertising revenue before 2015. Both of these contracts were separate and did not interact with one another, thus leading to different ad choice styles on both wraps and benches. In 2015, the CCRTA began contracting both of these items to vendors who could provide the services simultaneously, keeping the marketing themes united.

**Identified Need**

The CCRTA is constantly looking for new ways to expand its revenue stream so that the agency can provide quality transportation, security and customer service for our transit riders. The CCRTA uses its amenities such as buses, benches, shelters and others services to earn advertising revenue for the agency. The contractor is also responsible for all graffiti removal on the advertisement and general appearance of the advertisement itself.

**Financial Impact**

For the three-year base of the contract the contractor must pay either one hundred and fifty thousand dollars (\$150,000) or 37% of their gross revenue to CCRTA, whichever is greater. By using the first option year, Iconic Signs must pay one hundred and seventy-five thousand dollars (\$175,000) or 37% of their gross revenue, whichever is greater.

Percentage of Gross	Revenue to CCRTA	Minimum Annual Guarantee to CCRTA
Three Year Base	37% or	\$150,000
First Option Year	37% or	\$175,000

**Recommendation**

Staff request the Administration & Finance Committee recommend the Board to Exercise the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group.

Respectfully Submitted,

Submitted by: Kelly Coughlin  
Director of Marketing

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Execute a Three-Year Contract for Internet and Fiber Data Communications with Spectrum for \$178,700

**Background**

The RTA has maintained Internet and Fiber data communications with Spectrum as the Internet service provider since March 2016 and the current contract expires July 2018. The data services support Internet and Fiber data communications between Bear Lane Operations Facilities and the Staples Street Center building.

**Identified Need**

The RTA's IT Department has defined the need for an Internet service provider that can meet the requirements of the authority for current and future needs. CCRTA's wide area network (WAN) system provides free public Wi-Fi to our customers, email, bus AVL tracking data and customer service support.

**Financial Impact**

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. Estimated cost for a 3-year contract will \$178,700. These funds are budgeted and will come from local funds.

**Recommendation**

Staff request the Administration & Finance Committee to recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with Spectrum for \$178,700.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Final Review by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Exercise the First Option Year with ENTRUST the Third Party Administrator for Employee Group Health, Vision & Dental Insurance Benefits

**Background**

The RTA employs approximately 243 full-time employees, all of which are provided Health, Vision and Dental coverage through a self-funded program. This self-funded health program is currently administered by Entrust, who handles all claims and benefit related questions. Below is a summary of costs to employees and covered services:

Monthly Cost to Employees:

	Medical	Dental	Vision
Employee	\$30.00	\$11.28	\$0.00
Family	\$220.00	\$43.00	\$0.00

Benefit Programs:

Physician Office Visits	Surgery
Preventive Care	Chiropractic Care
Urgent Care	Maternity Care
Emergency Room Care	Prescription Drugs
Outpatient Care	Dental
Radiology	Vision

**Identified Need**

Exercising the first option year of this contract will ensure continuous administration of the health, vision and dental benefits. We will perform a cost analysis during this option year. It is the intent of the RTA that we will issue a Request for Proposal (RFP) for a self-funded health insurance program with a third party administrator during this option year.

**Disadvantaged Business Enterprise**

Staff will monitor DBE and collaborate with contractors to pursue DBE participation.

**Financial Impact**

The approved budget for health care cost, including this administrative contract, is \$2,600,000 and is currently budgeted in the Human Resources departmental budget.

**Recommendation**

Staff requests the Administration & Finance Committee recommend the Board authorize the Chief Executive Officer (CEO) or Designee to Exercise the First Option year with Entrust the Third Party Administrator for Employee Group Health, Vision, and Dental Insurance Benefit.

Respectfully Submitted,

Reviewed by: Angelina Gaitan  
Director of Human Resources

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Authorize Awarding a Contract to United Healthcare for Long-Term Disability and Short-Term Disability Insurance

### Background

The Authority provides long-term disability insurance to full time employees who have been employed for one (1) year. The Authority pays for the premium cost. The current program provides coverage with a 90-day elimination period and benefits equal to 66.67% of an employee's base wages. The policy provides income protection to employees for total and permanent disabilities, as well as for occupational disabilities and mental and nervous related disabilities.

The Authority also offers short-term disability insurance to active employees working a minimum of 32 hours per week and the employee is responsible for the premium cost. The current plan provides coverage with a 14-day elimination period and the benefits equal to 60.00% of an employee's base wages. The policy provides income protection to employees for a benefit period of 11 weeks, for partial, total and permanent disabilities.

### Identified Need

An RFP went out for solicitations on long-term disability and short-term disability coverage. We received (8) proposals and (5) were considered unresponsive due to technical deficiencies in proposal response. The (3) proposals that were evaluated were United Healthcare, Ochs, Inc. and New York Life. Below is a breakdown of the evaluation summary:

Firm	Approach & Work Plan (30 Points Max)	Qualifications & References (20 Points Max)	Experience (20 Points Max)	Price Score (30 Points Max)	Total Score (Maximum Points 100)
United Healthcare	24.50	17.50	17.50	29.00	88.10
Ochs, Inc.	22.50	14.25	15.50	30.00	82.25
New York Life	18.25	12.25	15.25	25.00	70.94

### Financial Impact

The total cost for this benefit is approximately \$271,217.70 based on a 2-½ year contract term. This cost is projected with a portion of approximately \$95,477.70 being paid by the employee for the voluntary premium selection of the short-term disability and the balance \$175,740.00 being paid by the CCRTA for the long-term disability insurance. These funds are budgeted within each department budgets.

**Recommendation**

Staff requests that the Administration Committee recommend the Board of Directors authorize awarding a contract to United Healthcare for Long-Term Disability and Short-Term Disability Insurance.

Respectfully Submitted,

Reviewed by:       Angelina Gaitan  
                          Director of Human Resources

Final Approval by: \_\_\_\_\_  
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                          Jorge Cruz-Aedo  
                          Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, APRIL 25, 2018**

**Summary of Actions**

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Operations & Capital Projects Committee Meeting Minutes of March 28, 2018 (No meeting scheduled)**
- 4. Action to Recommend the Board Authorize Issuing an Invitation for Bid (IFB) for a Bus Battery Supplier Contract**
- 5. Action to Recommend the Board Authorize Issuing an Invitation for Bid (IFB) for an Bus Engine Supplier Contract**
- 6. Adjournment**

The Regional Transportation Authority Operations & Capital Projects Committee met at 8:30 a.m. in the Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Committee Members Present:** Michael Reeves, Committee Chair; Glenn Martin and Anne Bauman

**Committee Members Absent:** George Clower and Dan Leyendecker

**Staff Present:** Jorge Cruz-Aedo, CEO; Chad Castleberry, David Chapa, Kelly Coughlin-Tran, Jennifer Fehribach, Derrick Majchszak, Sharon Montez, Gordon Robinson, Robert Saldaña and Susan Teltschik

**Public Present:** Vicki Reeves, LCC46 Mirador.

**Call to Order & Roll Call**

Mr. Michael Reeves called the meeting to order at 8:50 a.m. Ms. Susan Teltschik called Roll and stated a quorum being present.

**Opportunity for Public Comment**

No one spoke under Public Comment.

**Action to Approve the Operations & Capital Projects Committee Meeting Minutes of February 28, 2018 and March 28, 2018 (no meeting scheduled)**

**MR. GLENN MARTIN MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF FEBRUARY 28, 2018 AND MARCH 28, 2018 (NO MEETING SCHEDULED). MS. ANNE BAUMAN SECONDED THE MOTION. REEVES, MARTIN AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT CLOWER AND LEYENDECKER**

**Action to Recommend the Board Authorize Issuing an Invitation for Bid (IFB) for a Bus Battery Supplier Contract**

Ms. Jennifer Fehribach presented background information on the Fixed Route fleet batteries for their 500 amp requirement in the electrical and split charging system. She commented these are heavy duty commercial batteries and the Agency expends 155 to 165 annually and we are responsible for proper disposal per APA standards and regulations. Ms. Fehribach stated a bus battery supply agreement maintains firm pricing, competitive bidding and will maintain the Original Equipment Manufacturer (OEM) specifications for our equipment. She said the contract is a three-year base with 2 one-year options with Board approval and total amount is based upon actual expenditure usage from 2018 local funds budgeted. She also commented costs per battery is around \$60 each and no one wants to provide bulk pricing, so we are hoping to stay within \$10 increase per batter.

**MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE ISSUING AN INVITATION FOR BID (IFB) FOR A BUS BATTERY SUPPLIER CONTRACT. MS. BAUMAN SECONDED THE MOTION. REEVES, MARTIN AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT CLOWER AND LEYENDECKER**

**Action to Recommend the Board Authorize Issuing an Invitation for Bid (IFB) for a Bus Engine Supplier Contract**

Ms. Jennifer Fehribach also reported on the Agency's engine supplier contract as the Federal State of Good Repair (SOGR) Best Practices states we are required to maintain assets to Original Equipment Manufacturer (OEM) standards. She said the Agency does this by performing oil analysis testing at 6,000 mile to monitor and identify internal wear of our engines including engine overhauls to ensure the Agency meets useful life thresholds. Ms. Fehribach described the fleet vehicles with 10 2012 CNG buses and 8 2009 diesel buses powered by 8.9 Liter Cummins engines. She said our proactive preventative engine overhaul program help to mitigate major engine failures, safeguard the CNG valve recessions and maintain we meet the EPA emission standards. Ms. Fehribach stated the contract is based on three years and two one-year options with Board approval, cost will be based on actual usage, and will come from our Federal 5307 funding and 20 percent local funding.

**MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE ISSUING AN INVITATION FOR BID (IFB) FOR A BUS ENGINE SUPPLIER CONTRACT. MS. BAUMAN SECONDED THE MOTION. REEVES, MARTIN AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT CLOWER AND LEYENDECKER**

**Adjournment**

There being no further review of items, the meeting ended at 9:01 a.m.

Submitted by: Dena Linnehan



**Subject:** Award a contract to Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Kapalua Marine Fuel & Lube for Lubricant & Fluid Supplies

### **Background**

The RTA requires heavy duty motors oils, lubricants, and fluids to maintain the fleet within Original Equipment Manufacturers (OEM) specifications, insuring warranties and fleet integrity. Lubricants and fluids must meet operational cycle demands for Diesel & CNG as outline by OEM specifications. Additionally, RTA fleet has a five-year warranty with an extended warranty for the new CNG Fixed Route Fleet. OEM specified lubricant and fluid supplies ensure the fleet remains compliant with manufacturer warranties and FTA State of Good Repair requirements.

### **Identified Need**

An IFB was issued for solicitations to supply bulk lubricants and fluids. CCRTA received (9) proposals, (5) proposals were deemed unresponsive due to incomplete bid packages. The RTA maintenance team evaluated (4) proposals for (5) manufacturer specified OEM criteria;

- Allison TES 295
- ASTM (American Society for Test 7 Materials)
- SAE-J (Society of Automotive Engineers)
- API (American Petroleum Institute)
- API-CK-4 (new standard as of Nov. 18<sup>th</sup> for units built in 2016 forward)

Reference website for OEM standards fluids Oil Registration Listing:

<http://www.allisontransmission.com/parts-service/approved-fluids/on-highway-fluids>

<http://www.cumminsinsite.com>

The lubricant and fluid IFB is structured as a three-year firm supply agreement with two (2) one-year options following Board approval.

## Proposals Received:

Project Title: Lubricant and Fluid Supply  
 Owner: CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
 Project No.: PB No. 2018-SP-25  
 Bid Opening Date & Time: March 27, 2018 @ 3 p.m.

Item No.	Proposers	Date/Time Received	Received by Initials	Price Schedule (Appendix A)	Certification Form (Appendix B)	Certification and Statement of Qualifications (Appendix C)	Disclosure of Interests/Certification (Appendix D)	Accessibility Policy (Appendix E)	References (Appendix F)	Request for Information (Appendix G)	Bid Submission Checklist (Appendix H)	Addendum No. 1	Specification Information & Material Safety Data Sheet	Comments
1	Oil Patch Petroleum	03/26/18 8:46AM	SA	X	X	X	X	X	X	X	X	X	X	
2	Arguindegui Oil Co	03/27/18 9:26AM	SA	X	X	X	X	X	X	X	X	X	X	
3	Sun Coast Resources	03/27/18 9:35AM	SA	NSRP	X		X	X	X	X	X			Did not submit Price Schedule on Revised Price Schedule in Addendum No. 1
4	C. C. Freightliner	03/27/18 10:07AM	SA	NSRP	X	X	X	X	X	X	X	X	X	Did not submit Price Schedule on Revised Price Schedule in Addendum No. 1
5	French Ellison	03/27/18 11:01AM	SA	NSRP	X	X	X	X	X	X	X	X	X	Did not submit Price Schedule on Revised Price Schedule in Addendum No. 1
6	Kapalua Marine Fuels & Lubes	03/27/18 11:17AM	SA	X	X	X	X	X	X	X	NR	X	X	Did not submit Bid Submission Checklist
7	Arnold Oil Company (Main Bid)	03/27/18 1:47PM	SA	X	X	X	X	X	X	X	X	X	X	
8	Arnold Oil Company (Alternate Bid)	03/27/18 1:47PM	SA	X	X	X	X	X	X	X	X	X	X	
9	H/D/J American Lube Supply, Inc.	03/27/18 1:51PM	SA	X	X	X	X	X	NR	X	X	NR	X	Did not submit any references or acknowledge Addendum No. 1

NR NON-RESPONSIVE  
 NSRP NOT SUBMITTED ON REVISED PRICE SCHEDULE IN ADDENDUM NO. 1

## Recommendation for Award:

Item No.	Item Description	Estimated Three Year Base Usage/ Gallons	Unit Cost	Three Year Base Cost	Manufacturer & Product	Recommended Awarded Vendors
1	<b>MOTOR OIL DIESEL:</b> usage in all Seasons above 14°F - 15W-40 • Must meet API Category CK-4 • Cummins specified lubricants <u>only</u> o Non-approved lubricants will void the Cummins warranty or damage to the engine • Oil must meet or exceed CES 20086 o Note: not all CK-4 oils meet the CES 20086 standard	6,000	\$6.58	\$39,480.00	Citgo Citgard 600 SAE 15W 40 CK-4	Oil Patch Petroleum
2	<b>MOTOR OIL CNG:</b> usage all Seasons above 10° F - 15W-40 • Natural gas engine oil • Use Cummins specified lubricants <u>only</u> • Oil must meet or exceed CES 20085 o Non-approved lubricants may cause engine damage	12,600	\$7.40	\$93,240.00	Citgo Citgard CNG/LNG 15W 40	Oil Patch Petroleum
3	<b>ANTIFREEZE:</b> • Coolant must meet ASTM4985 criteria • Coolant must meet ASTM D-6210/D-6211 specifications and Cummins Engineering Standard 14603 requirements o Do not mix types: Ethylene Glycol, 50% concentration, Propylene Glycol, 50% concentration • 15 gal / 57 L (dry fill, including hoses, heater coils, transmission cooler, etc.)	9,000	\$7.06	\$63,540	Cummins Filtration Antifreeze ES: EG Premix 50/50	French Ellison
4	<b>TRANSMISSION FLUID: (ALLISON B400R TRANSMISSION)</b> • Transmission fluid required to meet Allison TES 295 or TES 369 specification • Requires 30.8 qt. / 29.1 L initial dry fill (hoses, transmission cooler, etc.) • 16.8 qt. / 15.9 L refill	3,570	\$31.29	\$111,705.30	Shell Spirax A295	Oil Patch Petroleum
5	<b>FRONT WHEEL BEARING GREASE:</b> • High Pressure Lithium grease NLGI Grade 2 - Fallex EP Continuous Load (ASTM D-3233) • Failure load in lbs. 4325	1,152	\$2.96	\$3,409.92	Purus Alltor HD Red #2	Arnold Oil Company (Alt. Bid)
6	<b>DIFFERENTIAL/REAR AXLE FLUID:</b> • 85W140 API GL-5 • SAE J2360 Meritor specification • 076-A. (22 qt. / 20.8 L)	2,700	\$2.74	\$7,398.00	Mobil Mobil Lube 85W 140 Gear Oil	Kapalua Marine Fuels & Lubes
<b>Three Year Base Costing</b>				<b>\$318,773.22</b>		

## Disadvantaged Business Enterprise

Staff will monitor DBE and collaborate with bidders to pursue DBE participation, including subcontracting opportunities.

**Financial Impact**

Total amount of expenditures will be determined by actual usage. Local funds are budgeted not to exceed \$318,773.22.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board authorize the Chief Executive Officer (CEO) or Designee to award a contract for Lubricant and Fluid supplies to the following vendors:

1. Oil Patch Petroleum,
2. French Ellison,
3. Arnold Oil Company, and
4. Kapalua Marine Fuel & Lube

Respectfully Submitted,

Submitted by: Bryan J. Garner  
Director of Maintenance

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations and Capital Projects Committee Memo

May 23, 2018

**Subject:** Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Execute a Memorandum of Agreement with MV Contract Transportation, Inc. for Pilot Route 99 Port Aransas Ferry Shuttle Service

**Background**

The Route 99 Port Aransas Ferry Shuttle is an improved pilot service that will operate between May 25, 2018 and September 3, 2018. The service will primarily operate in the City of Port Aransas, seven days per week, between 6:20 a.m. and 6:45 p.m. with two express trips, morning and evening, from the Staples Street Center Transfer Station to capture a wider employment base.

**Identified Need**

MV Contract Transportation, Inc. personnel will operate, provide and maintain two vehicles for this service. A Memorandum of Agreement with MV Contract Transportation, Inc. is necessary to meet daily operational requirements.

**Financial Impact**

The budget for the Route 99 service is \$145,000 as included in the Fiscal Year 2018 Operating Budget.

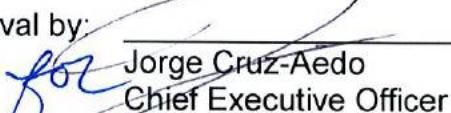
**Recommendation**

Staff is requesting that the Operations and Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer or designee to execute a Memorandum of Agreement with MV Contract Transportation, Inc.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (this “**Agreement**”), dated as of May 23, 2018 (the “**Effective Date**”), is by and between the Corpus Christi Regional Transportation Authority (“**Agency**”), and MV Contract Transportation, Inc. (“**Contractor**”). Agency and Contractor are individually a “**Party**” and collectively the “**Parties**.”

### RECITALS

WHEREAS, the Parties have entered into that certain Paratransit and Small Bus Operations Contract, dated as of January 6, 2014, pursuant to which Contractor provides transportation services for Agency (the “**Primary Agreement**”); and

WHEREAS, the Agency is in need of certain additional transportation services not covered by the Primary Agreement; and

WHEREAS, Agency desires to engage Contractor to provide, and Contractor desires to provide, those additional transportation services in accordance with the terms and conditions set forth herein.

### AGREEMENT

NOW THEREFORE, in consideration of the premises and the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

1. Term. The term of this Agreement shall commence on May 25, 2018, and shall continue September 3, 2018. The Parties may extend the term upon mutual agreement.

2. Services. Subject to the terms of this Agreement, the Agency hereby engages the Contractor, and the Contractor agrees to perform, the services (the “**Services**”) as more fully detailed below:

2.1 Vehicles. Contractor shall provide the following vehicles for the Services:

VEHICLE (YR/MAKE/MODEL)	VIN
Ford E350 StarTrans Bus	1FDEE3FL1DDA15496
Ford E350 StarTrans Bus	1FDEE3FL6DDA15509

2.2 Route: 99 Pilot route to express from Staples Street Station in Corpus Christi to Port Aransas Ferry. Route will circulate with two buses in a 30-minute frequency around the township of Port Aransas. Buses will express back to Staples Street Station in Corpus Christi in the early evening. Service will run 7 days a week, approximately 25 vehicle hours each day.

2.3 Maintenance. Contractor shall provide all maintenance and repairs required for the vehicles.

2.4 Drivers. Contractor will provide drivers and other personnel required to operate the Services. All drivers must meet all qualification standards of the Primary Agreement.

2.5 Estimated Hours. The Parties estimate that Contractor will provide the Services for approximately 175 Vehicle Hours per week.

3. Rates. In exchange for the Services, Agency shall compensate Contractor as follows:

3.1 Vehicle Rate. Agency shall pay Contractor a monthly fee in the amount of \$2,880.00 per month (prorated for partial months), plus a one-time delivery/pick-up fee in the amount of \$2,400.00. These rates shall cover both vehicles provided for the Services.

3.2 Hourly Rate. Agency shall pay Contractor at the rate of \$44.30 per Vehicle Hour. Vehicle Hours shall be measured gate to gate, meaning from the time the vehicle departs from Contractor's facility/vehicle storage area until the time the vehicle returns to Contractor's facility/storage area.

3.3 Relief Route. The Parties acknowledge and agree that Contractor will bill Agency one relief route per day. The relief route shall not exceed 2 Vehicle Hours per day.

4. Invoicing; Payment Terms. Contractor shall invoice Agency on a monthly basis for all Services provided during the prior month in accordance with the provisions of the Primary Agreement. Agency shall pay all invoices in accordance with the payment terms of the Primary Agreement.

5. Miscellaneous.

5.1 Primary Agreement. Except to the extent explicitly provided herein, this Agreement is subject to all of the terms and provisions of the Primary Agreement. In the event of any conflict between the terms of this Agreement and the Primary Agreement, the terms of this Agreement shall control.

5.2 Subject to Board Approval. Contractor acknowledges that expenditures may not exceed \$50,000.00 prior to the Agency obtaining approval from its Board of Directors for this Agreement on or about June 6, 2018. In the event that such approval is not obtained, this Agreement may be terminated by the Agency after four (4) weeks of operations in order to avoid exceeding such limit.

5.3 Counterparts and Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same Agreement. Any signature delivered by facsimile or other electronic transmission shall be deemed to be an original signature.

*[Signature Page Follows]*

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the Effective Date.

**AGENCY:**

Corpus Christi Regional Transportation Authority

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CONTRACTOR:**

MV Contract Transportation, Inc.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_