

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #1

Agenda Item: Approval of July 8, 2015, LAMTD Board of Directors Meeting Minutes

Presenter: Marcy Harrison

Recommended

Action: Board of Directors approve the Minutes of the July 8, 2015, LAMTD Board of Directors Meeting.

Summary: The LAMTD Board of Directors Meeting Minutes for July 8, 2015, summarizes agenda items covered during that meeting.

Four (4) items required Board of Directors approval or concurrence:

1. Board Meeting Minutes for June 10, 2015.
2. Disposal of three (3) vehicles based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.C
3. Proposed aggregate millage rate of .5000 mills and for the proposed FY 2016 Millage and Rate Public Hearings.
4. Maintenance Fuel Island Supervisor Position

Attachments: July 8 2015, Board of Directors Meeting Minutes

**LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MINUTES  
JULY 8, 2015**

**Directors:**

City of Lakeland Commissioner Don Selvage (Chairman)  
Polk County Commissioner John Hall (Vice-Chairman)  
Polk County Commissioner George Lindsey (Secretary)  
City of Lakeland Commissioner Jim Malless  
City of Lakeland Commissioner Keith Merritt

Executive Director: Tom Phillips  
Administrative Assistant: Marcy Harrison

**Call to Order**

8:30a.m. by Chairman Don Selvage

**Roll Call**

**Present**

Commissioner Hall	Absent
Commissioner Lindsey	
Commissioner Malless	Absent
Commissioner Merritt	
Commissioner Selvage	

**Agenda Item #1 – Approval of Minutes for June 10, 2015 Board of Directors Meeting**

Approval requested for the approval of the June 10, 2015 LAMTD Board of Directors Meeting Minutes.

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Merritt:

“Approval of June 10, 2015 LAMTD Board Meeting Minutes”

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

None

### **Agenda Item #3 – Government & Community Relations / Erin Killebrew**

July 6<sup>th</sup> Service Reduction Update given to the Board of Directors. All Directors and Supervisors have and will be at each terminal assisting riders with transfers, and answering any questions for the remainder of the week.

### **Agenda Item #4 – Finance / David Persaud**

- June Financials:

#### **Year to Date May 31, 2015**

<b>Description</b>	<b>% of FY Budget</b>	<b>Budget \$</b>	<b>Actual \$</b>	<b>% of FY</b>	<b>Annual + Budget</b>
Revenue YTD	68%	\$8.2 Million	\$7.3 Million	67%	\$10.9 Million
Expenses YTD	68%	\$7.3 Million	\$6.8 Million	62%	\$10.9 Million

#### **REVENUES:**

The total revenues realized year-to-date through May 31, 2015 totaled \$7.3 million or 67% of the fiscal year budget.

- Farebox revenues reflect 105% of budgeted revenues through May31, 2015. The revenues are in line with the budget.
- Ad Valorem taxes reflect \$3.446 million or 101% of the total budgeted revenues of \$3.4 million

Property taxes become due and payable on November 1<sup>st</sup>, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Florida DOT operating grants is being billed quarterly effective fiscal year 2014-2015. The second billing covered the quarter ending March 31, 2015. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The YTD revenues are \$1.2 million or 67% of total budget.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Other revenues are not significant and are on a cash basis which means these revenues are recognized when the cash is received and in line with the year-to-date budget.

**EXPENSES:**

The total expenses year-to-date through May 31, 2015 totaled \$6.8 million, 62% of the Fiscal year budget.

- Salaries and benefits represent 68% of the FY 2014-2015 budget. As of May 31, 2015 those expenses totaled \$4.6 million or 93% of the YTD budget.
- Professional and Technical Services expenses totaled \$175,000 or 76% of YTD budget; a favorable variance
- Other services expenses totaled \$46,000 or 46% YTD budget
- Fuel expenses totaled \$656,000 or 68% YTD budget due to declining fuel prices; a favorable variance
- Materials and supplies totaled \$513,000 over budget by 22% due to increase use of parts and supplies.
- Advertising promotion expenses totaled \$79,000 over budget, \$59,000 due to FY 2014 expenses from the referendum that came in this FY, developing the District website and advertising expenses.
- Property appraiser, Tax Collector Commission and CRA payments totaled \$263,000, slightly over the budget due to CRA payments made in total and the property appraiser fees slightly over budget.

Other remaining expenses are in line with the YTD budget through May 31, 2015

CHANGE IN FINANCIAL CONDITION
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Based on the year-to-date budget-to-actual variances through May 31st the financials reflect favorable budget to actual performance. Fuel expenses are favorable but parts and supplies for repairing the fleet is over budget.
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RIDERSHIP
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Ridership through May 31, 2015
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FY 2013					FY 2014					FY 2015				
	LAMTD	WHAT	PARA	TOTAL		LAMTD	WHAT	PARA	TOTAL		LAMTD	WHAT	PARA	TOTAL
<i>OCT</i>	107,786	24,783	8,729	141,298	<i>OCT</i>	114,557	32,938	7,968	155,463	<i>OCT</i>	113,670	32,992	6,888	153,550
<i>NOV</i>	100,764	19,964	7,337	128,065	<i>NOV</i>	91,529	26,260	6,798	124,587	<i>NOV</i>	*90,011	*25,705	5,470	121,186
<i>DEC</i>	100,424	19,753	7,006	127,183	<i>DEC</i>	100,346	26,015	6,767	133,128	<i>DEC</i>	*103,234	*28,974	6,046	138,254
<i>JAN</i>	109,639	27,666	8,007	145,312	<i>JAN</i>	98,127	28,895	7,190	134,212	<i>JAN</i>	*96,996	*23,903	*5,919	126,818
<i>FEB</i>	100,239	29,581	7,289	137,109	<i>FEB</i>	99,784	29,436	6,820	136,040	<i>FEB</i>	*90,462	*20,828	*5,581	116,871
<i>MAR</i>	100,194	27,702	7,720	136,416	<i>MAR</i>	99,107	28,673	7,356	135,136	<i>MAR</i>	*95,630	*23,532	*6,316	125,478
<i>APRIL</i>	101,248	30,157	8,308	139,713	<i>APRIL</i>	102,859	30,794	8,118	141,771	<i>APRIL</i>	*91,789	*22,853	*6,333	*120,975
<i>MAY</i>	100,169	30,670	8,215	955,096	<i>MAY</i>	100,584	29,210	7,790	138,284	<i>MAY</i>	82,768	20,021	6,170	108,132
	821,263	210,276	62,611	1,094,690		806,893	232,221	58,807	1,098,621		764,560	198,808	48,723	1,011,264

For the period ending May 31, 2015, total ridership decreased 8% compared to the same period last fiscal year.
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\* Post Medicaid reform ridership and November 11<sup>th</sup> route reduction ridership

STATISTICAL TRENDS LAST FOUR YEARS AUDITED FINANCIAL STATEMENTS
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	9/30/2014	9/30/2013	9/30/2012	9/30/2011
1. Farebox Recovery Ratio (All modes)	25.71%	28.7%	26%	22.6%
2. Cost per revenue hour	\$86.29	\$83.84	\$83.62	\$91.26
3. Revenue Hours	117,008	116,422	112,539	115,679
4. Fuel Cost (\$)	\$1,316,739	\$1,367,289	\$1,317,442	\$1,349,788
5. Ridership	1,647,010	1,638,470	1,452,161	1,768,087

- Asset Disposal

The District is proposing the disposal of these items based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1C – Grant Management Guidelines, Chapter II, paragraph 3.f.(4).

The vehicles and/or equipment shall be disposed of through a competitive bid process. Item that cannot be sold will be reassessed and disposed of as scrap.

Item Description	Purchase Date	FTA / CUTR / TRIPS Useful Life	Reason for Disposal	Current Condition
Support Vehicle Unit 4; 1997 Ford Aerostar	12/18/1996	5 yrs or 200,000 mile	over 17 yrs & 121,214 miles	Major repairs needed
27' Paratransit Bus #542; 2006 Champion Challenger	6/16/2006	7 yrs or 200,000 mile	8.6 yrs & 344,388 miles	Roof leaks & major repairs needed
27' Paratransit Bus #543; 2006 Champion Challenger	6/16/2006	7 yrs or 200,000 mile	8.6 yrs & 273,714 miles	Roof leaks & major repairs needed

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Merritt:

“Approval for the disposal of three (3) LAMTD vehicles based on the depreciation schedule as defined by the Federal transit Administration Circular 5010.C”

**MOTION CARRIED UNANIMOUSLY**

- FY 2016 Millage Rate and Budget

Recommend approval of the proposed aggregate millage rate of .5000 mills and for the proposed FY 2016 Millage and Rate Public Hearings.

**Millage:**

FY 2015-16 Proposed Millage rate .5000

FY 2015-16 Current Year Aggregate .4818

Rolled-Back-Rate

Current year proposed rate as a percent 3.78%

Change of Rolled-Back-Rate

The DR-420, Certification of Taxable Value, is due to the Property Appraiser by Tuesday, August 4, 2015. A copy of the DR-420 Certificate of Taxable Value is attached using the maximum allowable millage rate of .5000, the current rate of .5000, and the aggregate rolled back rate of .4818.

**Public Hearings:**

First Public Hearing for FY 2016 Millage Rate and Budget: Wednesday, September 9, 2015, at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

Second Public Hearing (Final) FY 2016 Millage Rate and Budget: Wednesday, September 23, 2015 at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

Form DR-420, Certification of Taxable Value

Form DR-420-TIF(s) – Tax Increment Adjustment Worksheet(s)

Form DR-420MM-P – Maximum Millage Levy Calculation Preliminary Disclosure

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Merritt:

“Approval of the proposed aggregate millage rate of .5000 mills and for the proposed FY 2016 Millage and Rate Public Hearings.

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #5 – Human Resources-Maintenance / Mary Lynne Janoso and Joe Cheney**

Authorization to hire a Maintenance Service Island Supervisor - On August 12, 2014 Lakeland Area Mass Transit District terminated the contract for the nightly cleaning of buses with Development Management d.b.a. D&A Building Services. The cleaning work was brought in house and has been performed as a collateral duty by our Utility Workers that currently refuel and wash the exterior of our buses. No additional manpower was added at the time of contract termination. Staff wanted the opportunity to evaluate the internal ability to handle the work before adding staff. The saving to the District over the past 9 months has been about \$7,900 per month but the quality of the work is not where it should be due to a lack of consistent supervision.

There are 9 authorized part time Utility Workers performing this work during the evening. There is one full time Utility worker that works during the day time detailing buses. The addition of a part time supervisor will improve the quality of the work through the implementation of Standard Operating Procedures for each task being performed.

**Funding for the Position**

Estimated cost for this position \$28,080 max.

Request to apply the savings from the canceled contract to the cost of this position.

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Merritt:

“Approval of Maintenance Fuel Island Supervisor Position”

**MOTION CARRIED UNANIMOUSLY**

## **Agenda Item #6 – Executive Report / Tom Phillips**

### June Activity Log –

June 1, 2015	LAMTD Special Meeting with LCC
June 1, 2015	FPTA/FDOT/CUTR Professional Development Workshop
June 3, 2015	TMR Meeting
June 3, 2015	Polk Transit Consolidation Meeting
June 4, 2015	Mid-Year Contract Renewal-Polk Transit
June 5, 2015	Park and Ride Meeting with Joseph Russo
June 5, 2015	Smart Shuttle Meeting
June 8, 2015	Hall Communication
June 8, 2015	Meeting with Commissioner Dantzler
June 8, 2015	WH Summer of Safety Ribbon Cutting
June 9, 2015	Senior Staff Meeting
June 10, 2015	LAMTD Board of Directors Meeting
June 10, 2015	Meeting with PACE School for Girls
June 11, 2015	Darby Group Meeting
June 15, 2015	Senior Staff Meeting
June 15, 2015	Citrus Connection Route Reduction Meeting
June 16, 2015	Lighthouse for the Blind Meeting
June 17, 2015	Payroll Withholding Reconciliation Meeting
June 17, 2015	Supervisors, Superintendent, & Senior Staff Meeting
June 18, 2015	Darby Group Meeting
June 19, 2015	Lake Wales Chamber Meeting
June 19, 2015	Bus Pass Contract/Service Agreement Meeting
June 22, 2015	Transit Consolidation Meeting
June 22, 2015	Community Relations Advisory Council Meeting
June 23, 2015	Polk Vision Infrastructure Meeting
June 24, 2015	PTA Board of Directors Meeting

- June Ridership Report-

<b>Ridership 2015</b>	<b>LAMTD</b>	<b>WHAT</b>	<b>Total</b>
May	20,096	4072	24168
June	19,291		
<b>UAP Ridership 2015</b>	<b>LAMTD</b>	<b>WHAT</b>	<b>Total</b>
Polk State College			
May	3,938	675	4,613
June	2,885		
LEGOLAND			
May	1,118	881	1,999
June	1,246		
South Eastern University			
May	573	37	610
June	471		
Everest University			
May	1,095	53	1148
June	1,204		
COLTS			
May	3,536	844	4,380
June	2,526		
Veterans			
May	3,398	681	4,079
June	3,706		
Southern Technical College			
May	663	168	831
Polk Health Care			
May	3,511	573	4,084
June	3,837		
Summer of Safety			
June	866		866
Central Florida Healthcare			
May	990	83	1,073
June	1,994		
Transition House			
May	380	77	457
June	556		556



- Summer of Safety UAP – Lake Alfred

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Merritt:

“Approval of the addition for Lake Alfred to join the Summer of Safety Program”

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #7 – Legal / The Darby Group**

Presented to the Board for approval:

- Transit Operators Agreement Renewal – no changes from existing agreement
- Universal Access Program – City of Lake Alfred Summer of Safety Program

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Merritt:

“Approval of the renewal of the Transit Operators Agreement Renewal and the Summer of Safety Agreement with the City of Lake Alfred”

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item # 8 – Maintenance / Joe Cheney**

Authorization to accept the transfer of five (5) 29 foot low floor Gillig Transit Buses, Manufactured in 2005. LYNX (Central Florida Regional Transit Authority) is in the process of receiving new buses. Due to growth within their service area, LYNX has higher need for larger capacity buses. Additionally all five (5) buses have met their minimum Service Life of 10 years and/or 350,000 miles. These buses would be used to replace five (5) buses within our present fleet that were manufactured in 2001 and 2004. The low floor design of the LYNX buses will eliminate Wheelchair Lift Maintenance because they are equipped with ramps. The AC System is the latest model produced by Thermo King and should also cost less to maintain. The engine is a Cummins ISL and can rebuild in-house.

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Merritt:

“Approval of the Federal Asset Transfer from Lynx to LAMTD”

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #9 – Other Business**

None

**Adjournment**

9:30 a.m.

Approved this 8<sup>th</sup> day of July, 2015.

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Chairman – Commissioner Don Selvage

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Minutes Taker – Marcy Harrison

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended  
Action: None

Summary: None

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #3 (a)

Agenda Item: Fleet Replacement Plan & Revision

Presenter: Joe Cheney and Tom Phillips

Recommended  
Action: None

Summary: Oral Presentation

Attachments: None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #4 (a)

Agenda Item: June Financials

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget.

Attachments: See Attachment



# LAKELAND AREA MASS TRANSIT DISTRICT

FY 2015

## MONTHLY FINANCIAL STATEMENT

MONTH OF Jun 2015

	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
<b>REVENUES:</b>									
Farebox/Pass Sales	\$ 75,217	\$ 114,643	\$ (39,426)	-34%	\$ 751,291	\$ 1,031,790	\$ (280,499)	-27%	\$ 1,375,720
Monthly billing for WH service	\$ 99,551	\$ 90,298	\$ 9,253	10%	\$ 870,388	\$ 812,685	\$ 57,703	7%	\$ 1,083,580
Contract Income (UAP)	\$ 45,636	\$ 9,167	\$ 36,469	398%	\$ 233,181	\$ 82,500	\$ 150,681	183%	\$ 110,000
Miscellaneous Income	\$ 329	\$ 833	\$ (504)	-61%	\$ 407,772	\$ 7,500	\$ 400,272	5337%	\$ 10,000
Advertising Revenues	\$ 13,260	\$ 7,167	\$ 6,093	85%	\$ 115,265	\$ 64,500	\$ 50,765	79%	\$ 86,000
Investment/Interest Income (net)	\$ 85	\$ 167	\$ (82)	-49%	\$ 819	\$ 1,500	\$ (681)	-45%	\$ 2,000
Ad Valorum Income, net	\$ 97,417	\$ 284,234	\$ (186,817)	-66%	\$ 3,446,201	\$ 3,446,201	\$ -	0%	\$ 3,410,810
FDOT Operating Grant	\$ 78,321	\$ 142,567	\$ (64,246)	-45%	\$ 1,324,687	\$ 1,283,100	\$ 41,587	3%	\$ 1,710,800
Federal Operating Grant	\$ -	\$ 212,804	\$ (212,804)	-100%	\$ 63,151	\$ 1,915,238	\$ (1,852,086)	-97%	\$ 2,553,650
Charitable Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Cost Recovery	\$ 8,233	\$ -	\$ 8,233	0%	\$ 125,395	\$ -	\$ 125,395	0%	
Operating Assistance:									
Bartow Exp, S.Fla.	\$ 15,000	\$ 12,500	\$ 2,500	20%	\$ 129,768	\$ 112,500	\$ 17,268	15%	\$ 150,000
Reserve									\$ 431,160
<b>TOTAL REVENUES</b>	<b>\$ 433,049</b>	<b>\$ 874,380</b>	<b>\$ (441,331)</b>	<b>-50%</b>	<b>\$ 7,467,917</b>	<b>\$ 8,757,513</b>	<b>\$ (1,289,596)</b>	<b>-15%</b>	<b>\$ 10,923,720</b>
<b>ELIGIBLE EXPENSES:</b>									
Salaries	\$ 430,575	\$ 444,853	\$ (14,279)	-3%	\$ 3,279,478	\$ 4,003,680	\$ (724,202)	-18%	\$ 5,338,240
Employee Benefits	\$ 146,301	\$ 172,843	\$ (26,542)	-15%	\$ 1,337,597	\$ 1,555,590	\$ (217,993)	-14%	\$ 2,074,120
Advertising Fees - Admin	\$ 1,210	\$ 330	\$ 880	267%	\$ 8,182	\$ 2,970	\$ 5,212	176%	\$ 3,960
Professional & Technical Serv.	\$ 19,520	\$ 28,751	\$ (9,231)	-32%	\$ 176,844	\$ 258,763	\$ (81,919)	-32%	\$ 345,017
Contract Maintenance Service	\$ 16,615	\$ 7,733	\$ 8,882	115%	\$ 68,243	\$ 69,600	\$ (1,357)	-2%	\$ 92,800
Other Services	\$ 9,912	\$ 12,379	\$ (2,467)	-20%	\$ 49,734	\$ 111,413	\$ (61,679)	-55%	\$ 148,550
Fuel & Lubricants (net)	\$ 64,848	\$ 119,917	\$ (55,069)	-46%	\$ 659,606	\$ 1,079,250	\$ (419,644)	-39%	\$ 1,439,000
Freight	\$ -	\$ 208	\$ (208)	-100%	\$ 539	\$ 1,875	\$ (1,336)	-71%	\$ 2,500
Repair & Maintenance Admin Bldg	\$ 1,240	\$ 333	\$ 906	272%	\$ 4,228	\$ 3,000	\$ 1,228	41%	\$ 4,000
Repair & Maintenance Terminal	\$ -	\$ 150	\$ (150)	-100%	\$ -	\$ 1,350	\$ (1,350)	-100%	\$ 1,800
Materials & Supplies	\$ 105,951	\$ 52,545	\$ 53,407	102%	\$ 565,528	\$ 472,901	\$ 92,627	20%	\$ 630,535
Utilities/Telephone - Admin	\$ 12,278	\$ 9,142	\$ 3,136	34%	\$ 88,841	\$ 82,275	\$ 6,566	8%	\$ 109,700
Physical Damage Insurance	\$ 2,140	\$ 2,154	\$ (14)	-1%	\$ 17,615	\$ 19,388	\$ (1,773)	-9%	\$ 25,850
Liab & Prop Damage Insurance	\$ 18,016	\$ 20,768	\$ (2,753)	-13%	\$ 159,682	\$ 186,915	\$ (27,233)	-15%	\$ 249,220
Other Corporate Insurance	\$ -	\$ 57	\$ (57)	-100%	\$ -	\$ 510	\$ (510)	-100%	\$ 680
Vehicle Licensing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Dues & Subscriptions	\$ 180	\$ 1,579	\$ (1,399)	-89%	\$ 26,669	\$ 14,213	\$ 12,456	88%	\$ 18,950
Education/Training/Meeting/Travel	\$ 1,644	\$ 3,820	\$ (2,175)	-57%	\$ 36,828	\$ 34,376	\$ 2,452	7%	\$ 45,835
Service Charges	\$ 1,167	\$ 650	\$ 517	79%	\$ 10,938	\$ 5,850	\$ 5,088	87%	\$ 7,800
Office Expense	\$ 1,102	\$ 1,637	\$ (536)	-33%	\$ 40,494	\$ 14,737	\$ 25,757	175%	\$ 19,649
Advertising & Promotion	\$ -	\$ 1,667	\$ (1,667)	-100%	\$ 79,281	\$ 15,000	\$ 64,281	429%	\$ 20,000
Miscellaneous Expenses	\$ -	\$ 7,210	\$ (7,210)	-100%	\$ 4,099	\$ 64,886	\$ (60,787)	-94%	\$ 86,514
Property Appraiser/Tax Collector Comm	\$ 1,948	\$ 21,583	\$ (19,635)	-91%	\$ 263,147	\$ 194,250	\$ 68,897	35%	\$ 259,000
PTA/Winter Haven Billable Expenses	\$ 1,180	\$ -	\$ 1,180	0%	\$ 25,056	\$ -	\$ 25,056	0%	
<b>TOTAL ELIGIBLE EXPENSES:</b>	<b>\$ 835,828</b>	<b>\$ 910,310</b>	<b>\$ (74,482)</b>	<b>-8%</b>	<b>\$ 6,902,626</b>	<b>\$ 8,192,790</b>	<b>\$ (1,290,164)</b>	<b>-16%</b>	<b>\$ 10,923,720</b>
<b>NET REVENUES OVER</b>									
<b>(UNDER) EXPENSES</b>	<b>\$ (402,778)</b>	<b>\$ (35,930)</b>	<b>\$ (366,848)</b>	<b>1021%</b>	<b>\$ 565,291</b>	<b>\$ 564,723</b>	<b>\$ 568</b>	<b>0%</b>	<b>\$ -</b>

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date June 30, 2015  
FY 2014-2015

**Year to Date June 30, 2015**

Description	% of FY Budget	Budget \$	Actual \$	% of FY	Annual Budget
Revenue YTD	75%	\$8.8 Million	\$7.5 Million	69%	\$10.9 Million
Expenses YTD	75%	\$8.2 Million	\$6.9 Million	63%	\$10.9 Million

**REVENUES:**

The total revenues realized year-to-date through June 30, 2015 totaled \$7.5 million or 69% of the fiscal year budget.

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- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
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- Florida DOT operating grants is being billed quarterly effective fiscal year 2014-2015. The third billing covered the quarter ending June 30, 2015. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The YTD revenues are \$1.3 million or 76% of total budget.
- FTA Section 5307 operating and capital grants budgeted at \$2.6 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Misc. income is over due to the payment for the RAMCO bus.
- Other revenues are not significant and are on a cash basis which means these revenues are recognized when the cash is received and in line with the year-to-date budget.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date June 30, 2015  
FY 2014-2015

**EXPENSES:**

The total expenses year-to-date through June 30, 2015 totaled \$6.9 million, 63% of the Fiscal year budget.

- Salaries and benefits represent 68% of the FY 2014-2015 budget. As of June 30, 2015 those expenses totaled \$4.6 million or 83% of the YTD budget.
- Professional and Technical Services expenses totaled \$177,000 or 68% of YTD budget; a favorable variance
- Other services expenses totaled \$49,700 or 45% YTD budget
- Fuel expenses totaled \$660,000 or 65% YTD budget due to declining fuel prices; a favorable variance
- Materials and supplies totaled \$566,000 over budget by 20% due to increase use of parts and supplies.
- Advertising promotion expenses totaled \$79,000 over budget, \$59,000 due to FY 2014 expenses from the referendum that came in this FY, developing the District website and advertising expenses.
- Dues and subscriptions, and office supplies are over budget due to proper classifications of expenses and IT expenses not budgeted.
- Property appraiser, Tax Collector Commission and CRA payments totaled \$263,000, slightly over the budget due to CRA payments made in total and the property appraiser fees slightly over budget.

Other remaining expenses are in line with the YTD budget through June 30, 2015

CHANGE IN FINANCIAL CONDITION	
Based on the year-to-date budget-to-actual variances through June 30th the financials reflect favorable budget to actual performance variance of \$560,000 (revenues over expenses). Fuel expenses are favorable but parts and supplies for repairing the fleet is over budget.	

RIDERSHIP														
Ridership through May 31, 2015														
FY 2013					FY 2014					FY 2015				
	LAMTD	WHAT	PARA	TOTAL		LAMTD	WHAT	PARA	TOTAL		LAMTD	WHAT	PARA	TOTAL
OCT	107,786	24,783	8,729	141,298	OCT	114,557	32,938	7,968	155,463	OCT	113,670	32,992	6,888	153,550
NOV	100,764	19,964	7,337	128,065	NOV	91,529	26,260	6,798	124,587	NOV	*90,011	*25,705	5,470	121,186
DEC	100,424	19,753	7,006	127,183	DEC	100,346	26,015	6,767	133,128	DEC	*103,234	*28,974	6,046	138,254
JAN	109,639	27,666	8,007	145,312	JAN	98,127	28,895	7,190	134,212	JAN	*96,996	*23,903	*5,919	126,818
FEB	100,239	29,581	7,289	137,109	FEB	99,784	29,436	6,820	136,040	FEB	*90,462	*20,828	*5,581	116,871
MAR	100,194	27,702	7,720	136,416	MAR	99,107	28,673	7,356	135,136	MAR	*95,630	*23,532	*6,316	125,478
APRIL	101,248	30,157	8,308	139,713	APRIL	102,859	30,794	8,118	141,771	APRIL	*91,789	*22,853	*6,333	*120,975
MAY	100,169	30,670	8,215	955,096	MAY	100,584	29,210	7,790	138,284	MAY	82,768	20,021	6,170	108,132
	821,263	210,276	62,611	1,094,690		806,893	232,221	58,807	1,098,621		764,560	198,808	48,723	1,011,264

For the period ending May 31, 2015, total ridership decreased 8% compared to the same period last fiscal year.

\* Post Medicaid reform ridership and November 11<sup>th</sup> route reduction ridership

STATISTICAL TRENDS LAST FOUR YEARS AUDITED FINANCIAL STATEMENTS				
	9/30/2014	9/30/2013	9/30/2012	9/30/2011
1. Farebox Recovery Ratio (All modes)	25.71%	28.7%	26%	22.6%
2. Cost per revenue hour	\$86.29	\$83.84	\$83.62	\$91.26
3. Revenue Hours	117,008	116,422	112,539	115,679
4. Fuel Cost (\$)	\$1,316,739	\$1,367,289	\$1,317,442	\$1,349,788
5. Ridership	1,647,010	1,638,470	1,452,161	1,768,087



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #4 (b)

Agenda Item: LAMTD Proposed Operating and Capital Budgets  
FY 2015-2016 Budget

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: Presentation to the Board FY 2015-16 Proposed Budget

Summary: Proposed Operating and Capital Budgets –  
FY October 1, 2015 through September 30, 2015

Attachments: See Attached Proposed Operating and Capital Budgets

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #4 (c)

Agenda Item: Ultra Low Sulfur Diesel Fuel (Bulk Fuel) and Regular Unleaded 87 Octane Gasoline.

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: Recommend Board approve award of Contract #15-019(a) for Ultra Low Sulfur Diesel Fuel to TAC Energy and Contract #15-019(b) for Regular Unleaded Fuel to James River Solutions, each for a one (1) year base term.

Anticipated  
Funding Source: State Grant AQQ77

Summary: On May 22, 2015, the District entered into a consortium purchase with Pinellas Suncoast Transit Authority (PSTA), City of St. Petersburg (COSP), Hillsborough Transit Authority (HART), Hillsborough County Board

Attachments: Contract Award Analysis and Summary Sheets

**CONTRACT AWARD ANALYSIS**  
**(Invitation for Bid)**  
**HART-IFB No. 14602/LAMTD-No.15-019(a)**

**Contract Information**

- A. Description:** Diesel Fuel
- B. Contractor:** TAC Energy, a Truman Arnold Company
- C. Contract Number:** 15-019(a)
- D. Contract Amount:** Line 11 - OPIS Diesel Transport Truck Delivery Contract (LAMTD), Markup Per Gallon negative (\$0.0254).
- E. Contract Type:** Indefinite Quantity/Indefinite Delivery
- F. Term of Contract:** October 1, 2015 to September 30, 2016
- G. Funding Source:** State Grant AQQ77 and Local Funds

**Solicitation Information**

- H. Issue Date:** May 22, 2015
- I. Number of Notifications Sent:** Twenty one (21). The solicitation was posted on HART's website and Onvia DemandStar, and advertised in The Tampa Tribune and Hispanic Business Initiation Fund.
- J. Date and Time for Offer Receipt:** June 25, 2015, 3:30 p.m. Local Time
- K. Timely Offers Received:** Six (6)
- L. Bid Evaluation:** TAC Energy submitted the lowest bid for Line Item 11, Diesel Fuel Purchased via OPIS (Transport Truck Delivery) markup for LAMTD. The bid was responsive the solicitation requirements.
- M. Price Review:** Prices were determined to be fair and reasonable based on a comparison to other offers received.

FUEL PURCHASES MADE 10/1/2015 - 9/30/2016		Env #1	Env #2	Env #3	Env #4	Env #5	Env #6	Contract Markup FY 14	Current Contract Markup FY 15
		Petroleum Traders	J.H. Williams	Indigo Energy Partners	James River	Southern Petroleum Resources	TAC Energy		
Line Item	Description	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon
<b>**OPTION** 12-MONTH TERM - LAMTD</b>									
11	Diesel Fuel Purchased via OPIS (Transport Truck Delivery)	(0.0244)	0.005	(0.0253)	0.0100	0.0050	(0.0254)	(0.0104)	(0.0173)
12	Regular Unleaded 87 Octane Gasoline Purchased via OPIS (Tank Wagon Delivery)	NB	0.20	NB	0.08	NB	NB	N/A	0.0700

**N. Determination of Responsibility:** TAC Energy has been incorporated in the state of Texas for nearly \_\_\_\_ years. They are not on the federal government's debarred /suspended list (<https://www.sam.gov/portal/public/SAM/>), nor do they appear on the State of Florida List of Convicted/Suspended/Discriminatory Vendor list: ([http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)). A responsibility review was conducted of TAC Energy, including a review of their financial and legal capacity to contract with HART.

**O. Determination and Recommendation:** The bid submitted by TAC Energy was responsive to the solicitation requirements. A responsibility review is currently being conducted to determine eligibility for award. Should the firm of TAC Energy be deemed a responsible, they shall be recommended for award, should the firm be found non-responsible, the next lowest bidder shall be taken into consideration.

Prepared:   
Contracts Specialist

Reviewed and Approved:  
Chief Financial Officer



**CONTRACT AWARD ANALYSIS**  
**(Invitation for Bid)**  
**HART-IFB No. 14602/ LAMTD-No.15-019(b)**

**Contract Information**

- A. Description:** Regular Unleaded Fuel
- B. Contractor:** James River Solutions, LLC
- C. Contract Number:** 15-019 (b)
- D. Contract Amount:** Line 12 - OPIS Regular Unleaded 87 Octane Gasoline Tank Wagon Delivery Contract (LAMTD), Markup Per Gallon \$0..0800
- E. Contract Type:** Indefinite Quantity/Indefinite Delivery
- F. Term of Contract:** October 1, 2015 to September 30, 2016
- G. Funding Source:** State Grant AQQ77 and Local Funds

**Solicitation Information**

- H. Issue Date:** May 22, 2015
- I. Number of Notifications Sent:** Twenty one (21).. The solicitation was posted on HART's website and Onvia DemandStar, and advertised in The Tampa Tribune and Hispanic Business Initiation Fund.
- J. Date and Time for Offer Receipt:** June 25, 2015, 3:30 p.m. Local Time
- K. Timely Offers Received:** Six (6)
- L. Bid Evaluation:** James River Solutions, LLC submitted the lowest bid for Line Item 12, Regular Unleaded 87 Octane Gasoline Purchased via OPIS (Tank Wagon Delivery) markup for LAMTD. The bid was responsive the solicitation requirements.
- M. Price Review:** Prices were determined to be fair and reasonable based on a comparison to other offers received.

FUEL PURCHASES MADE 10/1/2015 - 9/30/2016		Env #1	Env #2	Env #3	Env #4	Env #5	Env #6	Contract Markup FY 14	Current Contract Markup FY 15
		Petroleum Traders	J.H. Williams	Indigo Energy Partners	James River	Southern Petroleum Resources	TAC Energy		
Line Item	Description	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon	Markup Per Gallon
<b>**OPTION** 12-MONTH TERM - LAMTD</b>									
11	Diesel Fuel Purchased via OPIS (Transport Truck Delivery)	(0.0244)	0.005	(0.0253)	0.0100	0.0050	(0.0254)	(0.0104)	(0.0173)
12	Regular Unleaded 87 Octane Gasoline Purchased via OPIS (Tank Wagon Delivery)	NB	0.20	NB	0.08	NB	NB	N/A	0.0700

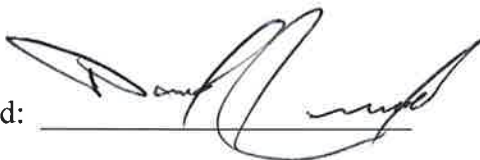
**N. Determination of Responsibility:** James River Solutions, LLC has been incorporated in the state of Virginia for over 9 year. They are not on the federal government's debarred /suspended list (<https://www.sam.gov/portal/public/SAM/>), nor do they appear on the State of Florida List of Convicted/Suspended/Discriminatory Vendor list: ([http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)). A responsibility review was conducted of James River Solutions, including a review of their financial and legal capacity to contract with HART.

**O. Determination and Recommendation:** The bid submitted by James River Solutions was responsive to the solicitation requirements. In addition the firm of James River Solutions has been deemed a responsible vendor and is, therefore, eligible for award.

Prepared:  
Contracts Specialist



Reviewed and Approved:  
Chief Financial Officer



FUEL PURCHASES MADE 10/1/2015 - 9/30/2016		Env #1	Env #2	Env #3	Env #4	Env #5	Env #6	Contract Markup FY 14	Current Contract Markup FY 15
Line Item	Description	Petroleum Traders Markup Per Gallon	J.H. Williams Markup Per Gallon	Indigo Energy Partners Markup Per Gallon	James River Markup Per Gallon	Southern Petroleum Resources Markup Per Gallon	TAC Energy Markup Per Gallon	Markup Per Gallon	Markup Per Gallon
**OPTION** 12-MONTH TERM - LAMTD									
11	Diesel Fuel Purchased via OPIS (Transport Truck Delivery)	(0.0244)	0.005	(0.0253)	0.0100	0.0050	(0.0254)	(0.0104)	(0.0173)
12	Regular Unleaded 87 Octane Gasoline Purchased via OPIS (Tank Wagon Delivery)	NB	0.20	NB	0.08	NB	NB	N/A	0.0700

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #4 (d)

Agenda Item: **Asset Disposal**

Presenter: David Persaud, CFO

Recommended

Action: Recommend Board approve the disposal of eight (8) rolling stock buses that have surpassed their useful life in years of service and/or mileage, generating costly repairs or limited usage.

Summary: The District is proposing the disposal of these items based on the depreciation schedule as defined by the Federal Transit Administration Circular 5010.1C – Grant Management Guidelines, Chapter II, paragraph 3.f.(4).

The vehicles shall be disposed of through a competitive bid process. Item that cannot be sold will be reassessed and disposed of as scrap.

Asset Disposal Chart						
Description	In Service Date	Original Cost	Expected/Actual Proceeds	FTA/CUTR/TR IPS Useful Life	Current Status or Reason for Disposal	Current Condition
40' Fixed Route Bus #1052, 2001 Gillig	09/26/01	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 418,334 miles	All vehicle require a high level of maintenance and have exceeded the useful life
40' Fixed Route Bus #1053, 2001 Gillig	09/26/01	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 484,621 miles	
40' Fixed Route Bus #1054, 2001 Gillig	10/01/01	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 467,319 miles	
40' Fixed Route Bus #1055, 2001 Gillig	10/01/01	\$ 264,803.90	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 493,353 miles	
35' Fixed Route Bus #1063, 2002 Gillig	07/25/02	\$ 267,229.94	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 602,671 miles	
35' Fixed Route Bus #1064, 2002 Gillig	08/01/02	\$ 267,229.94	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 576,394 miles	
35' Fixed Route Bus #1065, 2002 Gillig	08/01/02	\$ 267,229.94	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 603,187 miles	
35' Fixed Route Bus #1067, 2002 Gillig	08/01/02	\$ 267,229.94	Between Scrap & Market Value	12 yrs or 500,000 mile	over 13 yrs & 625,7894 miles	



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #4 (e)

Agenda Item: Bulk Fluids

Presenter: David Persaud, Chief Financial Officer

Recommended

Action: Recommend Board approve award of Contract #15-012(a) for Automatic Transmission Fluid, Coolant, and Grease to SSI Lubricants, LLC; Contract #15-012(c) for Low Ash Engine Oil and DEF Fluid to Palm Dale Oil Company, each for a one (1) year base term.

Anticipated

Funding Source: Operating

Summary: On April 29, 2015, the District entered into a consortium purchase with the Hillsborough Transit Authority (HART) for the purchase of various bulk fluids. An Invitation for Bid (IFB) #14126 was issued by HART, legally advertised and publicly posted on their website.

Forty-six (46) firms received notification of the posting, with seven (7) timely offers received.

- Of the bids submitted for Automatic Transmission Fluid, Coolant, and Grease the firm of SSI Lubricants, LLC has been found to be a responsive responsible firm offering the best overall pricing with an anticipated annual cost savings of roughly \$3,100.
- Of the bids submitted for Engine Oils the firm of Seaboard Newman Distribution has been found to be a responsive responsible firm offering the best overall pricing with an anticipated annual cost savings of roughly \$9,200.

#### AGENDA ITEM #4 (e) – CONT.

- Of the bids submitted for Low Ash Engine Oil and DEF Fluid the firm of Palm Dale Oil Company has been found to be responsive responsible firm offering the best overall pricing with an anticipated annual cost savings of roughly \$2,400.

The overall cost avoidance is roughly \$14,700 annually.

Attachments:      Evaluation Summary Sheet  
                         Cost Avoidance Summary  
                         Contract Award Analysis  
                         Bid Tabulation

Cost Avoidance Summary											
Lot No.	Cost Avoidance Summary				Incumbent (Fleetwing Corp)		Consortium Contract (multi vendor award)			Savings	
	Fluids	Qty per year	UOM	Delivery Req	Previous Cost	Extended Cost	New Provider	Newly Contracted Price	Extended Contract Price		
1	15W40 Engine Oil	1770	per gal	Bulk	\$ 9.47	\$ 16,761.90	Seaboard	\$ 5.75	\$ 10,177.50	\$	\$ 6,584.40
3	Automatic Transmission Fluid	8	per drum	55 Gal Drums	\$ 1,620.33	\$ 12,962.64	SSI	\$ 1,272.15	\$ 10,177.20	\$	\$ 2,785.44
7	Grease	1	per drum	55 Gal Drums	\$ 934.45	\$ 934.45	SSI	\$ 689.10	\$ 689.10	\$	\$ 245.35
9	80W140 Synthetic Mobile DelVac	5	per drum	55 Gal Drums	\$ 1,685.81	\$ 8,429.05	Seaboard	\$ 1,159.38	\$ 5,796.90	\$	\$ 2,632.15
10	AIR1 DEF GALLON	1320	per gal	Bulk	\$ 2.22	\$ 2,924.59	Palm Dale	\$ 1.33	\$ 1,755.60	\$	\$ 1,168.99
11	Low Ash Engine Oil (new product)	0	per gal	Bulk	\$ -	\$ -	Palm Dale	\$ 9.58	\$ -	\$	\$ -
12	MOBIL UNIVIS 13	1	per drum	55 Gal Drums	\$ 1,865.49	\$ 1,865.49	Palm Dale	\$ 611.11	\$ 611.11	\$	\$ 1,254.38
						<b>\$ 43,878.12</b>				<b>\$ 29,207.41</b>	<b>\$ 14,670.71</b>
						<b>TOTALS</b>					

## IFB-14136 BULK FLUID

Lot No.	Term	Description	Estimated Qty	UOM	SSI Lubricants		Seaboard Neumann		PalmDale Oil	
					Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
1	BASE	15W40 Engine Oil (HART/LAMTD)	10,700	Gallons	\$ 7.53	\$ 80,571.00	\$ 5.72	\$ 61,204.00	\$ 5.76	\$ 61,632.00
		Florida Pollution Tax	10,700	Each	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50
	OPTION	15W40 Engine Oil (HART/LAMTD)	22,000	Gallons	\$ 7.53	\$ 165,660.00	\$ 5.72	\$ 125,840.00	\$ 5.71	\$ 125,620.00
		Florida Pollution Tax	22,000	Each	\$ 0.025	\$ 550.00	\$ 0.025	\$ 550.00	\$ 0.025	\$ 550.00
		<b>TOTAL LOT NO. 1</b>				\$ 247,048.50		\$ 187,861.50		\$ 188,069.50
3	BASE	Automatic Transmission Fluid (HART/LAMTD)	1700	Gallons	\$ 23.10	\$ 39,270.00	\$ 27.72	\$ 47,124.00	\$ 27.770	\$ 47,209.00
		Florida Pollution Tax	1700	Each	\$ 0.025	\$ 42.50	\$ 0.025	\$ 42.50	\$ 0.025	\$ 42.50
	OPTION	Automatic Transmission Fluid (HART/LAMTD)	4300	Gallons	\$ 23.10	\$ 99,330.00	\$ 27.72	\$ 119,196.00	\$ 27.77	\$ 119,411.00
		Florida Pollution Tax	4300	Each	\$ 0.025	\$ 107.50	\$ 0.025	\$ 107.50	\$ 0.025	\$ 107.50
		<b>TOTAL LOT NO. 3</b>				\$ 138,750.00		\$ 166,470.000		\$ 166,770.000
7	BASE	Grease (LAMTD)	1	Drum (400 lb)	\$ 689.10	\$ 689.10	\$ 720.00	\$ 720.00	\$ 735.00	\$ 735.00
	OPTION	Grease (LAMTD)	5	Drum (400 lb)	\$ 689.10	\$ 3,445.50	\$ 720.00	\$ 3,600.00	\$ 715.00	\$ 3,575.00
		<b>TOTAL LOT NO. 7</b>				\$ 4,134.60		\$ 4,320.00		\$ 4,310.00
9	BASE	80W140 SYNTHETIC MOBILE DELVAC (LAMTD)	1	Drum (400 lb)	No Bid		\$ 1,158.00	\$ 1,158.00	\$ 1,509.20	\$ 1,509.20
		Florida Pollution Tax	1	Drum (400 lb)			\$ 1.375	\$ 1.375	\$ 1.375	\$ 1.38
	OPTION	80W140 SYNTHETIC MOBILE DELVAC (LAMTD)	6	Drum (400 lb)			\$ 1,158.00	\$ 6,948.00	\$ 1,414.88	\$ 8,489.28
		Florida Pollution Tax	6	Drum (400 lb)			\$ 1.38	\$ 8.25	\$ 1.375	\$ 8.25
		<b>TOTAL LOT NO. 9</b>						\$ 8,115.625		\$ 10,008.11
10	BASE	DEF (HART/LAMTD)	3,800	Gallon	\$ 1.33	\$ 5,054.00	\$ 1.30	\$ 4,940.00		
	OPTION	DEF (HART/LAMTD)	7,700	Gallon	\$ 1.33	\$ 10,241.00	\$ 1.28	\$ 9,856.00		
		<b>TOTAL LOT NO. 10</b>				\$ 15,295.00		\$ 14,796.00		
11	BASE	Engine Oil, Low Ash	1,000	Gallon	\$ 10.89	\$ 10,890.00	\$ 10.34	\$ 10,340.00	\$ 9.55	\$ 9,550.00
		Florida Pollution Tax	1,000	Gallon	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00
	OPTION	Engine Oil, Low Ash	2,100	Gallon	\$ 10.89	\$ 22,869.00	\$ 10.34	\$ 21,714.00	\$ 9.45	\$ 19,845.00
		Florida Pollution Tax	2,100	Gallon	\$ 0.025	\$ 52.50	\$ 0.025	\$ 52.50	\$ 0.025	\$ 52.50
		<b>TOTAL LOT NO. 11</b>				\$ 33,836.50		\$ 32,131.50		\$ 29,472.50
12	BASE	Mercon LV Ford Part #XT-1-DLV	3	Drum (55 gal)	No Bid		\$ 650.00	\$ 1,950.00	\$ 609.73	\$ 1,829.19
		Florida Pollution Tax	3	Drum			\$ 1.375	\$ 4.13	\$ 1.38	\$ 4.13
	OPTION	Mercon LV Ford Part #XT-1-DLV	5	Drum (55 gal)			\$ 650.00	\$ 3,250.00	\$ 583.22	\$ 2,916.10
		Florida Pollution Tax	5	Drum			\$ 1.375	\$ 6.88	\$ 1.38	\$ 6.88
		<b>TOTAL LOT NO. 12</b>						\$ 5,211.00		\$ 4,756.29

# **CONTRACT AWARD ANALYSIS** (Invitation for Bid) IFB No. 14136

**Contract Information**

**A. Description:** Bulk Fluid

**B. Contractor:** SSI Lubricants, LLC

**C. Contract Number:** VC-000494

**D. Contract Amount:** Line Item 3 – ATF (HART/LAMTD)  
Line Item 4 – Extended Life 50/50 Coolant (HART)  
Line Item 7 – Grease (LAMTD)

**E. Contract Type:** Indefinite Quantity/Indefinite Delivery

**F. Term of Contract:** July 24, 2015 to September 30, 2015

**G. Funding Source:** Operating

**Solicitation Information**

**H. Issue Date:** April 29, 2015

**I. Number of Notifications Sent:** Forty-six. The solicitation was posted on HART's website and Onvia DemandStar.

**J. Date and Time for Offer Receipt:** June 2, 2015, 3:30 p.m. Local Time

**K. Timely Offers Received:** Seven (7)

**L. Bid Evaluation:** SSI Lubricants submitted the lowest bid for Line Item 3 - , ATF (HART/LAMTD), Line Item 4 - Extended Life 50/50 Coolant (HART), and Line Item 7 - Grease (LAMTD). The bid was responsive the solicitation requirements.

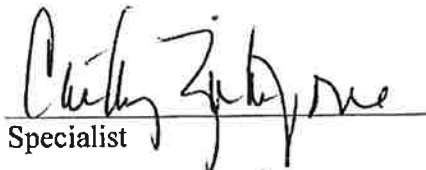
**M. Price Review:** Prices were determined to be fair and reasonable based on a comparison to other offers received.

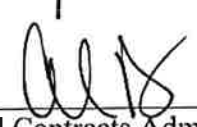
Bid Tabulation												
IFB-14136 BULK FLUID												
				HRTech Petroleum	Port Coast/Edzard	Best Line Oil Company	SSI Lubricants	Richard Neumann	PalmData Oil	Five Points		
3	BASE	Automatic Transmission Fluid (HART/LAMTD)	1700	Gal/Line	\$ 40.00	\$ 68,000.00	\$ 24.90	\$ 42,130.00	\$ 25.90	\$ 44,030.00	\$ 23.10	\$ 39,270.00
		Florida Pollution Tax	1700	Each	\$ 0.08	\$ 42.50	\$ 0.025	\$ 42.50	\$ 0.025	\$ 42.50	\$ 0.025	\$ 42.50
	OPTION	Automatic Transmission Fluid (HART/LAMTD)	4800	Gal/Line	\$ 40.00	\$ 172,000.00	\$ 24.90	\$ 107,070.00	\$ 25.90	\$ 111,370.00	\$ 23.10	\$ 99,180.00
		Florida Pollution Tax	4800	Each	\$ 0.025	\$ 107.50	\$ 0.025	\$ 107.50	\$ 0.025	\$ 107.50	\$ 0.025	\$ 107.50
	TOTAL LOT NO. 3				\$ 240,130.00	\$ 1,48,550.00	\$ 1,55,550.00	\$ 1,58,730.00	\$ 1,58,470.00	\$ 200,770.00		
4	BASE	Extended Life 50/50 Coolant (HART)	30	Drum (55 gal)	\$ 457.05	\$ 22,612.50	\$ 348.00	\$ 17,450.00	\$ 441.35	\$ 22,867.50	\$ 330.00	\$ 15,525.00
		Florida Pollution Tax	30	Drum (55 gal)	\$ 1.375	\$ 41.25	\$ 1.375	\$ 41.25	\$ 1.375	\$ 41.25	\$ 1.375	\$ 41.25
	OPTION	Extended Life 50/50 Coolant (HART)	96	Drum (55 gal)	\$ 457.05	\$ 43,876.80	\$ 348.00	\$ 33,504.00	\$ 441.35	\$ 42,589.80	\$ 330.00	\$ 20,835.88
		Florida Pollution Tax	96	Drum (55 gal)	\$ 1.375	\$ 132.00	\$ 1.375	\$ 132.00	\$ 1.375	\$ 132.00	\$ 1.375	\$ 132.00
	TOTAL LOT NO. 4				\$ 46,930.05	\$ 51,754.75	\$ 51,754.75	\$ 54,617.85	\$ 45,545.43	\$ 52,965.25		\$ 46,380.75
7	BASE	Grease (LAMTD)	1	Drum (400 lb)								
	OPTION	Grease (LAMTD)	5	Drum (400 lb)								
	TOTAL LOT NO. 7											


**N. Determination of Responsibility:** SSI Lubricants has been incorporated in the state of Florida over 51

years. They was not on the federal government's debarred /suspended list (<https://www.sam.gov/portal/public/SAM/>), nor do they appear on the State of Florida List of Convicted/Suspended/Discriminatory Vendor list: ([http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)). A responsibility review was conducted of SSI Lubricants, including a review of their legal capacity to contract with HART.

**O. Determination and Recommendation:** The bid submitted by SSI Lubricants, was responsive to the solicitation requirements. In addition SSI Lubricants, has been deemed a responsible vendor and is, therefore, eligible for award.

Prepared:   
Contracts Specialist

Reviewed and Approved:   
Director of Procurement and Contracts Administration

Reviewed and Approved:   
Chief Financial Officer

Hillsborough Transit Authority (HART)  
**CONTRACT AWARD ANALYSIS**  
 (Invitation for Bid)  
 IFB No. 14136

**Contract Information**

**A. Description:** Bulk Fluid

**B. Contractor:** Seaboard Neumann Distribution

**C. Contract Number:** VC-000495

**D. Contract Amount:** Line Item 1 – 15W40 Engine Oil (HART/LAMTD)  
 Line Item 9 – 80W140 Synthetic (LAMTD)  
 Line Item 12 – Mercon LV (HART)

**E. Contract Type:** Indefinite Quantity/Indefinite Delivery

**F. Term of Contract:** July 24, 2015 to September 30, 2015

**G. Funding Source:** Operating

**Solicitation Information**

**H. Issue Date:** April 29, 2015

**I. Number of Notifications Sent:** Forty-six. The solicitation was posted on HART's website and Onvia DemandStar.

**J. Date and Time for Offer Receipt:** June 2, 2015, 3:30 p.m. Local Time

**K. Timely Offers Received:** Seven (7)

**L. Bid Evaluation:** Seaboard Neumann Distribution submitted the lowest bid for Line Item 1 - 15W40 (HART/LAMTD), Line Item 9 – 80W140 (LAMTD), and Line Item 12 – CNG ATF (HART). The bid was responsive the solicitation requirements.

**M. Price Review:** Prices were determined to be fair and reasonable based on a comparison to other offers received.

Bid Tabulation IFB-14136 BULK FLUID																	
				HRT/Lewis Petroleum		Port Consolidated		Bert Line Oil Company		SSI Lubricants		Seaboard Neumann		Palm Dale Oil		Five Points	
Lot No.	Item	Description	Estimated Qty	UOM	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	
1	BASE	15W40 Engine Oil (HART/LAMTD)	30,700	Gallons	\$ 6.90	\$ 212,130.00	\$ 7.38	\$ 226,716.00	\$ 5.75	\$ 176,587.50	\$ 7.53	\$ 231,371.00	\$ 5.72	\$ 175,604.00	\$ 5.76	\$ 176,808.00	
		Florida Pollution Tax	30,700	Each	\$ 0.025	\$ 767.50	\$ 0.025	\$ 767.50	\$ 0.025	\$ 767.50	\$ 0.025	\$ 767.50	\$ 0.025	\$ 767.50	\$ 0.025	\$ 767.50	
		15W40 Engine Oil (HART/LAMTD)	22,000	Gallons	\$ 6.90	\$ 151,800.00	\$ 7.38	\$ 162,360.00	\$ 5.75	\$ 126,500.00	\$ 7.51	\$ 165,660.00	\$ 5.72	\$ 125,840.00	\$ 5.71	\$ 125,620.00	
		Florida Pollution Tax	22,000	Each	\$ 0.025	\$ 550.00	\$ 0.025	\$ 550.00	\$ 0.025	\$ 550.00	\$ 0.025	\$ 550.00	\$ 0.025	\$ 550.00	\$ 0.025	\$ 550.00	
		TOTAL LOT NO. 1				\$ 213,367.50		\$ 242,422.50		\$ 183,150.50		\$ 247,048.50		\$ 187,854.50		\$ 188,069.50	
9	BASE	80W140 SYNTHETIC MOBILE OIL VAC (LAMTD)	1	Drum (400 lb)			\$ 1,436.00	\$ 1,436.00	\$ 1,384.90	\$ 1,384.90		\$ 1,158.00	\$ 1,158.00	\$ 1,309.20	\$ 1,309.20		
		Florida Pollution Tax	1	Drum (400 lb)			\$ 1.375	\$ 1.38	\$ 1.375	\$ 1.38		\$ 1.375	\$ 1.375	\$ 1.375	\$ 1.38		
	OPTION	80W140 SYNTHETIC MOBILE OIL VAC (LAMTD)	6	Drum (400 lb)	No Bid		\$ 1,436.00	\$ 8,616.00	\$ 1,384.90	\$ 8,309.40	No Bid	\$ 1,158.00	\$ 6,948.00	\$ 1,414.80	\$ 8,489.28	No Bid	
		Florida Pollution Tax	6	Drum (400 lb)			\$ 1.375	\$ 8.25	\$ 1.38	\$ 8.28		\$ 1.38	\$ 8.28	\$ 1.375	\$ 8.25		
		TOTAL LOT NO. 9					\$ 10,061.625		\$ 11,129.93				\$ 8,115.675		\$ 10,008.11		
12	BASE	Mercon LV Ford Pass 10W-30	3	Drum (55 gal)								\$ 600.00	\$ 1,800.00				
		Florida Pollution Tax	3	Drum								\$ 1.375	\$ 4.13				
	OPTION	Mercon LV Ford Pass 10W-30	3	Drum (55 gal)	No Bid				No Bid		No-responsive		\$ 600.00	\$ 1,800.00	No-responsive	No Bid	
		Florida Pollution Tax	3	Drum								\$ 1.375	\$ 4.13				
		TOTAL LOT NO. 12											\$ 1,204.26				

**N. Determination of Responsibility:** Seaboard Neumann Distribution has been incorporated in the state of Florida over 18 years. They was not on the federal government's debarred /suspended list (<https://www.sam.gov/portal/public/SAM/>), nor do they appear on the State of Florida List of Convicted/Suspended/Discriminatory Vendor list: ([http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)). A responsibility review was conducted of Seaboard Neumann Distribution, including a review of their legal capacity to contract with HART.

**O. Determination and Recommendation:** The bid submitted by Seaboard Neumann Distribution, was responsive to the solicitation requirements. In addition Seaboard Neumann Distribution, has been deemed a responsible vendor and is, therefore, eligible for award.

Prepared: \_\_\_\_\_  
Contracts Specialist

Reviewed and Approved: \_\_\_\_\_  
Director of Procurement and Contracts Administration

Reviewed and Approved: \_\_\_\_\_  
Chief Financial Officer



**CONTRACT AWARD ANALYSIS**  
**(Invitation for Bid)**  
**IFB No. 14136**

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**Contract Information**

- A. Description:** Bulk Fluid
- B. Contractor:** Palm Dale Oil
- C. Contract Number:** VC-000496
- D. Contract Amount:** Line Item 6 – Grease (HART)  
Line Item 8 – Gear Oil (HART)  
Line Item 10 – DEF (HART/LAMTD)  
Line Item 11 – Engine Oil, Low Ash (HART)
- E. Contract Type:** Indefinite Quantity/Indefinite Delivery
- F. Term of Contract:** July 24, 2015 to September 30, 2015
- G. Funding Source:** Operating

**Solicitation Information**

- H. Issue Date:** April 29, 2015
- I. Number of Notifications Sent:** Forty-six. The solicitation was posted on HART's website and Onvia DemandStar.
- J. Date and Time for Offer Receipt:** June 2, 2015, 3:30 p.m. Local Time
- K. Timely Offers Received:** Seven (7)
- Bid Evaluation:** Palm Dale Oil submitted the lowest bid for Line Item 6 – Grease (HART), Line Item 8 – Gear Oil (HART), Line Item 10 – DEF (HART/LAMTD), and Line 11 – Engine Oil, Low Ash (HART). The bid was responsive the solicitation requirements.
- L. Price Review:** Prices were determined to be fair and reasonable based on a comparison to other offers received.

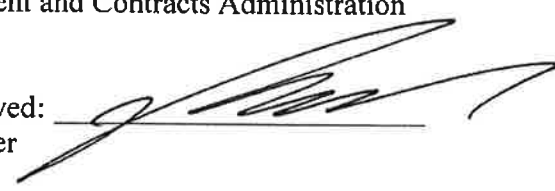
Bid Tabulation IFB-14136 BULK FLUID																	
				MR Lewis Petroleum		Port Consolidated		Best Line Oil Company		SSI Lubricants		Seaboard Neumann		Palm Dale Oil		Five Points	
Lot No.	Term	Description	Estimated Qty	UOM	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price
5	BASE	Grease (HART)	5	Drum (400 lb)			\$ 1,072.00	\$ 5,360.00	\$ 835.00	\$ 4,175.00	\$ 806.13	\$ 4,530.65	\$ 895.00	\$ 4,475.00	\$ 781.60	\$ 3,908.00	
	OPTION	Grease (HART)	8	Drum (400 lb)			\$ 1,072.00	\$ 8,576.00	\$ 835.00	\$ 6,680.00	\$ 806.13	\$ 7,249.04	\$ 895.00	\$ 7,180.00	\$ 745.00	\$ 5,940.00	
	TOTAL LOT NO. 5							\$ 13,936.00		\$ 10,855.00		\$ 11,779.69		\$ 11,655.00		\$ 9,748.00	No Bid
6	BASE	Gear Oil (HART)	700	Gallons			\$ 8.96	\$ 6,272.00	\$ 7.30	\$ 5,110.00	\$ 7.60	\$ 5,320.00	\$ 7.80	\$ 5,460.00	\$ 6.91	\$ 4,837.00	
		Florida Pollution Tax	700	Each			\$ 0.025	\$ 17.50	\$ 0.025	\$ 17.50	\$ 0.025	\$ 17.50	\$ 0.025	\$ 17.50	\$ 0.025	\$ 17.50	
	OPTION	Gear Oil (HART)	1,200	Gallons			\$ 8.96	\$ 10,752.00	\$ 7.30	\$ 8,760.00	\$ 7.60	\$ 9,120.00	\$ 7.80	\$ 9,360.00	\$ 6.81	\$ 8,172.00	
		Florida Pollution Tax	1,200	Each			\$ 0.025	\$ 30.00	\$ 0.025	\$ 30.00	\$ 0.025	\$ 30.00	\$ 0.025	\$ 30.00	\$ 0.025	\$ 30.00	
	TOTAL LOT NO. 6							\$ 17,071.50		\$ 13,937.50		\$ 14,487.50		\$ 14,867.50		\$ 13,086.50	No Bid
10	BASE	DEF (HART/LAMTD)	5,800	Gallon			\$ 2.39	\$ 13,802.00	\$ 1.72	\$ 9,956.00			\$ 1.33	\$ 7,714.00	\$ 1.30	\$ 7,540.00	
	OPTION	DEF (HART/LAMTD)	7,700	Gallon			\$ 2.39	\$ 18,403.00	\$ 1.72	\$ 13,244.00			\$ 1.33	\$ 10,241.00	\$ 1.28	\$ 9,856.00	
	TOTAL LOT NO. 10							\$ 27,485.00		\$ 23,200.00				\$ 15,295.00		\$ 14,796.00	
11	BASE	Engine Oil, Low Ash	1,000	Gallon				\$ 10.45	\$ 10,450.00	\$ 10.89	\$ 10,890.00	\$ 10.34	\$ 10,340.00	\$ 9.55	\$ 9,550.00		
		Florida Pollution Tax	1,000	Gallon				\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00		
	OPTION	Engine Oil, Low Ash	2,100	Gallon				\$ 10.45	\$ 21,945.00	\$ 10.89	\$ 22,869.00	\$ 10.34	\$ 21,714.00	\$ 9.45	\$ 19,845.00		
		Florida Pollution Tax	2,100	Gallon				\$ 0.025	\$ 52.50	\$ 0.025	\$ 52.50	\$ 0.025	\$ 52.50	\$ 0.025	\$ 52.50		
	TOTAL LOT NO. 11							\$ 32,472.50		\$ 33,836.50			\$ 32,131.50		\$ 29,472.50		

**M. Determination of Responsibility:** Palm Dale Oil has been incorporated in the state of Florida over 51 years. They was not on the federal government's debarred /suspended list (<https://www.sam.gov/portal/public/SAM/>), nor do they appear on the State of Florida List of Convicted/Suspended/Discriminatory Vendor list: ([http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)). A responsibility review was conducted of Palm Dale Oil, including a review of their legal capacity to contract with HART.

**N. Determination and Recommendation:** The bid submitted by Palm Dale Oil, was responsive to the solicitation requirements. In addition Palm Dale Oil, has been deemed a responsible vendor and is, therefore, eligible for award.

Prepared:   
Contracts Specialist

Reviewed and Approved:   
Director of Procurement and Contracts Administration

Reviewed and Approved:   
Chief Financial Officer

S&B Transmissions IFB-14336-BULK FLUID																	
Lot No.	Term	Description	UOM	HR Lubrication		Port Concentrated		Best Live Oil Company		SSB Lubricants		Sabbard Neumann		Paints/Oils		UNIT PRICE	
				Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended		
1	BASE	15W40 Engine Oil (HART/AMT)	Gallons	\$ 6.50	\$ 69,550.00	\$ 7.39	\$ 79,073.00	\$ 5.79	\$ 61,953.00	\$ 7.53	\$ 80,571.00	\$ 3.72	\$ 61,204.00	\$ 5.76	\$ 61,632.00	\$ 8.50	\$ 101,650.00
	OPTION	Florida Pollution Tax	Each	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50
	OPTION	15W40 Engine Oil (HART/AMT)	Gallons	\$ 6.50	\$ 143,000.00	\$ 7.39	\$ 162,580.00	\$ 5.79	\$ 122,380.00	\$ 7.53	\$ 165,660.00	\$ 3.72	\$ 125,460.00	\$ 5.76	\$ 125,632.00	\$ 8.50	\$ 200,200.00
TOTAL LOT NO. 1				\$ 213,367.50	\$ 242,470.50	\$ 242,470.50	\$ 242,470.50	\$ 190,150.50	\$ 247,048.50	\$ 247,048.50	\$ 247,048.50	\$ 187,080.50	\$ 187,080.50	\$ 187,080.50	\$ 187,080.50	\$ 911,467.50	
2	BASE	3W/20 Engine Oil (HART)	Drum (55 gal)	\$ 313.50	\$ 6,270.00	\$ 4.450	\$ 4,939.00	\$ 288.95	\$ 5,779.00	\$ 518.94	\$ 10,378.80	\$ 250.00	\$ 5,000.00	\$ 290.250	\$ 3,115.00		\$ 380.71
	OPTION	Florida Pollution Tax	Each	\$ 1.375	\$ 27.50	\$ 1.375	\$ 27.50	\$ 1.375	\$ 27.50	\$ 1.375	\$ 27.50	\$ 1.375	\$ 27.50	\$ 1.375	\$ 27.50		\$ 380.71
	OPTION	3W/20 Engine Oil (HART)	Drum (55 gal)	\$ 313.50	\$ 12,440.00	\$ 4.450	\$ 9,878.00	\$ 288.95	\$ 11,558.00	\$ 518.94	\$ 20,757.60	\$ 250.00	\$ 10,000.00	\$ 290.250	\$ 3,115.00		\$ 380.71
TOTAL LOT NO. 2				\$ 18,892.50	\$ 24,996.50	\$ 24,996.50	\$ 24,996.50	\$ 17,413.50	\$ 31,211.90	\$ 31,211.90	\$ 31,211.90	\$ 15,007.50	\$ 15,007.50	\$ 15,007.50	\$ 15,007.50		\$ 380.71
3	BASE	Automatic Transmission Fluid (HART/AMT)	Gallons	\$ 40.00	\$ 68,000.00	\$ 24.90	\$ 42,330.00	\$ 25.50	\$ 44,000.00	\$ 23.10	\$ 39,270.00	\$ 27.72	\$ 47,124.00	\$ 27.70	\$ 47,209.00		\$ 22.97
	OPTION	Florida Pollution Tax	Each	\$ 0.025	\$ 42.50	\$ 0.025	\$ 42.50	\$ 0.025	\$ 42.50	\$ 0.025	\$ 42.50	\$ 0.025	\$ 42.50	\$ 0.025	\$ 42.50		\$ 22.97
	OPTION	Automatic Transmission Fluid (HART/AMT)	Gallons	\$ 40.00	\$ 172,000.00	\$ 24.90	\$ 107,070.00	\$ 25.50	\$ 111,370.00	\$ 23.10	\$ 99,330.00	\$ 27.72	\$ 110,106.00	\$ 27.70	\$ 110,411.00		\$ 22.97
TOTAL LOT NO. 3				\$ 240,150.00	\$ 149,550.00	\$ 149,550.00	\$ 149,550.00	\$ 155,550.00	\$ 130,790.00	\$ 130,790.00	\$ 130,790.00	\$ 166,470.00	\$ 166,470.00	\$ 166,470.00	\$ 166,470.00		\$ 22.97
4	BASE	Extended Life 5W/20 Coolant (HART)	Drum (55 gal)	\$ 57.00	\$ 22,815.00	\$ 349.00	\$ 17,450.00	\$ 441.35	\$ 22,067.50	\$ 310.54	\$ 15,520.00		\$ 364.55	\$ 18,272.50	\$ 330.00	\$ 15,000.00	
	OPTION	Florida Pollution Tax	Each	\$ 1.375	\$ 27.50	\$ 1.375	\$ 27.50	\$ 1.375	\$ 27.50	\$ 1.375	\$ 27.50		\$ 1.375	\$ 27.50	\$ 1.375	\$ 27.50	
	OPTION	Extended Life 5W/20 Coolant (HART)	Drum (55 gal)	\$ 57.00	\$ 43,876.00	\$ 349.00	\$ 33,524.00	\$ 441.35	\$ 47,369.00	\$ 310.54	\$ 29,812.68		\$ 364.55	\$ 34,560.00	\$ 330.00	\$ 31,600.00	
TOTAL LOT NO. 4				\$ 66,930.00	\$ 51,154.75	\$ 51,154.75	\$ 51,154.75	\$ 64,637.95	\$ 43,940.48	\$ 43,940.48	\$ 43,940.48	\$ 52,980.25	\$ 52,980.25	\$ 43,940.48	\$ 43,940.48		\$ 810.38
6	BASE	Grease (HART)	Drum (400 lb)	No Bid		No Bid		\$ 835.00	\$ 4,175.00	\$ 906.13	\$ 4,330.65	\$ 895.00	\$ 4,475.00	\$ 763.000	\$ 3,900.00		\$ 903.94
	OPTION	Grease (HART)	Drum (400 lb)	No Bid		No Bid		\$ 835.00	\$ 4,175.00	\$ 906.13	\$ 4,330.65	\$ 895.00	\$ 4,475.00	\$ 763.000	\$ 3,900.00		\$ 903.94
	OPTION	Grease (HART)	Drum (400 lb)	No Bid		No Bid		\$ 835.00	\$ 4,175.00	\$ 906.13	\$ 4,330.65	\$ 895.00	\$ 4,475.00	\$ 763.000	\$ 3,900.00		\$ 903.94
TOTAL LOT NO. 6				No Bid		No Bid		\$ 10,855.00	\$ 11,779.69	\$ 11,779.69	\$ 11,779.69	\$ 11,685.00	\$ 11,685.00	\$ 11,685.00	\$ 11,685.00		\$ 903.94
7	BASE	Grease (AMT)	Drum (400 lb)	No Bid		No Bid		\$ 835.00	\$ 4,175.00	\$ 906.13	\$ 4,330.65	\$ 895.00	\$ 4,475.00	\$ 763.000	\$ 3,900.00		\$ 903.94
	OPTION	Grease (AMT)	Drum (400 lb)	No Bid		No Bid		\$ 835.00	\$ 4,175.00	\$ 906.13	\$ 4,330.65	\$ 895.00	\$ 4,475.00	\$ 763.000	\$ 3,900.00		\$ 903.94
	OPTION	Grease (AMT)	Drum (400 lb)	No Bid		No Bid		\$ 835.00	\$ 4,175.00	\$ 906.13	\$ 4,330.65	\$ 895.00	\$ 4,475.00	\$ 763.000	\$ 3,900.00		\$ 903.94
TOTAL LOT NO. 7				No Bid		No Bid		\$ 5,010.00	\$ 5,346.80	\$ 5,346.80	\$ 5,346.80	\$ 5,346.80	\$ 5,346.80	\$ 5,346.80	\$ 5,346.80		\$ 903.94
8	BASE	Grease (HART)	Drum (400 lb)	No Bid		No Bid		\$ 835.00	\$ 4,175.00	\$ 906.13	\$ 4,330.65	\$ 895.00	\$ 4,475.00	\$ 763.000	\$ 3,900.00		\$ 903.94
	OPTION	Grease (HART)	Drum (400 lb)	No Bid		No Bid		\$ 835.00	\$ 4,175.00	\$ 906.13	\$ 4,330.65	\$ 895.00	\$ 4,475.00	\$ 763.000	\$ 3,900.00		\$ 903.94
	OPTION	Grease (HART)	Drum (400 lb)	No Bid		No Bid		\$ 835.00	\$ 4,175.00	\$ 906.13	\$ 4,330.65	\$ 895.00	\$ 4,475.00	\$ 763.000	\$ 3,900.00		\$ 903.94
TOTAL LOT NO. 8				No Bid		No Bid		\$ 13,917.50	\$ 14,487.50	\$ 14,487.50	\$ 14,487.50	\$ 14,487.50	\$ 14,487.50	\$ 14,487.50	\$ 14,487.50		\$ 903.94
9	BASE	3W/20 Engine Oil (HART/AMT)	Gallons	\$ 6.50	\$ 69,550.00	\$ 7.39	\$ 79,073.00	\$ 5.79	\$ 61,953.00	\$ 7.53	\$ 80,571.00	\$ 3.72	\$ 61,204.00	\$ 5.76	\$ 61,632.00	\$ 8.50	\$ 101,650.00
	OPTION	Florida Pollution Tax	Each	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50
	OPTION	3W/20 Engine Oil (HART/AMT)	Gallons	\$ 6.50	\$ 143,000.00	\$ 7.39	\$ 162,580.00	\$ 5.79	\$ 122,380.00	\$ 7.53	\$ 165,660.00	\$ 3.72	\$ 125,460.00	\$ 5.76	\$ 125,632.00	\$ 8.50	\$ 200,200.00
TOTAL LOT NO. 9				\$ 213,367.50	\$ 242,470.50	\$ 242,470.50	\$ 242,470.50	\$ 190,150.50	\$ 247,048.50	\$ 247,048.50	\$ 247,048.50	\$ 187,080.50	\$ 187,080.50	\$ 187,080.50	\$ 187,080.50	\$ 911,467.50	
10	BASE	3W/20 Engine Oil (HART/AMT)	Gallons	\$ 6.50	\$ 69,550.00	\$ 7.39	\$ 79,073.00	\$ 5.79	\$ 61,953.00	\$ 7.53	\$ 80,571.00	\$ 3.72	\$ 61,204.00	\$ 5.76	\$ 61,632.00	\$ 8.50	\$ 101,650.00
	OPTION	Florida Pollution Tax	Each	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50	\$ 0.025	\$ 267.50
	OPTION	3W/20 Engine Oil (HART/AMT)	Gallons	\$ 6.50	\$ 143,000.00	\$ 7.39	\$ 162,580.00	\$ 5.79	\$ 122,380.00	\$ 7.53	\$ 165,660.00	\$ 3.72	\$ 125,460.00	\$ 5.76	\$ 125,632.00	\$ 8.50	\$ 200,200.00
TOTAL LOT NO. 10				\$ 213,367.50	\$ 242,470.50	\$ 242,470.50	\$ 242,470.50	\$ 190,150.50	\$ 247,048.50	\$ 247,048.50	\$ 247,048.50	\$ 187,080.50	\$ 187,080.50	\$ 187,080.50	\$ 187,080.50	\$ 911,467.50	
11	BASE	Engine Oil, Low Ash	Gallon	\$ 10.45	\$ 10,450.00	\$ 10.89	\$ 10,890.00	\$ 10.89	\$ 10,890.00	\$ 10.89	\$ 10,890.00	\$ 10.89	\$ 10,890.00	\$ 10.89	\$ 10,890.00	\$ 9.55	\$ 9,550.00
	OPTION	Florida Pollution Tax	Each	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00
	OPTION	Engine Oil, Low Ash	Gallon	\$ 10.45	\$ 21,900.00	\$ 10.89	\$ 22,600.00	\$ 10.89	\$ 22,600.00	\$ 10.89	\$ 22,600.00	\$ 10.89	\$ 22,600.00	\$ 10.89	\$ 22,600.00	\$ 9.55	\$ 9,550.00
TOTAL LOT NO. 11				\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50
12	BASE	Motor Oil, Low Ash	Gallon	\$ 10.45	\$ 10,450.00	\$ 10.89	\$ 10,890.00	\$ 10.89	\$ 10,890.00	\$ 10.89	\$ 10,890.00	\$ 10.89	\$ 10,890.00	\$ 10.89	\$ 10,890.00	\$ 9.55	\$ 9,550.00
	OPTION	Florida Pollution Tax	Each	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00	\$ 0.025	\$ 25.00
	OPTION	Motor Oil, Low Ash	Gallon	\$ 10.45	\$ 21,900.00	\$ 10.89	\$ 22,600.00	\$ 10.89	\$ 22,600.00	\$ 10.89	\$ 22,600.00	\$ 10.89	\$ 22,600.00	\$ 10.89	\$ 22,600.00	\$ 9.55	\$ 9,550.00
TOTAL LOT NO. 12				\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50	\$ 32,472.50

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #5 (a)

Agenda Item:      Annexation Petition and Resolution No. 15-11  
Donovan Road Estates

Presenter:        The Darby Group

Recommended  
Action:            Oral Presentation

Summary:         None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #5 (b)

Agenda Item:      Annexation Petition and Resolution No. 15-12  
Dollar Tree – N. Socurm Loop

Presenter:        The Darby Group

Recommended  
Action:            Oral Presentation

Summary:         None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #5 (c)

Agenda Item: Transit Operator Agreement Amendment #6

Presenter: The Darby Group

Recommended  
Action: Oral Presentation

Summary: None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #5 (d)

Agenda Item: Transit Workers Union CBA Extension/MOU

Presenter: The Darby Group

Recommended  
Action: Oral Presentation

Summary: None

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #5 (e)

Agenda Item: Transit Service Master Agreement

Presenter: The Darby Group

Recommended  
Action: Oral Presentation

Summary: None



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #6 (a)

Agenda Item: Polytech Briefing

Presenter: Bill Knieriem, Director of Operations

Recommended  
Action: None

Summary: Oral Presentation

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #7 (a)

Agenda Item: Monthly Activities Report

Presenter: Tom Phillips, Executive Director

Recommended  
Action: None

Summary: Oral Presentation

Attachments: Activities Report

## **July Activity Report**

July 1, 2015	Contractual Mtg with Lynx
July 1, 2015	Senior Staff Mtg
July 1, 2015	PT Meeting in Bartow
July 6, 2015	Lake Alfred Commission Mtg
July 7, 2015	Senior Staff Mtg
July 8, 2015	Transit Consolidation Mtg
July 8, 2015	LAMTD Board of Directors Mtg
July 8, 2015	PT Meeting in Bartow
July 8, 2016	Triennial Review
July 9, 2015	FPTA Referendum Funding Mtg
July 9, 2015	Triennial Review
July 10, 2015	Triennial Review Exit Mtg
July 13, 2015	Hall Communications
July 13, 2015	Gang Task Force Mtg
July 14, 2015	Polk Consolidation Operations Plan Mtg
July 14, 2015	Funding for 416, 427, and 5311 Mtg
July 15, 2015	PT Meeting in Bartow
July 16, 2015	Weekly Mtg with the Darby Group
July 17, 2015	Kiwanis Club of Lakeland – Presenter
July 17, 2015	PT Cost Allocation Mtg
July 20, 2015	Union Negotiations Mtg
July 21, 2015	JPA Contract Review – FDOT
July 22, 2015	PT Meeting in Bartow
July 23, 2015	Weekly Mtg with the Darby Group
July 24, 2015	Polk Vision Infrastructure Mtg
July 27, 2015	Senior Staff Mtg
July 27, 2015	LAMTD Budget Mtg
July 28, 2015	Polk Consolidation Operations Plan Mtg
July 29, 2015	PT Meeting in Bartow
July 30, 2015	Weekly Mtg with the Darby Group
July 30, 2015	VOMS Mtg
July 31, 2015	Fleeting Replacement Mtg
July 31, 2015	LAMTD Budget Mtg

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #7 (b)

Agenda Item: UAP Updates

Presenter: Tom Phillips, Executive Director

Recommended  
Action: None

Summary: Oral Presentation

Attachments: UAP Report

<b>Ridership 2015</b>	<b>LAMTD</b>	<b>WHAT</b>	<b>Total</b>
June	19,291		19,291
July	19,821		19,821
<b>UAP Ridership 2015</b>	<b>LAMTD</b>	<b>WHAT</b>	<b>Total</b>
<b>Polk State College</b>			
June	2,885		2,885
July	2,464		2,464
<b>LEGOLAND</b>			
June	1,246		1,246
July	1,071		1,071
<b>South Eastern University</b>			
June	471		471
July	263		263
<b>Everest University</b>			
June	1,204		1,204
July	898		898
<b>COLTS</b>			
June	2,526		2,526
July	2,448		
<b>Veterans</b>			
June	3,706		3,706
July	3,501		3,501
<b>Southern Technical College</b>			
June	897		897
July	848		848
<b>Polk Health Care</b>			
June	3,837		2,837
July	4,255		4,255
<b>Summer of Safety</b>			
June	866		866
July	970		970
<b>Central Florida Healthcare</b>			
June	1,994		1,994
July	2,640		2,640
<b>Transition House</b>			
June	556		556
July	385		385

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #7 (c)

Agenda Item: County Budget Merger Update

Presenter: Tom Phillips, Executive Director

Recommended  
Action: None

Summary: Oral Presentation

Attachments: None



Date: August 5, 2015

To: Marcia Andresen, Director of Social Services

From: Tom Phillips, Executive Director

Subject: DRAFT POLK COUNTY MERGER BUDGET FY 2015-2016 is presented herewith.

The draft budget essentially is based on the County projected FY 2015-2016 budget. Most of the Paratransit and Transit Disadvantage Programs expenses are maintained at the budgeted level. The fixed route likewise remained at the same level.

#### **Revisions**

- Salaries and fringes are revised using the LAMTD pay schedule, benefits, and FRS (copy attached)
- Other support services are reflected to show the additional expenses that are support costs for the District.
- The WHAT services operated by LAMTD has been removed from LAMTD Budget and credit for the revenues and payments shown as a revenue in the PCTS budget. Therefore the draft budget reflect all of the County services.
- The District has not revised the original County services and projected expenses. These areas are new to the LAMTD and therefore requires you and your staff pay close attention to the 416 and 427 route service assumptions.
- The LAMTD did not address the County's funding sources as again these grants and matching funds are based on the County's funding formula and subject to the County's financial policies and revenue policies.
- The revenue side of the budget reflects the WHAT FY 2014 revenues as projections and the payments to LAMTD. The net difference is the amount due to LAMTD to operate these services.
- Cash-flow for the LAMTD will remain a very high concern absent any reserve and working capital. A line of credit is being recommended to provide needed working capital for operations.
- The next step is for the County staff to review and revise this proposal for both expenses and revenues with your approval.
- The intergovernmental agreement must be in place before the LAMTD Board approves the final budget in September 2015. A draft Polk County Transit Budget will be presented to the LAMTD Board in August 2015 for planning purposes.
- The final Polk County Budget will be presented to the LAMTD Board separate and distinct from the LAMTD Budget for TRIM Compliance.

- The Administrative cost that LAMTD is proposing is significantly less than the County's indirect cost allocations for transit services.
- As seen below, the Cost Allocation & Performance System report for Polk County 2013 indicates an expense of \$284,755 for transportation operations. This total does not include an additional recurrent savings for the salaries/benefits of the Program Manager and the Accountant II positions which total \$164,790.

Cost Allocation Planning & Performance System for Polk County 2013	
Transportation Operations	\$284,755
Additional Recurrent Savings	
Program Manager's Salary & Benefits – Paul Simmons	\$91,035
Accountant II's Salary & Benefits – Walt Smith	\$73,755
Total	\$449,545
LAMTD Administrative Cost	\$377,920
Total Savings for Polk County	\$99,545

Please let me know if you need additional information.

Thank you

ATTACHMENTS

CC: Tom Phillips, Marcia Andresen, Rodney Wetzell, John Satchell, Rob Gregg, and Jeanna Cox



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2015  
AGENDA ITEM #8

Agenda Item: Other Business

Presenter: TBD

Recommended  
Action: None

Summary: None

Attachments: None