



**Board of Director's Meeting**  
**September 18, 2013**  
**10:00 A.M.**

**TAPS Public Transit**

*at Modern Exploration*  
**4900 Texoma Parkway**  
**Sherman, Texas**  
**903-893-4601**



## Board of Directors Roster January 2013-2014 (As of 7/13)

### Chairman

**Jay Davidson**, Councilman  
City of Decatur  
PO Box 2  
Decatur, Texas 76234  
940-627-7524-Home  
817-992-1328- Cell  
jmdconsulting@hotmail.com  
Term Started: 11/09  
Term Exp: 11/13

**Spanky Carter**, Judge  
Fannin County  
101 E Sam Rayburn Dr,  
Ste. 101  
Bonham, Texas 75418  
(903) 583-7455  
rwatts@fanninco.net  
Term Started: 9/11  
Term Exp: 09/13

**Kenneth Liggett**, Judge  
Clay County  
214 N Main  
Henrietta, Texas 76365  
940 538-4651  
ccjudge@claycountytexas.com  
Term Started: 10/08  
Term Exp: 10/14

**Danny White**, Commissioner  
Wise County  
PO Box 899  
Decatur, Texas 76234  
940-627-5810-Office  
940-393-3261- Cell  
Comm1@co.wise.tx.us  
Term Started: 9/10  
Term Exp: 09/14

**Randy Pogue**, Councilman  
City of McKinney  
222 N. Tennessee St  
McKinney, Texas 75069  
972-547-7501-Office  
rpogue@mckinneytexas.org  
Term Started: 05/13  
Term Exp: 05/15

**Leon Klement**, Commissioner  
Cooke County  
100 S. Dixon – Room 112  
Gainesville, Texas 76240  
940-668-5484  
Leon.Klement@co.cooke.tx.us  
Term Started: 07/13  
Term Exp: 07/15

**H. L. Compton**, Councilman  
301 Star Street  
Bonham, TX 75418  
hlcompton@verizon.net  
903-640-0000  
214-926-8491  
Term Started: 05/13  
Term Exp: 05/15

**Trent Bass**, Treasurer  
Grayson County  
100 West Houston  
Sherman, TX 75090  
903-813-4252-Office  
903-271-8454-Cell  
basst@co.grayson.tx.us  
Term Started: 10/12  
Term Exp: 10/14

**Brian Loughmiller**, Mayor  
City of McKinney  
222 N. Tennessee St  
McKinney, Texas 75069  
972-547-7501-Office  
bloughmiller@mckinneytexas.org  
Term Started: 05/13  
Term Exp: 05/15

**Ryan Johnson**, Councilman  
City of Sherman  
123 N Crockett, Ste 200  
Sherman, TX 75090  
903-813-1900-Office  
rjohnson@ci.sherman.tx.us  
Term Started: 05/13  
Term Exp: 05/15

### Secretary

**Ken Brawley**, Councilman  
2813 South Caprice  
Denison, TX 75020  
Res. Phone 903-465-6210  
Bus. Phone 903-818-9975  
kenbrawley77@gmail.com  
Term Started: 01/12  
Term Exp: 01/14

**Wanda Wood**, Civic Leader  
Montague County  
PO Box 27  
Nocona, TX 76255  
940-825-3526-Office  
940-366-1431-Cell  
wanda@noconachamber.org  
Term Started: 11/12  
Term Exp: 11/14

**Joan Schaffner**, Civic Leader  
Clay County  
402 Pioneer Trail  
Henrietta, TX 76365  
940-538-5057-Home  
sewnsew@wfquik.com  
Term Started: 10/01  
Term Exp: 10/13

**Chris Hill**, Commissioner  
Collin County  
2300 Bloomdale Rd, Ste. 4192  
McKinney, TX 75071  
chill@collincountytexas.gov  
Ph: 972-424-1460  
Term Started: 05/13  
Term Exp: 05/15

**Eric Hogue**, Mayor  
City of Wylie (DFW UZA)  
300 Country Club Rd, Bld 100  
Wylie, TX 75098  
972-516-6010  
[eric.hogue@wylietetexas.gov](mailto:eric.hogue@wylietetexas.gov)  
Term Started: 6/13  
Term Exp: 6/15



**Texoma Area Paratransit Systems, Inc**

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13. <b>Consent Items:</b> The following items on the consent agenda are considered to be routine by TAPS and will be enacted with one motion. There will not be separate discussion of these items unless a board member so requests, in which event the will be removed from the general order of business and considered in normal sequence.  Receive Financial Report and Accept For Months of April 2013, May 2013, June 2013 and July 2013 Teresa Foster, Finance Director Receive Ridership Report and Accept For Months of April 2013, May 2013, June 2013 and July 2013 Brad Underwood, Executive Director	<b>Page 76</b>
14. Adjourn	

Posted and Amended: September 13, 2013

*If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact the TAPS at 903-893-4601 before 9:00 a.m. on the date of the meeting and reasonable accommodations will be made to assist your needs.*



# **1. Call to Order, Declaration of a Quorum and Welcome Jay Davidson, Chairman**



## 2. President's Remarks



**3. Approve the Minutes of the  
July 31, 2013 Meetings  
Jay Davidson, Chairman**



**MEMBERS PRESENT:** Jay Davidson, Leon Klement, Ken Brawley, H.L. Compton, Danny White, Randy Pogue, Ryan Johnson, Brian Loughmiller, Chris Hill, and Eric Hogue

**STAFF PRESENT:** Brad Underwood, Teresa Foster, Barbara Reeves, and Tim Patton

**GUESTS PRESENT:** Nancy Knapp and Tony Beaverson

The TAPS Board of Directors met at 4900 Texoma Pkwy Sherman TX 75090 for a regular semimonthly board meeting.

1. Chairman, Jay Davidson, opened the meeting at 10:03 am and declared a quorum was present.
2. The Board gave special recognition to Gary Hollowell for his long service to the TAPS board. A plaque was presented and Chairman Davison thanked Gary for all of his contributions to the TAPS board of directors.
3. The minutes from the May 8, 2013 meeting and the June 19, 2013 meeting were reviewed. A motion was made by Danny White to approve the minutes. The motion was seconded by Ken Brawley. Motion carried.
4. The public was given the opportunity to speak. Nancy Knapp asked that the board agendas be posted online. Staff agreed to look into in accordance with the Open Meetings Act.
5. The Board received annual Open Meetings Act Compliance training as required for 5311 and 5307 state fund recipients. No Action was taken.
6. The board received a presentation on TAPS bylaws for board membership. Discussion was had about how to better position TAPS for growth in the future with expanding counties. No Action was taken.
7. The board received an update on Medicaid Transportation Program. No Action was taken.
8. The Board entered into Budget Workshop and received numerous presentations from staff in regards to the FY2013-2014 budget year. After the presentations Chris Hill made the motion to adopt the budget as presented. Ryan Johnson seconded the motion. Motion Carried.



9. Jay Davidson appointed two committees to work on various projects on behalf of the board. The first committee was a salary committee to review the compensation of the executive director. The committee appointed was Ken Brawley, Chris Hill, Trent Bass, and Jay Davidson. Brian Loughmiller made the motion to authorize the salary committee to enter into extension agreement with the executive director. Randy Pogue seconded the motion. Motion carried. A building review committee was also created consisting of Randy Pogue, Ken Brawley, Ryan Johnson, and Trent Bass. This committee was designated to work alongside of staff to assist with decision related to the construction of the new TAPS office at 6104 Texoma Pkwy. No further action was taken.

10. Meeting was adjourned at 12:34pm.

Passed, Approved and Adopted September 18, 2013.

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Chairman, TAPS Board of Directors

or

\_\_\_\_\_  
Secretary, TAPS Board of Directors



## 4. Public's Opportunity to Speak



**5. Take Action to elect TAPS Board of Directors Officers for FY2013-14 including a Chair, Vice Chair and Secretary-Treasurer.  
Brad Underwood, Executive Director**

To: TAPS Board of Directors

From: Brad Underwood, Executive Director

Subject: Item # 5 Discuss and Take Action to elect TAPS Board of Directors Officers for FY2013-14 including a Chair, Vice Chair and Secretary-Treasurer

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Dear Board:

TAPS bylaws provide for the annual election of three officers to include a Chair, Vice-Chair and Secretary. Officer terms follow the TAPS fiscal year, which begins October 1 and ends September 30. Current officer terms will be expiring at the end of this month and the officers for FY2013-14 must be elected in the current month.

Recommendation:

Elect TAPS Board of Directors Officers for FY2013-14 including a Chair, Vice Chair and Secretary-Treasurer.



## **6. Recess into Executive Session in compliance with Texas Government Code Section 551.071, for Consultation with TAPS Attorney :**

- A. To seek legal advice regarding the pending access fee agreement proposed by DART**
  
- B. To seek legal advice as to trademark and copyright issues and related matters related to TAPS use of “GoPass”**
  
- C. To seek legal advice as to a potential Memorandum of Understanding regarding certain property North of Country Club Road, East of South Central Expressway, South of East University Drive and West of Airport Road**



**7. Recess into Executive Session in compliance with Texas Government Code Section 551.072, for consultation with TAPS Attorney:**

**To deliberate potential purchase of certain real property North of Country Club Road, East of South Central Expressway, South of East University Drive and West of Airport Road**



**8. Take any necessary action arising from any matter considered in Executive Session.**



- 9. Executive Directors Update:**
  - A. Fixed Routes in Sherman-Denison and McKinney**
  - B. Medicaid Timelines and Expectations**
  - C. Large UZA funding with NCTCOG**
  - D. JARC Project Updates Collin Rural, Wichita Falls, and Decatur**
  - E. Board Retreat New Proposed Dates**



**10. Consider and Take Action to  
appoint a Retirement Plan Committee  
to meet with staff to review  
retirement plan options.  
Brad Underwood, Executive Director**

To: TAPS Board of Directors

From: Brad Underwood, Executive Director

Subject: Item # 10 Appoint a Retirement Plan Committee

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Dear Board:

Up until a few years ago, TAPS offered a 401k plan for its employees. This plan was discontinued when the Dept. of Labor required TAPS to transfer the operating staff to a separate employer and TAPS no longer had enough employees to make maintaining a retirement plan feasible. The annual plan fees split among the seven TAPS employees would have made it impossible for the employees to ever build returns on their investments. With the recent growth in TAPS, it is now again possible for this benefit to make sense economically.

Recommendation:

Approve the formation of a Retirement Plan Committee to meet with TAPS staff to review retirement plan options.



**11. Discuss and Take Action to authorize staff to enter into an agreement for a temporary site location for a period of 24 months during NTRTC construction.  
Brad Underwood, Executive Director**

To: TAPS Board of Directors

From: Brad Underwood, Executive Director

Subject: Item # 11 Discuss and Take Action to authorize staff to enter into an agreement for a temporary site location for a period of 24 months during NTRTC construction

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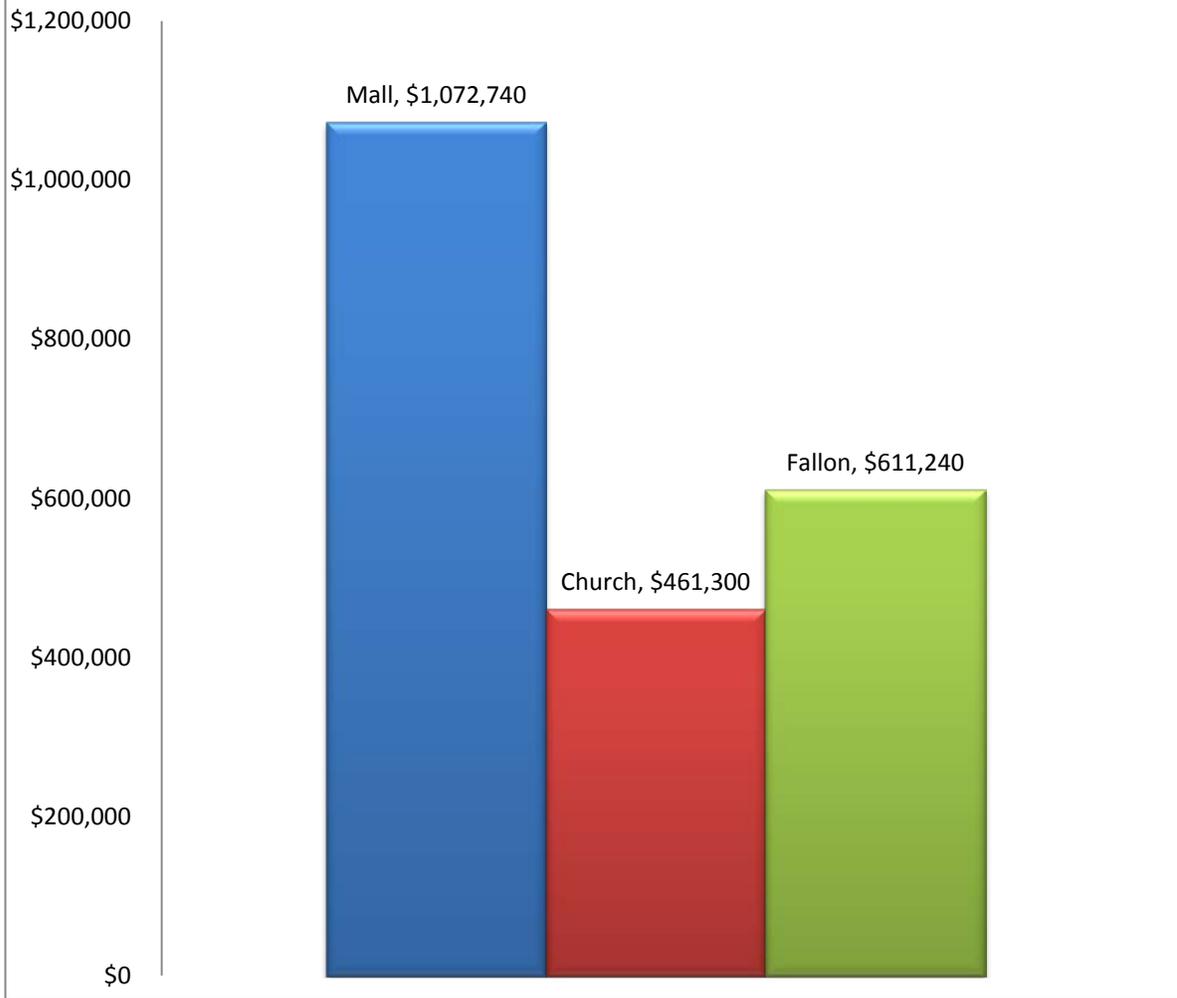
Dear Board:

In anticipation of beginning of the construction of the North Texas Regional Transit Center (NTRTC), staff has been working to identify potential relocation sites for the 24 months it will take for demolition, site-preparation and construction of the new facility. Three locations were identified. The cost estimates and logistical analysis developed for all three locations has been included in your packet for your review.

Recommendation:

Authorize TAPS staff to enter into an agreement for a temporary site location for a period of 24 months during the NTRTC construction.

## Cost of Relocation



# Relocation Cost Estimate



**Mall**  
20,000 SF

	Monthly Expenses	Total Expense	% of Total	Source of Estimate
<b>MONTHLY COSTS</b>				
Rent	13,333	320,000	29.8%	\$8/sf
Rent at Mall P&R	1,860	44,640		Contract
<b>Subtotal</b>		<b>\$364,640</b>	<b>34.0%</b>	
<b>ONE-TIME COSTS</b>				
Fixtures and Equipment		160,000	14.9%	Todd/Josh
Decorating and remodeling		500,000	46.6%	Todd
Installation charges		27,000	2.5%	
Deposits with public utilities		0		Heather - waived
Legal and other professional fees		1,000	0.1%	Teresa
Licenses and permits		100	0.0%	
Advertising and promotion for relocation		2,500	0.2%	Teresa
Lease Deposit		15,000	1.4%	
Moving		500	0.0%	Jennifer
Fencing Not including Gate		2,000	0.2%	
<b>Subtotal</b>		<b>\$708,100</b>	<b>66.0%</b>	
<b>TOTAL ESTIMATED RELOCATION COST</b>		<b>\$1,072,740</b>	<b>96%</b>	

# Relocation Cost Estimate

**Church**  
23,900 SF



Monthly Expenses	Total Expense	% of Total	Source of Estimate
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**MONTHLY COSTS**

Rent	15,933	382,400	82.9%	\$8/sf
<b>Subtotal</b>		<u>\$382,400</u>	<u>82.9%</u>	

**ONE-TIME COSTS**

Fixtures and Equipment	2,000	0.4%	
Decorating and remodeling	31,900	6.9%	Todd
Installation charges	17,000	3.7%	
Deposits with public utilities	0		Heather - deposits waived
Legal and other professional fees	1,000	0.2%	Teresa
Licenses and permits	100	0.0%	
Advertising and promotion for relocation	2,500	0.5%	Teresa
Lease Deposit	23,900	5.2%	month and 1/2 of rent
Moving	500	0.1%	Jennifer
<b>Subtotal</b>		<u>\$78,900</u>	<u>17.1%</u>

<b>TOTAL ESTIMATED RELOCATION COST</b>		<u><u>\$461,300</u></u>	<u>100%</u>
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# Relocation Cost Estimate

**Fallon**  
**14,500 SF**

	Monthly Expenses	Total Expense	% of Total	Source of Estimate
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**MONTHLY COSTS**

Rent	9,667	232,000	38.0%	\$8/sf
Rent at Mall P&R	1,860	44,640	7.3%	Contract
<b>Subtotal</b>		<u>\$276,640</u>	<u>45.3%</u>	

**ONE-TIME COSTS**

Fixtures and Equipment	15,000	2.5%	
Decorating and remodeling	162,000	26.5%	
Installation charges	22,000	3.6%	
Deposits with public utilities	0		Heather - waived
Legal and other professional fees	1,000	0.2%	Teresa
Licenses and permits	100	0.0%	
Advertising and promotion for relocation	2,500	0.4%	Teresa
Lease Deposit	14,500	2.4%	
Driveway	130,000	21.3%	Tim
Moving	500	0.1%	Jennifer
Fencing Without Gate Installed	2,000	0.3%	
<b>Subtotal</b>	<u>\$349,600</u>	<u>57.2%</u>	

<b>TOTAL ESTIMATED RELOCATION COST</b>		<u><u>\$611,240</u></u>	<u>100%</u>	
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**12. Discuss and Take Action to create a Van Pool program using the example of V-Ride and authorize staff to pursue the procurement of a similar program.**

**Brad Underwood, Executive Director;  
Zak Kerfai Transportation Planning  
Coordinator**

To: TAPS Board of Directors

From: Brad Underwood, Executive Director

Subject: Item # 12 Discuss and Take Action to create a Van Pool program using the example of V-Ride and authorize staff to pursue the procurement of a similar program

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Dear Board:

In an effort to identify a more cost-effective method of providing services to commuters, the contracted Peterbilt route, in particular, staff has considered the benefits of creating a van pool program. This program would be available to multiple commuter groups throughout the TAPS service area and brings about the potential for significant cost savings to TAPS, while increasing performance numbers and increasing federal funding available to TAPS.

Recommendation:

Authorize TAPS staff to create a Van Pool program using the example of V-Ride and authorize staff to pursue the procurement of a similar program.



## REQUEST FOR PROPOSALS VANPOOL VEHICLES AND SERVICES

RFP NO.: TAPS1308

Date Issued: DATE

**Sealed proposals will be received at the offices of the Texoma Area Paratransit System, Inc., hereinafter called the TAPS, at 6104 Texoma Parkway, Sherman, TX 75090, until 3:00 PM (CDST) on Friday, September 13, 2013 for Vanpool Vehicles and Services.** Proposals shall be good for one hundred twenty (120) calendar days from the proposal due date. The resulting contract shall be on a fixed-fee basis for a term of **three years with two (2) one-year options.**

**Proposers are encouraged to attend a pre-proposal meeting scheduled for DATE, 2013 at 1:00 PM (CST), at 6104 Texoma Parkway, Sherman, Texas 75090.** The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions Proposers may have concerning this procurement. Although attendance is not mandatory, it is **HIGHLY** recommended. **Approved Equals** must be submitted by DATE at 3:00PM (CST) to [jenniferwright@tapsbus.com](mailto:jenniferwright@tapsbus.com), with TAPS responding by DATE.

**Copies of proposal documents may be obtained from Procurement Department at 6104 Texoma Parkway, Sherman, Texas** between the hours of 7:00am – 4:00pm; or by visiting our website at [www.tapsbus.com](http://www.tapsbus.com) Further information may be obtained from Jennifer Wright, Procurement Officer.

The following proposal documents are applicable under this procurement:

- Request for Proposals,
- Instructions to Proposers,
- Scope of Work,
- Special Instructions,

RFP NO.: TAPS1308  
VANPOOL VEHICLES AND SERVICES

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- Technical Specifications,
- Standard Service Terms and Conditions,
- Special Provisions Concerning Disadvantaged Business Enterprise (DBE),

**The following documents must be signed returned with your bid in order for it to be considered responsive:**

- Price Schedule (Appendix A),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interest Certification (Appendix D),
- Restrictions on Lobbying (Appendix E)
- DBE Participation Form (Appendix F)
- References (Appendix G),
- Request for Information Form (Appendix H)

## INSTRUCTIONS TO PROPOSERS

### 1. GENERAL.

The following instructions by TAPS are intended to afford proposers an equal opportunity to participate in TAPS's contracts.

### 2. EXPLANATIONS AND COMMUNICATIONS.

2.1 Any explanation desired by a bidder regarding the meaning or interpretation of these Instructions or any other bid documents must be requested in writing to the TAPS's Procurement Department with sufficient time allowed for a reply to reach bidders before the submission of their proposals

2.2 Oral explanations or instructions will not be binding. Any information given to a prospective proposer concerning a Request for Proposals will be furnished to all prospective proposers as an amendment to the invitation if such information is necessary to proposers in submitting proposals on the request or if the lack of such information would be prejudicial to uninformed bidders.

2.3 All communications regarding this solicitation - written, faxed, or e-mailed - need to be made directly to the Procurement Department. Any violation could be grounds for disqualification.

### 3. SPECIFICATIONS.

3.1 Proposers are expected to examine the specifications, any drawings, standard provisions and all instructions. Failure to do so will be at the proposer's risk. Proposals which are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive proposals.

3.2 The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

### 4. INFORMATION REQUIRED.

4.1. Each proposer shall furnish the information required by the Request for Proposals. The proposer shall sign the Price Schedule and the proposal, which collectively shall constitute the proposer's offer. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied

by evidence of his authority unless such evidence has been previously furnished to TAPS.

- 4.2. All prices shall be entered on the Price Schedule. Totals shall be entered in the "Total Price" column of the Price Schedule, and in case of discrepancy between the unit price and the extended total price, the unit price will be presumed to be correct.
- 4.3. Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in the Request for Proposals will be considered. The cover letter must bear the signature of a person duly authorized to legally commit for the proposer. All costs of proposal preparation will be borne by the proposer.
- 4.4. The TAPS does not have to pay federal excise taxes or state and local sales and use taxes, except for contracts for improvements to real property.

## 5. SUBMISSION OF PROPOSALS.

- 5.1. Sealed Proposals should be submitted in an envelope marked on the outside with the proposer's name and address and proposal description addressed to:

Texoma Area Paratransit System, Inc.  
Attn: Jennifer Wright  
6104 Texoma Parkway  
Sherman, Texas 75090

Proposal For: **Vanpool and Vehicle Services**  
**RFP No. TAPS1308**

Proposal Due Date: **DATE @ 3:00 PM**

- 5.2. **The Price Schedule should be submitted in a separately sealed envelope along with the proposal.** Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published proposal date and time shown on the Request for Proposals. Proposals received after the published time and date cannot be considered. Any proposals which are mislabeled or do not indicate the proposer's name or address as required above may be opened by TAPS solely for the purpose of identifying the proposer for return of the proposal.

## 6. MODIFICATION OR WITHDRAWAL OF PROPOSALS.

Proposals may be modified or withdrawn by written or email notice received by the TAPS prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a proposer or an authorized representative prior to the proposal deadline; provided the proposer's identity is made known and he or she signs a receipt for the proposal.

7. OPENING PROPOSALS.

All proposals shall be opened by TAPS as soon after the proposal deadline as is reasonably practicable. Information submitted in response to the Request for Proposals shall not be released by TAPS during the proposal evaluation process or prior to Contract award. Proposers are advised that TAPS may be required to release proposal information, other than trade secrets, after Contract award.

8. EVALUATION FACTORS.

- 8.1. TAPS will award contracts based upon the criteria set forth in the Request for Proposals. Contracts may be awarded on a fixed fee or cost reimbursement basis.
- 8.2. Pre-award inspection of the proposer's facility may be made prior to the award of the Contract. Proposals will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in the Request for Proposals for a reasonable period of time; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. The terms "equipment" and "organization" as used herein shall be construed to mean a fully-equipped and well-established company in line with the best business practices in the industry as determined by TAPS. In making the award, TAPS may consider any evidence available to it of the financial, technical, and other qualifications and abilities of a proposer, including past performance (experience) with TAPS and other similar customers. A record of nonperformance or poor performance may disqualify a proposer from award.

9. ELIGIBILITY FOR AWARD.

- 9.1. In order for a proposer to be eligible for award of the Contract, the proposal must be responsive to the Request for Proposals; and TAPS must be able to determine that the proposer is responsible to perform the Contract satisfactorily.
- 9.2. Responsive proposals are those complying with all material aspects of the Request for Proposals. Proposals which do not comply with all the terms and conditions of the Request for Proposals will be rejected as non-responsive.
- 9.3. Responsible proposers at a minimum must:
  - 9.3.1 Have adequate financial resources or the ability to obtain such resources as required during the performance of the Contract;
  - 9.3.2 Have a satisfactory record of past performance;
  - 9.3.3. Have necessary management and technical capability to perform;

9.3.4. Be qualified as an established firm regularly engaged in the type of business to perform the Contract required by this Request for Proposals;

9.3.5 Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations; and

9.3.6 Certify that it is not on the U.S. Comptroller General's list of ineligible contractors – signing and submitting the proposal is so certifying. (NOTE: This requirement is only applicable to federally-funded contracts.)

9.4. A proposer may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible proposer. Refusal to provide requested information shall result in the proposer being declared not responsible, and the proposal shall be rejected.

## 10. RESERVATION OF RIGHTS.

TAPS expressly reserves the right to:

10.1. Reject or cancel any or all proposals;

10.2. Waive any defect, irregularity or informality in any proposal or proposal procedure;

10.3. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;

10.4. Extend the proposal due date;

10.5. Reissue a Request for Proposals;

10.6. Procure any item or services by other means;

10.7. TAPS reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right; and

10.8. TAPS reserves the right to negotiate a Contract with the proposer having the best evaluation as determined by the TAPS. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The TAPS additionally reserved the right to suspend negotiations with the first proposer should it not progress in a manner satisfactory to the TAPS and commence negotiations with the next best rated proposer.

## 11. ACCEPTANCE.

Acceptance of a proposer's offer in some instances will be in the form of purchase orders issued by TAPS. Otherwise, acceptance of a proposer's offer will be by acceptance letters issued by TAPS. Subsequent purchase orders and release orders may be issued as appropriate. Unless the proposer specifies otherwise in the proposal, TAPS may award the contract for any item or group of items shown on the Request for Proposals.

12. PROTESTS.

In the event that a proposer desires to protest any procedure, the proposer should present such protest, in writing, to TAPS Chief Executive Officer within five (5) business days following the proposal due date. The protest shall state the name and address of the protestor, refer to the project number and description of the Request for Proposals, and contain a statement of the grounds for protest and any supporting documentation. For federally-assisted contracts, certain additional protest procedures apply and may be found in the Supplemental Conditions contained within the Request for Proposals.

13. EQUAL OPPORTUNITY.

Proposers are expected to comply with the Affirmative Action Programs of TAPS with respect to its provisions concerning contractors.

14. SINGLE PROPOSAL.

14.1 In the event a single proposal is received, TAPS will, at its option, either conduct a price and/or cost analysis of the proposal and make the award by negotiation or reject the proposal and revise the Request for Proposals. A price analysis is the process of examining the proposal and evaluating a prospective price without evaluating the separate cost elements. Price analysis shall be performed by comparison of the price quotations, with published price lists, or other established or competitive prices. The comparison shall be made to a purchase of similar quantity and involving similar specifications. Where a difference exists, a detailed analysis must be made of this difference and cost attached thereto.

14.2 Where it is impossible to obtain a valid price analysis, it may be necessary for TAPS to conduct a cost analysis of the proposal price. Cost analysis is the review and evaluation of a proposer's cost or pricing data and of the factors applied in projecting from such data the estimated costs of performing the contract, assuming reasonable economy and efficiency.

14.3 The price and/or cost analysis shall be made by personnel of TAPS's selection. TAPS's discretion exercised as to its options in this regard shall be final.

## SCOPE OF WORK

### 1.0 INTRODUCTION

The Texoma Area Paratransit System, Inc. (TAPS) requests proposals from qualified firms to provide vehicle lease and fleet management services for the operation of a regional vanpool program.

#### 1.1 Background

1.1.1 The Texoma Area Paratransit System, Inc. (TAPS) is a public transportation agency serving the counties of Clay, Montague, Cooke, Grayson, Fannin, Wise, and Colin.

1.1.2 The TAPS currently provides comprehensive fixed-route and demand-responsive transportation services within the service area described.

1.1.3 TAPS has added a rideshare program to its family of services; one component is a vanpool program. TAPS offers a subsidized vanpool program serving the needs of those in our service area.

1.1.4 TAPS anticipates only a few vanpools operating during the next 12 months of the program. TAPS also anticipates an average vanpool roundtrip of 60/100 miles per day with several vanpools operating on a five-day work week. However, vanpools may operate 7 days a week.

1.1.5 As a public agency, TAPS has a tax exemption status and will not pay any state or federal taxes associated with the lease or purchase of vehicles.

### 2.0 DESCRIPTION

2.1 The TAPS's rideshare program is called **RIDE***along*. The **RIDE***along* Program provides vanpools, vanpool coordination and passenger fare collection, on-site employee transportation coordination for area businesses, and all program marketing.

2.2 The objectives of this project are to:

- Provide transportation alternatives to the "choice" riders in the TAPS service area;
- Provide transportation services in areas that are not currently served by or have not demonstrated a sufficient demand for regular route services;
- Provide an opportunity for local businesses to participate in transportation programs

through transportation subsidies to ensure reasonable operating costs for area vanpools;

- Encourage the use of mass transportation and limit the single occupant vehicles traveling area roadways during peak traffic periods to reduce air pollution and congestion in the Corpus Christi area.

**2.3** TAPS will manage all aspects of the vanpool program with vendor support provided in the acquisition of vehicles, fleet management services, and, provision of insurance and/or claims administration. All project related expenses will be billed to and paid by TAPS directly to vendor.

**2.4** TAPS is planning to provide vanpool service outside of the service area boundaries. In such cases TAPS reserves the right to offer such services at a passenger fare rate sufficient to cover all fixed and operating expenses related to the vanpool.

### **3.0 DRIVER QUALIFICATIONS AND REQUIREMENTS**

**3.1** Primary and back-up drivers will be required to meet criteria including, but not limited to, the following:

- must be at least 25 years of age or older and younger than 73.
- It will be required that a bi-annual physical (and subsequent written physician's report) and a successful completion of a defensive driving course for applicants over the age of 73.
- must have a valid driver's license from the state of in which they live in for at least three years;
- Driver must have a minimum of five (5) years uninterrupted license driving experience
- must possess a clean driving record: no at-fault accidents, moving violations, or outstanding warrants for unresolved driving issues within the past three (3) years. (Any conviction for DWI/DUI or a related violation at any time during applicant's driving history will result in automatic disqualification.);
- must never have been convicted of a felony;
- must be free of any physical or mental impairments that would interfere with the safe, proper operation of designated vanpool vehicles;
- Acceptable credit as determined by the contractor.

**3.2** Driver privileges are automatically denied if any of the following incidents are known to

have occurred within the past seven (7) years or are reported on the latest motor vehicle driving history record.

- Excessive speed (i.e. more than 20 mph over limited)
- Operating to endanger or reckless driving (or similar)
- Driving under the influence of alcohol or drugs
- Operating a motor vehicle with a suspended or revoked license and
- School bus stopping flag violation (similar)

**3.3** Driving privileges are automatically denied if any of the following incidents are known to have occurred, regardless of when, or are reported on the latest motor vehicle history record.

- Leaving the scene of an accident involving personal injury or property damage and
- Vehicular homicide

## **4.0 CONTRACTOR REQUIREMENTS**

**4.1 TAPS** shall require the CONTRACTOR to provide all vehicles under this contract within ten (10) calendar days from the date the vehicles are ordered.

**4.2** All leased vehicles (new or used) must be fully inspected and found to be in good condition by the CONTRACTOR before delivering to TAPS at the time of delivery. The vanpool group will not be responsible for having any repairs made during the first week of delivery. This includes even minor repairs such as air-condition repairs or leaky windows. Each vehicle should be delivered to TAPS with a maintenance report showing the inspection that was conducted prior to delivery.

**4.3** TAPS shall require selected vendor to have all vanpool vehicles placed in service inspected, licensed, and registered in accordance with applicable State of Texas and local laws.

**4.4** PROPOSERS must submit independent cost proposals for each of the following service categories: Vehicle Lease Service (Section 4.8.1), Fleet Management & Maintenance Services (Section 4.8.2), and Insurance Claims Administration (Section 4.8.3).

**4.5** Contractor will coordinator the qualifications of all volunteer drivers and selection of primary and alternate volunteer drivers and assume all of the vehicle-related responsibilities and liabilities of the vanpool group.

**4.6** Contractor shall provide commuter vanpool applications forms and volunteer driver agreements, forms for primary and alternate volunteer vanpool drivers.

**4.7** Contractor will be responsible for conducting all driver background checks.

**4.8** Contract will be require to response 48/72 hours and return a faxed copy of driver checks, signed approve letter and signed driver agreements.

#### **4.8.1 Vehicle Lease Service**

- PROPOSERS shall provide a fixed-rate price proposal for the lease of 9- and 15-passenger vans. All vehicles must meet the minimum specifications described in the Technical Specifications. Proposals should include pricing for current production-year model vehicles. All fixed costs associated with vehicle lease should include any costs related to after-factory conversions that may be required to meet the specifications. PROPOSER shall describe their capabilities and experience in providing converted vehicles and identify any vendors utilized for van conversion work.
- Priced proposal should include a fixed monthly lease rate and any additional operating expenses related to lease cost. If operating expenses are proposed in addition to a fixed monthly lease rate, PROPOSER shall list such expenses as a per mile charge. A narrative describing the cost components of each lease variable shall be included as well as a summary of any services included in the price quoted.
- TAPS may require the CONTRACTOR to supply vans to supplement our paratransit services for passengers using wheelchairs. PROPOSER should provide information as to cost, availability, and other related information concerning the provision of wheelchair lift-equipped vans or low-floor vans with ramps. These vans must conform to all requirements related to the Americans with Disabilities Act (ADA).

#### **4.8.2 Fleet Management & Maintenance Services**

- PROPOSERS shall submit cost quotations based on a monthly cost per vehicle for fleet administration and fleet maintenance services. If more than one administration or maintenance service option is offered, describe each one and identify the cost associated. Any discounts offered for fleet volume should be clearly defined. TAPS may choose to select all services proposed or may choose a particular service that is available.
- PROPOSER shall submit warranty / road assistance services before and after 36,000 miles. (24 hours service). Contractor shall provide towing services to the nearest authorized repair facility for any required maintenance or repairs.

- PROPOSERS should address, at minimum, the following (include any additional costs associated with individual services):

#### ADMINISTRATIVE FLEET MANAGEMENT SERVICES

- Appropriate recordkeeping, accounting procedures and records auditing;
- Monthly invoicing for all project-related expenses;
- Monthly mileage, maintenance, and maintenance exception reports;
- Tracking and driver notification of scheduled preventative maintenance needs;
- Describe any management/maintenance reports provided by firm and frequency of reporting (include any sample reports).

#### FLEET MAINTENANCE SERVICES

- Description of preventative maintenance (PM) program and services included in program;
- Vehicle maintenance network capabilities and authorized facilities located in TAPS service area;
- Describe ability to perform maintenance analysis identifying excessive consumption or repair volumes and lessee notification;
- Procedures used to ensure PMs are done per manufacturer's or TAPS's specifications;
- Warranty monitoring and management of warranty claim service;
- Describe procedures used in authorizing unscheduled or heavy maintenance repairs; and
- Describe any conveniences offered when leased vehicles must be removed from service for maintenance and repairs (i.e., loaner vehicles, vehicle pick-up or drop-off). Describe any rental/leasing services available when vehicle breaks down and will be out of service for more than 3 days.

#### **4.8.3 Insurance Claims Administration.**

- 1) Describe any fleet insurance programs offered by firm. All insurance programs must meet or exceed the specifications described in this RFP. Any discounts offered for fleet volume should be clearly defined.
- 2) If PROPOSER's insurance package is selected, successful firm and/or claim adjusters for the insurance carrier, will be responsible for all insurance claims and administration.
- 3) Describe in detail, any claims administration services (whether insurance is provided by TAPS or PROPOSER's firm); include any additional costs associated with service.

- 4.9 Each cost proposal will be considered independent of any other. However, if

PROPOSER provides a comprehensive package that includes all of the items listed, a priced proposal for the package may be submitted **in addition** to independent price proposals for each item. In either case, separate pricing must be shown for each primary cost area, i.e., vehicle lease, management service, and insurance.

**4.10** CONTRACTOR shall initially and annually, review the driving records and validity of the primary driver's and alternate driver's license. Proof of said review, and letter of approval for each driver. Contractor will coordinator the qualifications of all volunteer drivers and selection of primary and alternate volunteer drivers and assume all of the vehicle-related responsibilities and liabilities of the vanpool group.

**4.11** Contractor shall provide commuter vanpool applications forms and volunteer driver agreements, forms for primary and alternate volunteer vanpool drivers.

**4.12** Contractor will be responsible for conducting all driver background checks.

**4.13** Contract will be required to provide TAPS with results of all driver background checks within 48 to 72 hours; results are to be provided via fax and should include a copy of driver checks, a driver approval letter signed by authorized person within the contractor's agency, and signed driver agreements.

## **5.0 COMPENSATION**

As a condition precedent to any monthly payment to Contractor under this Contract, Contractor agrees to submit to TAPS a statement of account consistent with vehicles in service and service provided as outlined in this Request for Proposals.

## **6.0 DECAL PLACEMENT**

TAPS reserves the right to place decals on each vehicle identifying the vanpool service. The TAPS may place additional decals stating the vehicle's specific origins or designations to promote readership in targeted areas. All such decals shall be printed on material approved by the Contractor and applied to the vehicles at TAPS's sole expense. The TAPS will upon the Contractors request, remove all decals from vehicles being terminated from service; however TAPS will not be responsible for any damage to the vehicle due to the removal of such decals

## SPECIAL INSTRUCTIONS

### 1.0 General

Texoma Area Paratransit System, Inc., hereinafter referred to as the “TAPS”, is seeking proposals for vehicle lease and fleet management services for the operation of a regional vanpool program.

Qualified/Interested firms which have relevant “hands on” experience are invited to complete and submit proposals. The contents of the proposal shall include the following:

- Cover letter,
- Project Management and Services,
- Qualifications of Firm,
- Qualifications of Professional Personnel,
- Experience,
- Proposed Disadvantaged Business Participation, and
- Price Schedule.

### 2.0 Proposal Content and Format

There are two (2) parts of the RFP that must be completed: the technical proposal and the price proposal. All documents must be submitted by the time set forth for the receipt of proposals for a proposal to be considered. **Faxed proposals will not be considered.**

Firms shall submit one (1) original and three (3) copies of their proposal that must be concise, straightforward, and fifty (50) pages or less.

**To enhance comparability, proposal elements must be addressed in the informational sequence noted below.** The proposal shall also be concise, straightforward, and no more than fifty (50) pages, including pertinent attachments and product brochures.

#### 2.1 Cover Letter

A cover letter shall summarize key points in the proposal, include appropriate introductory and contact information with the name of the firm's principle liaison, and bear the signature of a person duly authorized to legally commit the firm.

#### 2.2 Project Management and Services

This section shall include the firm's technical approach and description of all services provided. Firms shall also address a detailed management plan with defined line of authority.

### 2.3 Qualifications of Firm

Provide a concise narrative description of the firm including: firm's history, size, qualifications, professional composition, staff experience, past and current assignments related to this RFP, and subcontractors and/or joint ventures with description of services to be provided by each.

### 2.4 Qualifications of Professional Staff

Identify and provide resumes of those staff persons including project manager who will be handling this contract. Include the number of professional personnel by skill and qualifications. Provide an organizational chart, which includes key staff members and their respective responsibilities for this project. Also identify which of the proposed employees (for use in this project) have worked on similar assignments for other clients. Indicate the capacity in which each employee served on previous engagements. Include resumes for all professional and technical staff members who will work on this project.

### 2.5 Experience

List and describe recent experiences in similar projects within the State of Texas, preferably for Texas transit agencies, a section has been provided in the Price Schedule for references.

### 2.6 Disadvantaged Business Participation

Firms must describe the type(s) of DBE firm(s) and proposed percentage rate that will be awarded to that firm (i.e. supplies - 8%). The successful firm will be required to complete a DBE Participation Form finalizing this information prior to contract start date. (Refer to Special Provisions Concerning Disadvantaged Business Enterprises (DBEs) contained in this RFP for more information).

### 2.7 Price Schedule

Firm must submit the Price Schedule with its proposal. All costs to be incurred and billed to TAPS will be firm and included in this Schedule. Failure to complete and return this section will be cause for rejection of this proposal as non-responsive. **Price Schedule must be submitted in a separately sealed envelope.**

## 3.0 Basis for Award and Selection Criteria

3.1 TAPS will review all proposals for completeness. Those proposals found incomplete or failing to address the needs of TAPS as stated herein will not be evaluated. Firms are urged to initially submit their best offer. An award (if any) will be made to that Firm whose proposal is deemed most advantageous to, and in the best interest of, TAPS and the general public. Evaluation factors with their weights are as follows:

Project Management & Services 30%

Qualifications of Firm and Staff	25%
Experience and Capability of the firm to meet the needs of the TAPS	35%
Disadvantaged Business Participation	10%

**3.2** TAPS will first evaluate the proposals on all factors other than cost. After a preliminary evaluation, the cost proposal will be included in the evaluation process on an equal basis. TAPS may select a firm for the project after this review if TAPS feels it is in TAPS's best interest. Otherwise, a short-list of interviewees will be established based upon the overall results. After completion of the interviews the evaluation of the proposals will be reviewed and modified as necessary.

#### **4.0 Proposal Submission Requirements and Conditions**

**4.1** RFP copies may be obtained at the following location beginning **Tuesday, DATE** between the hours of 7:00 AM and 4:00 PM:

TAPS  
6104 Texoma Parkway  
Sherman, TX 75090  
903-893-4601

**4.2** Proposals must be hand delivered or mailed to 6104 Texoma Parkway, Sherman, TX 75090. **Faxed/e-mailed proposals will not be accepted.**

**4.3** Firms must submit one signed original and three (3) copies of their proposal. **The Price Schedule must be submitted as a separate item in a sealed envelope inside the proposal envelope.**

**4.4** Proposals received after the proposal due date and time will be deemed as non-responsive and will be returned unopened.

**4.5** Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in this RFP will be considered.

**4.6** The cover letter must bear the signature of a person duly authorized to legally commit the firm.

**4.7** All cost of proposal preparation will be borne by the PROPOSER.

**4.8** Proposals may be withdrawn either personally or by written request prior to the closing time for receipt of proposals. Thereafter, all proposals shall remain open and valid for a period of one hundred twenty (120) calendar days.

## 5.0 Reservation of Rights

5.1 TAPS reserves the right to reject any or all proposals (or any part thereof) received by reason of this request. In any event, no Contract is implied merely by submission of a proposal.

5.2 TAPS reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right.

5.3 TAPS reserves the right to negotiate a Contract with the firm having the best proposal as determined by TAPS. No award will be made automatically to the "low bidder" or based solely on the Price Schedule submitted. TAPS additionally reserves the right to suspend negotiations with the first firm should it not progress in a manner satisfactory to TAPS and commence negotiations with the next best rated firm.

5.4 TAPS, with just cause, may terminate this contract upon providing the successful PROPOSER with thirty (30) days of written notice.

## 6.0 Release of Information

Information submitted in response to this RFP will not be released by TAPS during the proposal evaluation process or prior to contract award. Firms are advised that TAPS may be required to release proposal information, other than trade secrets, after contract award.

## 7.0 Anticipated Schedule

- **DATE – RFP Issued**

*Bid documents are available at the TAPS Website: [www.tapsbus.com](http://www.tapsbus.com).*

- **DATE – Pre-Proposal Meeting at 6104 Texoma Parkway Sherman, Texas 75090**
- **DATE – Request for Information due by 3:00pm (CST)**

*All responses to written inquiries will be posted to TAPS website.*

- **DATE – Response to Request for Information**
- **DATE - Proposals Due**

*Written bids are due no later than 3:00 PM (Central Time). All bids must be received at*

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6104 Texoma Parkway, Sherman, Texas 75090 prior to deadline.

- **DATE - Contract Awarded (Tentative)**

## **8.0 Period of Performance**

This is a three (3) year contract with two (2) one-year options.

## **9.0 Eligibility for Award**

**9.1** In order for a PROPOSER to be eligible to be awarded the Contract, the proposal must be responsive to the solicitation, and TAPS must be able to determine that the PROPOSER is responsible to perform the contract satisfactorily.

**9.2** Responsive proposals are those complying with all material aspects of the solicitation. Proposals that do not comply with all the terms and conditions of the solicitation will be rejected as non-responsive.

**9.3** Responsible PROPOSERS at a minimum must:

**9.3.1** Have adequate financial resources, or ability to obtain such resources as required during the performance of the contract;

**9.3.2** Have a satisfactory record of past performance;

**9.3.3** Have necessary management and technical capability to perform;

**9.3.4** Certify that it is not on the U. S. Comptroller General's list of ineligible contractors; signing and submitting the proposal is so certifying.

**9.3.5** Be qualified as an established firm regularly engaged in the type of business to perform the Contract required by this solicitation.

**9.3.6** Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations.

**9.4** A PROPOSER may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible PROPOSER. Refusal to provide requested information will result in the PROPOSER being declared non-responsive, and the proposal will be rejected.

## **10.0 Award of Contract**

**10.1** The contract will be awarded to that responsive, responsible PROPOSER whose proposal, conforming to this solicitation, will be most advantageous to TAPS, price and other factors considered.

**10.2** TAPS reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

**10.3** TAPS may accept within one hundred twenty (120) calendar days after the date of opening of proposals any proposal, whether or not there are negotiations subsequent to its receipt, unless the proposal is withdrawn by written notice received by TAPS prior to contract award.

**10.4** TAPS reserves the right to accept other than the lowest priced proposal.

**10.5** TAPS may award a contract, based on initial proposals received, without further discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical standpoint which the PROPOSER can submit to TAPS.

**10.6** TAPS reserves the right to: (1) cancel the entire solicitation; (2) issue subsequent Request for Proposals; and/or (3) negotiate with PROPOSERS considered to be within competitive range.

**10.7** A written Notice of Award will be issued to the successful PROPOSER upon being selected for award of a contract and execution of any resultant contract.

**10.8** If a PROPOSER considers any of the terms or conditions of the solicitation (including the attached proposed contract) to be unacceptable, the PROPOSER should identify those which are so, and cite reasons therefore in the supplement to its cover letter. Any such exceptions or revisions, and the reasons therefore, will be considered as factors in evaluation of the proposal.

## **11.0 Proposal Submission Requirements**

### **11.1 Submission Requirements**

#### **11.1.1 Proposal Submission**

**A)** Proposals may be hand delivered or mailed to:

Texoma Area Paratransit System, Inc.  
Attn: Procurement Department

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6104 Texoma Parkway  
Sherman, Texas 75090

- B)** PROPOSERS must submit one original proposal and three copies. The Price Schedule must be submitted as a separate item in a sealed envelope.

#### **11.1.2 Late Submittal**

Proposals received after the proposal due date will be deemed as non-responsive and will be returned unopened.

#### **11.1.3 Proposal Qualification**

- A)** Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in this RFP will be considered.
- B)** The cover letter must bear the signature of a person duly authorized to legally commit for the PROPOSER.

#### **11.1.4 Proposal Preparation**

All costs of proposal preparation will be borne by the PROPOSER.

#### **11.1.5 Proposal Withdrawal**

Proposals may be withdrawn either personally or by written request prior to the closing time for receipt of proposals. Thereafter, all proposals shall remain open and valid for a period of ninety (90) days.

### **11.2 TAPS Reservation of Rights**

**11.2.1** TAPS reserves the right to reject any or all proposals, or any part thereof, received by reason of this request. In any event, no contract is implied merely by submission of a proposal.

**11.2.2** TAPS reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right.

**11.2.3** TAPS reserves the right to negotiate a contract with the PROPOSER having the best evaluation as determined by TAPS. No award will be made automatically to the "low bidder" or based solely on the Price Schedule submitted. TAPS additionally reserves the right to suspend negotiations with the first PROPOSER should it not progress in a manner satisfactory to TAPS and commence negotiations with the next best rated PROPOSER.

**11.2.4** TAPS, with just cause, may terminate this contract upon providing the successful PROPOSER with thirty (30) days of written notice.

### **11.3 Release of Information**

Information submitted in response to this RFP shall not be released by TAPS during the proposal evaluation process or prior to contract award. PROPOSERS are advised that TAPS may be required to release proposal information, other than trade secrets, after contract award.

## **TECHNICAL SPECIFICATIONS 9- AND 15-PASSENGER VAN**

### **1. GENERAL**

Unless specifically noted, all specifications apply to both 9- and 15-passenger vans.

Vehicle components, assemblies and accessories shall be standard production items unless otherwise specified herein. The term "heavy duty" as used to describe an item shall be defined to mean in excess of the usual quantity, quality, or capacity that is normally supplied with a standard production item. The vehicles supplied under this specification shall be in full compliance with Federal Motor Vehicle Safety Standards as established by the Department of Transportation.

Safety is of paramount concern with TAPS and as such TAPS requires all PROPOSERS to provide formal documentation verifying compliance with all FMVSS Standards, CARB, EPA, and the Texas Railroad Commission pertaining to this type of converted vehicle. The following Federal Motor Vehicle Safety Standards Compliance results must be provided to the TAPS with the proposal packet:

- Impact protection for the driver from the steering FMVSS 203;
- Steering control rearward displacement FMVSS 204;
- Seating System FMVSS 207;
- Occupant crash protection FMVSS 208;
- Seat belt assembly anchorage FMVSS 210
- Windshield mounting FMVSS 212
- Roof crush resistance - passenger car FMVSS 216
- Fuel system integrity FMVSS 301.

### **2. VEHICLE REQUIREMENTS**

#### **2.1 9-Passenger Van**

The engine furnished shall be V6, 3.3 liter (min.) or approved equal, which will operate on unleaded gasoline:

#### **2.2 15-Passenger Van**

The engine furnished shall be V8, 5.7 liter (min.) or approved equal, which will operate on unleaded gasoline:

### **3. COOLING SYSTEM**

Heavy-duty radiator shall handle maximum engine cooling.

**4. TRANSMISSION**

Four-speed automatic overdrive transmission (minimum) shall be provided. A reverse audible shall sound when the transmission is in reverse mode.

**5. WHEELS**

Wheels shall be standard equipment for specified vehicle.

**6. TIRES**

Tires shall be tubeless, steel belted, radial, UT195175R15 or approved equal. Spare tire shall meet all specifications for those mounted on vehicle. Appropriate jack and spare changing equipment shall be provided and mounted on vehicle. (Space Saver tires are not acceptable.)

**7. GAUGES** - Shall include, but not be limited to the following:

- |                        |                                 |
|------------------------|---------------------------------|
| Oil pressure           | Water temperature               |
| Volt meter             | Unleaded fuel capacity          |
| Propane fuel capacity  | (with low fuel indicator light) |
| Speedometer            | Odometer                        |
| Brake system indicator | Service brake indicator         |

**8. ELECTRICAL SYSTEM**

Alternator shall be 12 volts, output rating of 75 amps minimum  
Battery shall be minimum 650 cold cranking amps output rating

**9. STEERING SYSTEM**

Power assisted rack and pinion shall be provided, with tilt wheel.

**10. BRAKES**

Heavy-duty power/vacuum assisted dual hydraulic system, self-adjusting rear and front. Appropriate to the GVWR, including load-proportioning device on the rear. Mechanical brake warning light shall be included. Anti-lock braking system shall be included.

**11. HEATING AND AIR CONDITIONING**

Factory installed fresh air type. Heating and air conditioning shall be provided front and rear for maximum comfort of the passengers. Defroster is to be of sufficient capacity to keep windshield clear of fog, ice and snow. Rear window shall be electrically defrosted.

**For 15-passenger vans,** dual heating and air conditioning system shall an Acme Model

4212001, or equivalent, mounted in the rear of the van; minimum capacities shall be 22,000 BTU's for heating and 18,000 BTU's for cooling, a three-speed blower to be controlled by a switch near the driver's seat; smooth surfaced molded overhead ducting shall have four individually-controlled outlets on each side of the van (beside each outboard seat); ducting shall be color-coordinated to the interior of the van; a circuit breaker and/or fuse is to be used of the unit; the unit shall only function when the ignition is in the "On" or "Accessory" modes.

**12. WINDOWS AND EMERGENCY EXITS**

All side and rear windows are to be tinted with the darkest shade allowed by Texas Law.

**13. WINDSHIELD WIPERS**

Wipers shall be multi-speed intermittent type. Wipers shall be provided for rear window.

**14. RADIO**

AM/FM Stereo Cassette with clock or better if standard equipment with adequate speakers front and rear.

**15. SEATING**

All seats shall be fabric covered with corresponding color accents.

Captain's chairs in driver and front passenger seats with inboard armrests. Split bench seating for all other rows, except back row, with two arm rests on each single seat and one on each end of two-, three-, or four-passenger bench seats.

**16. INTERIOR**

Quiet sound insulation shall be provided as part of the vehicle. Insulation shall be fire resistant, non-hygroscopic, and resistant to fungus.

Passenger seating capacity must accommodate a minimum of nine (9) passengers (including driver).

Power door locks shall be provided on all doors.

Ceiling, sun visors, sidewalls and door panels shall be covered in fabric. Flooring shall be carpet throughout, extending a minimum of four inches up each sidewall (to resist scuffing).

Individually controlled reading lights shall be mounted over the center of each row of seats behind the driver's seat.

Interior engine access cover shall be covered with vinyl; drink tray console shall be provided.

Each vehicle must be equipped with vehicle mats for each aisle.

Side entrance step plate shall be equipped with non-skid strips or a rubber step well mat and have two courtesy lights that function when the doors are opened.

## **17. EXTERIOR**

All components are to be rustproofed and primed after fabrication and prior to assembly using a zinc chromate process.

The entire underside including floor pan, side panels, and fenders below floor level are to be coated with asphalt-base undercoating to seal and prevent oxidation of the underside of the vehicle.

Exterior will be painted in a manufacturer's standard white. Repainting of vehicle shall not be permitted.

Protective side body moldings required (vinyl inserts from front to rear) and shall be riveted to vehicle.

Front and rear chassis mounted bumpers as provided by OEM.

**For 15-Passenger Vans,** electrically operated passenger-boarding step which automatically extends from the underside of the vehicle when side doors are opened.

## STANDARD SERVICE TERMS AND CONDITIONS

1. SERVICE STANDARDS.

Contractor shall perform all work set forth in the specifications in a “first class” manner, consistent with all applicable regulations and industry standards. All work shall be performed to the reasonable satisfaction of TAPS, and any defective or substandard performance shall be promptly remedied.

2. INVOICES AND PAYMENTS.

Contractor shall submit **separate invoices, in duplicate, on a monthly basis or as otherwise specified in the contract documents to TAPS, Attn: Accounts Payable, 6104 Texoma Parkway, Sherman, Texas 75090. Invoices shall indicate the contract number and shall be itemized in accordance with the different components of work set forth in the Price Schedule.** Payment shall not be due until thirty (30) days after the date the above instruments are submitted or the work is actually performed, whichever is later. In the event payment has not been made by the due date, Contractor shall submit a reminder invoice marked “overdue.” TAPS reserves the right to review all of Contractor’s invoices after payment and recover any overcharges resulting from such review.

3. TOOLS, EQUIPMENT AND SUPPLIES.

Contractor shall provide such tools, equipment, supplies, materials, employees, management, and any other items or services as may be necessary in order to enable Contractor to provide the services required under the terms of this Contract.

4. ESTIMATED QUANTITIES.

The estimated quantities for services, supplies or work to be performed noted in the Price Schedule are approximate. These quantities are to be used only for the comparison of bids and the award of this Contract and are based on past and projected usage. Contractor agrees and understands that the actual quantities to be utilized are within the sole and absolute discretion of TAPS. Should the actual quantities be greater or lesser than the estimates contained in the Price Schedule, Contractor agrees that, regardless of the amount of such variance, it shall not be the basis for deviating from the quoted unit prices. Further, Contractor agrees to honor quoted unit prices for the duration of this Contract.

5. LIABILITY INSURANCE COVERAGE.

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense each of the following insurance coverages listed below having policy limits not less than the dollar amounts set forth:

Commercial general liability insurance with minimum policy limits of \$1,000,000.

(In the event motor vehicles will be used by Contractor to perform the services specified) Automobile liability insurance with a combined single limit of \$1,000,000.

Contractual liability insurance covering Contractors' indemnification obligations contained in this Contract.

Each of such insurance policies shall be issued by insurance companies licensed to do business in the State of Texas and rated A- or better by the A. M. Best insurance rating guide. Each such policy shall name TAPS as an additional insured, and a certificate of insurance evidencing such coverages shall be furnished to TAPS prior to the commencement of work and maintained throughout the term of the Contract. Such insurance policies shall not be cancelled, materially changed, or not renewed, without thirty (30) days' prior written notice to TAPS, and the certificate of such insurance coverage shall reflect the foregoing cancellation provision. Copies of the insurance policies shall be promptly furnished to TAPS upon its written request after award of contract.

6. WORKERS' COMPENSATION.

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense workers' compensation as required by statute and employer's liability insurance with policy limits of \$300,000 containing a waiver of subrogation endorsement waiving any right of recovery under subrogation or otherwise against TAPS.

(In the event this Contract covers construction services, Section 6.1 through 6.11 shall apply.)

6.1 The following definitions shall apply:

Certificate of coverage ("certificate") – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project – includes the time from the beginning of the work on the project until Contractor's work on the project has been completed and accepted by TAPS.

Persons providing services on the project ("subcontractor" in §406.096) – includes all persons or entities performing all or part of the services Contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide

services on the project. "Services" includes, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

6.2 Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, §401.011(44) for all employees of Contractor providing services on the project, for the duration of the project.

6.3 Contractor shall provide a certificate of coverage to TAPS prior to being awarded the contract.

6.4 If the coverage period shown on Contractor's current certificate of coverage ends during the duration of the project, Contractor must, prior to the end of the coverage period, file a new certificate of coverage with TAPS showing that coverage has been extended.

6.5 Contractor shall obtain from each person providing services on a project and furnish TAPS:

6.5.1 a certificate of coverage, prior to that person beginning work on the project, so TAPS will have on file certificates of coverage showing coverage for all persons providing services on the project; and

6.5.2 no later than seven days after receipt by Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.

6.6 Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

6.7 Contractor shall notify TAPS in writing by certified mail or personal delivery, within 10 days after Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

6.8 Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

6.9 Contractor shall contractually require each person with whom it contracts to provide services on a project, to:

6.9.1 provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory

requirements of Texas Labor Code, §401.011(44) for all of its employees providing services on the project, for the duration of the project;

6.9.2 provide to Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

6.9.3 provide Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

6.9.4 obtain from each other person with whom it contracts, and provide to Contractor:  
  
a certificate of coverage, prior to the other person beginning work on the project; and

a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

6.9.5 retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

6.9.6 notify TAPS in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

6.9.7 contractually require each person with whom it contracts, to perform as required by this subsection, with the certificates of coverage to be provided to the person for whom they are providing services.

6.10 By signing this Contract or providing a certificate of coverage, Contractor is representing to TAPS that all employees of Contractor who will provide service on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

6.11 Contractor's failure to comply with any of these provisions is a breach of contract by Contractor which entitles TAPS to declare the Contract void if Contractor does not remedy the breach within 10 days after receipt of notice of breach from TAPS.

7. INDEMNIFICATION.

Contractor shall indemnify and hold harmless TAPS, its officers, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney's fees and expert witness fees), liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of Contractor or its officers, employees or agents, during the term of this Contract. Contractor shall assume on behalf of TAPS and the indemnified parties described above, and conduct with due diligence and in good faith, the defense of any and all such claims, whether or not TAPS is joined therein, even if such claims be groundless, false or fraudulent.

8. INDEPENDENT CONTRACTOR.

At all times during the term of this Contract, Contractor shall be an independent contractor to TAPS, and Contractor shall not in any event be deemed an employee or other representative of TAPS. Any persons employed by Contractor shall at all times hereunder be deemed to be the employees of Contractor, and Contractor shall be solely liable for the payment of all wages and other benefits made available to such employees in connection with their employ. Contractor shall remain solely responsible for the supervision and performance of any such employees in completing its obligations under this Contract.

Contractor warrants that any such employees shall be fully covered by workers' compensation insurance and that each of such employees has been carefully screened as to character and fitness for the performance of his or her job.

9. ASSIGNMENT.

Contractor shall not assign or subcontract any of its rights, duties or obligations under this Contract without prior written consent of TAPS. Contractor shall be entitled to assign, pledge or encumber its right to receive payments under this Contract pursuant to security interests created in conformity with the Uniform Commercial Code so long as TAPS shall never be obligated to negotiate with any such third party in respect to compliance with the terms and conditions of this Contract. Any such assignment, pledge or encumbrance shall be limited by any rights of offset by TAPS for damages or claims arising under this Contract or any other obligation owed by Contractor to TAPS.

10. AMENDMENTS.

No amendments, modifications or other changes to this Contract shall be valid or effective absent the written agreement of both parties hereto.

11. TERMINATION.

TAPS shall have the right to terminate for default all or any part of its Contract if Contractor breaches any of the terms hereof or if Contractor becomes insolvent or files any

petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which TAPS may have in law or equity, specifically including, but not limited to, the right to sue for damages or demand specific performance. TAPS additionally has the right to terminate this Contract without cause by delivery to Contractor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

12. ADVERTISING.

Contractor shall not advertise or publish, without TAPS's prior consent, the fact that it has entered into this Contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local authorities.

13. GRATUITIES.

No gratuities in the form of entertainment, gifts, or otherwise, shall be offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of TAPS with a view toward securing a contract or securing favorable treatment with respect to a contract.

14. EQUAL OPPORTUNITY.

Contractor agrees that during the performance of this Contract it will:

14.1 Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age or handicap.

14.2 Identify itself as an "Equal Opportunity Employer" in all help wanted advertising or requests.

Contractor shall be advised of any complaints filed with TAPS alleging that Contractor is not an equal opportunity employer. TAPS reserves the right to consider such complaints in determining whether or not to terminate any portion of this Contract for which the services have not yet been performed; however, Contractor is specifically advised that no equal opportunity employment complaint will be the basis for denial of payment for any services already completed.

15. ENFORCEABILITY.

This Contract shall be interpreted, construed, and governed by the laws of the United States and the State of Texas and shall be enforceable in any state court of competent jurisdiction in

Nueces County, Texas. Contractor shall comply with all applicable laws and regulations in performing under this contract.

16. NOTICES.

Notices shall be given to the parties by delivering or mailing such notice to the addresses set forth in the Contract documents, or at such other addresses as the parties may designate to each other in writing.

17. INTERPRETATION.

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this Contract shall not be relevant to determine the meaning of this Contract even though the accepting party has knowledge of the performance and opportunity for objection.

**APPENDIX A**  
**PRICE SCHEDULE**

RFP No.: TAPS1308

PROPOSER: \_\_\_\_\_

Instructions:

- (1) Refer to "Instructions to Proposers." **Quote your best price based on a month-to-month lease.**
- (2) PROPOSERS must complete all information requested. This Form must be submitted with your Price Proposal.
- (3) Submit original and three (3) copies of this PRICE SCHEDULE to the TAPS at 6104 Texoma Parkway, Sherman, TX 75090. On the outside of your sealed proposal include the information as requested in the Instructions to Proposers, Section 5.1.

\*\*\*\*\*

**This proposal covers the standard vehicle lease cost, month-to-month lease, vehicle lease-to-own cost, fleet management & maintenance services and cost, and insurance cost and claim administration services. Contractor must provide a detailed cost proposal for the items listed below. All costs for operation under this contract must be included in this proposal.**

## 9-Passenger Van Pricing

<b>4.8.1 Vehicle Lease Service</b>	<b>Cost</b>
Standard vehicle (daily) lease of 9-passenger vans (Current production-year model vehicles)	
Costs associated with after-factory conversions required to meet the specifications. (Attach itemization of this cost & label as "4.8.1.2 After-Factory Conversions.")	
Mileage allowance	
Cost per each additional mile (over allowance)	
Month-to-Month lease rate	
Costs associated with after-factory conversions required to meet the specifications. (Attach itemization of this cost & label as "4.8.1.2 After-Factory Conversions.")	
Mileage allowance	
Cost per each additional mile (over allowance)	
Lease -to-Own rate	
Costs associated with after-factory conversions required to meet the specifications. (Attach itemization of this cost & label as "4.8.1.2 After-Factory Conversions.")	
Mileage allowance	
Cost per each additional mile (over allowance)	

On a separate attachment to this document, provide cost, availability, and other related information concerning the provision of wheelchair lift-equipped vans or low-floor vans with ramps. These vans must conform to all requirements related to the Americans with Disabilities Act (ADA).

Also, include a narrative describing the cost components of each lease variable shall be included as well as a summary of any services included in the price quoted.

## 9-Passenger Van Pricing

### 4.8.2 Fleet Management & Maintenance Services 9-Passenger Van

PROPOSERS shall submit cost quotations based on a monthly cost per vehicle for fleet administration and fleet maintenance services. Any discounts offered for fleet volume should be clearly defined. TAPS may choose to select all services proposed or may choose a particular service that is available. PROPOSER shall also submit warranty/road assistance services before and after 36,000 miles. (24 hours service). Contractor shall provide towing services to the nearest authorized repair facility for any required maintenance or repairs.

ADMINISTRATIVE FLEET MANAGEMENT SERVICES: This service and its pricing must include appropriate recordkeeping, accounting procedures and records auditing, monthly invoicing for all project-related expenses, monthly mileage, maintenance, and maintenance exception reports, tracking and driver notification of scheduled preventative maintenance needs, and a description of any management/maintenance reports provided by firm and frequency of reporting (include any sample reports).

FLEET MAINTENANCE SERVICES: This service and its pricing must include description of preventative maintenance (PM) program and services included in program, vehicle maintenance network capabilities and authorized facilities located in TAPS service area, description of ability to perform maintenance analysis identifying excessive consumption or repair volumes and lessee notification, complete listing of procedures used to ensure PMs are done per manufacturer's or TAPS's specifications, warranty monitoring and management of warranty claim service, description of procedures used in authorizing unscheduled or heavy maintenance repairs, and a detailed description of any conveniences offered when leased vehicles must be removed from service for maintenance repairs (i.e., loaner vehicles, vehicle pick-up or drop-off) and a description of any rental/leasing services available when vehicle breaks down and will be out of service for more than 3 days.

Fleet Management & Maintenance Services	Monthly Charge
Scheduled Maintenance	
Unscheduled Repairs	
Towing	
Emergency Roadside Services	
Tires	
Maintenance Management	
Misc:	
Misc:	
Misc:	
Total Monthly Charge for Above Listed Services	

## 9-Passenger Van Pricing

### 4.8.3 Insurance Claims Administration.

Describe any fleet insurance programs offered by firm. All insurance programs must meet or exceed the specifications described in this RFP. Any discounts offered for fleet volume should be clearly defined.

If PROPOSER's insurance package is selected, successful firm and/or claim adjusters for the insurance carrier, will be responsible for all insurance claims and administration.

Describe in detail, any claims administration services (whether insurance is provided by TAPS or PROPOSER's firm); include any additional costs associated with service.

Type of Insurance	Cost
Automobile Liability Coverage	
Collision and Comprehensive Coverage	
Risk Management	
Subrogation	
Total Insurance & Claims Administration	

# 15-Passenger Van Pricing

<b>4.8.1 Vehicle Lease Service</b>	<b>Cost</b>
Standard vehicle (daily) lease of 15-passenger vans (Current production-year model vehicles)	
Costs associated with after-factory conversions required to meet the specifications. (Attach itemization of this cost & label as "4.8.1.2 After-Factory Conversions.")	
Mileage allowance	
Cost per each additional mile (over allowance)	
Month-to-Month lease rate	
Costs associated with after-factory conversions required to meet the specifications. (Attach itemization of this cost & label as "4.8.1.2 After-Factory Conversions.")	
Mileage allowance	
Cost per each additional mile (over allowance)	
Lease -to-Own rate	
Costs associated with after-factory conversions required to meet the specifications. (Attach itemization of this cost & label as "4.8.1.2 After-Factory Conversions.")	
Mileage allowance	
Cost per each additional mile (over allowance)	

On a separate attachment to this document, provide cost, availability, and other related information concerning the provision of wheelchair lift-equipped vans or low-floor vans with ramps. These vans must conform to all requirements related to the Americans with Disabilities Act (ADA).

Also, include a narrative describing the cost components of each lease variable shall be included as well as a summary of any services included in the price quoted.

# 15-Passenger Van Pricing

## 4.8.2 Fleet Management & Maintenance Services 15-Passenger Van

PROPOSERS shall submit cost quotations based on a monthly cost per vehicle for fleet administration and fleet maintenance services. Any discounts offered for fleet volume should be clearly defined. TAPS may choose to select all services proposed or may choose a particular service that is available. PROPOSER shall also submit warranty/road assistance services before and after 36,000 miles. (24 hours service). Contractor shall provide towing services to the nearest authorized repair facility for any required maintenance or repairs.

ADMINISTRATIVE FLEET MANAGEMENT SERVICES: This service and its pricing must include appropriate recordkeeping, accounting procedures and records auditing, monthly invoicing for all project-related expenses, monthly mileage, maintenance, and maintenance exception reports, tracking and driver notification of scheduled preventative maintenance needs, and a description of any management/maintenance reports provided by firm and frequency of reporting (include any sample reports).

FLEET MAINTENANCE SERVICES: This service and its pricing must include description of preventative maintenance (PM) program and services included in program, vehicle maintenance network capabilities and authorized facilities located in TAPS service area, description of ability to perform maintenance analysis identifying excessive consumption or repair volumes and lessee notification, complete listing of procedures used to ensure PMs are done per manufacturer's or TAPS's specifications, warranty monitoring and management of warranty claim service, description of procedures used in authorizing unscheduled or heavy maintenance repairs, and a detailed description of any conveniences offered when leased vehicles must be removed from service for maintenance repairs (i.e., loaner vehicles, vehicle pick-up or drop-off) and a description of any rental/leasing services available when vehicle breaks down and will be out of service for more than 3 days.

Fleet Management & Maintenance Services	Monthly Charge
Scheduled Maintenance	
Unscheduled Repairs	
Towing	
Emergency Roadside Services	
Tires	
Maintenance Management	
Misc:	
Misc:	
Misc:	
Total Monthly Charge for Above Listed Services	

# 15-Passenger Van Pricing

## 4.8.3 Insurance Claims Administration.

Describe any fleet insurance programs offered by firm. All insurance programs must meet or exceed the specifications described in this RFP. Any discounts offered for fleet volume should be clearly defined.

If PROPOSER's insurance package is selected, successful firm and/or claim adjusters for the insurance carrier, will be responsible for all insurance claims and administration.

Describe in detail, any claims administration services (whether insurance is provided by TAPS or PROPOSER's firm); include any additional costs associated with service.

Type of Insurance	Cost
Automobile Liability Coverage	
Collision and Comprehensive Coverage	
Risk Management	
Subrogation	
Total Insurance & Claims Administration	

### Option Year Pricing

#### 9-Passenger Van

First Option Year Pricing will not exceed _____% of the base (first) year cost.	Second Option Year Pricing will not exceed _____% of the base (first) year cost.
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#### 15-Passenger Van

First Option Year Pricing will not exceed _____% of the base (first) year cost.	Second Option Year Pricing will not exceed _____% of the base (first) year cost.
---	--

# CERTIFICATION FORMS

**Please fill out and sign the following forms and return with your signed proposal.**

**APPENDIX B**

**CERTIFICATION FORM**

In submitting this proposal, the undersigned certifies as follows:

- (1) **Bid Validity Certification:** The undersigned offers and agrees, if this offer is accepted within one hundred twenty (120) calendar days from the due date, to furnish any or all services upon which prices are offered at the designated point within the time specified;
- (2) **Non-Collusion Certification:** The undersigned FIRM hereby certifies that it has made this proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this Request for Proposals with any other FIRM or with any other competitor,
- (3) **DBE Certification:** The undersigned FIRM hereby assures that its firm is in compliance with the Texoma Area Paratransit System, Inc.'s DBE Program and has a goal of eighteen percent (18%) of the dollar value of this project for Disadvantaged Business,
- (4) **Non-Conflict Certification:** The undersigned FIRM hereby represents and warrants that no employee, official, or member of the Texoma Area Paratransit System, Inc.'s Board of Directors is or will be pecuniarily benefited directly or indirectly in this Contract,
- (5) **Non-Inducement Certification:** The undersigned FIRM hereby certifies that neither it nor any of its employees, representatives, or agents have offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any director, officer, or employee of the Texoma Area Paratransit System, Inc. with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performance of this Contract.
- (6) **Non-Debarment Certification:** The undersigned FIRM certifies that it is not included on the U. S. Comptroller General's Consolidated List of Persons or Firms currently debarred for violations of various contracts incorporating labor standards provisions, and

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**APPENDIX C**

**CERTIFICATION AND STATEMENT OF QUALIFICATIONS**

The undersigned BIDDER hereby further certifies that she/he has read all of the documents and agrees to abide by the terms, certifications, and conditions thereof.

Signature: \_\_\_\_\_

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

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

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

Business Address: \_\_\_\_\_

Telephone: Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Firm Owner: \_\_\_\_\_ Firm CEO: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

Number of years in contracting business under present name: \_\_\_\_\_

Type of work performed by your company: \_\_\_\_\_

*Have you ever failed to complete any work awarded to you?* \_\_\_\_\_

Have you ever defaulted on a Contract? \_\_\_\_\_

Taxpayer ID#: \_\_\_\_\_ Date Organized: \_\_\_\_\_

Date Incorporated: \_\_\_\_\_

Is your firm considered a disadvantaged business enterprise (DBE)? \_\_\_\_\_

If you answered yes to the DBE question, explain type. \_\_\_\_\_

**ADDENDA ACKNOWLEDGMENT**

Receipt of the following addenda is acknowledged (list addenda number):

**APPENDIX D**

**DISCLOSURE OF INTERESTS CERTIFICATION**

FIRM NAME: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

FIRM is:      1. Corporation                       2. Partnership                       3. Sole Owner   
                  4. Association                       5. Other  \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please use the reverse side of this page or attach separate sheets.

1. State the names of each "employee" of the Texoma Area Paratransit System, Inc. having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	JOB TITLE AND DEPARTMENT (IF KNOWN)
_____	_____
_____	_____

2. State the names of each "official" of the Texoma Area Paratransit System, Inc. having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	TITLE
_____	_____
_____	_____

3. State the names of each "board member" of the Regional Transportation Authority having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	BOARD, COMMISSION OR COMMITTEE
_____	_____
_____	_____

4. State the names of each employee or officer of a "consultant" for the Texoma Area Paratransit System, Inc. who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 3% or more of the ownership in the above named "firm"

NAME

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CONSULTANT

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**CERTIFICATE**

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Texoma Area Paratransit System, Inc., Texas as changes occur.

Certifying Person: \_\_\_\_\_

Title: \_\_\_\_\_  
(Type or Print)

Signature of Certifying Person: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX E**

**CERTIFICATION  
OF  
RESTRICTIONS ON LOBBYING**  
(Required for contracts over \$100,000)

I, \_\_\_\_\_, \_\_\_\_\_, hereby certify on behalf  
of (Name) (Title)

the \_\_\_\_\_,  
that: (Company Name)

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, regarding the award of Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement, contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for Federal assistance, federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL: "Disclosure of Form to Report Lobbying," including information required by the instructions accompanying the form, which form may be amended to omit such information as authorized by 49 CFR Part 20.110.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

The undersigned understands that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 49 CFR Part 20.110. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_

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

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

**APPENDIX F**

**DBE PARTICIPATION FORM  
(TAPS Disadvantaged Business Enterprises Program)**

**Forms 1, 2, 3, & 4**

**FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION FORM**

**Purchase Order/IFB/RFP/RFQ No. TAPS1308**

**Project Name:** \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_

<b>Name of DBE Participant</b>	<b>Address</b>	<b>Type of Work or Contract Items or Parts Provided</b>	<b>Dollar Amount and/or Percentage (%)</b>

Please complete this DBE form per FTA Guideline 49 CFR 26.53. A good faith effort to include DBE participation is required and should be listed and returned to the TAPS.  
If "None" a good faith effort documentation must be provided with this form.

The undersigned Contractor hereby further certifies that she/he has read all of the attached ***Federal Supplemental Conditions*** and agrees to abide by the terms, certifications, and conditions thereof.

The undersigned will enter into a formal agreement with the DBE Participants for work listed in this Schedule upon execution of a contract with the Texoma Area Paratransit System, Inc..

NOTE: Any business listed above must be certified as a Disadvantaged Business Enterprise (DBE) or will be provided an opportunity to be certified by the TAPS.

Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

RFP NO.: TAPS1308  
VANPOOL VEHICLES AND SERVICES  
Page **47** of **56**

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

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

**Form 2: DETERMINATION OF GOOD FAITH EFFORT**

Consultant/Contractor:

Vendor Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

In making a determination that a Good-faith effort has been made, TAPS requires the Consultant/Contractor to complete a checklist and submit supporting documentation explaining in what ways the Consultant/Contractor has made a Good-Faith effort according to each requirement with a copy of notice, or solicitation or letter of justification. The Consultant/Contractor will respond to the following and provide supporting documentation as requested.

Please answer "yes" or "no." Were you able to meet the Contract Goal in selecting Disadvantaged Businesses as part of your bid or proposal submission?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If you answered "yes," you are not required to answer the remaining questions below. If you answered "no," please respond as requested below.

**In an effort to document my Good-faith efforts to meet the Contract Goals regarding Disadvantaged Business participation, I am able to present evidence of:**

Yes \_\_\_\_\_ No \_\_\_\_\_ Attendance at a pre bid meeting, if any, scheduled by TAPS to Inform DBEs of subcontracting opportunities under a given solicitation.

Yes \_\_\_\_\_ No \_\_\_\_\_ Review of the list of TAPS certified firms, and firms certified through the Texas Unified Certification Program to determine potential subcontractors

Yes \_\_\_\_\_ No \_\_\_\_\_ Advertisement in general circulation media, trade association publications, and other media for at least 15 days before bids or proposals are due.

Yes \_\_\_\_\_ No \_\_\_\_\_ Written notification to Disadvantaged Businesses that their interest in the contract is solicited. The notice included a description of the subcontracting opportunities and identified the contact person within my office. The notice was sent to at least five (5) businesses in the current TAPS or TUCP directory of certified DBE entities that

RFP NO.: TAPS1308

VANPOOL VEHICLES AND SERVICES

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perform the type of work required.

Yes \_\_\_\_\_ No \_\_\_\_\_ Efforts made to select portions of the work proposed to be performed by Disadvantaged Businesses in order to increase the likelihood of achieving the stated goal and, to the extent feasible and consistent with prudent industry practice, efforts to divide the contract work in reasonable lots.

Yes \_\_\_\_\_ No \_\_\_\_\_ Efforts to provide interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to the solicitation.

Yes \_\_\_\_\_ No \_\_\_\_\_ Negotiating in good faith with interested with DBEs, including: a) The names, addresses, and telephone numbers of DBEs that were contacted;

b) A description of the information provided to DBEs regarding the plans and specifications for portions of the work to be performed; and

c) A statement of why additional agreements with DBEs were not reached.

Yes \_\_\_\_\_ No \_\_\_\_\_ Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. Concerning each Disadvantaged Business the Proposer contacted but rejected as unqualified, the reasons for the Proposer's exclusion.

Yes \_\_\_\_\_ No \_\_\_\_\_ Efforts made to assist the Disadvantaged Business contacted that needed assistance in obtaining bonding or insurance required by the Proposer or TAPS.

Yes \_\_\_\_\_ No \_\_\_\_\_ Efforts made to assist interested DBEs in obtaining Necessary equipment, supplies, materials or related assistance or services.

Yes \_\_\_\_\_ No \_\_\_\_\_ Efforts made to utilize the services of available disadvantaged business organizations i.e. chamber of commerce's, small business development centers, that provide assistance in the recruitment and placement of DBEs.

NOTE: If the prime contractor is unable to meet the solicitation goal or if any of the above items are answered "no," the Proposer/Consultant must attach supporting documentation or a letter of justification. The attachments submitted by the Proposer/Contractor will be reviewed by the TAPS and a written notice of acceptance or deficiency of Good-Faith effort will be issued. This form is due at time of proposal submission.

Signature of Proposer/Consultant: \_\_\_\_\_

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

Date: \_\_\_\_\_

**FORM 3: Disadvantaged Business Enterprise – LETTER OF INTENT**

Solicitation No.: \_\_\_\_\_

PLEASE SUBMIT SEPARATE FORMS FOR EACH SUBCONTRACTOR\SUPPLIER  
*For use by submitters to identify subcontractors and suppliers.*

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Time Period Covered:** \_\_\_\_\_

Percentage/Dollar Amount of contract with disadvantaged business enterprise subcontractor\supplier: \_\_\_\_\_

Name of Disadvantaged Business enterprise firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Description of proposed materials or services to be performed under agreement with disadvantaged business enterprise for amount indicated above:

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**Affirmation**

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By \_\_\_\_\_  
(Signature) (Title)

**If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.**

(Submit this page for each DBE subcontractor.)

**Form 4: CONTRACTOR UTILIZATION PLAN FORM**

Proposer presents the following participants in this solicitation and any resulting Contract. All Proposers, including disadvantaged business enterprises bidding as prime contractors, are required to demonstrate good faith efforts to include eligible DBE businesses in their submissions as subcontractors and/or suppliers.

CONTRACTOR		Type of Work to be Performed or Materials Supplied	Indicate if Small Business Y/N	Percent of Contract Effort	Price
Name of Business Business Address Telephone No. Contact Person			DBE		DBE
SUBCONTRACTOR					
Name of Business Business Address Telephone No. Contact Person					
Name of Business Business Address Telephone No. Contact Person					
SUPPLIERS		Counts for 100% toward dbe business goal when purchased from dbe business manufacturer and 60% when purchased from dbes regular dealer (see Instructions To Bidders/Proposers).			
Name of Business Business Address Telephone No. Contact Person					
Name of Business Business Address Telephone No. Contact Person					

Submitted by: \_\_\_\_\_ Business Name: \_\_\_\_\_ Total amount of contract to be performed by: \_\_\_\_\_ Contractor: \_\_\_\_\_ SubContractor(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Supplier(s): \$ \_\_\_\_\_

**APPENDIX G**

REFERENCES: The Bidder must supply a list of five (5) similar projects which he/she has completed within the last five (5) years.

- 1. Company: \_\_\_\_\_  
Owner: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Project: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Cost: \_\_\_\_\_
  
- 2. Company: \_\_\_\_\_  
Owner: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Project: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Cost: \_\_\_\_\_
  
- 3. Company: \_\_\_\_\_  
Owner: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Project: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Cost: \_\_\_\_\_
  
- 4. Company: \_\_\_\_\_  
Owner: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Project: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Cost: \_\_\_\_\_
  
- 5. Company: \_\_\_\_\_  
Owner: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Project: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Cost: \_\_\_\_\_

CONTRACTS ON HAND: The Bidder must provide a list of contracts that the firm is currently in process: \_\_\_\_\_

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The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the TAPS in verification of the recitals comprising this Certification and Statement of Qualification.

Executed this \_\_\_\_\_ day of \_\_\_\_\_

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

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

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

**APPENDIX H**

**REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST**

(Please submit this form for each Request for Information/exception/approved equal)

Page:

VENDOR:

PROJECT: RFP – No. TAPS1308

PAGE: \_\_\_\_\_ PARAGRAPH: \_\_\_\_\_ SUBJECT: \_\_\_\_\_

Request:

\_\_\_\_\_  
Signature

\*\*\*\*\*

**FOR TAPS USE**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Clarification: \_\_\_\_\_

Response:

\_\_\_\_\_  
Chief Executive Officer/Designee



**13. Consent Items: The following items on the consent agenda are considered to be routine by TAPS and will be enacted with one motion. There will not be separate discussion of these items unless a board member so requests, in which event they will be removed from the general order of business and considered in normal sequence.**

**A. Receive Financial Report and Accept For Months of April 2013, May 2013, June 2013 and July 2013**

**Teresa Foster, Finance Director**

**B. Receive Ridership Report and Accept For Months of April 2013, May 2013, June 2013 and July 2013**

**Brad Underwood, Executive Director**

Revenue for Fiscal Year 2013	BOARD REPORT - BUDGET REVISED FOR CARRYFORWARD & FUTURE ALLOCATIONS						S/L %
REPORTING PERIOD:	April-13						58%
REVENUE SOURCES	Board Approved BUDGET	Revision to Current BUDGET	Current 2013 Budget	ACTUAL Apr 2013	ACTUAL YTD	REMAINING BALANCE	% of BDGT Rec'd
S 5311 Federal FY12 (Incl Rev Mile)	605,000.00	(449,015.92)	155,984.08		155,984.08	0.00	100%
S 5311 Federal FY13 (Excl Rev Mile)	472,350.00	235,361.00	707,711.00	148,796.00	370,618.24	337,092.76	52%
S 5311 State FY13	589,018.00	(73,251.87)	515,766.13		515,031.55	734.58	100%
S 5311 State FY14	0.00	125,000.00	125,000.00		0.00	125,000.00	0%
S 5310 Federal FY12	127,323.00	3,919.54	131,242.54	14,195.45	76,518.01	54,724.53	58%
S 5310 Federal FY13	246,542.00	(171,542.00)	75,000.00		0.00	75,000.00	0%
S 5307 Federal FY12	735,000.00	(93,134.00)	641,866.00	3,875.00	664,589.91	(22,723.91)	104%
S 5307 Federal FY13	100,000.00	334,693.00	434,693.00	170,705.66	242,231.19	192,461.81	56%
S 5307 State FY13	408,523.00	(224,928.84)	183,594.16		183,594.16	0.00	100%
S 5307 State FY14	0.00	75,000.00	75,000.00		0.00	75,000.00	0%
TxDOT RTC	123,605.00	0.00	123,605.00		0.00	123,605.00	0%
TxDOT JARC	23,265.00	0.00	23,265.00	4,503.22	21,285.23	1,979.77	91%
TxDOT JARC Red River	506,806.00	98,244.00	605,050.00	120,015.59	396,600.23	208,449.77	66%
TxDOT JARC Red River FY13	0.00	134,200.00	134,200.00			134,200.00	0%
TxDOT New Freedom	22,391.00	0.00	22,391.00	4,503.14	21,284.88	1,106.12	95%
RTAP Training	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00	0%
Irving Holdings / Medicaid	658,458.00	(601,278.24)	57,179.76		57,179.76	0.00	100%
City of Denison	12,000.00	0.00	12,000.00	12,000.00	12,000.00	0.00	100%
City of Sherman (CDBG)	20,000.00	0.00	20,000.00	6,268.50	21,150.00	(1,150.00)	106%
City of Gainesville	4,000.00	0.00	4,000.00		3,000.00	1,000.00	75%
City of Bonham	2,500.00	0.00	2,500.00		2,500.00	0.00	100%
City of Honey Grove / CofC	900.00	0.00	900.00	50.00	450.00	450.00	50%
City of Bowie	3,000.00	0.00	3,000.00	3,000.00	3,000.00	0.00	100%
City of Decatur	5,000.00	0.00	5,000.00		0.00	5,000.00	0%
Wise County	20,000.00	0.00	20,000.00		20,000.00	0.00	100%
United Way Wise & Cooke Counties	22,000.00	0.00	22,000.00	5,000.00	15,750.00	6,250.00	72%
Local Agency & Misc Contracts	33,120.00	0.00	33,120.00	4,394.50	18,413.74	14,706.26	56%
Contrib/Collegiate/Foundations	150,000.00	0.00	150,000.00	13,000.00	108,901.58	41,098.42	73%
Sale of Vehicles/Scrap	5,000.00	0.00	5,000.00	56.49	455.93	4,544.07	9%
Farebox Revenue	350,000.00	0.00	350,000.00	31,377.64	219,951.16	130,048.84	63%
Advertising	5,000.00	0.00	5,000.00	1,500.00	4,500.00	500.00	90%
Interest	5.00	0.00	5.00	0.35	0.55	4.45	11%
<b>OPERATING SUB-TOTAL</b>	<b>5,258,306.00</b>	<b>(356,733.33)</b>	<b>4,651,567.67</b>	<b>543,241.54</b>	<b>3,134,990.20</b>	<b>1,516,582.47</b>	<b>67%</b>
<b>CAPITAL</b>							
S 5307 Federal FY11 & 5310 Fed FY 11	210,958.00	0.00	210,958.00		48,086.57	162,871.43	23%
S 5309 Federal FY11 (TxDOT)	103,540.00	0.00	103,540.00		0.00	103,540.00	0%
S 5311 Rev Mile FY 11, FY12 5307	325,000.00	40,000.00	365,000.00	13,846.00	353,053.47	11,946.53	97%
S JARC Wise Study	30,000.00	0.00	30,000.00		26,894.20	3,105.80	90%
S 5307 Federal FY13	145,000.00	143,014.00	288,014.00		0.00	288,014.00	0%
S 5310 Federal FY12 & FY12 5307	103,186.00	0.00	103,186.00		103,186.00	0.00	100%
S 5309 Federal FY12 (FTA) & FY13 TxD	4,094,320.00	645,000.00	4,739,320.00		854,599.35	3,884,720.65	18%
S JARC/NF FY13	102,000.00	0.00	102,000.00		51,000.00	51,000.00	50%
S Medicaid/Local	0.00	0.00	0.00		32,114.00	(32,114.00)	0%
<b>CAPITAL SUB-TOTAL</b>	<b>5,114,004.00</b>	<b>828,014.00</b>	<b>5,942,018.00</b>	<b>13,846.00</b>	<b>1,468,933.59</b>	<b>4,473,084.41</b>	<b>25%</b>
<b>TOTAL REVENUE</b>	<b>10,372,310.00</b>	<b>471,280.67</b>	<b>10,593,585.67</b>	<b>557,087.54</b>	<b>4,603,923.79</b>	<b>5,989,666.88</b>	<b>43%</b>

Revenue for Fiscal Year 2013	BOARD REPORT						S/L %
REPORTING PERIOD:	April-13						58%
	Board Approved 2010 BUDGET	Revision to Current BUDGET	Current 2012 Budget	ACTUAL Apr 2013	ACTUAL YTD	REMAINING BALANCE	% of BDGT EXP
<b>OPERATING EXPENSES</b>							
Salaries	2,450,000.00	0.00	2,450,000.00	215,742.92	1,461,127.44	988,872.56	60%
Fringe Benefits	650,000.00	(15,000.00)	635,000.00	19,370.00	335,068.91	299,931.09	53%
Phys/Drug Test/Background Cks	22,000.00	0.00	22,000.00	2,208.75	8,844.75	13,155.25	40%
Driver/Mechanic's Uniforms	12,500.00	0.00	12,500.00	432.08	1,682.76	10,817.24	13%
Training	10,000.00	0.00	10,000.00	829.43	1,933.43	8,066.57	19%
Fuel / Tolls	1,070,306.00	0.00	1,070,306.00	99,745.36	583,337.38	486,968.62	55%
Preventive Maintenance/Repair	200,000.00	0.00	200,000.00	17,376.01	91,694.50	108,305.50	46%
Contract Labor	162,000.00	0.00	162,000.00	12,040.72	112,883.09	49,116.91	70%
Travel	45,000.00	0.00	45,000.00	3,960.35	28,472.67	16,527.33	63%
Rent / Bldg Maint / Utilities	75,000.00	0.00	75,000.00	10,798.82	42,103.85	32,896.15	56%
Telephone / Internet	96,000.00	0.00	96,000.00	10,183.79	62,215.56	33,784.44	65%
Office Supplies / Printing	17,000.00	0.00	17,000.00	1,906.92	13,941.84	3,058.16	82%
Technology/Software	80,000.00	0.00	80,000.00	2,932.57	13,604.17	66,395.83	17%
Postage	4,000.00	0.00	4,000.00	146.95	1,878.31	2,121.69	47%
Equipment / Equip Svc Contracts	10,000.00	0.00	10,000.00	623.77	8,766.95	1,233.05	88%
Insurance (Bldg/O&D/Bond/Veh)	100,000.00	0.00	100,000.00	21,572.75	70,079.33	29,920.67	70%
Licenses / Fees / Misc / Etc.	3,500.00	0.00	3,500.00	1,695.94	3,225.47	274.53	92%
Audit / Legal / Contract	50,000.00	0.00	50,000.00	6,193.26	43,387.17	6,612.83	87%
Marketing / Advertising	25,000.00	15,000.00	40,000.00	9,490.70	33,564.28	6,435.72	84%
Dues / Subscriptions	6,000.00	0.00	6,000.00	325.00	5,676.62	323.38	95%
Other (Misc / Contingencies)	35,000.00	0.00	35,000.00	3,814.36	21,169.46	13,830.54	60%
Purchase Commuter Services	135,000.00	0.00	135,000.00	73,859.64	122,563.01	12,436.99	91%
<b>OPERATING SUB-TOTAL</b>	<b>5,258,306.00</b>	<b>0.00</b>	<b>5,258,306.00</b>	<b>515,250.09</b>	<b>3,067,220.95</b>	<b>2,191,085.05</b>	<b>58%</b>
<b>CAPITAL</b>							
Purchase 1 Transit Vehicles	103,000.00	0.00	103,000.00		0.00	103,000.00	0%
Wise County Study	30,000.00	0.00	30,000.00		26,894.20	3,105.80	90%
Cameras/DVRs	0.00	50,000.00	50,000.00		0.00	50,000.00	0%
Routers	79,500.00	0.00	79,500.00		29,776.00	49,724.00	37%
Radios	123,030.00	0.00	123,030.00		28,868.35	94,161.65	23%
Routing Software Study	275,000.00	0.00	275,000.00		48,086.57	226,913.43	17%
Computer Refresh	25,000.00	10,000.00	35,000.00		0.00	35,000.00	0%
Purchase 54 Transit Vehicles	4,094,320.00	645,000.00	4,739,320.00		961,031.00	3,778,289.00	20%
Purchase 2 Transit Vehicles	109,910.00	0.00	109,910.00		51,000.00	58,910.00	46%
Shop Equip	0.00	82,014.00	82,014.00		0.00	82,014.00	0%
Construction	365,000.00	0.00	365,000.00	13,846.60	353,054.07	11,945.93	97%
<b>CAPITAL SUB-TOTAL</b>	<b>5,204,760.00</b>	<b>787,014.00</b>	<b>5,991,774.00</b>	<b>13,846.60</b>	<b>1,498,710.19</b>	<b>4,493,063.81</b>	<b>25%</b>
<b>TOTAL EXPENDITURES</b>	<b>10,463,066.00</b>	<b>787,014.00</b>	<b>11,250,080.00</b>	<b>529,096.69</b>	<b>4,565,931.14</b>	<b>6,684,148.86</b>	<b>41%</b>



TEXOMA AREA PARA TRANSIT SYSTEM, INC.  
BOARD FINANCIAL REPORT REVIEW

REPORTING PERIOD: April-13 Overall percentage of budget is 58%

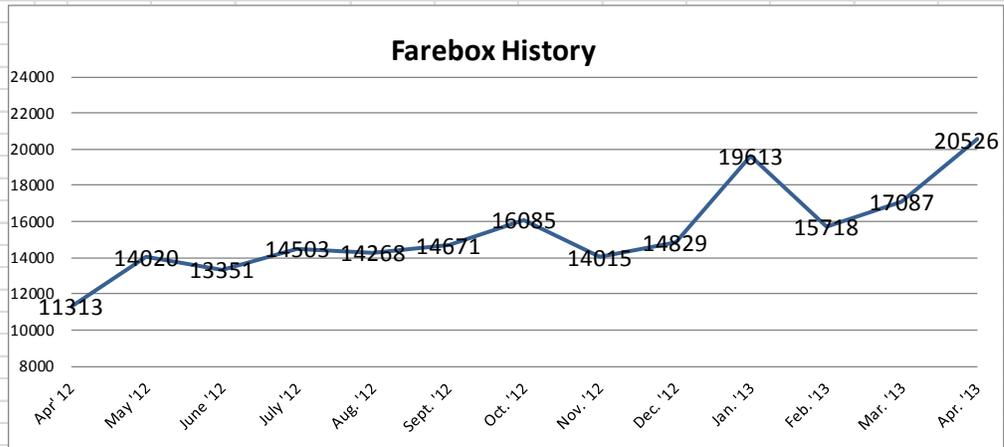
REVENUE

- Denison and Bowie contributions, Wise Co. UW contribution
- GCC Viking contribution
- City of Sherman CDBG quarterly payment

EXPENSE

- Salaries - Three payrolls this month
- Advertising - Were able to convert the balance of two small grants to do an advertising campaign and print English/Spanish language outreach materials

END OF MONTH TOTALS



Revenue for Fiscal Year 2013		BOARD REPORT - BUDGET REVISED FOR CARRYFORWARD & FUTURE ALLOCATIONS						S/L %
REPORTING PERIOD:		May-13						67%
REVENUE SOURCES	Board Approved BUDGET	Revision to Current BUDGET	Current 2013 Budget	ACTUAL May 2013	ACTUAL YTD	REMAINING BALANCE	% of BDGT Rec'd	
S 5311 Federal FY 12 (Incl Rev Mile)	605,000.00	(449,015.92)	155,984.08		155,984.08	0.00	100%	
S 5311 Federal FY 13 (Excl Rev Mile)	472,350.00	235,361.00	707,711.00	73,043.12	443,661.36	264,049.64	63%	
S 5311 State FY 13	589,018.00	(73,251.87)	515,766.13	734.58	515,766.13	0.00	100%	
S 5311 State FY 14	0.00	125,000.00	125,000.00		0.00	125,000.00	0%	
S 5310 Federal FY 12	127,323.00	3,919.54	131,242.54	22,443.63	98,961.64	32,280.90	75%	
S 5310 Federal FY 13	246,542.00	(246,542.00)	0.00		0.00	0.00	0%	
S 5307 Federal FY 12	735,000.00	(23,134.00)	711,866.00	13,805.00	678,394.91	33,471.09	95%	
S 5307 Federal FY 13	100,000.00	331,045.00	431,045.00	176,124.25	418,355.44	12,689.56	97%	
S 5307 State FY 13	408,523.00	(224,928.84)	183,594.16		183,594.16	0.00	100%	
S 5307 State FY 14	0.00	75,000.00	75,000.00		0.00	75,000.00	0%	
TxDOT RTC	123,605.00	0.00	123,605.00		0.00	123,605.00	0%	
TxDOT JARC	23,265.00	16,193.55	39,458.55	18,173.32	39,458.55	0.00	100%	
TxDOT JARC Red River	506,806.00	98,244.00	605,050.00	148,142.11	544,742.34	60,307.66	90%	
TxDOT JARC Red River FY 13	0.00	134,200.00	134,200.00		0.00	134,200.00	0%	
TxDOT New Freedom	22,391.00	12,985.19	35,376.19	14,091.31	35,376.19	0.00	100%	
RTAP Training	7,500.00	0.00	7,500.00		0.00	7,500.00	0%	
Irving Holdings / Medicaid	658,458.00	(601,278.24)	57,179.76		57,179.76	0.00	100%	
City of Denison	12,000.00	0.00	12,000.00		12,000.00	0.00	100%	
City of Sherman (CDBG)	20,000.00	0.00	20,000.00		21,150.00	(1,150.00)	106%	
City of Gainesville	4,000.00	0.00	4,000.00		3,000.00	1,000.00	75%	
City of Bonham	2,500.00	0.00	2,500.00		2,500.00	0.00	100%	
City of Honey Grove / CofC	900.00	0.00	900.00	50.00	500.00	400.00	56%	
City of Bowie	3,000.00	0.00	3,000.00		3,000.00	0.00	100%	
City of Decatur	5,000.00	0.00	5,000.00		0.00	5,000.00	0%	
Wise County	20,000.00	0.00	20,000.00		20,000.00	0.00	100%	
United Way Wise & Cooke Counties	22,000.00	0.00	22,000.00		15,750.00	6,250.00	72%	
Local Agency & Misc Contracts	33,120.00	0.00	33,120.00	5,257.25	23,670.99	9,449.01	71%	
Contrib/Collegiate/Foundations	150,000.00	0.00	150,000.00	13,000.00	121,901.58	28,098.42	81%	
Sale of Vehicles/Scrap	5,000.00	0.00	5,000.00	79.16	535.09	4,464.91	11%	
Farebox Revenue	350,000.00	0.00	350,000.00	41,953.49	261,904.65	88,095.35	75%	
Advertising	5,000.00	0.00	5,000.00	500.00	5,000.00	0.00	100%	
Interest	5.00	0.00	5.00	0.50	1.05	3.95	21%	
<b>OPERATING SUB-TOTAL</b>	<b>5,258,306.00</b>	<b>(336,202.59)</b>	<b>4,672,103.41</b>	<b>527,397.72</b>	<b>3,662,387.92</b>	<b>1,009,715.49</b>	<b>78%</b>	
<b>CAPITAL</b>								
S 5307 Federal FY 11 & 5310 Fed FY 11	210,958.00	0.00	210,958.00	16,369.96	64,456.53	146,501.47	31%	
S 5309 Federal FY 11 (TxDOT)	103,540.00	0.00	103,540.00	103,540.00	103,540.00	0.00	100%	
S 5311 Rev Mile FY 11, FY 12 5307	325,000.00	50,000.00	375,000.00	19,357.96	372,411.43	2,588.57	99%	
S JARC Wise Study	30,000.00	0.00	30,000.00		26,894.20	3,105.80	90%	
S 5307 Federal FY 13	145,000.00	143,014.00	288,014.00		0.00	288,014.00	0%	
S 5310 Federal FY 12 & FY 12 5307	103,186.00	0.00	103,186.00		103,186.00	0.00	100%	
S 5309 Federal FY 12 (FTA) & FY 13 Tx	4,094,320.00	645,000.00	4,739,320.00	357,743.00	1,212,342.35	3,526,977.65	26%	
S JARC/NF FY 13	102,000.00	0.00	102,000.00		51,000.00	51,000.00	50%	
S Medicaid/Local	0.00	0.00	0.00		32,114.00	(32,114.00)	0%	
<b>CAPITAL SUB-TOTAL</b>	<b>5,114,004.00</b>	<b>838,014.00</b>	<b>5,952,018.00</b>	<b>497,010.92</b>	<b>1,965,944.51</b>	<b>3,986,073.49</b>	<b>33%</b>	
<b>TOTAL REVENUE</b>	<b>10,372,310.00</b>	<b>501,811.41</b>	<b>10,624,121.41</b>	<b>1,024,408.64</b>	<b>5,628,332.43</b>	<b>4,995,788.98</b>	<b>53%</b>	

Revenue for Fiscal Year 2013		BOARD REPORT					S/L %
REPORTING PERIOD:	May-13						67%
	Board Approved 2010 BUDGET	Revision to Current BUDGET	Current 2012 Budget	ACTUAL May 2013	ACTUAL YTD	REMAINING BALANCE	% of BDGT EXP
<b>OPERATING EXPENSES</b>							
Salaries	2,450,000.00	0.00	2,450,000.00	223,055.49	1,684,182.93	765,817.07	69%
Fringe Benefits	650,000.00	(75,000.00)	575,000.00	47,145.69	382,214.60	192,785.40	66%
Phys/Drug Test/Background Cks	22,000.00	0.00	22,000.00	820.00	9,664.75	12,335.25	44%
Driver/Mechanic's Uniforms	12,500.00	0.00	12,500.00	1,376.61	3,059.37	9,440.63	24%
Training	10,000.00	0.00	10,000.00		1,933.43	8,066.57	19%
Fuel / Tolls	1,070,306.00	0.00	1,070,306.00	83,391.74	666,729.12	403,576.88	62%
Preventive Maintenance/Repair	200,000.00	0.00	200,000.00	18,132.09	109,826.59	90,173.41	55%
Contract Labor	162,000.00	0.00	162,000.00	16,432.83	129,315.92	32,684.08	80%
Travel	45,000.00	0.00	45,000.00	1,715.27	30,187.94	14,812.06	67%
Rent / Bldg Maint / Utilities	75,000.00	0.00	75,000.00	8,676.10	50,779.95	24,220.05	68%
Telephone / Internet	96,000.00	0.00	96,000.00	10,220.98	72,436.54	23,563.46	75%
Office Supplies / Printing	17,000.00	0.00	17,000.00	2,515.70	16,457.54	542.46	97%
Technology/Software	80,000.00	0.00	80,000.00	3,354.80	16,958.97	63,041.03	21%
Postage	4,000.00	0.00	4,000.00	165.30	2,043.61	1,956.39	51%
Equipment / Equip Svc Contracts	10,000.00	0.00	10,000.00	660.99	9,427.94	572.06	94%
Insurance (Bldg/O&D/Bond/Veh)	100,000.00	0.00	100,000.00		70,079.33	29,920.67	70%
Licenses / Fees / Misc / Etc.	3,500.00	0.00	3,500.00	256.05	3,481.52	18.48	99%
Audit / Legal / Contract	50,000.00	0.00	50,000.00		43,387.17	6,612.83	87%
Marketing / Advertising	25,000.00	25,000.00	50,000.00	12,816.35	46,380.63	3,619.37	93%
Dues / Subscriptions	6,000.00	0.00	6,000.00		5,676.62	323.38	95%
Other (Misc / Contingencies)	35,000.00	0.00	35,000.00	570.56	21,740.02	13,259.98	62%
Purchase Commuter Services	135,000.00	50,000.00	185,000.00	36,696.00	159,259.01	25,740.99	86%
<b>OPERATING SUB-TOTAL</b>	<b>5,258,306.00</b>	<b>0.00</b>	<b>5,258,306.00</b>	<b>468,002.55</b>	<b>3,535,223.50</b>	<b>1,723,082.50</b>	<b>67%</b>
<b>CAPITAL</b>							
Purchase 1 Transit Vehicles	103,000.00	0.00	103,000.00	103,000.00	103,000.00	0.00	100%
Wise County Study	30,000.00	0.00	30,000.00		26,894.20	3,105.80	90%
Cameras/DVRs	0.00	50,000.00	50,000.00		0.00	50,000.00	0%
Routers	79,500.00	0.00	79,500.00		29,776.00	49,724.00	37%
Radios	123,030.00	0.00	123,030.00		28,868.35	94,161.65	23%
Routing Software Study	275,000.00	0.00	275,000.00	16,369.96	64,456.53	210,543.47	23%
Computer Refresh	25,000.00	10,000.00	35,000.00		0.00	35,000.00	0%
Purchase 54 Transit Vehicles	4,094,320.00	645,000.00	4,739,320.00	357,743.00	1,318,774.00	3,420,546.00	28%
Purchase 2 Transit Vehicles	109,910.00	0.00	109,910.00		51,000.00	58,910.00	46%
Shop Equip	0.00	82,014.00	82,014.00		0.00	82,014.00	0%
Construction	365,000.00	10,000.00	375,000.00	19,357.96	372,412.03	2,587.97	99%
<b>CAPITAL SUB-TOTAL</b>	<b>5,204,760.00</b>	<b>905,514.00</b>	<b>6,001,774.00</b>	<b>509,470.92</b>	<b>1,995,181.11</b>	<b>4,006,592.89</b>	<b>33%</b>
<b>TOTAL EXPENDITURES</b>	<b>10,463,066.00</b>	<b>905,514.00</b>	<b>11,260,080.00</b>	<b>977,473.47</b>	<b>5,530,404.61</b>	<b>5,729,675.39</b>	<b>49%</b>



TEXOMA AREA PARA TRANSIT SYSTEM, INC.  
BOARD FINANCIAL REPORT REVIEW

REPORTING PERIOD: May-13 Overall percentage of budget is 67%

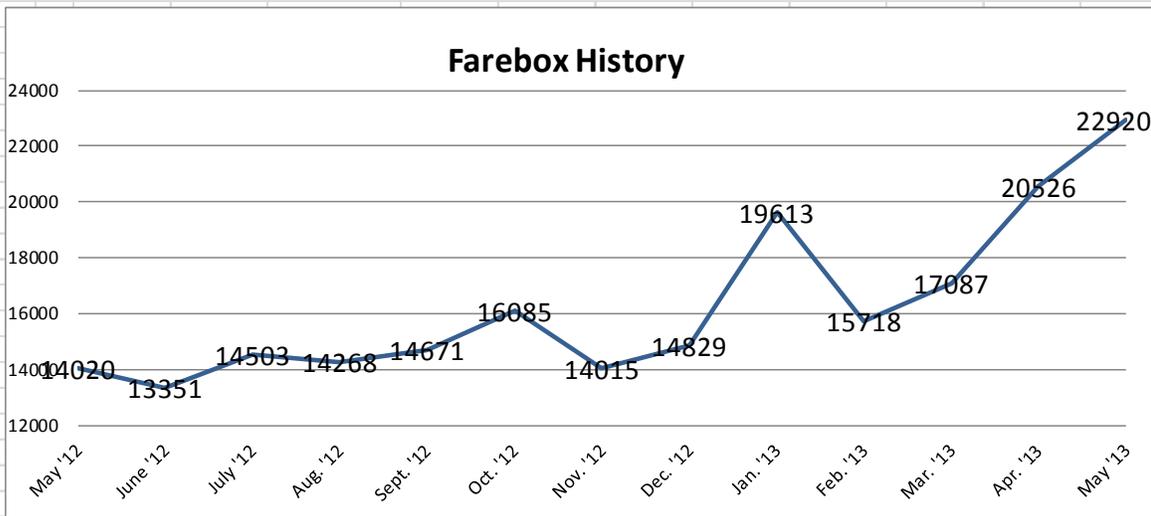
REVENUE

- Farebox - Large number of Airport trips
- GCC Viking contribution
- 

EXPENSE

- Advertising - Were able to convert the balance of two small grants to do an advertising campaign and print English/Spanish language outreach materials
- Purchase of Service - SORTS service in Oklahoma on Red River Route per agreement

END OF MONTH TOTALS



Revenue for Fiscal Year 2013	BOARD REPORT - BUDGET REVISED FOR CARRYFORWARD & FUTURE ALLOCATIONS						S/L %
REPORTING PERIOD:	June-13						75%
REVENUE SOURCES	Board Approved BUDGET	Revision to Current BUDGET	Current 2013 Budget	ACTUAL June 2013	ACTUAL YTD	REMAINING BALANCE	% of BDGT Rec'd
S 5311 Federal FY 12 (Incl Rev Mile)	605,000.00	(449,015.92)	155,984.08		155,984.08	0.00	100%
S 5311 Federal FY 13 (Excl Rev Mile)	472,350.00	235,361.00	707,711.00	162,131.50	605,792.86	101,918.14	86%
M 5311 Federal FY 12 +RM		100,000.00	100,000.00		0.00	100,000.00	0%
M 5311 Federal FY 13 +RM		150,000.00	150,000.00		0.00	150,000.00	0%
S 5311 State FY 13	589,018.00	(73,251.87)	515,766.13		515,766.13	0.00	100%
S 5311 State FY 14	0.00	150,000.00	150,000.00		0.00	150,000.00	0%
M 5311 State FY 13		50,000.00	50,000.00		0.00	50,000.00	0%
M 5311 State FY 14		30,000.00	30,000.00		0.00	30,000.00	0%
S 5310 Federal FY 12	127,323.00	0.00	127,323.00	8,234.76	107,196.40	20,126.60	84%
S 5310 Federal FY 13	246,542.00	(246,542.00)	0.00		0.00	0.00	0%
S 5307 Federal FY 12	735,000.00	(56,605.09)	678,394.91		678,394.91	0.00	100%
S 5307 Federal FY 13	100,000.00	562,651.30	662,651.30	158,273.97	576,629.41	86,021.89	87%
M 5307 Federal FY 11		748,290.00	748,290.00	25,000.00	25,000.00	723,290.00	3%
M 5307 Federal FY 13 +RM		863,853.00	863,853.00		0.00	863,853.00	0%
S 5307 State FY 13	408,523.00	(224,928.84)	183,594.16		183,594.16	0.00	100%
S 5307 State FY 14	0.00	75,000.00	75,000.00		0.00	75,000.00	0%
M 5307 State FY 13		75,000.00	75,000.00		0.00	75,000.00	0%
M 5307 State FY 14		20,000.00	20,000.00		0.00	20,000.00	0%
D 5307 State FY 13		60,000.00	60,000.00	10,000.00	10,000.00	50,000.00	17%
TxDOT RTC	123,605.00	0.00	123,605.00		0.00	123,605.00	0%
TxDOT JARC	23,265.00	16,193.55	39,458.55		39,458.55	0.00	100%
TxDOT JARC Red River	506,806.00	37,936.34	544,742.34		544,742.34	0.00	100%
TxDOT JARC Red River	0.00	75,000.00	75,000.00				
TxDOT New Freedom	22,391.00	12,985.19	35,376.19		35,376.19	0.00	100%
RTAP Training	7,500.00	0.00	7,500.00		0.00	7,500.00	0%
Irving Holdings / Medicaid	658,458.00	(601,278.24)	57,179.76		57,179.76	0.00	100%
City of Denison	12,000.00	0.00	12,000.00		12,000.00	0.00	100%
City of Sherman (CDBG)	20,000.00	1,150.00	21,150.00		21,150.00	0.00	100%
City of McKinney		25,000.00	25,000.00		0.00	25,000.00	0%
City of Gainesville	4,000.00	0.00	4,000.00	1,000.00	4,000.00	0.00	100%
City of Bonham	2,500.00	0.00	2,500.00		2,500.00	0.00	100%
City of Honey Grove / CofC	900.00	0.00	900.00	50.00	550.00	350.00	61%
City of Bowie	3,000.00	0.00	3,000.00		3,000.00	0.00	100%
City of Decatur	5,000.00	0.00	5,000.00		0.00	5,000.00	0%
Wise County	20,000.00	0.00	20,000.00		20,000.00	0.00	100%
United Way Wise & Cooke Counties	22,000.00	0.00	22,000.00		15,750.00	6,250.00	72%
Local Agency & Misc Contracts	33,120.00	0.00	33,120.00	3,935.96	27,606.95	5,513.05	83%
Contrib/Collegiate/Foundations	150,000.00	0.00	150,000.00	7,000.00	128,901.58	21,098.42	86%
Sale of Vehicles/Scrap	5,000.00	0.00	5,000.00	49.04	584.13	4,415.87	12%
Farebox Revenue	350,000.00	21,000.00	371,000.00	27,578.39	289,483.04	81,516.96	78%
Advertising	5,000.00	0.00	5,000.00	2,500.00	7,500.00	(2,500.00)	150%
Interest	5.00	0.00	5.00	0.77	1.82	3.18	36%
<b>OPERATING SUB-TOTAL</b>	<b>5,258,306.00</b>	<b>1,657,798.42</b>	<b>6,916,104.42</b>	<b>405,754.39</b>	<b>4,068,142.31</b>	<b>2,772,962.11</b>	<b>59%</b>
<b>CAPITAL</b>							
S 5307 Federal FY 11 & 5310 Fed FY 11	210,958.00	0.00	210,958.00		64,456.53	146,501.47	31%
S 5309 Federal FY 11 (TxDOT)	103,540.00	0.00	103,540.00		103,540.00	0.00	100%
S 5311 Rev Mile FY 11, FY 12 5307	325,000.00	40,000.00	365,000.00		372,411.43	(7,411.43)	102%
S JARC Wise Study	30,000.00	0.00	30,000.00		26,894.20	3,105.80	90%
S 5307 Federal FY 13	145,000.00	143,014.00	288,014.00		0.00	288,014.00	0%
S 5310 Federal FY 12 & FY 12 5307	103,186.00	0.00	103,186.00		103,186.00	0.00	100%
S 5309 Federal FY 12 (FTA) & FY 13 TxD	4,094,320.00	645,000.00	4,739,320.00	2,774,853.00	3,987,195.35	752,124.65	84%
S JARC/NF FY 13	102,000.00	0.00	102,000.00		51,000.00	51,000.00	50%
M 5307 Federal FY 13		1,208,256.00	1,208,256.00		0.00	1,208,256.00	0%
M 5307 Federal FY 13		100,000.00	100,000.00	38,599.62	38,599.62	61,400.38	39%
S Medicaid/Local	0.00	32,114.00	32,114.00		32,114.00	0.00	0%
<b>CAPITAL SUB-TOTAL</b>	<b>5,114,004.00</b>	<b>2,168,384.00</b>	<b>7,282,388.00</b>	<b>2,813,452.62</b>	<b>4,779,397.13</b>	<b>2,502,990.87</b>	<b>66%</b>
<b>TOTAL REVENUE</b>	<b>10,372,310.00</b>	<b>3,826,182.42</b>	<b>14,198,492.42</b>	<b>3,219,207.01</b>	<b>8,847,539.44</b>	<b>5,275,952.98</b>	<b>62%</b>

Revenue for Fiscal Year 2013		BOARD REPORT					S/L %
REPORTING PERIOD:	June-13					75%	
	Board Approved 2010 BUDGET	Revision to Current BUDGET	Current 2012 Budget	ACTUAL June 2013	ACTUAL YTD	REMAINING BALANCE	% of BDGT EXP
<b>OPERATING EXPENSES</b>							
Salaries	2,450,000.00	850,000.00	3,300,000.00	217,550.67	1,901,733.60	1,398,266.40	58%
Fringe Benefits	650,000.00	50,000.00	700,000.00	44,787.19	427,001.79	272,998.21	61%
Phys/Drug Test/Background Cks	22,000.00	3,000.00	25,000.00	0.00	9,664.75	15,335.25	39%
Driver/Mechanic's Uniforms	12,500.00	2,000.00	14,500.00	4,324.08	7,383.45	7,116.55	51%
Training	10,000.00	3,000.00	13,000.00	82.32	2,015.75	10,984.25	16%
Fuel / Tolls	1,070,306.00	104,694.00	1,175,000.00	86,984.42	753,713.54	421,286.46	64%
Preventive Maintenance/Repair	200,000.00	75,000.00	275,000.00	9,824.61	119,651.20	155,348.80	44%
Contract Labor	162,000.00	44,750.00	206,750.00	27,453.87	156,769.79	49,980.21	76%
Travel	45,000.00	10,000.00	55,000.00	2,824.78	33,012.72	21,987.28	60%
Rent / Bldg Maint / Utilities	75,000.00	43,000.00	118,000.00	15,804.16	66,584.11	51,415.89	56%
Telephone / Internet	96,000.00	24,000.00	120,000.00	9,609.14	82,045.68	37,954.32	68%
Office Supplies / Printing	17,000.00	3,000.00	20,000.00	4,035.38	20,492.92	(492.92)	102%
Technology/Software	80,000.00	125,000.00	205,000.00	4,918.12	21,877.09	183,122.91	11%
Postage	4,000.00	1,000.00	5,000.00	144.59	2,188.20	2,811.80	44%
Equipment / Equip Svc Contracts	10,000.00	2,000.00	12,000.00	2,015.45	11,443.39	556.61	95%
Insurance (Bldg/O&D/Bond/Veh)	100,000.00	10,000.00	110,000.00	0.00	70,079.33	39,920.67	64%
Licenses / Fees / Misc / Etc.	3,500.00	1,500.00	5,000.00	296.16	3,777.68	1,222.32	76%
Audit / Legal / Contract	50,000.00	15,000.00	65,000.00	22,288.90	65,676.07	(676.07)	101%
Marketing / Advertising	25,000.00	45,000.00	70,000.00	825.00	47,205.63	22,794.37	67%
Dues / Subscriptions	6,000.00	0.00	6,000.00	190.00	5,866.62	133.38	98%
Other (Misc / Contingencies)	35,000.00	25,000.00	60,000.00	4,875.41	26,615.43	33,384.57	44%
Purchase Commuter Services	135,000.00	96,000.00	231,000.00	20,000.00	179,259.01	51,740.99	78%
<b>OPERATING SUB-TOTAL</b>	<b>5,258,306.00</b>	<b>1,532,944.00</b>	<b>6,791,250.00</b>	<b>478,834.25</b>	<b>4,014,057.75</b>	<b>2,777,192.25</b>	<b>59%</b>
<b>CAPITAL</b>							
Purchase 1 Transit Vehicles	103,000.00	0.00	103,000.00		103,000.00	0.00	100%
Wise County Study	30,000.00	0.00	30,000.00		26,894.20	3,105.80	90%
Tablets		12,500.00	12,500.00	11,397.03	11,397.03	1,102.97	91%
Cameras/DVRs	0.00	112,500.00	112,500.00		0.00	112,500.00	0%
Routers	79,500.00	37,500.00	117,000.00		29,776.00	87,224.00	25%
Radios	123,030.00	0.00	123,030.00		28,868.35	94,161.65	23%
Telephones		25,000.00	25,000.00		0.00	25,000.00	0%
Barcode Scanners		21,000.00	21,000.00		0.00	21,000.00	0%
Timeclock System		50,000.00	50,000.00		0.00	50,000.00	0%
Routing Software Study	275,000.00	0.00	275,000.00		64,456.53	210,543.47	23%
Computer Refresh	25,000.00	60,000.00	85,000.00	27,202.59	27,202.59	57,797.41	32%
Purchase 54 Transit Vehicles	4,094,320.00	1,645,000.00	5,739,320.00	2,774,853.00	4,093,627.00	1,645,693.00	71%
Purchase 2 Transit Vehicles	109,910.00	0.00	109,910.00		51,000.00	58,910.00	46%
Shop Equip	0.00	82,014.00	82,014.00		0.00	82,014.00	0%
Construction	365,000.00	0.00	365,000.00		372,412.03	(7,412.03)	102%
<b>CAPITAL SUB-TOTAL</b>	<b>5,204,760.00</b>	<b>2,045,514.00</b>	<b>7,250,274.00</b>	<b>2,813,452.62</b>	<b>4,808,633.73</b>	<b>2,441,640.27</b>	<b>66%</b>
<b>TOTAL EXPENDITURES</b>	<b>10,463,066.00</b>	<b>3,578,458.00</b>	<b>14,041,524.00</b>	<b>3,292,286.87</b>	<b>8,822,691.48</b>	<b>5,218,832.52</b>	<b>63%</b>



TEXOMA AREA PARA TRANSIT SYSTEM, INC.  
BOARD FINANCIAL REPORT REVIEW

REPORTING PERIOD: June-13 Overall percentage of budget is 75%

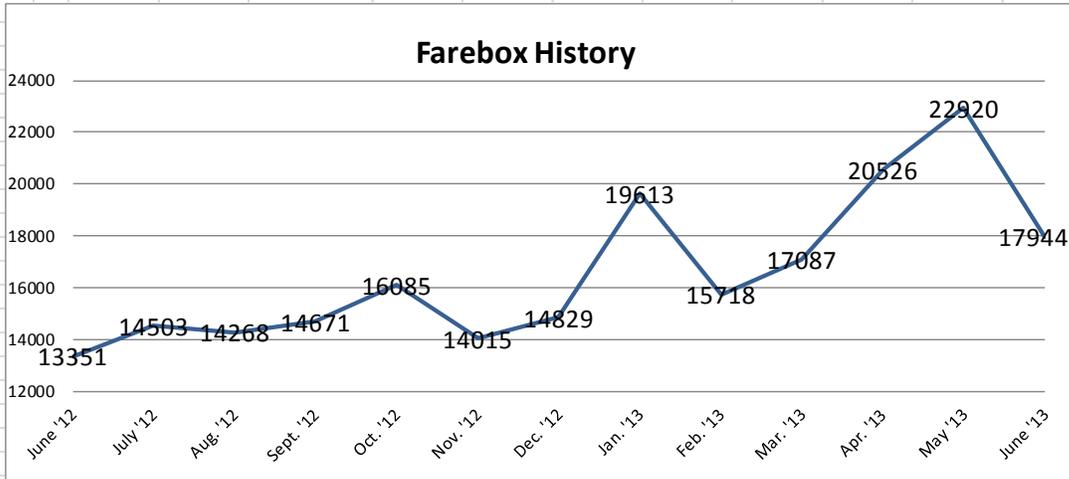
REVENUE

- City of Gainesville contribution
- GCC Viking contribution
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EXPENSE

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END OF MONTH TOTALS



Revenue for Fiscal Year 2013	BOARD REPORT - BUDGET REVISED FOR CARRYFORWARD & FUTURE ALLOCATIONS						S/L %
REPORTING PERIOD:	July-13						83%
REVENUE SOURCES	Board Approved BUDGET	Revision to Current BUDGET	Current 2013 Budget	ACTUAL July 2013	ACTUAL YTD	REMAINING BALANCE	% of BDGT Rec'd
S 5311 Federal FY 12 (Incl Rev Mile)	605,000.00	(449,015.92)	155,984.08		155,984.08	0.00	100%
S 5311 Federal FY 13 (Excl Rev Mile)	472,350.00	235,361.00	707,711.00	75,000.00	680,792.86	26,918.14	96%
M 5311 Federal FY 12 +RM		100,000.00	100,000.00	25,000.00	25,000.00	75,000.00	25%
M 5311 Federal FY 13 +RM		150,000.00	150,000.00		0.00	150,000.00	0%
S 5311 State FY 13	589,018.00	(73,251.87)	515,766.13		515,766.13	0.00	100%
S 5311 State FY 14	0.00	150,000.00	150,000.00		0.00	150,000.00	0%
M 5311 State FY 13		50,000.00	50,000.00	25,000.00	25,000.00	25,000.00	50%
M 5311 State FY 14		30,000.00	30,000.00		0.00	30,000.00	0%
S 5310 Federal FY 12	127,323.00	0.00	127,323.00	9,000.00	116,196.40	11,126.60	91%
S 5310 Federal FY 13	246,542.00	(246,542.00)	0.00		0.00	0.00	0%
S 5307 Federal FY 12	735,000.00	(56,605.09)	678,394.91		678,394.91	0.00	100%
S 5307 Federal FY 13	100,000.00	562,651.30	662,651.30	75,000.00	651,629.41	11,021.89	98%
M 5307 Federal FY 11		748,290.00	748,290.00	115,000.00	140,000.00	608,290.00	19%
M 5307 Federal FY 13 +RM		863,853.00	863,853.00		0.00	863,853.00	0%
S 5307 State FY 13	408,523.00	(224,928.84)	183,594.16		183,594.16	0.00	100%
S 5307 State FY 14	0.00	75,000.00	75,000.00		0.00	75,000.00	0%
M 5307 State FY 13		75,000.00	75,000.00	50,000.00	50,000.00	25,000.00	67%
M 5307 State FY 14		20,000.00	20,000.00		0.00	20,000.00	0%
D 5307 State FY 13		60,000.00	60,000.00	50,000.00	60,000.00	0.00	100%
TxDOT RTC	123,605.00	0.00	123,605.00		0.00	123,605.00	0%
TxDOT JARC	23,265.00	16,193.55	39,458.55		39,458.55	0.00	100%
TxDOT JARC Red River	506,806.00	37,936.34	544,742.34		544,742.34	0.00	100%
TxDOT JARC Red River	0.00	75,000.00	75,000.00	20,000.00	20,000.00	55,000.00	27%
TxDOT New Freedom	22,391.00	12,985.19	35,376.19		35,376.19	0.00	100%
RTAP Training	7,500.00	0.00	7,500.00		0.00	7,500.00	0%
Irving Holdings / Medicaid	658,458.00	(601,278.24)	57,179.76		57,179.76	0.00	100%
City of Denison	12,000.00	0.00	12,000.00		12,000.00	0.00	100%
City of Sherman (CDBG)	20,000.00	1,150.00	21,150.00		21,150.00	0.00	100%
City of McKinney		66,667.00	66,667.00	22,222.22	22,222.22	44,444.78	33%
City of Gainesville	4,000.00	0.00	4,000.00		4,000.00	0.00	100%
City of Bonham	2,500.00	0.00	2,500.00		2,500.00	0.00	100%
City of Honey Grove / CofC	900.00	0.00	900.00	50.00	600.00	300.00	67%
City of Bowie	3,000.00	0.00	3,000.00		3,000.00	0.00	100%
City of Decatur	5,000.00	0.00	5,000.00		0.00	5,000.00	0%
Wise County	20,000.00	0.00	20,000.00		20,000.00	0.00	100%
United Way Wise & Cooke Counties	22,000.00	0.00	22,000.00	5,250.00	21,000.00	1,000.00	95%
Local Agency & Misc Contracts	33,120.00	0.00	33,120.00	6,818.00	34,424.95	(1,304.95)	104%
Contrib/Collegiate/Foundations	150,000.00	0.00	150,000.00		128,901.58	21,098.42	86%
Sale of Vehicles/Scrap	5,000.00	0.00	5,000.00		584.13	4,415.87	12%
Farebox Revenue	350,000.00	21,000.00	371,000.00	36,787.84	326,270.88	44,729.12	88%
Advertising	5,000.00	0.00	5,000.00	1,500.00	9,000.00	(4,000.00)	180%
Interest	5.00	0.00	5.00	0.25	2.07	2.93	41%
<b>OPERATING SUB-TOTAL</b>	<b>5,258,306.00</b>	<b>1,699,465.42</b>	<b>6,957,771.42</b>	<b>516,628.31</b>	<b>4,584,770.62</b>	<b>2,373,000.80</b>	<b>66%</b>
<b>CAPITAL</b>							
S 5307 Federal FY 11 & 5310 Fed FY 11	210,958.00	0.00	210,958.00		64,456.53	146,501.47	31%
S 5309 Federal FY 11 (TxDOT)	103,540.00	0.00	103,540.00		103,540.00	0.00	100%
S 5311 Rev Mile FY 11, FY 12 5307	325,000.00	40,000.00	365,000.00		372,411.43	(7,411.43)	102%
S JARC Wise Study	30,000.00	0.00	30,000.00		26,894.20	3,105.80	90%
S 5307 Federal FY 13	145,000.00	143,014.00	288,014.00		0.00	288,014.00	0%
S 5310 Federal FY 12 & FY 12 5307	103,186.00	0.00	103,186.00		103,186.00	0.00	100%
S 5309 Federal FY 12 (FTA) & FY 13 TxD	4,094,320.00	645,000.00	4,739,320.00		3,987,195.35	752,124.65	84%
S JARC/NF FY 13	102,000.00	0.00	102,000.00		51,000.00	51,000.00	50%
M 5307 Federal FY 13		1,208,256.00	1,208,256.00		0.00	1,208,256.00	0%
M 5307 Federal FY 13		100,000.00	100,000.00	12,724.04	51,323.66	48,676.34	51%
S Medicaid/Local	0.00	32,114.00	32,114.00		32,114.00	0.00	0%
<b>CAPITAL SUB-TOTAL</b>	<b>5,114,004.00</b>	<b>2,168,384.00</b>	<b>7,282,388.00</b>	<b>12,724.04</b>	<b>4,792,121.17</b>	<b>2,490,266.83</b>	<b>66%</b>
<b>TOTAL REVENUE</b>	<b>10,372,310.00</b>	<b>3,867,849.42</b>	<b>14,240,159.42</b>	<b>529,352.35</b>	<b>9,376,891.79</b>	<b>4,863,267.63</b>	<b>66%</b>

Revenue for Fiscal Year 2013		BOARD REPORT					S/L %
REPORTING PERIOD:	July-13						83%
	Board Approved 2010 BUDGET	Revision to Current BUDGET	Current 2012 Budget	ACTUAL July 2013	ACTUAL YTD	REMAINING BALANCE	% of BDGT EXP
<b>OPERATING EXPENSES</b>							
Salaries	2,450,000.00	850,000.00	3,300,000.00	275,780.35	2,177,513.95	1,122,486.05	66%
Fringe Benefits	650,000.00	50,000.00	700,000.00	58,176.89	485,178.68	214,821.32	69%
Phys/Drug Test/Background Cks	22,000.00	3,000.00	25,000.00	1,811.00	11,475.75	13,524.25	46%
Driver/Mechanic's Uniforms	12,500.00	2,000.00	14,500.00	1,149.68	8,533.13	5,966.87	59%
Training	10,000.00	3,000.00	13,000.00		2,015.75	10,984.25	16%
Fuel / Tolls	1,070,306.00	104,694.00	1,175,000.00	75,148.81	828,862.35	346,137.65	71%
Preventive Maintenance/Repair	200,000.00	75,000.00	275,000.00	39,729.53	159,380.73	115,619.27	58%
Contract Labor	162,000.00	44,750.00	206,750.00	13,951.50	170,721.29	36,028.71	83%
Travel	45,000.00	10,000.00	55,000.00	4,405.79	37,418.51	17,581.49	68%
Rent / Bldg Maint / Utilities	75,000.00	43,000.00	118,000.00	8,893.52	75,477.63	42,522.37	64%
Telephone / Internet	96,000.00	24,000.00	120,000.00	9,053.35	91,099.03	28,900.97	76%
Office Supplies / Printing	17,000.00	3,000.00	20,000.00		20,492.92	(492.92)	102%
Technology/Software	80,000.00	125,000.00	205,000.00	6,167.93	28,045.02	176,954.98	14%
Postage	4,000.00	1,000.00	5,000.00	212.78	2,400.98	2,599.02	48%
Equipment / Equip Svc Contracts	10,000.00	2,000.00	12,000.00	596.00	12,039.39	(39.39)	100%
Insurance (Bldg/O&D/Bond/Veh)	100,000.00	10,000.00	110,000.00	23,152.75	93,232.08	16,767.92	85%
Licenses / Fees / Misc / Etc.	3,500.00	1,500.00	5,000.00	997.09	4,774.77	225.23	95%
Audit / Legal / Contract	50,000.00	15,000.00	65,000.00		65,676.07	(676.07)	101%
Marketing / Advertising	25,000.00	45,000.00	70,000.00	1,896.45	49,102.08	20,897.92	70%
Dues / Subscriptions	6,000.00	0.00	6,000.00	15.00	5,881.62	118.38	98%
Other (Misc / Contingencies)	35,000.00	25,000.00	60,000.00	15,637.47	42,252.90	17,747.10	70%
Purchase Commuter Services	135,000.00	96,000.00	231,000.00	19,600.00	198,859.01	32,140.99	86%
<b>OPERATING SUB-TOTAL</b>	<b>5,258,306.00</b>	<b>1,532,944.00</b>	<b>6,791,250.00</b>	<b>556,375.89</b>	<b>4,570,433.64</b>	<b>2,220,816.36</b>	<b>67%</b>
<b>CAPITAL</b>							
Purchase 1 Transit Vehicles	103,000.00	0.00	103,000.00		103,000.00	0.00	100%
Wise County Study	30,000.00	0.00	30,000.00		26,894.20	3,105.80	90%
Tablets		12,500.00	12,500.00		11,397.03	1,102.97	91%
Cameras/DVRs	0.00	112,500.00	112,500.00		0.00	112,500.00	0%
Routers	79,500.00	37,500.00	117,000.00		29,776.00	87,224.00	25%
Radios	123,030.00	0.00	123,030.00		28,868.35	94,161.65	23%
Telephones		25,000.00	25,000.00		0.00	25,000.00	0%
Barcode Scanners		21,000.00	21,000.00		0.00	21,000.00	0%
Timeclock System		50,000.00	50,000.00		0.00	50,000.00	0%
Routing Software Study	275,000.00	0.00	275,000.00		64,456.53	210,543.47	23%
Computer Refresh	25,000.00	60,000.00	85,000.00	12,724.04	39,926.63	45,073.37	47%
Purchase 54 Transit Vehicles	4,094,320.00	1,645,000.00	5,739,320.00		4,093,627.00	1,645,693.00	71%
Purchase 2 Transit Vehicles	109,910.00	0.00	109,910.00		51,000.00	58,910.00	46%
Shop Equip	0.00	82,014.00	82,014.00		0.00	82,014.00	0%
Construction	365,000.00	0.00	365,000.00		372,412.03	(7,412.03)	102%
<b>CAPITAL SUB-TOTAL</b>	<b>5,204,760.00</b>	<b>2,045,514.00</b>	<b>7,250,274.00</b>	<b>12,724.04</b>	<b>4,821,357.77</b>	<b>2,428,916.23</b>	<b>66%</b>
<b>TOTAL EXPENDITURES</b>	<b>10,463,066.00</b>	<b>3,578,458.00</b>	<b>14,041,524.00</b>	<b>569,099.93</b>	<b>9,391,791.41</b>	<b>4,649,732.59</b>	<b>67%</b>



TEXOMA AREA PARA TRANSIT SYSTEM, INC.  
BOARD FINANCIAL REPORT REVIEW

REPORTING PERIOD: July-13 Overall percentage of budget is 83%

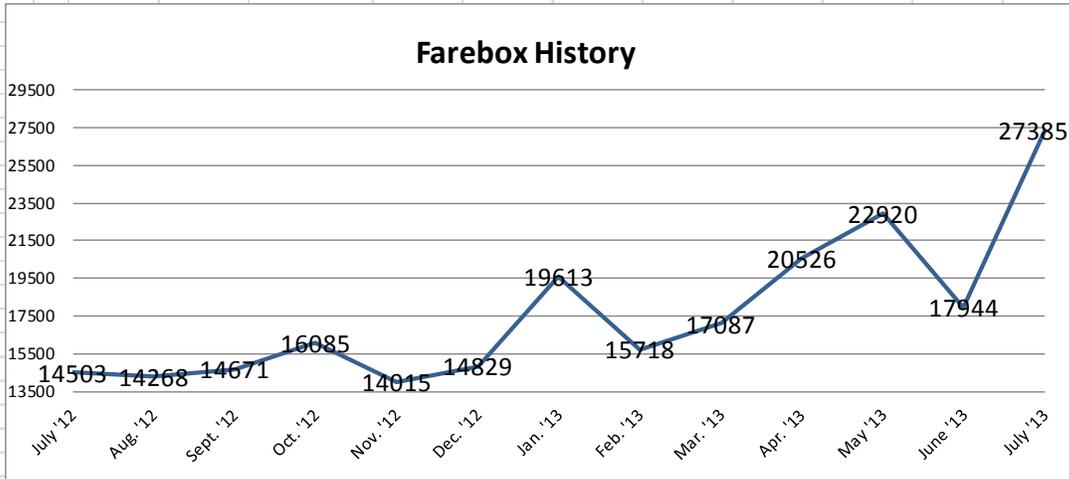
REVENUE

- Cooke & Wise United Way Contributions
- Collin County service revenues
- 

EXPENSE

- Began service in Collin County

END OF MONTH TOTALS





## 14. Adjourn