

Minutes

RTA Organizational, Services and Performance Monitoring Committee Meeting

10:22 a.m., January 9, 2024

Committee Members: Biasiotta (Chair), Koomar (Vice Chair), Sleasman, Weiss, Welch

Other Board Members: Love, Lucas, McPherson, Mersmann

Not present: None

Staff: Basso, Becker, Birdsong Terry, Bober, Burney, Campbell, Caver, Dangelo, Davidson, Dimmick, Feke, Fesler, Fields, Fleig, Garofoli, Gautam, Hudson, Jones, Jupina, Kirkland, Laule, Lewis, Lively, Martin, Marotta, Miller, Moore, Ponder, Rusnov, Schipper, Shaffer, Swetel, Talley, Temming, Togher, Walker Minor,

Public: Broadwater, Eikich, Emling, Fischer, Gibbons, Loh, Snell

The meeting was called to order at 10:22 a.m. Five (5) committee members were present.

RFP Procurement for Generator Preventative Maintenance, Service and Parts

Dave Basso, Manager, Central Facilities and Maggie Swetel, Contract Administrator II, gave the presentation.

Project Overview

This is a new contract and is the first of several that are heavy on preventative maintenance. These are aimed at streamlining our process by centralizing Authority-wide service procurements. Previously we had numerous small purchases that were bid out yearly. This new contract enables RTA to have better buying power and saves on employee hours.

- RTA has 14 generators at various public facing properties and districts that are either natural gas or diesel powered
- Service agreement guarantees
 - Planned preventative maintenance program with 2 visits per calendar year
 - Maintenance includes services such as oil & filter changes, engine tune-ups, belt and hose inspections, air filter changes, etc.
 - Annual 2-hour load bank test
 - Annual thermal imaging scan of each transfer switch
 - Provisions for emergency service and repairs as needed
- Three Year Base, with Two, One-year Options for renewal
- Service agreement guarantees
 - Regular inspections and maintenance to keep equipment in optimal condition
 - Prevents downtime and/or operational disruptions
 - Ensures reliability, efficiency and longevity of generator systems
 - Reduces long-term maintenance expenses
 - Minimizes RTA's risk of service disruptions
 - Increases life span of generators

Procurement Overview

The RFP was issued October 31, 2023. Proposals were due November 27, 2023. Eight (8) interested parties downloaded the solicitation from the website. A 0% DBE goal was assigned to this project. One (1) firm submitted a proposal. The evaluation panel consisted of various RTA departments using evaluation criteria.

The recommended vendor is Buckeye Power Sales Co., Inc.

- In the generator sales & service business since 1946
- 250+ employees; 11 locations across Ohio, Indiana, & Illinois
- Employs 22 Full-time service technicians in the NE Ohio area
- Highly trained technicians; most EGSA Certified (Electrical Generating Systems Association)
- Formal Kohler OEM training – RTA has many Kohler systems
- History of positive performance with over 11 years service to GCRTA

Other Clients:

- Portage County, 45 generators, 11 years
- Cuyahoga County, 32 generators, 5 years
- Cleveland Clinic, 10 hospitals, includes 29 generators, 10 years
- Involta, 12 generators, 11 years
- City of Akron, 45 generators, 9 years

Recommendation

Staff requests that the Organizational, Services and Performance Monitoring Committee recommend to the Board of Trustees the award for Generator Preventative Maintenance, Service, and Parts to Buckeye Power Sales Co., Inc. in an amount not to exceed \$174,550.00 for the base three years and in an amount not to exceed \$60,850.00 for option year one and in an amount not to exceed \$61,350.00 for option year two, for a total contract amount not to exceed \$296,750.00 for a five-year period. This amount is approximately 20% below the independent cost estimate.

Mayor Weiss asked for the number and age of the generators. We have 14 generators ranging from 20 to 2 years old. Ms. Mersmann asked if we have a current contract with this vendor and the contract term. This is a new contract. This contract will be for 3-5 years. Previously each dept/division had their own contract. Since 2023, all individual contracts were with Buckeye Power. This gives us better buying power and more pricing and saves on Procurement labor hours. Mr. Love asked if the scope is inclusive of the 14 generators and their lifespan and replacement plan. The scope is inclusive.

It was moved by Mayor Biasiotta, seconded by Mayor Weiss and approved to move this to the full Board.

RFP Procurement for Digital Color Printing Press

Sharee Lewis, Manager, Support Services and Nikki Ponder, Contract Administrator II gave the presentation.

Project Overview

- The Support Services Department requires a color digital printing system to continue executing print jobs in its Copy Center. Print jobs are created for internal and external customers as well as GCRTA stakeholders.
- Obtaining new equipment will allow the Copy Center to continue to maintain our standard of producing above-average print materials for our various customers.

Background:

- Current equipment was leased from Xerox/ComDoc for a period of 5-years. Lease expired December 31, 2023.
- Staff conducted a cost-benefit analysis and determined that it was in the Authority's best interest to purchase rather than lease the new equipment.

Copy Center print jobs include a variety of reports, books, schedules, etc.

Procurement Overview

The RFP was issued July 3, 2023. It was accessed on the GCRTA website by four (4) interested parties. Two (2) firms proposed. A 0% DBE participation goal was established for this project. The panel members included various departments using evaluation criteria. The recommended firm is Lake Business Products, located in Highland Heights, Ohio.

Firm Experience:

- Locally owned since 1960
- Independently owned Female Business Enterprise
- Authorized Canon dealer for 35 years
- Proven experience in health care, education, law, and non-profit organizations
- Clients include Cleveland Clinic, Mayfield City Schools, Lake County, and Xpress Printing, among many others

Negotiated costs include:

- Digital Color Printer: \$173,511.00
- Maintenance & Support - including repairs, training, ink/toner for a five-year period: NTE \$113,310.00
- Staples, for a five-year period: NTE \$1,000.00

Recommendation

Staff requests that the Organizational, Services & Performance Monitoring Committee recommend to the Board of Trustees an award to Lake Business Products for the purchase of a Digital Color Printer System, including installation, support, training, and supplies in a total amount not to exceed \$287,821.00.

It was moved by Mayor Biasiotta, seconded by Mr. Slesman and approved to move this to the full Board.

Negotiated Procurement for Ultramain Software

Tonina Campbell, ITS Manager and Shawn Becker, Procurement, Contract Manager gave the presentation.

Project Overview

- Ultramain Systems Incorporated (USI) has been RTA's maintenance and supply chain provider for approximately 20 years
- Service agreement guarantees
 - Software and server environment support
 - System upgrades
 - Timely customer support
 - Software patches
- Three (3) Year agreement
- Software Support and Maintenance
 - Software updates
 - Issues resolution and patching
- Software Hosting
 - Manage multiple server environments
 - Disaster Recovery
- Software utilized for facilities and vehicle maintenance
 - Work Orders and Packaging
 - Approximately 140,000 transactions a year with multiple task
 - Scheduled preventative maintenance
 - Condition Tracking
- Inventory parts demand and purchasing
 - Processes 25,000 transactions each month
 - Transactions include: suggested orders, stock requisitions, purchase order receipts, issues, issue returns, transfer requests, transfers, transfer receipts, disposals, material requisitions, and location changes)

Procurement Overview

Non-competitive purchase with Ultramain Systems Inc.

- R.C. 306.43 H(3) Competitive procedures are not required when the expenditure is for a renewal or re-negotiation of a lease or license for telecommunications or electronic data processing equipment, services, or systems, or for the upgrade of such equipment, services, or systems, or for the maintenance thereof as supplied by the original source or its successors or assigns.

Procurement requested a proposal September 21, 2023. A proposal was received September 28, 2023. A 0% DBE goal was assigned to this project due to the proprietary nature of the software. Proposal was reviewed by representatives from the Information Technology and Procurement Departments.

Firm's Experience

- Specialize in best-in-class M&E/MRO software
- Pioneers in paperless maintenance for asset management and supply chain software
- Proven solution with over 35 years in operation
- Support software for airlines, aerospace and transit

This contract will have a 4% increase year over year.

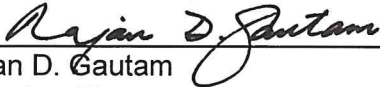
Recommendation

Staff requests that the Organizational, Services and Performance Monitoring Committee recommend to the Board of Trustees the award for Ultramain Software Maintenance, Support and Hosting services to Ultramain Systems, Inc. in a negotiated contract amount not to exceed \$1,766,631.00 for a period of three years. This amount is approximately 2% below the independent cost estimate.

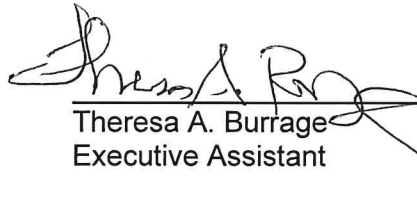
It was moved by Mayor Biasiotta, seconded by Mayor Koomar and approved to move this to the full Board.

CEO/GM Birdsong Terry was virtual. She thanked the Board for their questions and comments. Also Tony Garofoli, Internal Audit Director, gave the Board a form where they can list projects they'd like to include in the 2024 Risk Based Internal Audit Plan.

The meeting was adjourned at 10:42 a.m.



Rajan D. Gautam
Secretary/Treasurer



Theresa A. Burrage
Executive Assistant