

## Minutes

### RTA Organizational, Services and Performance Monitoring Committee Meeting

9:16 a.m., February 1, 2022

**Committee Members:** Byrne (Chair), Moss (Vice Chair), Duarte, Serrano, Weiss

**Other Board members:** Joyce, Lucas, Pellot

**Not present:** Koomar, McCall

**Staff:** Becker, Benford, Berry, Birdsong, Caver, Coffey, Cottrell, Dangelo, Davidson, DeJesus, Dietrich, Ferraro, Fields, Fleig, Fogliano, Garofoli, Gautam, Harris, Kirkland, Mothes, Peganoff, Petit, Schipper, Talley, Tarka, Togher, Walker-Minor, Wilson

**Public:** Loh

The meeting was called to order at 9:16 a.m. There were five (5) committee members present.

This meeting was live-streamed on RTA's Facebook page ([www.facebook.com/rideRTA](https://www.facebook.com/rideRTA)) for staff and members of the public. Members of the public were allowed to attend in-person.

Based on Centers for Disease Control (CDC) guidance to continue to avoid large events and gatherings and Ohio Department of Public Health advice that businesses and other entities may continue to require mitigation measures, as well as RTA's interest in protecting community and employee health and safety, several measures were put in place for in-person attendance, which are spelled out in the meeting notice.

#### RFP Procurement for Employee Assistance Program Services

Nadine DeJesus, Lead Benefits Specialist and Sharon Cottrell, Procurement Team Leader, gave the presentation. The current EAPS is through Moore Counseling & Mediation Services, Inc. (MCMS).

- They were available to all 3,278 employees and family members.
- They oversaw 20 Substance Abuse Professional Assessments and Return to Duty Evaluations
- Conduct onsite workshops (226) and mediate employee cases (25)
- Participate in annual GCRTA Health Care Benefit Fairs

The Authority provides services of an Employee Assistance Program (EAP) to all of its employees and dependents. EAP Services are provided in accordance with the Authority's substance abuse policies and as a function of providing wellness initiatives and good employee relation practices. Wellness initiatives include onsite monthly life coaching and onsite monthly massage therapy. Other services include training, tailored workshops such as de-escalation and customer service training, educational and group counseling, yoga and support sessions.

#### Scope of Services:

- Confidential services to employees and their families for the purpose of resolving personal and family problems that adversely affect life and work
- The ability for self or management referrals for ongoing problems or crisis intervention

- Assistance for issues with mental health, chemical dependency, stress related problems, family issues and other referrals for issues such as legal aid and financial counseling

The RFP was issued date September 20, 2021. It was accessed on the GCRTA website by ten (10) interested parties. Proposals were solicited for a three-year contract with two one-year options. Two proposals were received. The evaluation panel consisted of several RTA departments using evaluation criteria. The recommended vendor is Moore Counseling & Mediation Services, Inc. (MCMS) with offices in Cleveland, Euclid and Sheffield Village. The DBE Goal is 15%. MCMS is a certified DBE (female-owned) firm and will achieve this goal by utilizing its own workforce.

**Strengths & Experience:**

- Performed EAP services for the Authority for 15 years
- Respond quickly to onsite crisis intervention events
- Accessible and convenient locations
- Calls always answered live
- Provide same-day emergency appointments
- Tailor workshops and services to our needs, including monthly onsite counseling

Other Clients include Cuyahoga County, Lorain County Community College, Cuyahoga Metropolitan Housing Authority (CMHA), City of Independence, Ohio, Museum of Contemporary Arts and Village of North Randall, Ohio.

Staff requests that the Organizational, Services & Performance Monitoring Committee recommend to the Board of Trustees the award of a contract to Moore Counseling & Mediation Services, Inc. (MCMS), to provide EAP Services, as specified, in an amount not-to-exceed \$237,600.00 for the base three-years, and in an amount not-to-exceed \$79,200.00 for each option year, for a total contract amount not-to-exceed \$396,000.00 for the five-year period.

Mayor Weiss asked if this is a flat fee. Ms. DeJesus said the price is based on per employee per month. Ms. Moss asked if the DBE is a female owned company or if they are using their female employees. Ms. Cottrell said they are a DBE qualified, female owned company. Ms. Birdsong said she has had positive interaction with this company. She supports the recommendation. Mayor Byrne said the services are comprehensive and extensive. It was moved by Mr. Serrano, seconded by Ms. Moss and approved to move this to the full Board.

**RFP Procurement for Parts Washer Services**

Ryan Fogliano, Assistant Supply Chain Manager and Shawn Becker, Contract Administrator, gave the presentation. This presentation is for Parts Washer Tank Services. The GCRTA has an ongoing need to clean parts & equipment required for the maintenance of all Bus, Rail, Paratransit, and Non-Revenue vehicles. Parts being cleaned are utilized by the rebuild departments for overhauls of transmissions, engines and other small components.

The GCRTA has six (6) service locations equipped with 49 parts wash tanks that are serviced by this contract (46 - leased and serviced under the terms of this contract / 3 - GCRTA-owned but service will be provided under this contract). The scope of work is to maintain and service the parts washer machines, replace used solvents on a scheduled frequency and remove and recycle used solvents.

The RFP was issued October 11, 2021. Notifications were sent to two (2) potential proposers. It was accessed on the GCRTA website by eight (8) interested parties. The Office of Business Development



assigned a 0% DBE goal to this procurement. Two (2) proposals were received November 10, 2021. The evaluation panel consisted of several RTA departments using evaluation criteria. The recommended vendor is Safety-Kleen Systems, Inc.:

- Leading provider of environmental services
- Over 50 years of experience
- Recycling & Sustainability
- Local office and operation in Brunswick, OH
- Industry-comprehensive selection of equipment and solutions
- Tailored solution
- Online Portal & Data Accessibility
- History of positive performance on previous contracts

The firm's experience includes Arcelor Mittal, General Electric, Morton Salt, Arconic Steel, Nestle Frozen Foods, General Plug & Manufacturing Company, Ford Motors, Clark Reliance and GCRTA, among others. Staff requests that the Organizational, Services & Performance Monitoring Committee recommend an award to Safety-Kleen Systems, Inc. to provide parts washer services, for a period of three years, in a total contract amount not to exceed \$190,546.20.

Mr. Serrano asked if the contractor picks up and disposes of the containers. Mr. Fogliano said they are on an 8 week or 4 week cycle to replace the drum with a fresh solvent. They take it offsite and recycle the used solvent. Mayor Weiss asked if the contractor provides the equipment or if RTA owns it. Mr. Becker said the contractor provides most of the equipment, but RTA owns a few units. It was moved by Mr. Serrano, seconded by Ms. Moss and approved to move this to the full Board.

#### IFB Procurement for Ultra-Low Sulfur Diesel Fuel

Ryan Fogliano, Assistant Supply Chain Manager and Charnese Wilson, Contract Administrator, gave the presentation. This presentation is on procuring Ultra-Low Sulfur Diesel Fuel. Ultra Low Sulfur Diesel Fuel (ULSDF) is required for the operation of 47% of the Authority's revenue fixed route fleets and non-revenue fleets of vehicles. The Authority procures approximately 2,000,000 gallons of diesel fuel per year. The diesel fuel price fluctuates based on the average daily sales rate tracked and published by the Oil Price Information Services (OPIS).

The Invitation for Bid for the furnishing of ULSDF, as specified and as required, for a period of three years was issued on December 20, 2021. Six responsive bids were received on January 19, 2022. A summary of those bids is as follows:

|                        |                            |
|------------------------|----------------------------|
| <b>Ports Petroleum</b> | <b>\$0.0223 Below OPIS</b> |
| Guttman Energy         | \$0.0150 Below OPIS        |
| Mansfield Oil          | OPIS Plus \$0.0058         |
| Petroleum Traders      | OPIS Plus \$0.0116         |
| Colonial Oil           | OPIS Plus \$0.0201         |
| Gladieux Trading       | OPIS Plus \$0.0287         |

The lowest responsive and responsible bidder was determined to be Ports Petroleum Co. Inc. located in Wooster, Ohio. They will furnish ULSD for a period of three years at a firm basis rate of OPIS average daily rate on the date of delivery minus \$0.0223 per gallon. Current clients include State of Ohio DAS, City of Akron, Ohio, Ohio University, Athens, Ohio, Estes Express Lines (nationwide) and GCRTA

Staff requests that the Organizational, Services & Performance Monitoring Committee recommend to the Board of Trustees the award of a contract to Ports Petroleum Co. Inc., for the furnishing of approximately 6,000,000 gallons of Ultra Low Sulfur Diesel fuel, as specified and as required, for a period of three years. Mayor Weiss asked if RTA stores the fuel onsite and manage the price by ordering when pricing is low. Mr. Fogliano said the price fluctuates daily. When the delivery is dropped off the OPIS pricing, there is a bid winner on that day. RTA adjust the price down off the contract per that discount. We cannot order it when the price is low. When the tank is low, it automatically refills. We use a Fleet Watch program to monitor the levels.

Mr. Gautam added that under the Energy Risk Management Program, the fuel purchases are hedged. There are contracts at different price points, which offsets the flexibility in the prices. Mr. Garofoli added that the Internal Audit department has a contract audit in place for diesel fuel and they are reviewing it on a continuous basis. It was moved by Mr. Serrano, seconded by Ms. Moss and approved to move it to the full Board.

The meeting was adjourned at 9:35 a.m.

  
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Rajan D. Gautam  
Secretary/Treasurer

  
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Theresa A. Burrage  
Executive Assistant