

## Minutes

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

9:09 a.m., March 4, 2025

**Committee Members:** Pacetti (Chair), Welch (Vice Chair), Gallo, McPherson, Sleasman

**Staff/Other:** Biggar, Birdsong Terry, Caver, Dangelo, Feke, Fesler, Fields, Fleig, Fogliano, Freilich, Garofoli, Gautam, Harris, Hlavacs, Jones, Jupina, Kirkland, Maddox, Marotta, Martin, Miller, Miranda, Mothes, Polly, Reed, Schipper, Sutula, Tarka, Wright, Young

**Public:** Gibbons, Loh, Wilkins, Sustarsic, Ronaldson, Gibson

The meeting was called to order at 9:09 a.m. All five (5) committee members were present.

The presentation of a competitive procurement for towing and flat tire services for the Authority's fleet of vehicles for a period of five years is the only item on the agenda. Mr. Brian Gibson, Supply Chain Contract Administrator, presented for the project overview and Monica Maddox, Contract Administrator II, presented for the procurement overview.

#### *Project Overview*

The Authority has a recurring need for towing and flat tire repair and replacement services for its fleet of revenue and non-revenue vehicles. A new five-year contract is needed to replace the current contract. Approximately 600 vehicle towing and/or on-site flat tire services are required per year.

#### *Procurement Overview*

The Invitation for Bid ("IFB") for the Procurement of Motor Vehicle Towing and Flat Tire Replacement Services for a Period of Five Years was issued on January 5, 2025. The necessary legal notice was published in the Plain Dealer and Call & Post newspapers. The IFB was also published on the RTA web site.

The IFB was accessed and/or downloaded from the web site by nine (9) interested parties. Two (2) responsive bids were received and opened on February 7, 2025. The responsive bids were as follows:

Bidder	Base Three Year Total	Option Year One	Option Year Two	Contract Total
J Ross Express Inc.	\$596,805.00	\$198,935.00	\$198,935.00	\$994,675.00
Interstate Towing	\$1,178,895.00	\$392,965.00	\$398,315.00	\$1,970,175.00

The Basis of Award is the lowest responsive and responsible bid for the furnishing of vehicle towing and flat tire replacement services. J. Ross Express Inc. was determined to be the lowest responsive and responsible bidder.

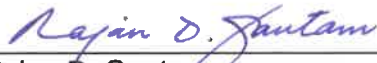
*Recommendation*

J. Ross Express, Inc., is located at 3160 E. 79<sup>th</sup> Street, Cleveland, Ohio 44104. The Office of Business Development assigned a 0% DBE goal to this procurement.

A resolution will request authorization to issue a contract for motor vehicle towing and flat tire replacement services for a three-year period at a cost not to exceed \$596,805.00 and in amounts not to exceed \$198,935.00 for each of two option years, for a total five-year contract not to exceed \$994,675.00.

It was moved by Ms. Welch, seconded by Ms. McPherson and approved to move to the full Board.

The meeting was adjourned at 9:17 a.m.



Rajan D. Gautam  
Secretary/Treasurer

/s/ Theresa A. Burrage

Theresa A. Burrage  
Executive Assistant