



# Bis-Man Transit Board Meeting

July 28, 2022, 11:30 AM

<https://us02web.zoom.us/j/85186567639>

Call in: +1 312 626 6799; Meeting ID: 851 8656 7639

## Welcome & Introductions

## Approval of Agenda

## Consent Agenda

1. Previous Month's Minutes
  - a. Attachment A – 2022/6/23 Regular Meeting
  - b. Attachment B – 2022/7/11 Holiday Hours Committee
  - c. Attachment C – 2022/7/25 CTIC Committee Meeting
  - d. Attachment D – 2022/7/26 Finance Committee Meeting
2. Financial Report
  - a. Attachment E
3. Ride Stats
  - a. Attachment F
4. How To Video Production Approval – AARP Grant
  - a. Attachment J

## Public Comment

## Committee Updates

1. Holiday Hour Committee

## Unfinished Business

1. Urban Grant Bench Update
  - a. Attachment G
2. FY23 5339 Grant Projects – Bus Hoist RFP Approval
  - a. Attachment H
3. Quarterly Roundtable Update
  - a. Attachment I

4. Transit Development Plan Discussion – Rachel Lukaszewski

**New Business**

1. Stuff the Bus – School Supplies

**Executive Director Report**

1. Gillig Buses

**Operations Report**

**Other Business**

**Adjourn**

- **The next Board Meeting will be held on August 25, 2022, at 11:30 am.**



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A

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# Bis-Man Transit Regular Board Meeting Minutes

June 23, 2022, 11:30AM

Via Zoom & In-person at 3750 E Rosser Ave. Bismarck, ND 58501

Attending: Lynn Wolf, President Lacey Long, Vice President  
DeNae Kautzmann, Secretary Glenn Lauinger  
Steve Heydt Andrew Stromme  
Commissioner Rohr Helen Baumgartner  
Royce Schultze

Not Attending: Karel Sovak

Staff: Deidre Hughes Taylor Kitzan  
Danae Thiery Craig Thomas  
Tom Reisenauer

Guests Trevor Vannett Susan Dingle  
Rachel Drewlow Elton Lassiter

Meeting was called to order at 11:30 A.M.

**Approval of Agenda:** Lacey moved to approve the agenda. Royce seconded the motion. Motion carried unanimously.

**Consent Agenda:** Steve moved to approve the consent agenda. Helen seconded the motion. Motion carried unanimously.

**Public Comment:** N/A

### Unfinished Business:

1. City of Bismarck Emergency Plan MOU: Deidre explained that the City of Bismarck Emergency Plan MOU has been reviewed by the City of Bismarck Attorney and is now comfortable with the plan. Deidre also explained that this does not bind Transit into a fixed rate of service, as this is not a contract, just a Memorandum of Understanding. Andrew asked who reimbursement would be from and if it should be stated. Deidre answered that it would be the City of Bismarck as that's who emergency services would be performed for. DeNae moved to approve the City of Bismarck Emergency Plan MOU as presented. Steve seconded the motion. Motion carried unanimously.

### New Business

1. **Employee Benefits Policy Approval:** Lynn asked the Board Members to review the attachment provided for the Employee Benefits Policy Approval. Steve asked if there was ever discussion on if the Board would increase the \$1,000 per employee, employer paid benefit based on time employed with Transit. DeNae answered that she did not recollect that discussion, but it would have to be had with the Administrative Committee to then bring to the Board. DeNae moved to approve the Employee Benefits Policy Approval as presented. Glenn seconded the motion. Motion carried unanimously.
2. **Transfer of Investment Approval:** Deidre discussed that the Xenia stock sale was transferred into an LPL Financial Money Market Savings (MMS) account that is yielding little interest. The Finance Committee asked staff to research higher interest-bearing accounts. Starion Bank does offer an MMS account that offers a 0.06% APY. DeNae commented that it was the Finance Committee's recommendation to move the funds from LPL Financial to an account with a higher interest rate and that it would be in our best interest to place funds into a CD for a few months. DeNae asked the Board how long the funds should be placed into a CD and if it should stay with Starion Bank. Glenn commented that Starion had the highest rate of return and that he would recommend the 7-month CD. Steve commented that a 7-month CD would be best if the Board would like to re-invest the funds in the stock market and a 13-month CD would be best if the Board would like to



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wait for higher savings account interest rates. Andrew commented that a 13-month CD would generate the most revenue. DeNae asked the Board if they were willing to re-invest in the stock market after the bad experience with Xenia. Royce commented that he would be against re-investing in the stock market and would like to transfer the funds into a CD. DeNae moved to move the balance of the LPL Financial account into a 13-month CD at Starion Bank. Lacey seconded the motion. Motion carried unanimously.

Deidre discussed that the Finance Committee also recommended moving funds from our current MMS into a CD to receive a higher rate of return. Deidre commented that Glenn proposed \$2 million be transferred, but after discussion she had with Taylor, that there will be high-dollar capital projects coming up soon that we may not see reimbursement for months after-the-fact, so recommended \$1 million instead. Glenn commented transferring \$1 million from MMS to a 13-month CD at Starion would generate approximately \$13k in interest, versus the \$300 each month we are receiving from the MMS. Glenn asked Steve it would be a possibility to stagger \$500k into CD's throughout a few month's period of time. Steve answered that Starion only is running this special with a certain amount of funds and after it's been maxed out, that the special CD rate will go back down to a regular rate. Steve recommended putting a portion of funds into a 7-month and a portion into a 13-month, so there will be funds available sooner in case Transit would need them. Steve answered Glenn's question that the bank would not be able to honor that special rate at 7, 8, or 9-month terms/separate CD's. DeNae asked Deidre if \$1 million was put into a 13-month CD and if another \$1-million would be put into a 7-month CD, if it would relieve her cash flow concerns. Deidre answered that \$1 million is due to be paid next month, \$500k is due to be paid the beginning of next year, another \$500k is due to be paid when Ford is able to manufacture (hopefully in the near future), and the insurance policy is due in March 2023. DeNae asked Steve what the penalty would be to cash out CD's early in case of emergency. Steve answered that a 7-month CD would be a month's worth of interest and that a 13-month CD would be 3-months' worth of interest. Steve also commented that only the portion being withdrawn would be penalized, so the whole amount of the CD would not have to be withdrawn if not needed. Royce moved to transfer \$2 million from cash reserves to a 13-month CD at Starion Bank. DeNae seconded the motion. Motion carried unanimously.

## Executive Director Report

- 1. November Board Meeting:** Deidre discussed that the November Board Meeting on November 17, 2022 will have to be rescheduled or cancelled as she is in a wedding out of state. Deidre will send a poll to the Board to see what fits best with everyone's schedules.
- 2. Community Outreach Update:**
  - Touch-A-Truck event in Mandan in May was a success; even though the weather was cold and rainy.
  - Staff presented at the Optimist Club Meeting this past Tuesday.



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- 609 trips for Free Ride Day on June 14<sup>th</sup>, which was an increase in ridership from “Dump the Pump” day in 2021.

3. **Public Hearing Recap:** Deidre explained that on June 1<sup>st</sup>, Transit held a Public Hearing in on Service Hours and Transit’s current brokerage contract with the City of Bismarck. Discussion was had to possibly increase fixed route hours from 7pm to 9pm and what the cost would be of doing so. There will be discussion for the full Board again in September at the Strategic Planning Meeting on how to move forward with Service Hours.

**Operations Report:** Danae explained that National Express evaluates each of their locations on a monthly basis using Balanced Scorecards. Balanced scorecards collect criteria such as on-time performance, yard-departure times, speeding events, preventable accident frequency and staffing. Bismarck was scored #1 for the month of May. This is the third time in five months that Bismarck scored #1. This speaks volumes of the hard work drivers and staff put in each and every day. Danae informed the Board that on June 30<sup>th</sup>, Operations will be having a parking lot cook-out for staff appreciation. The second-place photo contest from a few months back won the Bismarck location a monetary prize, and will used it towards VIP Larks game tickets on July 10<sup>th</sup> for staff to enjoy.

**Other Business:** Deidre discussed that due to Steve’s schedule, he asked if another Board Member would be able to participate in the Public Transportation Working Group in his place. This meeting is the second Tuesday of every month starting at 10 AM and lasts anywhere from 15 minutes to 45 minutes. Andrew volunteered to participate in the Public Transportation Working Group. Lynn and Deidre thanked Andrew for dedicating his time to this group.

Deidre commented that it was Commissioner Guy’s last meeting as acting as a liaison for the Bis-Man Transit Board. Deidre thanked Commissioner Guy for all of the great work she has done for Transit. Deidre announced that the Board made a \$100 donation to Dollars for Scholars in her name as an appreciation gift for her commitment to Transit and card will be on its way to her in the mail. Commissioner Guy explained that it’s been a pleasure and a team-effort serving for Transit; and that good decisions have been made, especially hiring Deidre. The commissioners have more faith in Transit than before. Nancy commented that she is pleased with the past two clean audits as well as the kind gesture of receiving a sympathy card from the Board and staff after her husband’s passing. Commissioner Guy also gave her appreciation for the donation to dollars for scholars.

Lacey moved to adjourn the meeting. Steve seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:15 P.M.



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# Bis-Man Transit Holiday Hours Committee Meeting Minutes

July 11, 2022, 10:00 A.M.

Via Zoom & In person at 3750 E Rosser Ave. Bismarck, ND 58501

Attending: DeNae Kautzmann Helen Baumgartner

Lynn Wolf

Not Attending: Royce Schultze

Staff: Deidre Hughes Taylor Kitzan

Mike Mundahl

Guests: Susan Dingle Trevor Vannett



Meeting was called to order at 10:00 A.M.

Committee reviewed past hours. DeNae and Deidre explained that with the new city contract, the 45 holiday hours are no longer a part of the agreement per the city attorney. We need to set and either take it to the City Commission for approval or amend our contract.

Helen asked what was learned from the public hearing which was held. Deidre responded that the hearing comments focused on extending hours for fixed route service.

DeNae indicated that the holiday hours are being underutilized. The rides taken are under 40, with the highest ridership slightly above 50 on Thanksgiving,

Lynn and DeNae discussed setting permanent hours that apply for every holiday. Discussion was held concerning Sunday hours. DeNae suggested they be changed to the same hours as holiday hours, but that was beyond this committee's scope to review. Helen prefers to keep current Sunday hours due to Sunday worship. She felt the majority of use on Sunday was by people going to church. DeNae indicated that worship could be made online, on TV, or radio. Deidre indicated that most rides were during the 10 AM-2 PM timeframe. Helen indicated that due to the cost, it makes sense to pare down the hours to when it is used the most. The committee agreed to bring Sunday hours up to the Board.

The committee reviewed the hours primarily used on holidays, and it was from 10 AM-2 PM. The committee noted that the numbers for the 4th were roughly the same this year when operating 10:30 AM-10:30 PM as they were a year ago with operation during Sunday hours. The committee agreed that Holiday Hours should be permanently set at 10 AM-2 PM for each of the six holidays, no matter the day of the week. This is the recommendation to the Board.

DeNae pointed out that previous Board action will have to be revisited if this recommendation is adopted. The Board will have to address Sunday hours if the holiday falls on a Sunday and the 45 hours of total operation on holidays.

Deidre reminded the committee that the Board would discuss fixed route service hours in August or September.

Meeting adjourned at 10:42 A.M.



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# Community Transportation Input Committee Meeting Minutes

July 25, 2022, 2:00 P.M.

Via Zoom Conference Call & In person at  
3750 E Rosser Avenue, Bismarck

Attending:	Chair/Helen Baumgartner	Glenn Lauinger
	Royce Schultze	Randee Sailer
	Jeannie Pedersen	Susan Dingle
	Trevor Vannett	
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	
Guests (via DCIL):	Bonnie	Bill
	Kathy	Ann
	Theresa	



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**Meeting was called to order at 2:03 P.M.**

Trevor requested public comment be added to the agenda. Trevor moved to approve the agenda. Susan seconded the motion. Motion carried unanimously.

**Public Comment:** No public comment.

**Holiday Hour Committee Recommendation:** Deidre summarized the Holiday Hour Committee meeting from July 11, 2022. Deidre stated that the Holiday Hour Committee met and recommended that all holiday hours be standardized from 10 AM – 2:00 PM. The recommendation will be taken to the Board at the July Regular Board meeting. Helen said she didn't feel like she had made the right decision about offering four hours on holidays and would share that with the Board. Trevor stated he had received comments from several individuals who are strongly opposed to the 10:00 AM – 2:00 PM recommendation. Susan agreed with Helen, saying it would be difficult to have only a few hours with family. Susan also questioned whether there would be enough drivers and vehicles to accommodate all the riders within the recommended hours. Trevor said he would be trying to get a coalition together to put their opposition in writing for the Board. Ann said she couldn't see the proposed hours working, and she would not use the service and would try to find a different ride. She encouraged the committee to keep working on it. Jeannie said a lot of times; people do not gather until later in the afternoon. Kathy with the DCIL Empowerment Committee said she fought for the holiday hours the last time they were changed and said holidays are sometimes the only time people get to see their families. All families do not have an accessible van and said it is in Bis-Man Transit's hands whether these people get to see their families. Glenn commented that he believed the Holiday Committee wanted to accomplish two things: to standardize the hours and to have the holiday hours within the parameters of the Sunday hours. Glenn said any recommendation beyond 2:30 PM might have difficulty getting Board approval. Deidre added that in the Midwest, Bis-Man Transit is one of the only providers of public transportation that offer any holiday hours and that it's not that we want to limit service to riders, but come to a balance where we are providing service for the most significant number of riders.

Trevor motioned to oppose the Holiday Hours Committee recommendation of 10:00 AM – 2:00 PM and to recommend each holiday be addressed separately, with Christmas Day being 11:00 AM – 8:00 PM. Jeannie seconded the motion. Glenn asked about hours when a holiday falls on a Sunday. Deidre explained addressing Sunday hours was not in the scope of work for the Holiday Hours Committee. Glenn and Helen opposed the motion, and all others approved.



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Further discussion was held. Glenn said he thought the recommendation would have very little chance of being supported by the Board and discussed other options for a recommendation.

Trevor rescinded his previous motion. Jeannie rescinded her previous second.

Trevor motioned to pull the holiday hours discussion from the July Board meeting. Glenn seconded the motion. Motion carried unanimously.

Trevor added that he thinks CTIC and the Board need to sit down to get on the same page. Glenn told Trevor to get together with the agencies he works with and look at Sunday hours to determine the best hours.

**Bench Update:** Deidre updated the committee on the approval for eight new bus benches. However, advertising on the benches would not be allowed if funding from NDDOT Urban Grant is used. The Board will decide whether they want to absorb the cost of the new benches to allow bench advertising.

**Transit Development Plan:** Deidre updated the committee on the Transit Development Plan. The consultant will be tasked with looking at big-picture items. Last week the TDP evaluation committee met and listened to interviews with two different consultants who submitted proposals. Rachel with Metropolitan Planning Organization will be requesting to speak at the upcoming Board meeting to determine how the Board wants to be involved and to make sure expectations are met.

**Stuff the Bus – School Supplies:** Deidre updated the committee on plans to participate in a Stuff the Bus event to collect school supplies for area schools. Donations would be accepted on board any CAT bus or at the administrative office sometime in August.

**How to Video Production:** Deidre told the committee that Bis-Man Transit was awarded an AARP Community Outreach grant to produce CAT and Paratransit “How To” videos to be used online & for travel training.

**Other Business:** No other business.

**Meeting adjourned at 3:01 P.M.**



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# Bis-Man Transit Finance Committee Meeting Minutes

July 26, 2022, 1:00 P.M.

Via Zoom & In person at

3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Chair DeNae Kautzmann

Glenn Lauinger

Lynn Wolf

Staff:

Deidre Hughes

Taylor Kitzan

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Meeting was called to order at 1:00 P.M.

Deidre explained that we are waiting to hear from NDDOT whether we can change the scope of the Urban Grant. Since we can't advertise on the benches, it is better to use nonfederal funds to purchase benches, as we anticipate \$8,800 per year in advertising revenue. In the past, grant projects were not allowed to split out, so we may also lose the shelter's solar lighting. Eight benches cost approximately \$7,400, and the solar lighting is \$3,000. Deidre proposes amending the budget by taking \$7,400 from the paratransit operations line item and moving it to the bench and shelter repair line item. Paratransit operations are currently \$240,000 under budget. Glenn suggested we add the solar lighting and move \$10,400 from Paratransit operations to bench and shelter repair. That way, we have the lighting covered if we can't split the grant projects. Lynn and DeNae agreed. The committee recommends the Board's approval to move \$10,400 from paratransit to shelter repair in the budget line items.

We are waiting on the 5339-grant project question for the farebox purchase. We can make a sole purchase for the fareboxes, but Deidre is making sure it is being handled correctly through the FTA. The Hoist is \$50,000 and we have to do a formal RFP. Once the bids are received, we must have board and City Commission approval to award the contract.

Ad revenue is currently at \$69,753.83. We are on track to meet or exceed our \$80,000 goal.

Four companies responded to the video bid. Staff recommends The Creative Treatment. It isn't the lowest bid but has more videos which give us more value. They are a local company. The committee recommends that the Board award the contract to Creative Treatment. There was a huge disparity in bids, but Deidre could not see a reason for it. It was agreed to move this to the consent agenda.

Stuff the bus will not take up time or resources. We will put boxes on the buses and at the facility and deliver donations to the agency that distributes to the schools. We will join forces with the school "stuff the bus" for school supplies.

Our state aid was reduced by approximately \$10,000 each quarter. Last year we received \$385,000, and this year it's \$342,637.

Glenn indicated he can't attend Thursday's meeting. He stated he was pleased with the standardized holiday hours. He received one complaint saying 4 hours was not long enough because her ride was an hour. About 2% of riders have an hour-long ride. Most riders are on the bus for 10-20 minutes. He also commented that we need to look at Sunday hours and start it later in the morning and extend it longer in the afternoon. He commented that we must look at all the hours, including the fixed route. DeNae said the holiday hours committee did touch on Sunday hours, but our charge was the holiday hours. Yes, Sunday hours need to be reviewed as well as fixed route hours. We don't have holiday hours set under the city contract, so that has to be addressed. It was noted that comments on the suggested holiday hours are coming in. Public comments will be accepted at the meeting. Only speakers who did not submit written comments will be recognized. Repetitive comments will be limited as well.

Meeting adjourned at 1:35 P.M.



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# June 2022

## MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
<b>RIDERSHIP</b>							
FIXED ROUTE	5,784	32,747	4,694	25,771	23.22%	27.07%	
PARATRANSIT	8,217	46,206	7,437	40,851	10.49%	13.11%	
Total	14,001	78,953	12,131	66,622	15.42%	18.51%	
FR AVG. DAILY BOARDINGS	222.46						
DR AVG. DAILY BOARDINGS	273.90						
<b>Pass./Hour    Pass./Hour    Pass./Hour</b>							
<b>REVENUE HOURS</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>	<b>% INC/DEC OVR PYTD</b>
FIXED ROUTE	1,847.50	10,614.08	3.13	3.09	2.38	10,832.5	-2.02%
PARATRANSIT	2,614.84	15,492.79	3.14	2.98	3.01	13,551.2	14.33%
Total	4,462.34	26,106.87	3.14	3.02	2.7	24,383.7	
<b>Pass./Mile    Pass./Mile</b>							
<b>REVENUE MILES</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>	<b>% INC/DEC OVR PYTD</b>
FIXED ROUTE	28,034	168,072	0.21	0.19	176,963		-5.02%
PARATRANSIT	38,669.13	216,127.02	0.21	0.21	186,376		15.96%
Total	66,703.53	384,198.82	0.42	0.41	363,339		5.74%
<b>ON TIME PERFORMANCE</b>							
	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>	<b>PY YTD</b>	<b>% INC/DEC OVR PYM</b>	<b>% INC/DEC OVR PYTD</b>	
FIXED ROUTE	83.00%	86.00%					
PARATRANSIT	91.00%	94.50%	92.00%	93.00%	-1.09%	1.61%	
<b>RIDERSHIP PER ROUTE</b>							
<b>ROUTE</b>	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>	<b>PY YTD</b>	<b>% INC/DEC OVR PYM</b>	<b>% INC/DEC OVR PYTD</b>	
BLACK	1214	6802		808		50.2%	
BLUE	589	4117		770		-23.5%	
GREEN	1060	6273		772		37.3%	
RED	715	3725		443		61.4%	
ORANGE	1121	5786		732		53.1%	
PURPLE	1085	6044		1169		-7.2%	
<b>RIDERSHIP BY DESTINATION</b> <i>(Included in 'Ridership Per Route' Numbers)</i>							
U-Mary	146	833		79		84.8%	
UTTC	43						
Bismarck Library	333						
Mandan Walmart	84						
Mandan Dans	376						
<b>ACCIDENTS</b>							
	<b>Month</b>	<b>Month at Fault</b>	<b>YTD</b>	<b>YTD at Fault</b>			
FIXED ROUTE	0	0	4	3			
PARATRANSIT	0	0	6	1			
SERVICE VEHICLE	0	0	0	0			
<b>COMPLAINTS</b>							
	<b>Month</b>	<b>YTD</b>					
FIXED ROUTE	1	6					
PARATRANSIT	5	12					
Office Staff	0	0					
<b>COMPLIMENTS</b>							
	<b>Month</b>	<b>YTD</b>					
FIXED ROUTE	0	1					
PARATRANSIT	0	3					
Office Staff	0	0					



J

July 28, 2022

**TO:** Bis-Man Transit Board of Directors

**FROM:** Deidre Hughes, Executive Director

**SUBJECT:** 2022 AARP Community Challenge Grant Video Recommendation

**BACKGROUND:** Bis-Man Transit was awarded a \$15,000 AARP Community Challenge Grant. The AARP Community Challenge grant program is part of the nationwide AARP Livable Communities initiative that helps communities become great places to live for residents of all ages. The program is intended to help communities make immediate improvements and jump-start long-term progress.

Since the program's debut in 2017, AARP has awarded \$9.3 million through over 800 grants. Projects have been completed across all 50 states, Washington, D.C., Puerto Rico, and the U.S. Virgin Islands.

**DISCUSSION:** Bis-Man Transit received proposals from 4 video production companies.

COMPANY	UPDATED PRICE	DESCRIPTION
The Creative Treatment	\$13,325	(11) 30-60 second 4k videos, (24) 15-60 second square, vertical and horizontal HD videos and (16) production photos
D&N Cinematics	\$12,650	(7-10) 30S - 1 MINUTE TRAINING VIDEOS
Threefold	\$28,320	10-20mins of video split up into 7-10 deliverables - aerial footage, outdoor & studio video - not a formal estimate
Kat & Company	\$46,950	10 - :60 second Videos - <b>ESTIMATED COMPLETION DATE: No later than Nov. 30, 2022</b>

**FINANCIAL IMPACT:** The grant funds will cover the cost of filming, producing, and editing short informational videos to promote public transportation for the community. Bis-Man Transit is not required to provide local match for the project.

**RECOMMENDATION:** Due to getting more content for the budget, staff recommends approval of the bid received from The Creative Treatment for (11) videos, with a target completion date of September 30, 2022.



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July 28, 2022

**TO:** Bis-Man Transit Board of Directors

**FROM:** Deidre Hughes, Executive Director

**SUBJECT:** Urban Grant Bench Projects

**BACKGROUND:** Bis-Man Transit was awarded the FY23 Urban Grant to purchase and install additional benches throughout Bismarck and Mandan. The Urban Grant also included a solar lighting project for all existing bus shelters. The federal portion of this grant is \$11,200, and the local match is \$2,800.

**DISCUSSION:** Throughout the planning stages for this grant, it was uncovered that if Bis-Man Transit moved forward with the bench purchases funded by the Urban Grant, no advertisements could be sold on the new benches. Bis-Man Transit staff is working with the MPO to determine if the solar lighting project is possible.

**FINANCIAL IMPACT:** As all required approvals have been obtained for the bench portion of the project, it is recommended that Bis-Man Transit purchase eight additional benches and associated parts. Bis-Man Transit staff also recommends moving forward with the solar lighting shelter project for \$3,000 if the scope of work revision is not possible with NDDOT.

Parts	Price Per Bench	Quantity	Total
Concrete Base Mold	\$ 875.00	1	\$ 875.00
Concrete Bases	\$ 595.00	7	\$ 4,165.00
Lumber/Paint/Hardware	\$ 200.00	8	\$ 1,600.00
Poly Metal Bench Backs	\$ 95.00	8	\$ 760.00
			\$ 7,400.00

Revenue Per Bench (annual contract)	Total Revenue
\$ 1,100.00	\$8,800.00

**RECOMMENDATION:** Staff recommends approving the request to use local funds to purchase eight additional bus benches and all associated parts and to install solar lighting in twelve shelters. A budget amendment moving \$10,400 from Paratransit Operations (50803A) to Bench/Shelter Repair (50316B) is also recommended.





**H**

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# REQUEST FOR PROPOSAL

## Bus Hoist

July 28, 2022

**RFP #22-003**

**Bis-Man Transit Board  
3750 East Rosser Avenue  
Bismarck, ND 58501**



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Notice is hereby given that proposals will be received by the Bis-Man Transit Board (BMTB) for performing all work necessary in accordance with the Scope of Work specified herein. Please carefully read and follow the instructions provided. Respondents are responsible for ensuring that their Bid documentation is complete and received by BMTB on or before the closing deadline.

Bids shall be mailed or delivered to:

Bis-Man Transit Board  
Attn: Deidre Hughes, Executive Director  
3750 E. Rosser Ave.  
Bismarck, ND 58501

Proposals shall be clearly marked as follows: RFP #22-003.

**CLOSING DEADLINE: August 29, 2022, at 2:00 pm Central Standard Time (CST)**

BMTB is not liable for any costs incurred by Bidders in responding to this Invitation for Bids.

Please direct inquiries to Deidre Hughes, Executive Director, via email at [dhughes@bismantransit.com](mailto:dhughes@bismantransit.com)



3750 E Rosser Avenue,  
Bismarck, ND 58501



701.258.6817



[info@bismantransit.com](mailto:info@bismantransit.com)



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## PROPOSAL'S SUBMITTAL CHECKLIST

This checklist is provided to assist Bidders with submitting a complete Proposal. Proposers are to submit the Proposal as noted below and include this Checklist with the Proposal.

1. \_\_\_\_\_ Bidder's Submittal Checklist
2. \_\_\_\_\_ Cover Letter and Bidder Information
3. \_\_\_\_\_ Bid Cost Form (Attachment 1)
4. \_\_\_\_\_ Debarment Certification (Attachment 2)
5. \_\_\_\_\_ Acceptance of Federal Clauses (Attachment 3)

**Non-submittal of any requested item may be considered non-responsive.**



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## I. GENERAL INFORMATION

### A. PURPOSE AND BASIS OF AWARD

BMTB invites the submission of Proposals from qualified Proposers to provide a bus hoist as specified in Section II – Nature of Solicitation.

### B. ORGANIZATION BACKGROUND

BMTB was incorporated on April 28, 1987, and began providing door-to-door bus service in 1990 for persons with disabilities. A short time later, the service was also extended to senior citizens. Bis-Man Transit also began a fixed route bus service for the cities of Bismarck & Mandan which would be available for everyone to use. In May 2004, the first rides were given on the fixed route service Capital Area Transit (The CAT). Between the two modes of service, we now provide approximately 200,000 passenger rides per year. The Bis-Man Transit Board aims to provide the safest, most cost-effective service to the most significant portion of the population, given the resources at our disposal.

Bis-Man Transit maintains and operates the paratransit and fixed route CAT bus systems in the Bismarck & Mandan communities. For more information, visit the BMTB website at [www.bismantransit.com](http://www.bismantransit.com).

## II. NATURE OF SOLICITATION

### A. GENERAL

The Bis-Man Transit Board is soliciting quotes from reputed entities, validly registered and existing in the United States, for purchasing and delivery of a bus hoist.

This project will include:

- Approximately 76,000 Pound Capacity Bus (exact weight may vary slightly)
- Delivery of hoist to 3750 East Rosser Ave, Bismarck, ND (within business hours)

### REQUIREMENTS FOR BID PROPOSAL

Eligibility of bid is outlined in the following requirements:

1. Proposers must be able to supply the bus hoist.
2. Proposer must be able to complete delivery bus hoist. The price of delivery must be included in the Proposal.



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## **B. LENGTH OF CONTRACT**

The contract will be awarded to the lowest qualified bidder and will be considered complete when the bus hoist is accepted onsite. Bis-Man Transit expects this project to be completed within 90 days of the bid award.

## **C. BILLING**

The invoice will be mailed to Bis-Man Transit Board, 3750 E. Rosser Ave., Bismarck, ND 58501, or emailed to Taylor Kitzan, Accountant, at [tkitzan@bismantransit.com](mailto:tkitzan@bismantransit.com)

## **III. INFORMATION REQUIREMENTS FOR RESPONSE TO IFB**

### **A. ENTITY INFORMATION**

1. Cover letter including organization name, location, and a brief history
2. Any litigation currently pending with the organization

### **B. PROPOSED BID**

1. Must submit bid in a sealed envelope, addressed to the Bis-Man Transit Board, Executive Director, Deidre Hughes, 3750 E. Rosser Ave. Bismarck, ND 58501.
2. Must identify on the envelope: RFP 22-003.
3. Ability to complete the project by November 30, 2022.
4. The Contractor must also provide the Bis-Man Transit Board with the right to terminate the agreement for convenience with five business days' notice and without penalty to the Bis-Man Transit Board.

\*Proposals for the bus hoist should be completed using the attached Proposal Cost Form. See attachment 1 for the Proposal Cost Form.

## **IV. SELECTION PROCESS**

### **A. SUBMISSION OF QUALIFICATIONS**

The Bis-Man Transit Board will determine which organization is best qualified to provide services based on the information requested in the RFP. The award will go to the lowest reasonable and responsible bidder.

### **B. ESTIMATED SCHEDULE FOR SELECTION PROCESS**

Issuance of IFB – **July 29, 2022**

The last day to Submit Questions/Clarifications – **August 5, 2022, by 11:00 am CST.**

Addenda Posted (If Needed) – **August 9, 2022**

Responses Due – **August 29, 2022, by 2:00 pm CST**



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Bid Opening- **August 29, 2022, 2:30 pm CST** (Proposals will be opened at the Bis-Man Transit facility in the Board Room)

Award of contract – **September 14, 2022**

### **C. REQUEST FOR ADDITIONAL INFORMATION**

The Bis-Man Transit Board reserves the right to request additional information to assist with the review and contract award process.

### **D. QUESTIONS, CLARIFICATION, AND REVISIONS**

Proposers are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions, or deficiencies they have concerning this IFB via phone at 701.258.6817 or email to [dhughes@bismantransit.com](mailto:dhughes@bismantransit.com) no later than 11:00 am CST on Wednesday, August 5, 2022.

If a Proposer fails to notify BMTB of any condition stated above that reasonably should have been known to the Proposer, and if a contract is awarded to that Proposer, the Proposer shall not be entitled to additional compensation or time because of the error or its correction.

Revisions to this RFP will only be made by an official addendum issued by BMTB. Addenda will be posted by August 9, 2022. Proposers are responsible for checking the website for addenda before submitting their Bid. Failure to acknowledge addenda may disqualify a Bid. As such, Proposers are advised to review the website before the close of this proposal.

### **E. FEDERAL CLAUSES AND CERTIFICATIONS**

As a sub-recipient of federal grant monies, all federal clauses must be adhered to, and all applicable certifications must be signed. See attachment 2 for clauses.

### **F. LATE BIDS**

After receipt at its offices, late bids will only be accepted if proven late due to Bis-Man Transit's mishandling.

### **G. CANCELLATION OF REQUEST FOR LETTERS OF INTEREST**

Bids must set forth full, accurate, and complete information as required by the IFB.

The Bis-Man Transit Board reserves the right to cancel this request for professional services at any time, to elect not to award the work listed, to reject any or all of the responses, to waive any informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received.

While the Bis-Man Transit Board intends to award all tasks included in this request for proposal to one organization, the Bis-Man Transit Board also reserves the right to contract any portion of this bid separately.



#### **H. RESPONSIVENESS OF BIDS**

A bid must comply in all material respects with the IFB, including the method and timeliness of submission. Email or facsimile bids will not be considered under the competitive sealed bid process.

#### **I. FALSE OR MISLEADING STATEMENTS**

Bids that contain false or misleading statements or provide references that do not support an attribute or condition claimed by the Bidder shall be rejected.

#### **J. MODIFICATION/WITHDRAWAL OF BIDS**

Bids may be modified or withdrawn by written, email, telegraphic, or facsimile notice or in person if submitted to and received by the Procurement Manager not later than twenty-four (24) hours before the time set for bid opening. Email, telegraphic or facsimile modifications or withdrawals will be sealed in an envelope by a Bis-Man Transit official and noted for opening with the bid package. Information will not be disclosed before opening.



ATTACHMENT 1

## PROPOSAL COST FORM

Bidders shall submit their Proposals using the bid cost form below. Any variation to this form will not be accepted.

Product	Notes	Total Cost
Approximately 76,000-pound capacity bus hoist (exact weight may vary slightly).		\$
Delivery cost for bus hoist		\$
<b>Grand Total</b>	N/A	\$

**Certification Regarding  
Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)**

- 1) The prospective primary participants certified to the best of its knowledge and belief that it and its principals:
  - a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
  
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

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

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

Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative



## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.





## 2022 Roundtable Goals

**Goal 1:** Increase advertising revenue to \$80,000 by December 31, 2022.

- \$69,753.83 – 2022
- \$3,476.67 - 2023

**Goal 2:** Identify and apply for a minimum of one new grant.

- AARP Community Challenge Grant
- 5339 NDDOT Grant to purchase bus hoist and new farebox system

**Goal 3:** Continue to foster and improve relationships with community stakeholders, specifically higher education institutes and hospitals/medical facilities.

- Deidre is a member of the Unmet Needs Committee for the Missouri Valley Homeless Coalition. Meets monthly to discuss transportation barriers for various agencies.
- Bis-Man Transit is now a member of the Missouri Valley Homeless Coalition.

**Goal 4:** Re-examine the relationship with the City of Bismarck, through the use of the Transit Development Plan.

- Transit Development Plan consultant has been chosen.

**Goal 5:** Pursue full Transit Development Plan with Metropolitan Planning Organization. The following items should be included within the study:

- City of Bismarck relationship
- Long term funding (Mill Levy)
- Service reductions if additional funding not secured
- Fixed routes success

- These items will be addressed in the TDP schedule to begin August 2022.

**Goal 6:** Quarterly calibration of annual goals by the Board.



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