



Birmingham-Jefferson County Transit Authority
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Report to the Board Program Development Committee

Wednesday, August 18, 2010

Opening: The meeting was called to order by the Committee Chairman Doris Powell, at 9:02 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

Members Present: Joyce Brooks, Doris Powell, and Rev. Patrick Sellers

Members Absent: None

Others Present: Debra Anderson-Burse, Peter Behrman, Anna Brown, Gwen DeRu, Jacquese Gary, Brian Hamilton, Walter Jones, Johnnye P. Lassiter, Barbara Lawson, Chris Leffert, Ronald Lys, Richard Nardecchia, Guin Robinson, Joi Scott, Rhonda Siserir, Scott Tillman, and Lou Willie.

Items for Information and/or Discussion:

1. Lease of Vehicles:
Grants and Contracts Officer Chris Leffert reported that representatives from Maintenance and Operations have visited other facilities to inspect vehicles that might be available for lease. Executive Director Peter Behrman distributed the staff summary that explained the need and plan of lease for the Board's review. The special called meeting to follow the Committee meetings is for the Board's consideration of this matter.
2. Update on Bus Inspectors:
The inspector for the fixed route bus build is on site at the Anniston facility; the Paratransit inspector is scheduled to be on site when the build begins. The fixed route buses are schedule to arrive in October 2010; the Paratransit vans are scheduled to begin delivery in October and end in November 2010.
3. Design and Engineering of the 8th Avenue Operations Facility:
Mr. Leffert reported that eleven firms responded and upon evaluation were prequalified to perform the various tasks. He asked direction from the Board on selecting the individual firms per task. It was suggested that someone on the

Board help with the process. Doris Powell asked Brian Hamilton and Joyce Brooks to oversee the project for the best and final offer.

4. Procurement Procedures for Exercising Options:
When the Standard Operating Procedure Manual for Procurement is updated, the exercise options will be addressed. This matter was brought to the Board because of findings in the recent FTA Triennial Review.

Resolutions for Consideration and/or Recommendation:

- A. **Resolution No. 2010-30:** Authorization to Award the Janitorial Services Contract was tabled.

Discussion: The top three firms were evaluated, along with consideration of providing the services internally. The low bidder is the company that has been providing the services satisfactorily for the past three months. A motion was made, seconded, and recommended to the full Board for its consideration, with Ms. Powell abstaining. After further thought, Rev. Sellers asked to be allowed to withdraw his motion due to concerns over the large gap of proposed costs and asked for additional data. Mr. Leffert explained that the higher bidders put in higher numbers of staff to perform the duties. Information was requested on bids at the same level of staffing.

Joyce Brooks moved that the contract with ESC be extended for thirty (30) days to consider the contract; seconded by Rev. Sellers and recommended to the full Board for consideration.

- B. **Resolution No. 2010-31:** Authorization to Exercise the First Option Year of the Security Service Contract with Dynamic Security Services, Inc. was moved by Rev. Patrick Sellers, seconded by Joyce Brooks and recommended to the full Board for consideration. Doris Powell abstained.

Discussion: This resolution will allow the Executive Director to exercise the first 12-month option of the contract with Dynamic Security Services, Inc. There have not been any major issues that were not resolved.

For the record, Brian Hamilton commented that several months ago, there was an issue with one of their personnel. Since that time, the principles have attended every Board meeting. They have been responsive for the most part.

- C. **Resolution No. 2010-32:** Authorization to Purchase Five (5) Bus Engines was moved by Rev. Patrick Sellers, seconded by Joyce Brooks, and recommended to the full Board for consideration.

Old/New Business: None

Adjournment: The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Administrative Assistant

Date: _____

Approved by: _____
Doris Powell, Committee Chairman