



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
June 21, 2022
4:30 p.m.
BREC Administration Building
Commissioner's Room
6201 Florida Blvd
Baton Rouge, Louisiana 70806**

AGENDA

- I) CALL TO ORDER: Mr. Kahli Cohran**
- II) ROLL CALL: Mr. Theo Richards**
- III) APPROVAL OF MINUTES OF May 17, 2022, MONTHLY BOARD MEETING: Mr. Kahli Cohran**
- IV) PRESIDENT'S ANNOUNCEMENTS: Mr. Kahli Cohran**
- V) ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Ms. Dwana Williams and Executive Staff**
- VI) COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: Mr. Kahli Cohran**
 - 2. Technical, Policies & Practices: (no meeting held)**
 - 3. Audit: Mr. Matt Thomas (no meeting held)**
 - 4. Planning: Mr. Patrick Downs**
 - 5. Community Relations: Ms. Linda Perkins**
- VII) ACTION ITEMS**
 - 1. Consideration of approval to the Mansfield Oil Contract Renewal**
 - 2. Consideration of approval to the Underground Storage Tanks – Modification and Repairs**
 - 3. Consideration of approval to the Purchase of 10 ADA Vehicles per State Contract**
 - 4. Consideration of approval to the renewal of Keystone Consulting Group, LLC/Edselle K. Cunningham, Jr.**

5. Consideration of authorization to enter into a contract with the Interim CEO, Dwana Williams. (The board may vote to go into executive session as provided for by the Louisiana Open Meetings Law to discuss the character and professional competence of Ms. Williams.)
6. Consideration of approval of the authorization to enter into a new legal services contract with Breazeale, Sachse & Wilson, LLP (This matter might possibly be discussed in Executive Session. As required by the Open Meeting Law, this notice is hereby given that an open meeting would have a detrimental effect on pending litigation.)
7. 5. Consideration of approval of the authorization to enter into a new legal services contract with Dedrick Moore, LLP (This matter might possibly be discussed in Executive Session. As required by the Open Meeting Law, this notice is hereby given that an open meeting would have a detrimental effect on pending litigation.)

VIII) ADJOURNMENT

Individuals having questions regarding the meeting should contact Theo Richards, 225.389.8920, 2250 Florida Boulevard, Baton Rouge, LA 70802.

Individuals needing special accommodation during this meeting should contact Karen Denman (225) 346-5557, 2250 Florida Boulevard, Baton Rouge, LA 70802, no later than 9:00 a.m. on the Monday immediately preceding the Tuesday meeting.



CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
May 17, 2022
4:30 p.m.
BREC Administration Building
6201 Florida Blvd
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Kahli Cohran

Mr. Cohran called the meeting to order.

II. ROLL CALL: Mr. Theo Richards

Members present at the meeting were Commissioner Breaux, Cohran, Coleman, DeGeneres, Downs, Hill, Thomas, Perkins, Pierre. Absent – none Also present were Ms. Dwana Williams, CEO; other CATS staff; and members of the public.

**III. APPROVAL OF MINUTES OF April 19, 2022, MONTHLY BOARD MEETING:
Mr. Kahli Cohran**

Ms. Perkins moved to approve the minutes of the April 19, 2022 Board Meeting and Ms. DeGeneres seconded the motion. Mr. Cohran invited public comment and there was none. The motion carried unanimously with no abstentions

VII. PRESIDENT'S ANNOUNCEMENTS: Mr. Kahli Cohran

Mr. Cohran made no announcements.

VIII. ADMINISTRATIVE MATTERS

Operations – James Payton

There are 111 total operators, 102 actives, and 9 inactive.

Wednesday, May 4, 2022, CATS provided transportation for Councilman Darryl Hurst and the seniors of the Charles Kelly Center.

Friday, May 6, 2022, CATS provided transportation for the 60th Annual Marshals/Constable Conference

Culture of Accountability Training will resume next month.

Cadet class of 8 started Monday, May 9, 2022.

Planning and Program Development – Cheri Soileau

Ms. Soileau noted the COA will be hosting the final public meeting at the Goodwood library in June.

In addition, public outreach will take place next week regarding the BRT with the city-parish.

Feedback Friday videos are being posted weekly on Facebook.

Microtransit is set to launch in the first or second week of June. The team is working with the City of Baker on marketing materials.

Administrative – Theo Richards

Mr. Richards noted the collateral materials had some minor revisions and are currently in print. The customer service team and dispatch will participate in a virtual refresher for the go live.

The cards are being coded in the factory and CATS should receive them in June. The team has started working on marketing materials for the campaign.

Communication – Theo Richards

Mr. Richards noted Communications Director position has been offered and accepted.

Finance Report – Michael Falgout

Michael Falgout presented the April financials and noted that the total current assets as of April 30, 2022, are current assets \$35,799,378. The total assets are \$59,282,958. The total current liabilities are \$16,572,119 and the total liabilities are \$18,224,261. The total net assets are \$41,058,697. The total liabilities and net assets are \$59,282,958.

The total operating expenses for the month of April are \$2,767,667.

The total CATS-generated operating revenues for the month as of April 30, 2022, are \$147,969. The total non-federal subsidies for the month are \$1,716,253 and the total federal subsidies are \$448,141.

The total operating revenues as of April 30, 2022, are \$2,312,363.

The net operations balance for the month as of April 30, 2022, is a deficit of (\$455,304). The net operations balance for the year is a deficit of (\$684,455).

IX. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Kahli Cohran

Mr. Cohran noted the minutes are in the packet

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Matt Thomas

Mr. Thomas noted the committee did not meet.

4. Planning: Mr. Patrick Downs

Mr. Thomas noted the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did meet on and the minutes for May 11, 2022.

Ms. Barnes presented the MV Report.

X ACTION ITEMS

- 1. Consideration of approval to adopt and levy the ad valorem tax millage rate of 10.06 mills for the City of Baton Rouge for the year 2022**

Mr. Hill moved for the approval to adopt and levy the ad valorem tax millage rate of 10.06 mills for the City of Baton Rouge for the year 2022. Mr. Thomas seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Coleman, Thomas, Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre. Against – none. Abstain - none. Absent – none. The motion passed.

- 2. Consideration of approval to adopt and levy the ad valorem tax millage rate of 10.06 mills for the City of Baker for the year 2022**

Ms. Perkins moved for the approval to adopt and levy the ad valorem tax millage rate of 10.06 mills for the City of Baker for the year 2022. Mr. Thomas seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Coleman, Thomas, Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre. Against – none. Abstain - none. Absent – none. The motion passed.

- 3. Consideration of approval to waive bus fares for National Dump the Pump Day – June 17, 2022.**

Ms. Perkins moved for the approval to waive bus fares for National Dump the Pump Day – June 17, 2022. Mr. Hill seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Coleman, Thomas, Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre. Against – none. Abstain - none. Absent – none. The motion passed.

Ms. Perkins moved to enter executive session to discuss action items IV, V and VI. Dr. Breaux seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Coleman, Thomas, Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre. Against – none. Abstain - none. Absent – none. The motion passed.

Board enters executive session at 5:18 pm

Mr. Downs moved to exit executive session at 5:40 pm. Mr. Thomas seconded the motion. Mr. Cohran invited public comment and there was none. The motion was carried unanimously with no abstentions

4. **Consideration of authorization to enter contract negotiation with the Interim CEO, Dwana Williams. (The board may vote to go into executive session as provided for by the Louisiana Open Meetings Law to discuss the character and professional competence of Ms. Williams.)**

Ms. DeGeneres moved for the authorization to enter contract negotiation with the Interim CEO, Dwana Williams. Ms. Pierre seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Coleman, Thomas, Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre. Against – none. Abstain - none. Absent – none. The motion passed.

5. **Consideration of authorization to settle the claims of Barbara Moore under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004, as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending with the Office of Workers' Compensation, District 5, Docket # 20-02133. Barbara Moore is the claimant and CATS is the defendant.)**

Ms. DeGeneres moved for the authorization to settle the claims of Barbara Moore under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004, as amended. Mr. Hill seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Coleman, Thomas, Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre. Against – none. Abstain - none. Absent – none. The motion passed.

6. **Consideration of authorization to settle the claims of Debra Hamilton under the terms of the settlement and judgement payment policy adopted by the Board on July 20, 2004, as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is not currently in litigation, but just an open workers' compensation claim.)**

Ms. Perkins moved for the authorization to settle the claims of Debra Hamilton under the terms of the settlement and judgement payment policy adopted by the Board on July 20, 2004, as amended. Mr. Hill seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Coleman, Thomas, Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre. Against – none. Abstain - none. Absent – none. The motion passed.

ADJOURNMENT

Ms. Perkins moved to adjourn the meeting and Ms. DeGeneres seconded the motion. The motion passed unanimously with no abstentions.

DRAFT



EXECUTIVE REPORT

June 2022

STAFFING

- Operators - 110 total operators, 99 active, 11 inactive

- CATS Cadet Training Class

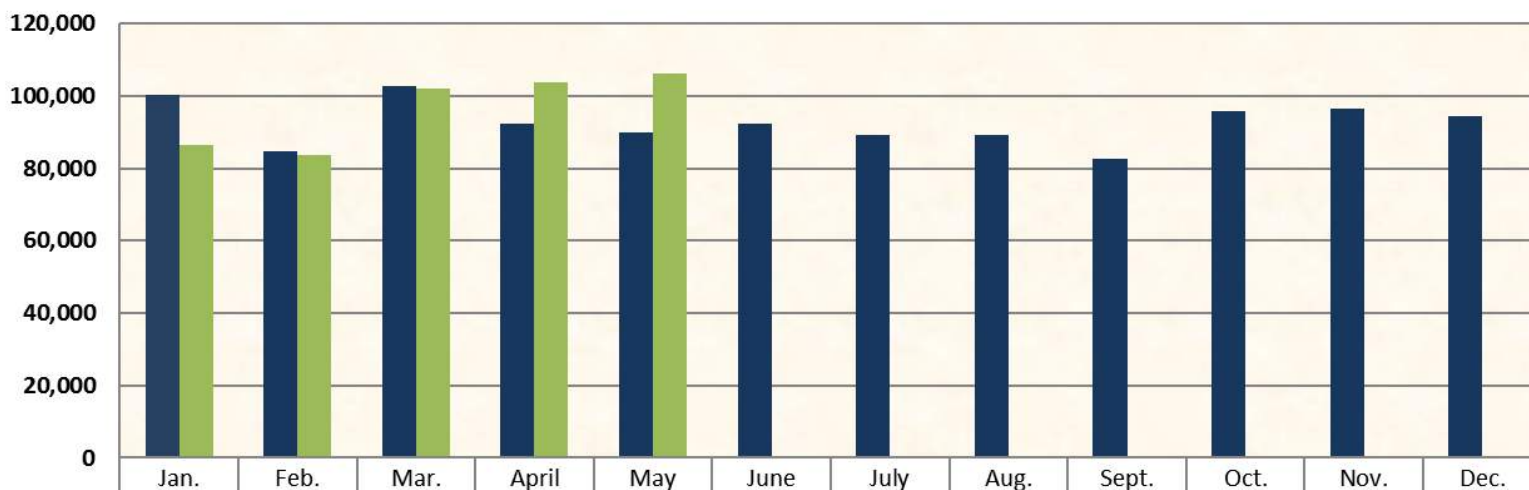
Currently have 8 cadets in training

Next training class scheduled for June 21st

PERFORMANCE MEASURES



Monthly Ridership 2021-2022

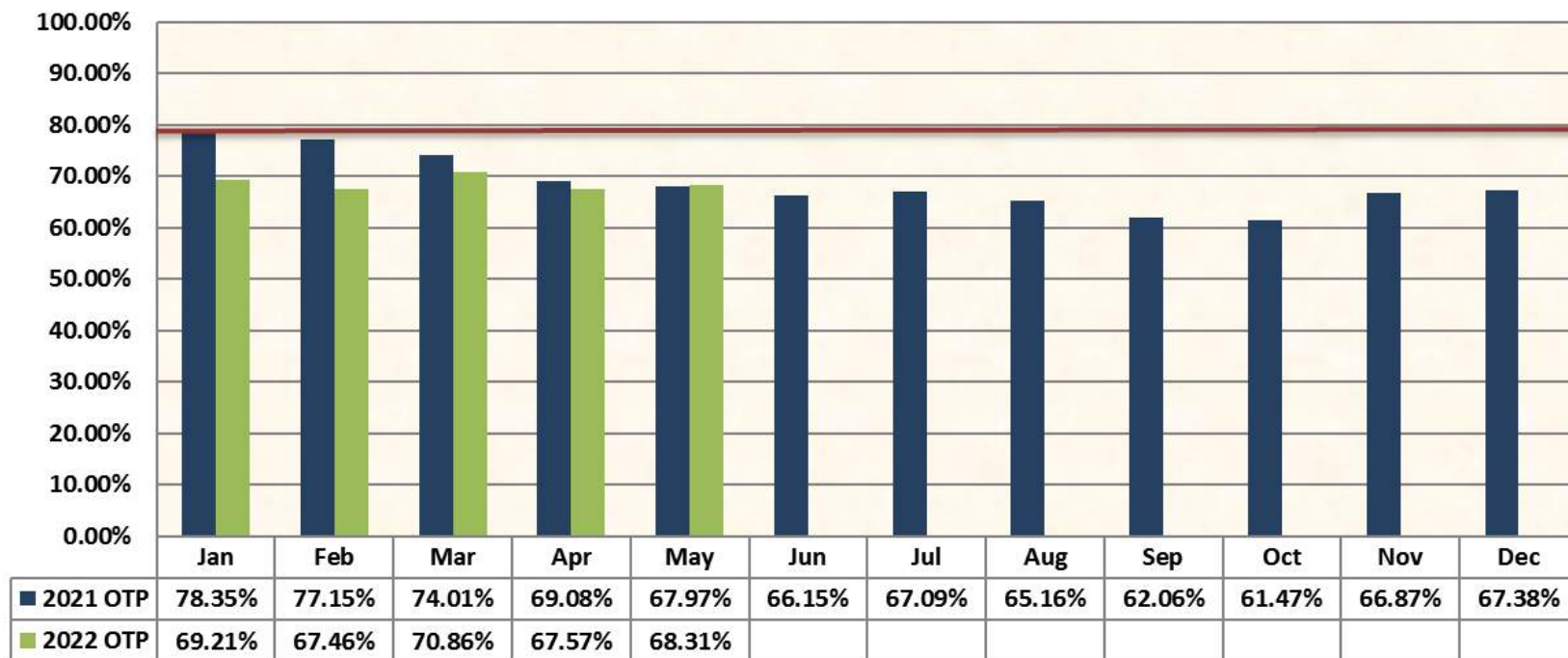


	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2021 Ridership	100,271	84,605	102,631	92,457	89,900	92,268	89,356	89,066	82,766	95,695	96,622	94,274
2022 Ridership	86,487	83,809	101,998	103,809	106,046							

PERFORMANCE MEASURES



On-Time Performance 2021-2022



*Target 80% On-Time Performance

Note: OTP is measured at scheduled timepoints effective (1.16.22), which represent 6.68% of the total system bus stops.

PERFORMANCE MEASURES



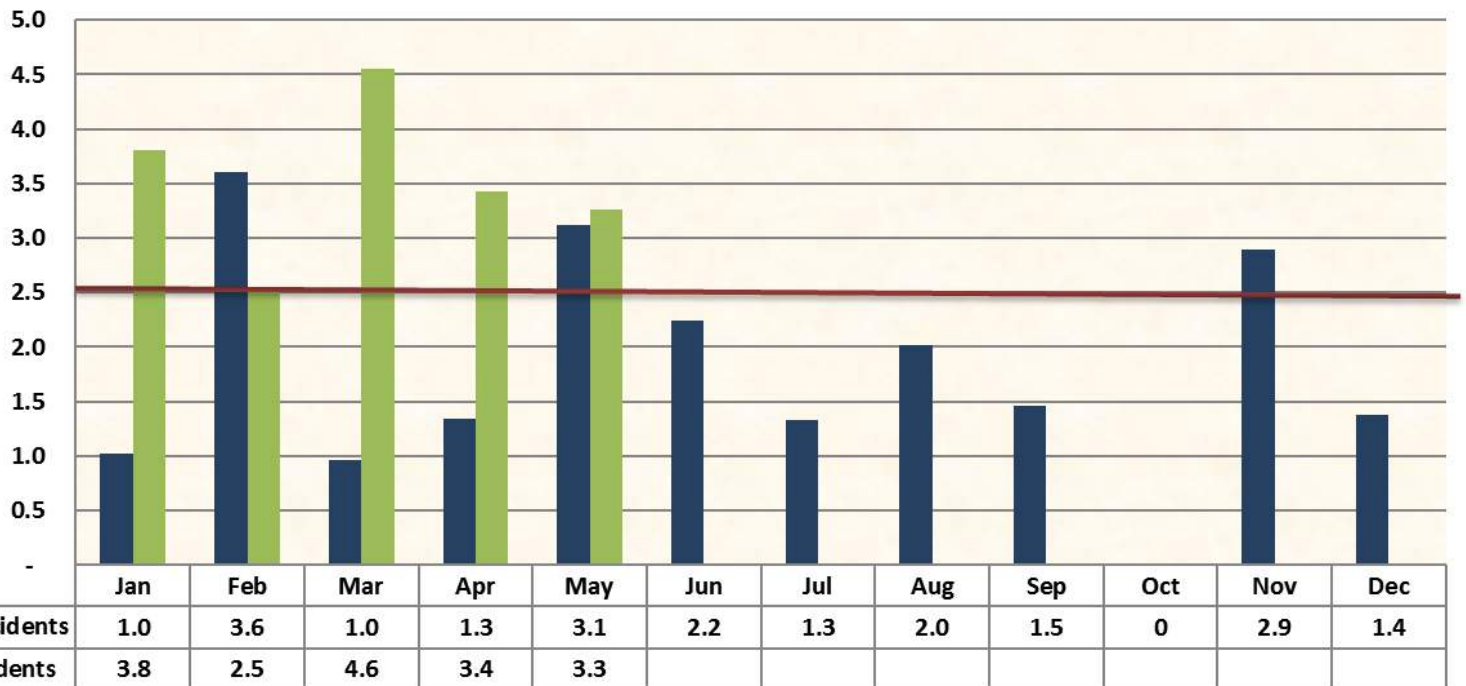
% Trips Operated 2021-2022



PERFORMANCE MEASURES



Preventable Accidents per 100,000 Miles 2021-2022

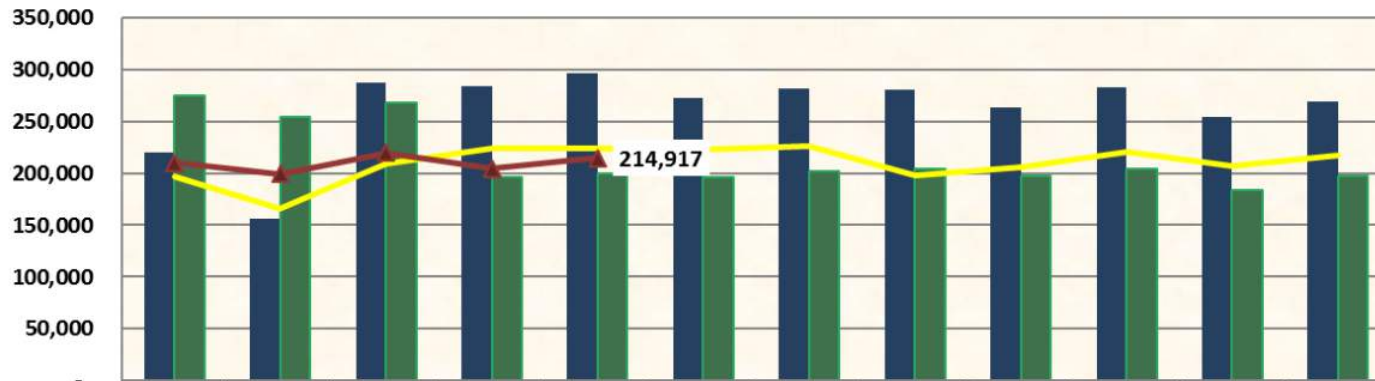


*Target Below 2.5 Preventable Accidents Per 100,000 Miles

PERFORMANCE MEASURES



Mileage 2019-2022

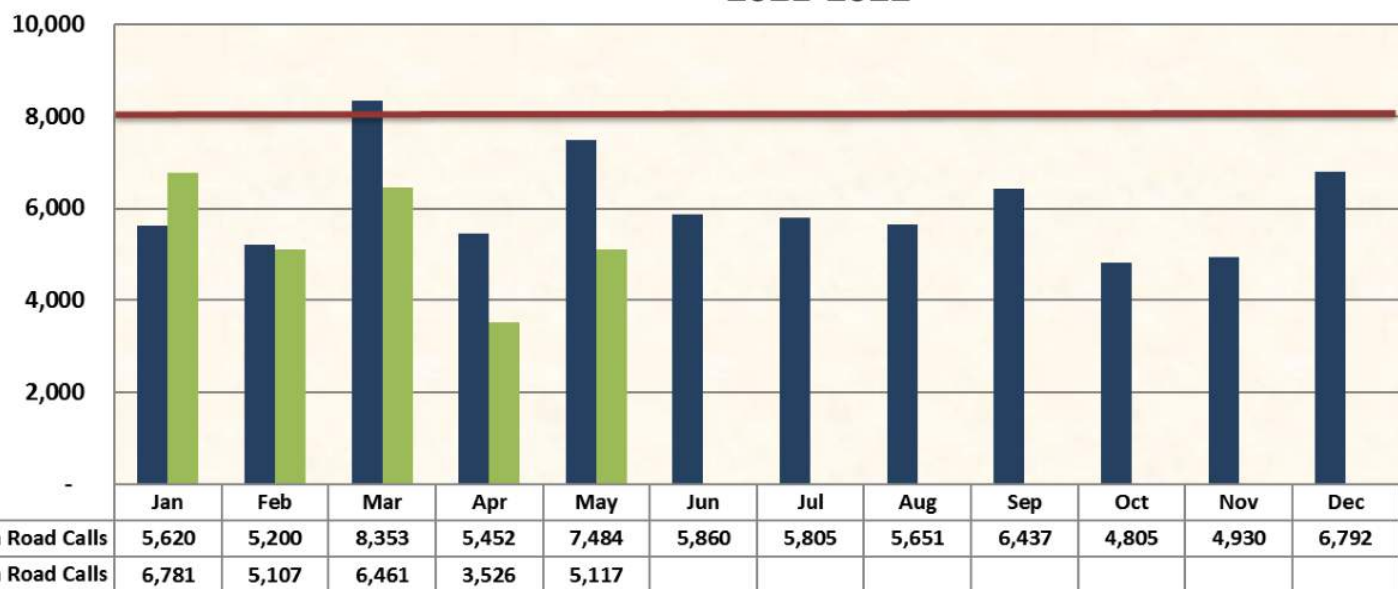


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019 Mileage	219,625	155,859	286,945	284,305	296,706	273,021	281,985	280,497	263,457	282,376	253,816	269,140
2020 Mileage	274,635	254,535	267,862	196,291	199,138	196,474	202,135	203,556	196,900	204,348	183,389	197,791
2021 Mileage	196,689	166,402	208,837	223,524	224,525	222,671	226,398	197,796	205,971	221,033	207,057	217,340
2022 Mileage	210,226	199,168	219,688	204,484	214,917							

PERFORMANCE MEASURES



**Mean Miles Between Road Calls
2021-2022**



PLANNING

LYNX by CATS

- Revenue Service: June 7, 2022

Comprehensive Operational Analysis

- **Public Meeting: June 8, 2022**
- **Additional meetings to follow**

Operations/Administration/Maintenance Facility

- Draft final plan delivered; staff is vetting

Grants

- Route Restoration Grant: \$514,045
- Areas of Persistent Poverty: Pending

CEO NOTES

- The CEO did not execute any contracts in May.
- We have made great progress over the last month:
 - CATS will resume full capacity on June 12, 2022.
 - CATS is in the process of finalizing the 2021 Annual Audit
 - CATS participated in City-Parish Red Stick Ready event on June 4, 2022, at the Raising Cane River Center.
 - FTA Grant Award
 - Employee Appreciation month

FINANCIAL

Capital Area Transit System Balance Sheet May, 2022

5/31/2022 5/31/2021

ASSETS

Current Assets:		
Cash and Cash Equivalents	14,077,752	15,302,783
Accounts Receivable	332,004	439,650
Property Tax Receivable	19,452,481	19,208,159
Due from Governments	4,768,611	4,697,775
Inventory	1,400,062	583,397
Prepaid Expenses and Other Assets	361,312	123,560
Total Current Assets:	40,392,222	40,355,324
Restricted Assets:		
Cash and Cash Equivalents	3,408,392	3,304,671
Total Restricted Assets:	3,408,392	3,304,671
Net Pension Asset, Long-Term	676,430	676,430
Equipment, Net	19,359,769	18,734,831
Total Assets	63,836,813	63,071,257

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Expenses	615,158	666,042
Accrued Payroll and Tax Liabilities	540,685	688,505
Accrued Compensated Absences	858,436	850,652
Claims Payable and Related Liabilities	906,118	906,118
Capital Lease Payable	294,956	280,748
Deferred Revenue (Grants/Prop Tax)	16,828,749	11,985,296
Total Current Liabilities	20,044,101	15,377,361
Long-Term Liabilities		
Capital Lease Payable, Less Current Portion	962,006	1,585,098
Estimated Liabilities	690,136	690,136
Total Long-Term Liabilities	1,652,142	2,275,234
Total Liabilities	21,696,243	17,652,595
Net Assets:		
Investments in Capital Assets, Net of Related Liabilities	18,102,808	16,868,986
Restricted Cash and Cash Equivalents	3,408,392	3,304,671
Unrestricted	20,629,370	25,245,004
Total Net Assets:	42,140,570	45,418,662
Total Liabilities And Net Assets	63,836,813	63,071,257

FINANCIAL

Capital Area Transit System Statement of Operating Budget vs. Actual For the Period Ended May, 2022

	Current Month				Year to Date				Approved Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
Operating Revenues									
Passenger Paid Fares	69,931	80,946	11,015	15.75%	349,655	373,348	23,693	6.78%	839,172
Special Transit Fares (Contract)	6,195	4,851	(1,344)	-21.69%	30,974	24,255	(6,719)	-21.69%	74,337
ADA/Paratransit Revenue	6,209	7,198	989	15.93%	31,043	40,460	9,417	30.34%	74,502
Advertising Revenue	43,750	39,809	(3,942)	-9.01%	218,750	216,310	(2,440)	-1.12%	525,000
Interest Income	382	4,028	3,646	954.48%	1,910	18,111	16,201	848.19%	4,584
Other Agency Revenue	20,000	311	(19,689)	-98.44%	100,001	41,953	(58,048)	-58.05%	240,002
Total CATS Generated	146,466	137,142	(9,324)	-6.37%	732,332	714,436	(17,896)	-2.44%	1,757,597
Non Federal Revenue									
Hotel/Motel Tax	87,086	87,086	0	0.00%	435,430	435,430	0	0.00%	1,045,032
Parish Transportation Fund	45,833	45,833	0	0.00%	229,167	229,167	0	0.00%	550,000
Property Tax Revenue	1,583,333	1,552,533	(30,801)	-1.95%	7,916,667	7,885,866	(30,801)	-0.39%	19,000,000
Total Non Federal	1,716,253	1,685,452	(30,801)	-1.79%	8,581,263	8,550,463	(30,801)	-0.36%	20,595,032
Federal Operating Subsidies									
FTA - Formula Grants/PM	358,333	469,469	111,136	31.01%	1,791,667	1,592,179	(199,488)	-11.13%	4,300,000
FTA - Capital Projects (Project Admin)	41,667	53,947	12,280	29.47%	208,333	220,966	12,633	6.06%	500,000
FTA - Planning	57,583	61,892	4,309	7.48%	287,917	215,672	(72,245)	-25.09%	691,000
FTA - ARP	101,691	101,691	(0)	0.00%	508,457	508,455	(2)	0.00%	1,220,297
Total Federal Operating	559,275	686,999	127,724	22.84%	2,796,374	2,537,272	(259,102)	-9.27%	6,711,297
TOTAL SOURCES OF REVENUE	2,421,994	2,509,593	87,599	3.62%	12,109,969	11,802,170	(307,799)	-2.54%	29,063,926
Operating Expenses									
Labor	1,173,727	1,068,748	104,980	8.94%	4,768,267	5,246,964	(478,697)	-10.04%	11,443,841
Fringe Benefits	655,703	443,912	211,790	32.30%	2,663,792	2,321,488	342,304	12.85%	6,393,101
Casualty and Liability	146,625	69,044	77,581	52.91%	733,125	688,118	45,007	6.14%	1,759,500
Services	240,086	354,469	(114,384)	-47.64%	1,200,429	1,230,974	(30,545)	-2.54%	2,881,030
Purchased Transportation	163,971	161,543	2,428	1.48%	819,855	785,799	34,057	4.15%	1,967,653
Materials & Supplies	262,500	387,440	(124,940)	-47.60%	1,312,500	1,702,154	(389,654)	-29.69%	3,150,000
Utilities	17,158	15,545	1,614	9.40%	85,792	88,328	(2,536)	-2.96%	205,900
Miscellaneous Expenses	96,860	161,340	(64,480)	-66.57%	484,301	546,892	(62,591)	-12.92%	1,162,323
Leases and Rentals	8,382	7,703	678	8.09%	41,908	38,516	3,392	8.09%	100,578
Total Operating Expenses	2,765,012	2,669,746	95,266	3.45%	12,109,969	12,649,233	(539,264)	-4.45%	29,063,926
Net SURPLUS/(DEFICIT) Before Depreciation	(343,018)	(160,152)	182,866	-53.31%	0	(847,062)	(847,062)	0.00%	
Depreciation	229,151	229,151	0	0.00%	1,145,755	1,145,755	0	0.00%	
NET Operating SURPLUS/(DEFICIT)	(572,169)	(389,303)	182,866	-31.96%	(1,145,755)	(1,992,817)	(847,062)	73.93%	

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

**June 2022
Executive Report
Dwana Williams and CATS Staff**

OPERATIONS: *James Payton*

- Operators - 110 total operators, 99 active, 11 inactive.
- Culture of Accountability Training- Classes completed so far are Customer Service, Leadership, and Stress Management. Next is Positive Attitude training.
- Currently a Cadet class of 8 is in progress. Target date for the next class is June 20th
- Last month CATS provided service for two special events. This month we are scheduled for four events, which includes the Red Stick Ready event for this past weekend.
- See attached Performance Measures that reflect measures for the month of May.

**PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*
SERVICE:**

- Operations, Administration, and Maintenance Facility Feasibility Study
 - Draft Report Submitted
 - Internal Vetting
 - For full build-out: 20 acres
 - Buildings can be completed in phases
- Comprehensive Operational Analysis
 - Public Outreach-June 7, 2022
 - Approximately 35 attendees
 - COA and BRT discussed
 - Draft Routes
 - Vetting the routes to determine final system
- Plank-Nicholson Bus Rapid Transit
 - On-going Project Management Oversight with Region 6, HNTB, and City-Parish
 - North Transit Center
 - 60% Design
 - BRT Stations
 - Vehicles

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EXECUTIVE STAFF



- ITB has been released
- Projected award- August/September 2022
- Delivery-Mid 2024
- (Tentative) Revenue Service: December 2024/January 2025
- Public Outreach:
 - Tuesday, May 17-5:30 pm-6:30 pm Carver Branch Library (720 Terrace Ave)
 - Wednesday, May 18- 11:30-12:30 pm River Center Branch Library (250 North Blvd)
 - Wednesday, May 18- 5:30-6:30 pm Charles R Kelly Community Center (3535 Riley St)
- Baker/North Baton Rouge Microtransit Pilot Project
 - Mayor Darnell Waites' Ribbon Cutting
 - Excellent coverage on all media platforms
 - "Lynx by CATS" branding for microtransit service
 - Revenue service-June 8, 2022
 - First day riders-approximately 20
 - App is available in Google Play or App store
 - Continued marketing and public outreach
- Route Restoration Grant (competitive)
 - Awarded \$514,045 for planning studies

ADMINISTRATIVE UPDATES: *Theo Richard*
AIM Grant Two-Way Messaging Project

- Refresher training is scheduled for June 16th and June 17th
- CATS collateral materials printed and will be installed the weekend of June 25th
- Go live June 27th

COVID-19 Mitigation Research Grant Contactless Payment Project

- The marketing plan for the contactless payment system is in development.
- Customer tap cards have been received
- UMO will be on site the week of July 11th to assist with soft launch
- Full system launches August 15th

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EXECUTIVE STAFF



TECHNOLOGY: *Paul Simon; Keith Doucet*

- Tyler Technology Enterprise System
 - We are continuing to work through implementation of the Tyler ERP Financials.
 - Staff and vendor continue to assess training needs and configuration concerns. Additional trainings are being scheduled for the entire administrative team.
 - The HCM/PR (Human Resources/Payroll) modules are still being analyzed to ensure greater accuracy. Go-LIVE is pushed back to the fourth quarter.

COMMUNICATIONS: *Deanna Wallace*

- Re-establishing social media accounts:
 - Working on increasing followers, follower engagement, and consistent two-way communication with followers
- Evaluation of current technology, support, and services:
 - Determining needs, what can be brought in house to effectuate cost-savings, determining what support and supplies are needed
- LYNX Launch:
 - Press release with Baker
 - Created social media content for promotion on all platforms
 - Press conference & ribbon cutting on 6.6.22
 - 7 live morning news hits with Fox 33 & NBC 44 on 6.7.22
 - Positive articles by BR Proud, the Advocate, and Mass Transit Magazine
- Route Restoration Grant press release
- Updating media lists

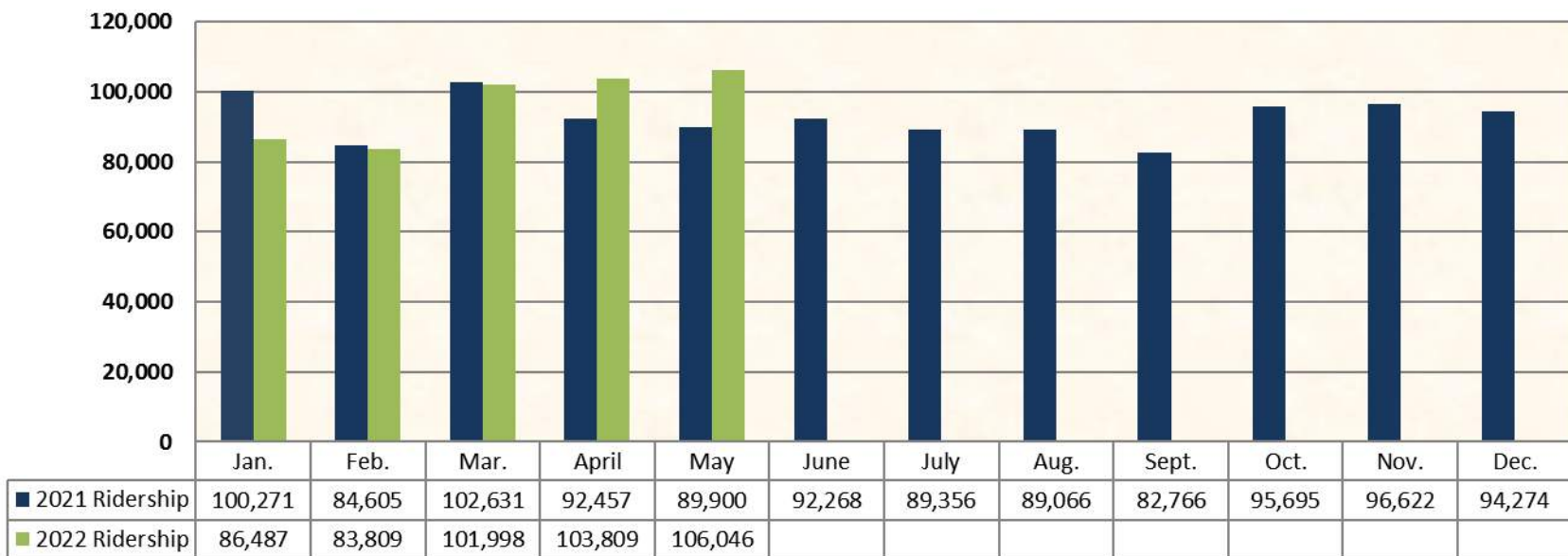
CEO NOTES: *Dwana Williams*

- CATS will resume full capacity on June 12, 2022.
- CATS is in the process of finalizing the 2021 Audit
- CATS was invited to attend the Red Stick Ready event on June 4, 2022, at the Raising Cane River Center.
- FTA Grant Award
- Employee Appreciation month

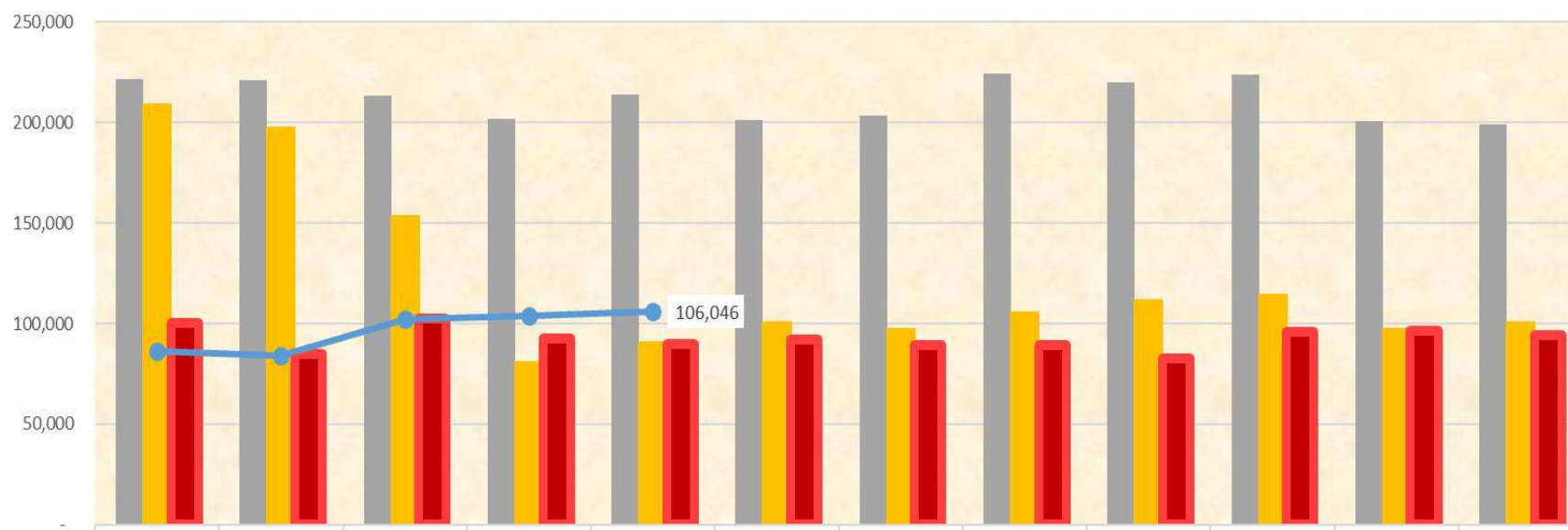
Finance:

- See attached financial report for the month.

Monthly Ridership 2021-2022

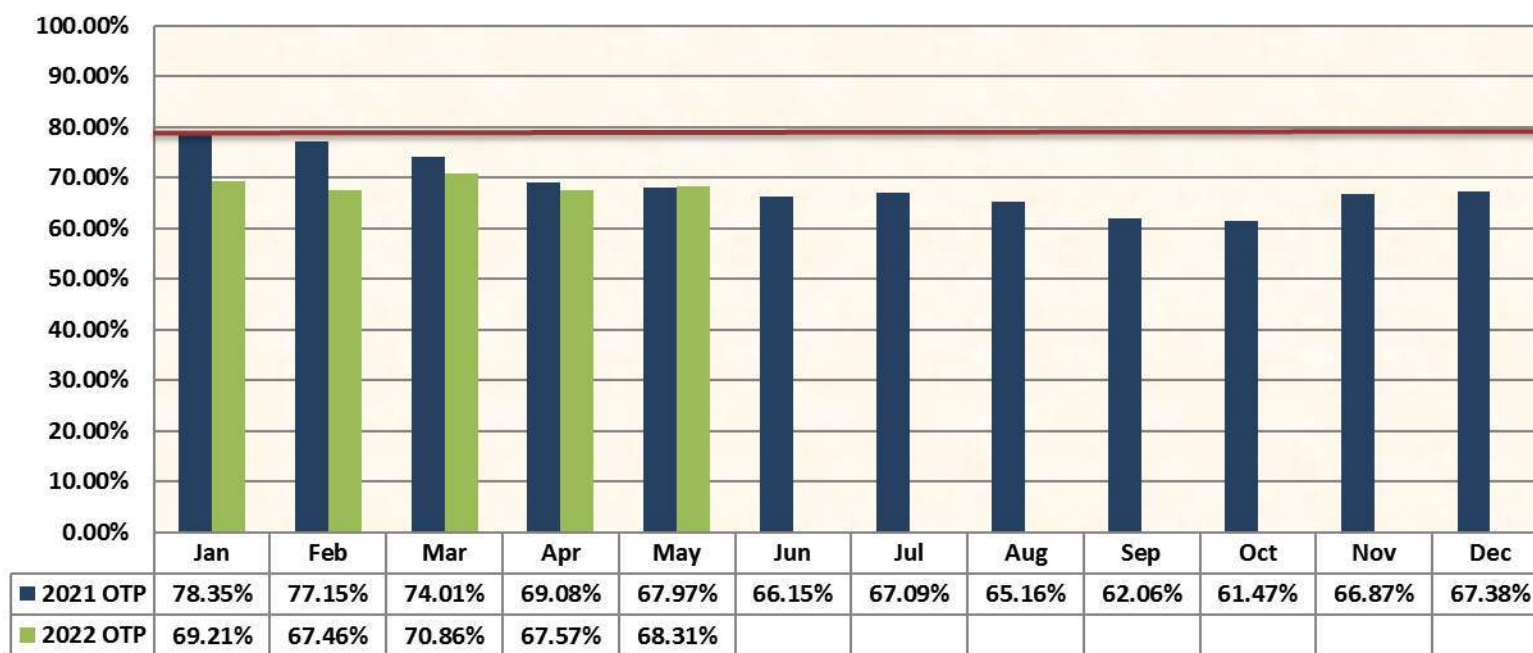


Monthly Ridership 2019-2022



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ridership 2019	221,453	221,163	213,485	201,647	213,627	201,041	203,476	224,556	220,042	223,657	200,579	198,778
Ridership 2020 (COVID-19)	208,810	197,151	153,561	80,458	90,485	100,415	97,366	105,704	111,403	114,030	97,230	100,521
Ridership 2021 (COVID-19)	100,271	84,605	102,631	92,547	89,900	92,268	89,356	89,066	82,766	95,695	96,622	94,274
Ridership 2022 (COVID-19)	86,487	83,809	101,998	103,809	106,046							

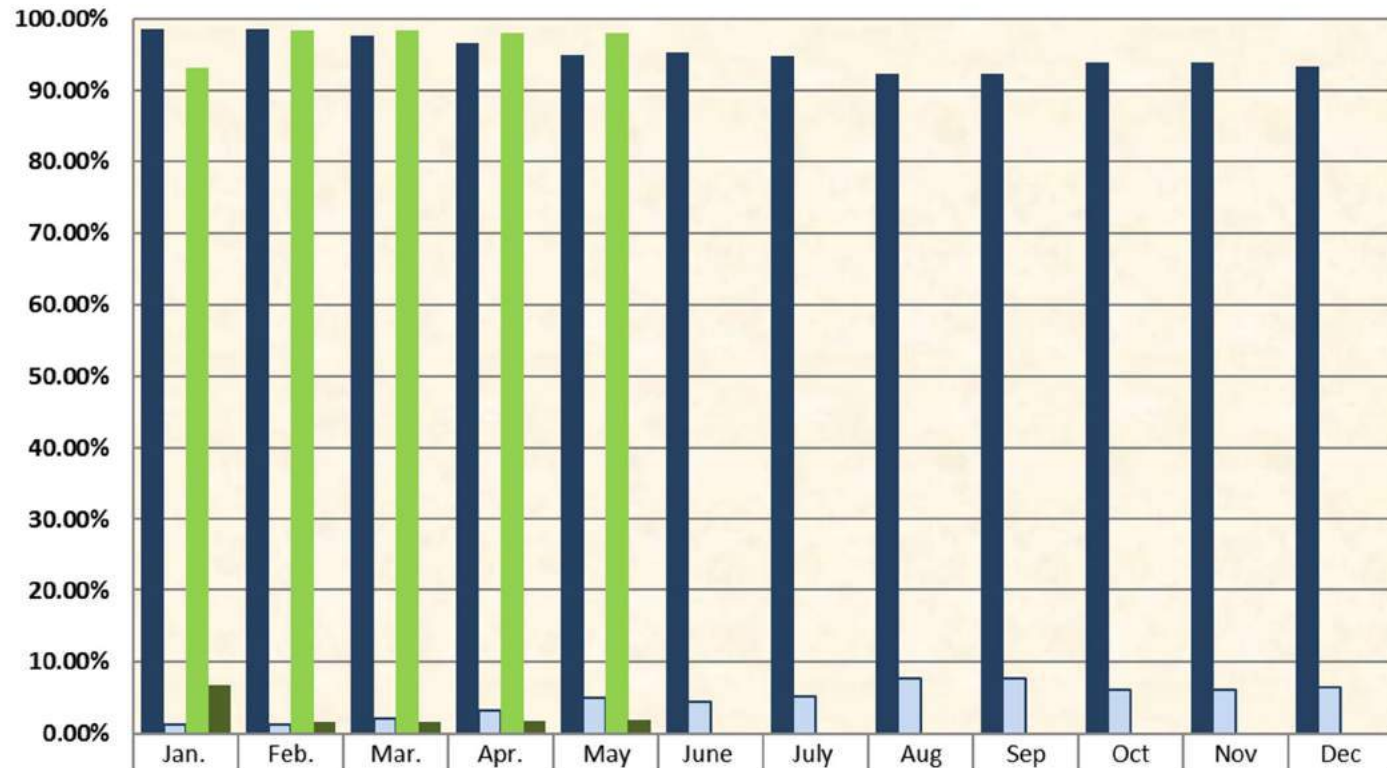
On-Time Performance 2021-2022



***Target 80% On-Time Performance**

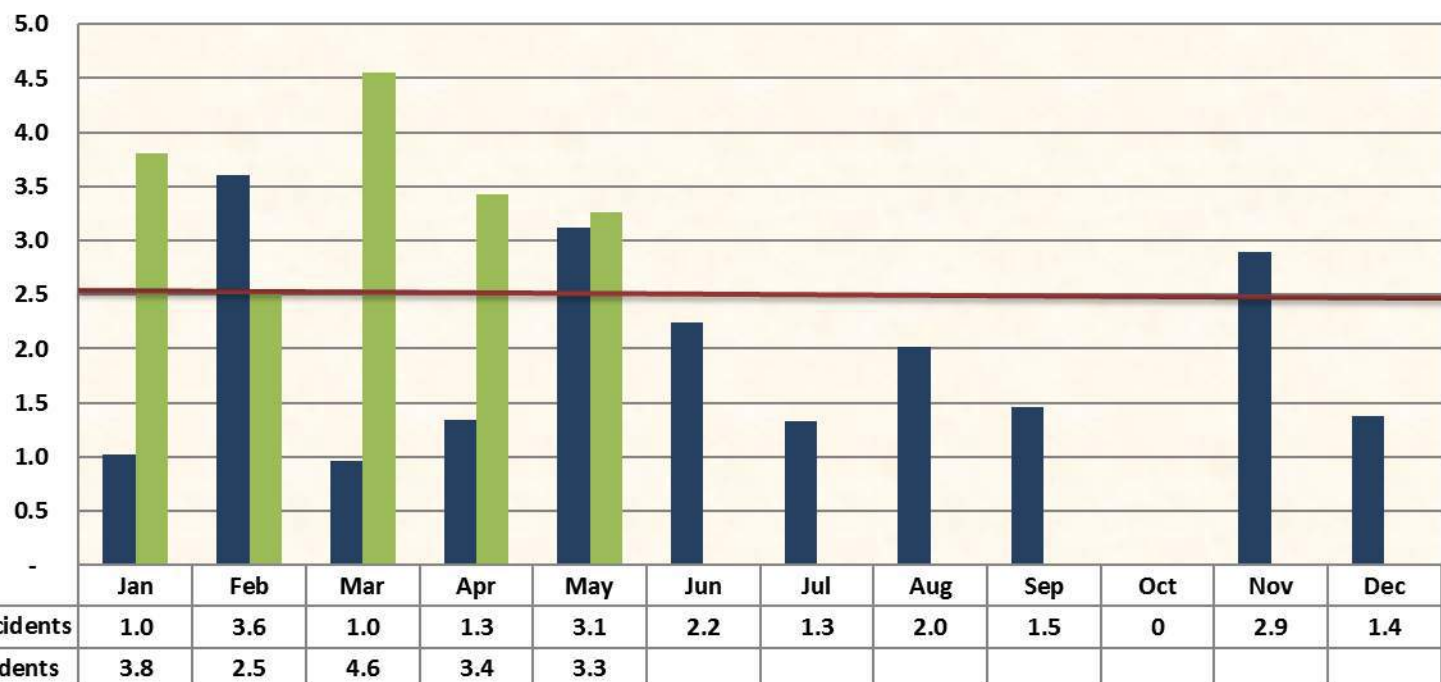
Note: OTP is measured at scheduled timepoints effective (1.16.22), which represent 6.68% of the total system bus stops.

% Trips Operated 2021-2022



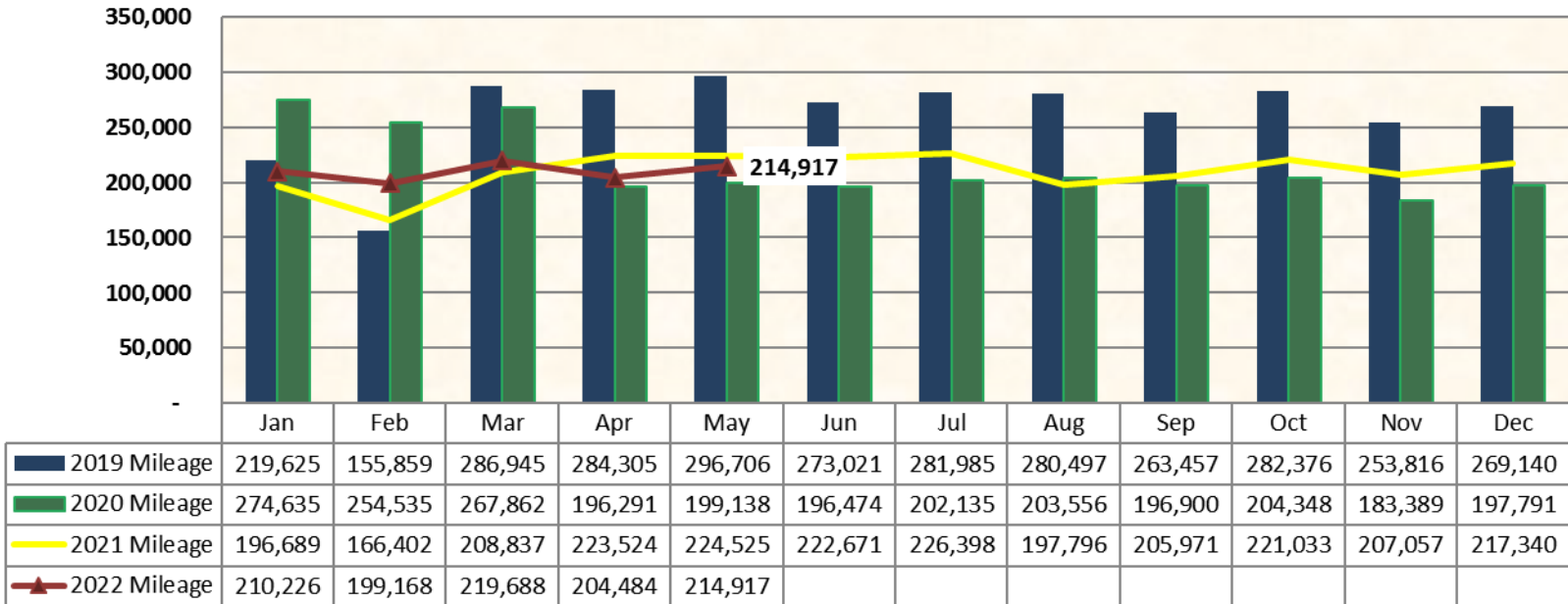
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sep	Oct	Nov	Dec
2021 % Operated Trips	98.67%	98.64%	97.76%	96.67%	94.93%	95.44%	94.84%	92.26%	92.30%	93.87%	93.97%	93.46%
2021 % Missed Trips	1.33%	1.36%	2.24%	3.33%	5.07%	4.56%	5.16%	7.74%	7.70%	6.13%	6.03%	6.54%
2022 % Operated Trips	93.17%	98.40%	98.36%	98.12%	98.00%							
2022 % Missed Trips	6.83%	1.60%	1.64%	1.88%	2.00%							

Preventable Accidents per 100,000 Miles 2021-2022

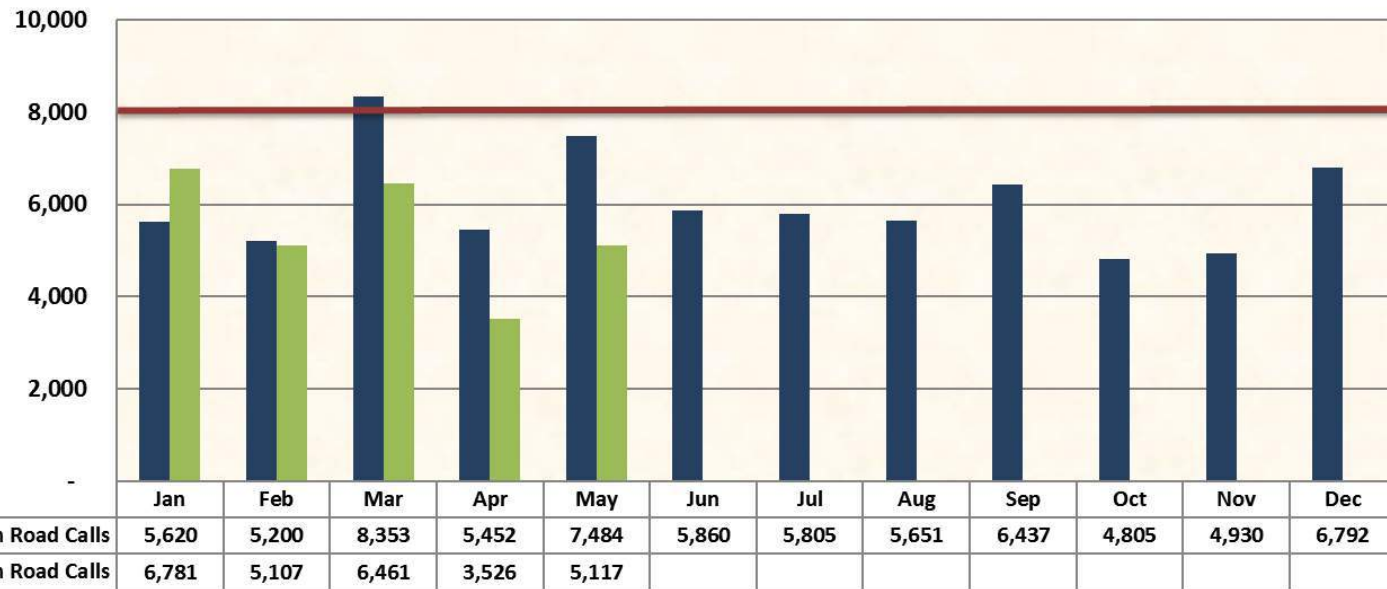


*Target Below 2.5 Preventable Accidents Per 100,000 Miles

Mileage 2019-2022



Mean Miles Between Road Calls 2021-2022



RIDERSHIP PER ROUTE BY MONTH YEAR-TO-DATE FOR MAY 2022														
ROUTE NUMBER	ROUTE NAME	January	February	March	April	May	June	July	August	September	October	November	December	Total
8	Gus Young Ave	1,559	1,125	1,529	1,803	1,567								7,583
10	Scenic Hwy	1,812	2,034	2,524	2,463	2,279								11,112
11	Northside Circulator	1,793	1,184	1,425	1,465	1,080								6,947
12	Government St / Jefferson Hwy	2,789	2,541	3,189	3,049	3,229								14,797
14	Thomas Delpit Dr / Roosevelt St	2,336	2,170	2,968	3,031	2,770								13,275
15	Blount Rd	1,952	1,078	1,237	1,432	1,533								7,232
16	Downtown Circulator	15	33	66	74	107								295
17	Perkins Rd	4,880	4,658	5,875	5,987	5,988								27,388
18	Cortana / Tigerland	3,544	3,413	3,540	3,605	4,234								18,336
20	N. Acadian Thwy	4,756	3,899	4,636	4,637	4,586								22,514
21	Fairfields Ave	3,646	2,936	3,812	3,657	4,178								18,229
22	Winbourne Ave	3,408	2,987	4,005	4,290	4,505								19,195
23	Foster Dr	1,543	1,682	1,864	1,841	1,605								8,535
41	Plank Rd	8,077	8,563	11,104	10,489	10,427								48,660
44	Florida Blvd	13,205	13,148	17,510	17,838	17,611								79,312
46	Cortana / Gardere / L'auberge	2,315	2,889	3,453	3,670	3,903								16,230
47	Highland Rd / LSU	10,817	11,119	11,416	10,571	11,599								55,522
54	Airline Hwy	3,905	4,058	4,855	5,272	5,332								23,422
57	Sherwood Forest Blvd / Siegen Ln	6,096	6,064	7,243	7,856	8,451								35,710
58	Coursey Blvd	2,676	2,579	3,357	3,790	3,977								16,379
59	E. Florida Blvd	2,303	2,189	2,419	2,924	2,941								12,776
60	Medical Circulator	857	842	1,010	1,044	1,043								4,796
70	CATS Terminal / Baker	2,203	2,618	2,961	3,061	3,101								13,944
72	Florida Blvd LIMITED	0	0	0	0	0								0
80	Southern University Shuttle	0	0	0	0	0								0

TOTAL UNLINKED TRIPS	86,487	83,809	101,998	103,849	106,046	0	0	0	0	0	0	0	482,189
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	January	February	March	April	May	June	July	August	September	October	November	December	Total
Number of Weekdays Operated	19	20	22	20	21								102
Number of Saturdays Operated	6	4	4	6	5								25
Number of Sundays Operated	6	4	5	4	5								24
Number of Emergency Days Operated	0	0	0	0	0								0
Number of Total Days Operated	31	28	31	30	31								151

Capital Area Transit System
Balance Sheet
May, 2022

5/31/2022 5/31/2021

ASSETS

Current Assets:		
Cash and Cash Equivalents	14,077,752	15,302,783
Accounts Receivable	332,004	439,650
Property Tax Receivable	19,452,481	19,208,159
Due from Governments	4,768,611	4,697,775
Inventory	1,400,062	583,397
Prepaid Expenses and Other Assets	361,312	123,560
Total Current Assets:	40,392,222	40,355,324
Restricted Assets:		
Cash and Cash Equivalents	3,408,392	3,304,671
Total Restricted Assets:	3,408,392	3,304,671
Net Pension Asset, Long-Term	676,430	676,430
Equipment, Net	19,359,769	18,734,831
Total Assets	63,836,813	63,071,257

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Expenses	615,158	666,042
Accrued Payroll and Tax Liabilities	540,685	688,505
Accrued Compensated Absences	858,436	850,652
Claims Payable and Related Liabilities	906,118	906,118
Capital Lease Payable	294,956	280,748
Deferred Revenue (Grants/Prop Tax)	16,828,749	11,985,296
Total Current Liabilities	20,044,101	15,377,361
Long-Term Liabilities		
Capital Lease Payable, Less Current Portion	962,006	1,585,098
Estimated Liabilities	690,136	690,136
Total Long-Term Liabilities	1,652,142	2,275,234
Total Liabilities	21,696,243	17,652,595
Net Assets:		
Investments in Capital Assets, Net of Related Liabilities	18,102,808	16,868,986
Restricted Cash and Cash Equivalents	3,408,392	3,304,671
Unrestricted	20,629,370	25,245,004
Total Net Assets:	42,140,570	45,418,662
Total Liabilities And Net Assets	63,836,813	63,071,257

Capital Area Transit System
Statement of Operating Budget vs. Actual
For the Period Ended May, 2022

	Current Month				Year to Date				Approved Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
Operating Revenues									
Passenger Paid Fares	69,931	80,946	11,015	15.75%	349,655	373,348	23,693	6.78%	839,172
Special Transit Fares (Contract)	6,195	4,851	(1,344)	-21.69%	30,974	24,255	(6,719)	-21.69%	74,337
ADA/Paratransit Revenue	6,209	7,198	989	15.93%	31,043	40,460	9,417	30.34%	74,502
Advertising Revenue	43,750	39,809	(3,942)	-9.01%	218,750	216,310	(2,440)	-1.12%	525,000
Interest Income	382	4,028	3,646	954.48%	1,910	18,111	16,201	848.19%	4,584
Other Agency Revenue	20,000	311	(19,689)	-98.44%	100,001	41,953	(58,048)	-58.05%	240,002
Total CATS Generated	146,466	137,142	(9,324)	-6.37%	732,332	714,436	(17,896)	-2.44%	1,757,597
Non Federal Revenue									
Hotel/Motel Tax	87,086	87,086	0	0.00%	435,430	435,430	0	0.00%	1,045,032
Parish Transportation Fund	45,833	45,833	0	0.00%	229,167	229,167	0	0.00%	550,000
Property Tax Revenue	1,583,333	1,552,533	(30,801)	-1.95%	7,916,667	7,885,866	(30,801)	-0.39%	19,000,000
Total Non Federal	1,716,253	1,685,452	(30,801)	-1.79%	8,581,263	8,550,463	(30,801)	-0.36%	20,595,032
Federal Operating Subsidies									
FTA - Formula Grants/PM	358,333	469,469	111,136	31.01%	1,791,667	1,592,179	(199,488)	-11.13%	4,300,000
FTA - Capital Projects (Project Admin)	41,667	53,947	12,280	29.47%	208,333	220,966	12,633	6.06%	500,000
FTA - Planning	57,583	61,892	4,309	7.48%	287,917	215,672	(72,245)	-25.09%	691,000
FTA - ARP	101,691	101,691	(0)	0.00%	508,457	508,455	(2)	0.00%	1,220,297
Total Federal Operating	559,275	686,999	127,724	22.84%	2,796,374	2,537,272	(259,102)	-9.27%	6,711,297
TOTAL SOURCES OF REVENUE	2,421,994	2,509,593	87,599	3.62%	12,109,969	11,802,170	(307,799)	-2.54%	29,063,926
Operating Expenses									
Labor	1,173,727	1,068,748	104,980	8.94%	4,768,267	5,246,964	(478,697)	-10.04%	11,443,841
Fringe Benefits	655,703	443,912	211,790	32.30%	2,663,792	2,321,488	342,304	12.85%	6,393,101
Casualty and Liability	146,625	69,044	77,581	52.91%	733,125	688,118	45,007	6.14%	1,759,500
Services	240,086	354,469	(114,384)	-47.64%	1,200,429	1,230,974	(30,545)	-2.54%	2,881,030
Purchased Transportation	163,971	161,543	2,428	1.48%	819,855	785,799	34,057	4.15%	1,967,653
Materials & Supplies	262,500	387,440	(124,940)	-47.60%	1,312,500	1,702,154	(389,654)	-29.69%	3,150,000
Utilities	17,158	15,545	1,614	9.40%	85,792	88,328	(2,536)	-2.96%	205,900
Miscellaneous Expenses	96,860	161,340	(64,480)	-66.57%	484,301	546,892	(62,591)	-12.92%	1,162,323
Leases and Rentals	8,382	7,703	678	8.09%	41,908	38,516	3,392	8.09%	100,578
Total Operating Expenses	2,765,012	2,669,746	95,266	3.45%	12,109,969	12,649,233	(539,264)	-4.45%	29,063,926
Net SURPLUS/(DEFICIT) Before Depreciation	(343,018)	(160,152)	182,866	-53.31%	0	(847,062)	(847,062)	0.00%	
Depreciation	229,151	229,151	0	0.00%	1,145,755	1,145,755	0	0.00%	
NET Operating SURPLUS/(DEFICIT)	(572,169)	(389,303)	182,866	-31.96%	(1,145,755)	(1,992,817)	(847,062)	73.93%	



**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
June 16, 2022
CATS Administrative Office
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, June 12, 2022, at 10:30 A.M. Present at the meeting were Commissioners Cohran, Perkins and Thomas. Also present were Commissioners DeGeneres and Downs, Dwana Williams, and members of CATS staff.

I. Call to order and establishment of quorum

Mr. Cohran called the meeting to order, and quorum established.

II. President's Announcements

Mr. Cohran noted he did not have any presidents' announcements.

Ms. Perkins motioned to amend the agenda, move action items X and XI to item III and IV. Also, to add item XII. Discussions of the CATS 2021 Audit. Mr. Cohran seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Thomas, Cohran, Perkins. Against – none. Abstain - none. Absent – Pierre. The motion passed.

III. Recommend approval of the authorization to enter into a new legal services contract with Breazeale, Sachse & Wilson, LLP (This matter might possibly be discussed in Executive Session. As required by the Open Meeting Law, this notice is hereby given that an open meeting would have a detrimental effect on pending litigation.)

**Mr. Cohran motioned to send it to full board without F&E recommendation.
. Ms. Perkins seconded the motion. Mr. Cohran invited public comment and**

there was none. A roll call vote was held. In favor, Thomas, Cohran, Perkins. Against – none. Abstain - none. Absent – Pierre. The motion passed.

- IV. Recommend approval of the authorization to enter into a new legal services contract with Dedrick Moore, LLP (This matter might possibly be discussed in Executive Session. As required by the Open Meeting Law, this notice is hereby given that an open meeting would have a detrimental effect on pending litigation.

Mr. Cohran motioned to send it to full board without F&E recommendation. Ms. Perkins seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Thomas, Cohran, Perkins. Against – none. Abstain - none. Absent – Pierre. The motion passed.

V. Executive Report and Financials

Operations – James Payton

There are 110 total operators, 99 actives, and 11 inactive.

CATS Culture of Accountability Training- Classes completed so far are Customer Service, Leadership, and Stress Management. Next is Positive Attitude training.

Currently a Cadet class of 8 is in progress. Target date for the next class is June 21st

Mr. Payton reviewed the May performance measures.

Planning and Program Development – Cheri Soileau
LYNX by CATS revenue service started June 7, 2022, in the City of Baker. Over 250 rides have been provided.

Comprehensive Operational Analysis – A public meeting was held June 8 and CATS is potentially holding an additional meeting with Councilwoman Banks at the end of June. OAM draft final plan delivered, and staff is vetting. CATS received a \$514,045 Route Restoration Grant from FTA. Areas of persistent poverty grant notice is pending.

CEO – Dwana Williams

No contracts were executed for the month of May. CATS resumed full capacity service on June 12. We are finalizing the 2021 Annual Audit. In addition, CATS participated in the City-Parish Red Stick Ready. Ms. Williams also congratulated the staff on the Employee Appreciation events hosted thus far for the month of June.

Finance Report – Michael Falgout

Michael Falgout presented the April financials and noted that the total current assets as of May 31, 2022, are current assets \$40,392,222. The total assets are \$63,836,813. The total current liabilities are \$20,044,101 and the total liabilities are \$21,969,243. The total net assets are \$42,140,570. The total liabilities and net assets are \$63,836,813.

The total operating expenses for the month of May are \$2,669,746.

The total CATS-generated operating revenues for the month as of May 31, 2022, are \$137,142. The total non-federal subsidies for the month are \$1,685,452 and the total federal subsidies are \$686,99.

The total operating revenues as of May 31, 2022, are \$2,509,593.

The net operations balance for the month as of May 31, 2022, is a deficit of (\$160,152). The net operations balance for the year is a deficit of (\$847,062).

ACTION ITEMS

IV. Recommend the approval of the Mansfield Oil Contract Renewal

Mr. Perkins motioned to recommend the approval of the Mansfield Oil Contract Renewal. Mr. Thomas seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Thomas, Cohran, Perkins. Against – none. Abstain - none. Absent – Pierre. The motion passed.

No further action was taken due to the loss of a quorum. The remaining action items were presented with information only.

ADJOURNMENT

Mr. Thomas moved to adjourn the meeting and Mr. Cohran seconded the motion. The motion passed unanimously with no abstention.



**MEETING OF THE
PLANNING COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
June 16, 2022
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Thursday, June 16, 2022, at 9:00 a.m. Present at the meeting were Commissioner Downs and Cohran. Also present were Dwana Williams and members of CATS staff.

I. COA

Planning and Operations will brief the ATU leadership on the new and adjusted routes

Awaiting financial information to be delivered by HNTB

Open House and possible meeting in C. Banks District 2

Mr. Cohran requested feedback on the draft scenarios presented from the COA

Mr. Downs asked about implementation upon completion of the COA. Ms. Soileau replied that she hopes to slowly implement service in conjunction with BRT to be budget neutral. Concern over changing the system all the same time. Cost of operating service including BRT. Mr. Charbonnet suggests this may be a 3-year or 36-month timeline for implementation.

Open House and possible meeting in C. Banks District 2

II. BRT

9 BEB bus procurement is on the street, delivery expected 2024

Value Engineering Exercise saved ~\$8 million on paving materials and landscaping

III. Microtransit

Mr. Songy gave an update on LYNX by CATS micro transit, 256 rides were completed within the first week of service

Mr. Downs asked about the wait times and travel times for LYNX service, that data will be given at next months meeting

Mr. Cohran asked about performance metrics for the service and its points of interest

IV. Operations/Administration/Maintenance Facility Feasibility Study

~\$30 million for build out for OAM

~20 acres of land for OAM

Discussion on cooperative funding for OAM facility

V. Service Standards and Service Planning

KPI update was given, the general result is ridership is slightly increasing

Public Transit Agency Safety Plan (PTSAP) introduction, federally required

Board must approve committee members and the plan itself



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
June 15, 2022
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, June 15, 2022, at 10:30 a.m. Present at the meeting were Commissioner Perkins, Hill, and Cohran. Also present were Dwana Williams and members of CATS staff.

I. Introduction

Mrs. Perkins welcomed everyone gathered for the June Community Relations Committee Meeting.

II. MV Transportation Report – Representative Leslie Barnes

Ms. Barnes noted there were 7516 trips scheduled for the month of May 2022 verse 7060 in 2021. There were eight complaints for the month of May. There were three road calls. The on-time performance was 80% for 2022 versus 79% for 2021. In addition, the subscription service was at 52% and demand was 48% for May. Lastly, the passenger per hour was 1.88.

III. Certifications – Karen Denman

Ms. Lavonshell noted 25 applications were mailed out and 40 customers were certified for May. 16 of them were recertifications.

IV. Customer service / Complaints – Angella Wynn/Syliva Franklin

Ms. Franklin noted for the month of May there were 24 contacts, six were valid and one commendation. Ms. Franklin also noted the route performance for each route is located inside of the packets. Ms. Franklin noted the call center was offered 17,514 and answered 17,087. In addition, the monthly average for productivity was 97.56%.

VI. CATS Communiations update – Deanna Wallace

Ms. Wallace noted we are re-establishing social media accounts. Evaluation of current technology, support, and services. Updating media list and other accounts. Also noted, was a detailed coverage of Lynx launch and media coverage.

VIII. Comprehensive Operational Analysis - Cheri Soileau

and Public Engagement “SmartCATS”

Ms. Soileau and Mr. Songy updated the committee on Lynx by CATS and the launch of the service. The service launched June 7, 2022. OAM draft final plan delivered, and staff is vetting. CATS received a \$514,045 Route Restoration Grant from FTA. Areas of persistent poverty grant notice is pending.

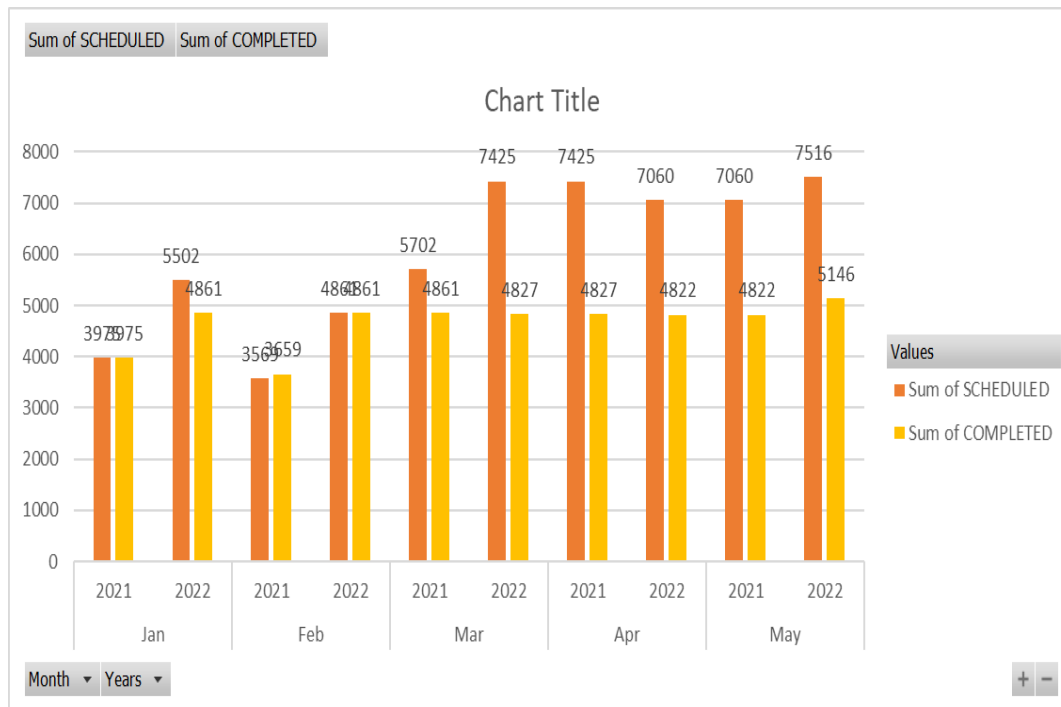
The meeting is adjourned.



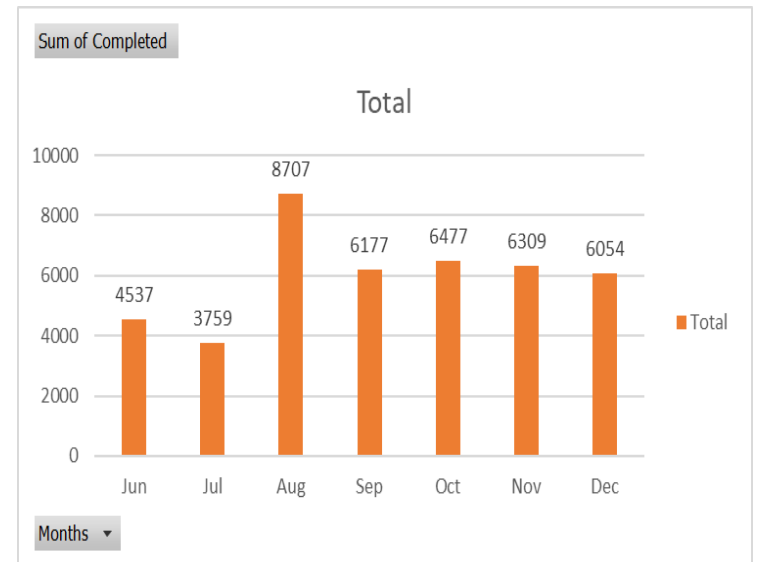
MV Performance Report

May 2022

SCHEDULED VS COMPLETED TRIPS

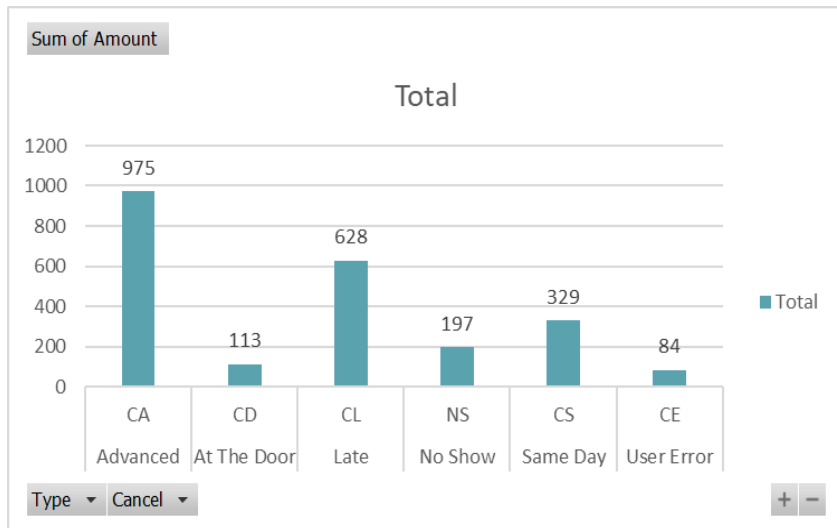


2022 VS 2021

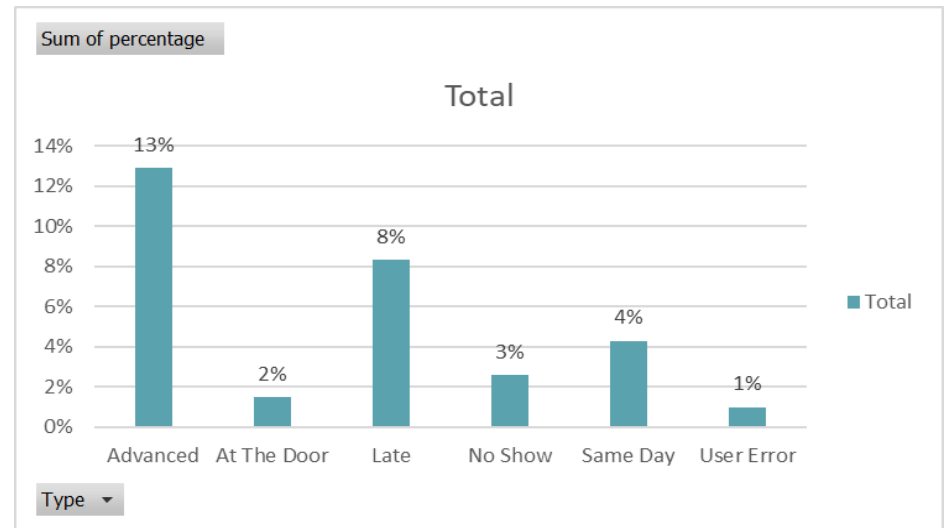


12 MONTH ROLLING

MAY 2022 CANCELLATION RATE

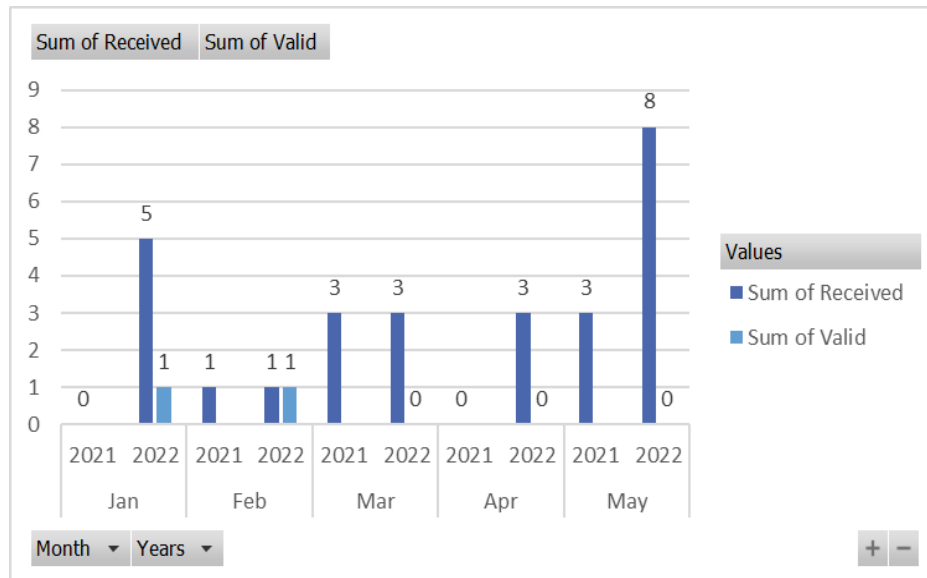


May 2022 Cancellations Count

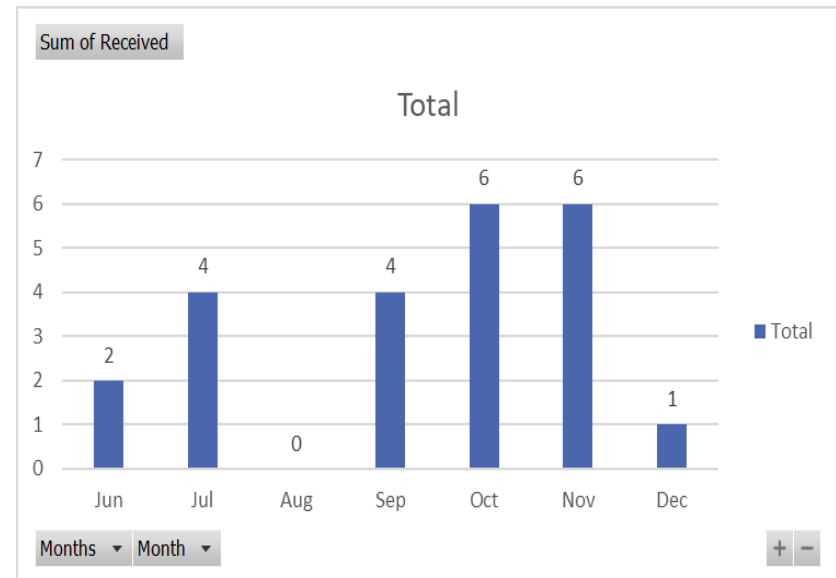


May 2022 Cancellation Rate of Scheduled Trips

COMPLAINTS

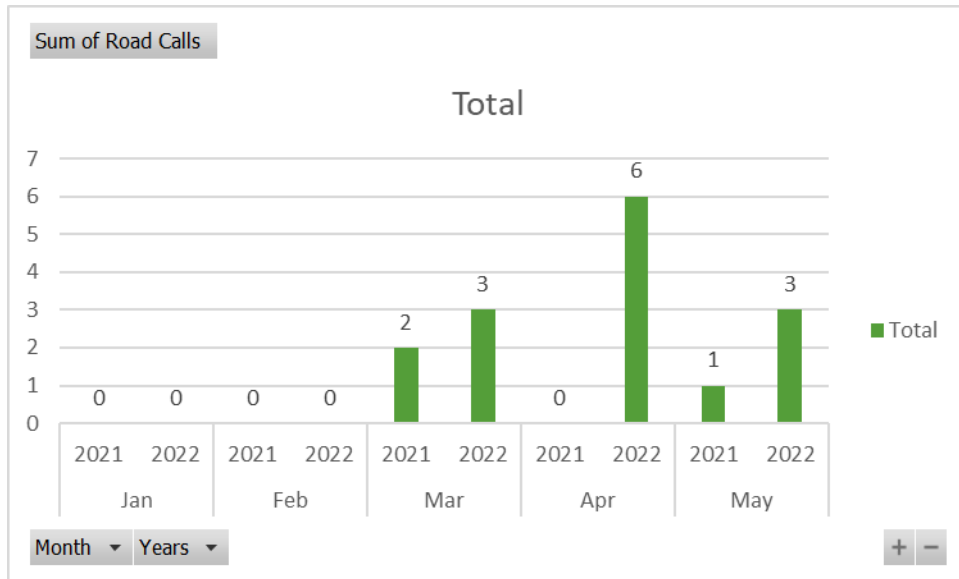


2022 VS 2021

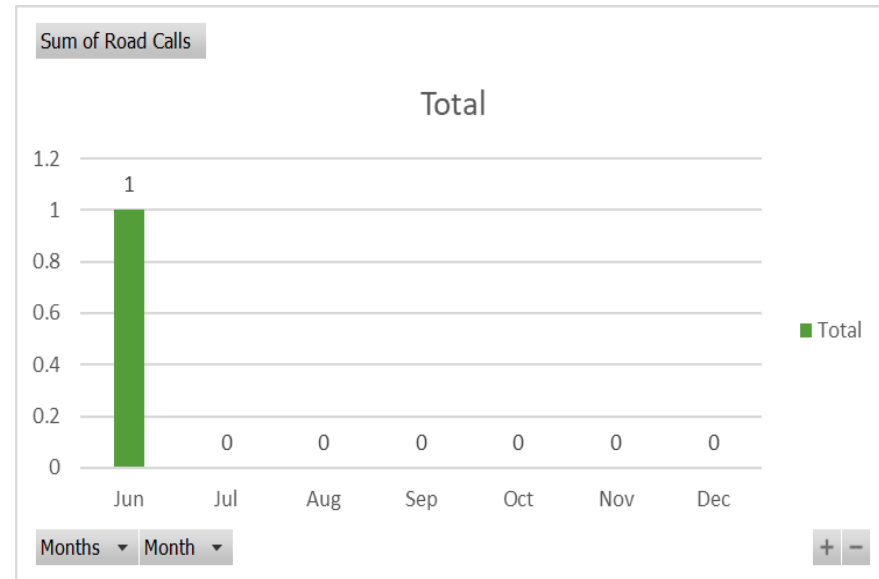


12 MONTH ROLLING

ROAD CALLS

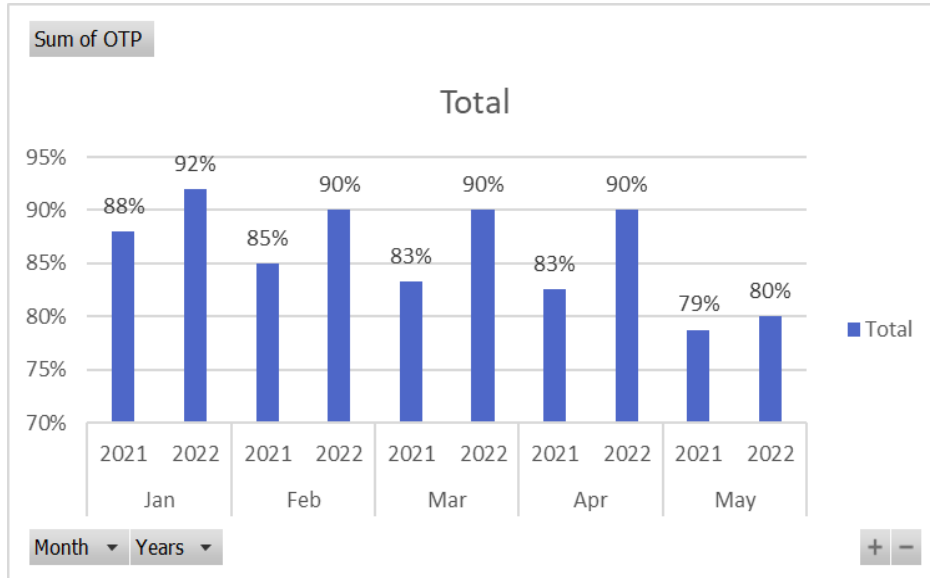


2022 VS 2021

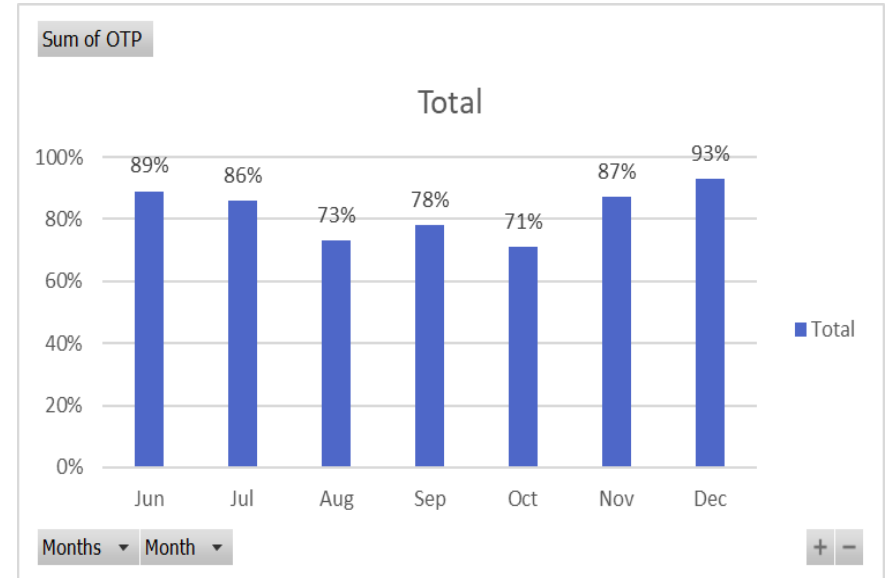


12 Month rolling

ON TIME PERFORMANCE

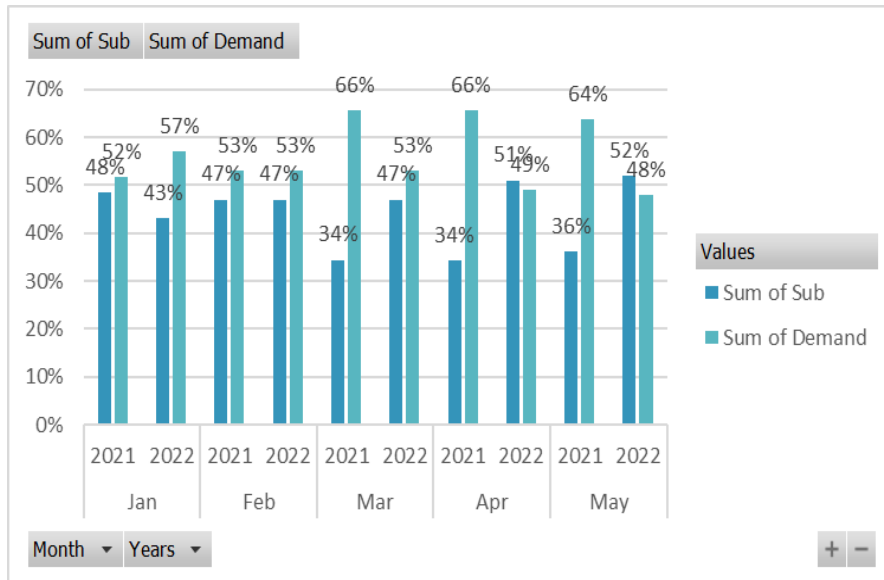


2022 VS 2021

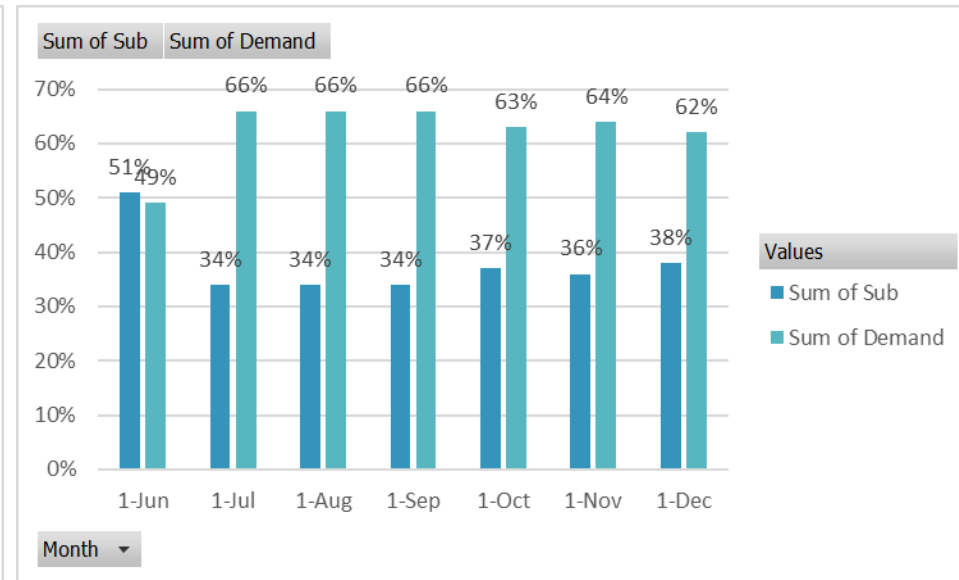


12 MONTH ROLLING

SUBSCRIPTION VS DEMAND

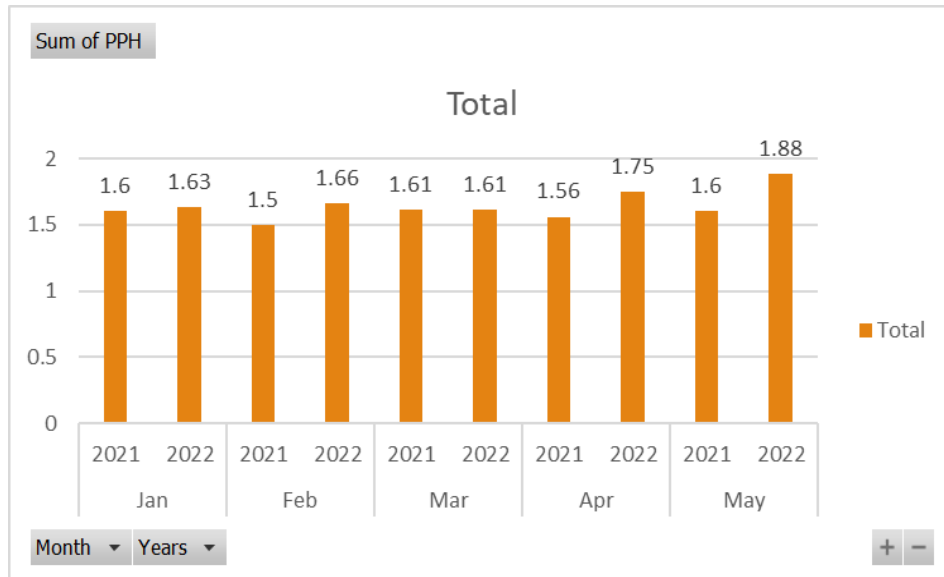


2022 VS 2021

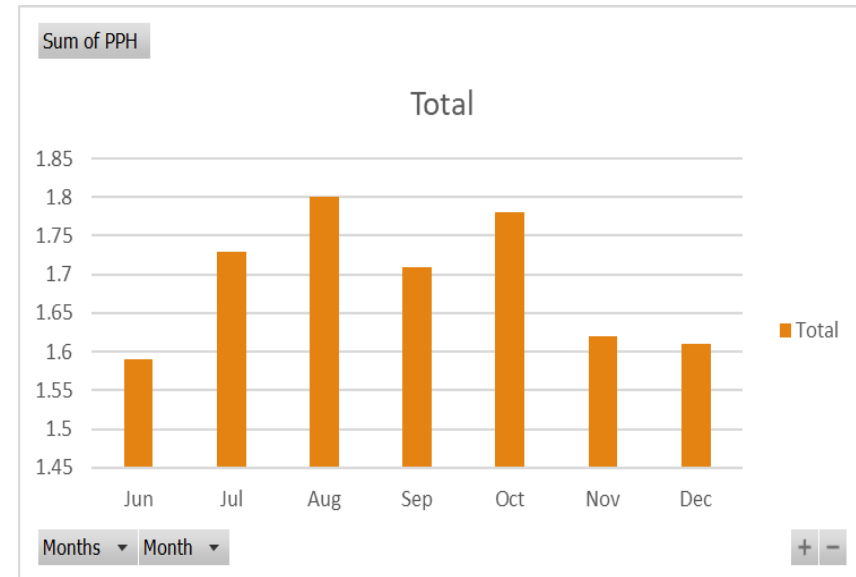


12 MONTH ROLLING

PPH GOAL- 1.5



2022 vs 2021



12 MONTH ROLLING

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Contractor: Mansfield Oil Company of Gainesville, INC
(aka Fueltrac, Inc.)

Contract / P.O. #

Date: June 8, 2022

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: Automated Fuels and Oils Dispensing Services –City
Parish Contract A14-0280

Project/Contract Date(s): Renew Mansfield Oil Contract – July 1, 2022
through December 31, 2022

Renewal options (Yes/No): Yes

If yes, what year/ option: Yes – (6) Six Months Extension

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): No

Project/Contract Summary: CATS was invited by the city of Baton Rouge to participate as a separate named entity in their Automated Fuel Dispensing Services RFP- Solicitation #A14-0280 for diesel and gasoline fuels. This solicitation was led by the city of Baton Rouge (City- Parish C-P) and was competitively advertised and later awarded to Fueltrac, Inc. Prior to the award of contract, CATS Procurement participated on the C-P proposal evaluation selection committee and in the recommendation to award a contract to Fueltrac Inc.

The contract fuel prices are based on the weekly published Oil Price Information Services (OPIS) plus an administrative consignment "mark-up" fee of \$0.039 which has remained the same since the inception of the contract, plus applicable taxes. The calculation is OPIS + Mark-up + Applicable Taxes = Price Per Gallon (PPG).

Utilizing an automatic fuel dispensing service allow CATS to only pay for the amount of diesel fuel actually used, rather than the gallons dumped into CATS on-site two (2) 10,000 gallon tanks. This contract also allows CATS to obtain

James Godwin
Dir. of Maintenance
Training / SP
jgodwin@brcats.com

brcats.com

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



gasoline fuel for service cars, small Para-transit vans, lawn equipment, etc., from the designated City Parish DPW maintenance lots. The price for gasoline is calculated the same way as described above for diesel, except that the fuel tank location is not located on CATS premises. Billing is kept separate for CATS for payment purposes and tax exemption status.

CATS participated in the original contract from November 1, 2014 through March 31, 2016 and 5 renewals since then, from April 1, 2016 through March 31, 2021. The solicitation contains language that allows contract renewals up to seven (7) years or through October 31, 2021. The City of Baton Rouge and Mansfield has extended the contract till December 31, 2022

Recommendation to Renew Contract:

The City of Baton Rouge has approved the renewal of this contract for an additional six 6 months for the period of July 1, 2022 through December 31, 2022 (see attached info.). CATS must follow the same terms and conditions and renewal periods as the City Parish if we continue participation in this contract.

CATS has found this contract to be an advantageous partnership with the City Parish and with Mansfield Oil. Therefore, CATS is recommending the renewal of the contract for an additional 6 months for the period **of July 1, 2022 through December 31, 2022.**

Project/Contract Amount: Not to exceed \$1,200,000.00

Project Manager Approval

COO approval

Procurement approval

CEO approval

DIVISION OF ADMINISTRATION

STATE OF LOUISIANA



Office of State Procurement

Contract Detail

Contract #	4400008141	T-number	92327 - FUEL & REPAIR/MAINTENANCE SERV
Description	SW Fleet Fuel & Repair/Maintenance		
LAPS Contract	No	Prime Vendor Name	MANFIELD OIL CO OF GAINESVILLE INC
SEBD Vendor	No	SE/HE Vendor	No
VSE Vendor	No	DVSE Vendor	No
Effective From-To	12/27/2015 - 12/31/2022	Coop Procure	Yes
Delivery Days ARO	0		
P-card Accepted	No		
Discounts Apply	No		

Locations

Statewide

Buyer Information

Buyer Code	90010977	Purchasing Agency	Office of State Purchasing
Buyer Name	KIMBERLY ADAMS	Contact Email	KIM.ADAMS@LA.GOV
Contact Phone	225-342-8043		

Vendor Distributor

Vendor Name	SEBD	SE/HE	VSE	DVSE	Order/General Address
MANFIELD OIL CO OF GAINESVILLE INC	NO	NO	NO	NO	1025 AIRPORT PKWY SW GAINESVILLE, GA 30501-6813 Contact: MICHAEL MANFIELD, JR. Email: mactbide@manfieldoil.com Phone: 800-695-6626 FAX: 678-450-2242

Contract Items

Line #	Product Category	Material/Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
1	15101500		Fleet Fuel and Repair/Maintenance	1		\$0.00

[View Contract](#)
[View Notes](#)
[Return](#)
[New Search](#)
[Export Catalog Items to Excel](#)
[Show Additional Attachments](#)

Contract Notes - Contract #4400008141

Statewide Fleet Fuel and Repair/Maintenance contract with FuelTrac, Inc. in accordance with the terms and conditions of the attached executed contract including amendments.

Please see the attachments for the executed contract and informational flyer.

This contract has been designated as a cooperative purchasing opportunity. Quasi State Agencies or other Political Subdivisions of the State, agencies of the United States government, and other buying organizations not located in this state which, if located in this state, would qualify as a public procurement unit may utilize this contract.



STATE OF LOUISIANA

Competitive Contract

Vendor: 310165169
Company
MANSFIELD OIL CO OF GAINESVILLE INC
FUEL CARD ONLY
1025 AIRPORT PKWY SW
GAINESVILLE GA 30501-6813
Phone : 800-695-6626

T Number: 92327
Version: 15
LAPS Contract: No
Fiscal Year: 2016
Min.Ord.Value: 0.00
Distributor Contract: No
PCard:No
Co-op Agreement:Yes

Contract number: 4400008141
Description: SW Fleet Fuel & Repair/Maintenance

Buyer Information
Name: KIMBERLY ADAMS
Tel Number: 225-342-8043
Email: kim.adams@la.gov

SEBD Vendor: Yes
SEHI Vendor: No
VSE Vendor: No
DVSE Vendor: No
Contract Valid Dates:
12/27/2015 - 12/31/2022 ✓

Supplier Text: Statewide Fleet Fuel and Repair/Maintenance contract with FuelTrac, Inc in accordance with the terms and conditions of the attached executed contract including amendments.

Please see the attachments for the executed contract and informational flyer.

This contract has been designated as a cooperative purchasing opportunity. Quasi State Agencies or other Political Subdivisions of the State, agencies of the United States government, and other buying organizations not located in this state which, if located in this state, would qualify as a public procurement unit may utilize this contract.

Notice to Vendor:

Line	Material No. Supplier Part No.	Description	Prod. Cat.	UOM	Net Price	Discount
1		Fleet Fuel and Repair/Maintenance For invoice purposes only.	15101500		0.00000	

Recommending Approval: _____

Approved by: _____

Contract number: 4400008141 T Number: 92327	Vendor: 310165169 Distributor Contract: NO	Page 2 of 3
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Standard Terms and Conditions

1. THIS IS NOT AN ORDER TO SHIP (OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE ISSUING AGENCY PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE IV AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

8. IN ACCORDANCE WITH LA R.S. 39:1602.1, FOR ANY CONTRACTS WITH A VALUE OF \$100,000 OR MORE AND FOR ANY VENDOR WITH 5 OR MORE EMPLOYEES, THE VENDOR CERTIFIES THAT IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL AND IT WILL, FOR THE DURATION OF ITS CONTRACTUAL OBLIGATIONS, REFRAIN FROM A BOYCOTT OF ISRAEL.

9. CONTRACT CANCELLATION

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS: (A) MISREPRESENTATION BY THE CONTRACTOR; (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA; (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE; (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA. R.S. 39:1551 ET SEQ.) AND ITS CORRESPONDING REGULATIONS; OR, (F) ANY LISTED REASON FOR DEBARMENT UNDER LA. R.S. 39:1672.

THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION; OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP

Contract number: 4400008141 T Number: 92327	Vendor: 310165169 Distributor Contract: NO	Page 3 of 3
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TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING NON-EXCLUSIVE REASONS: (A) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (B) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; OR, (C) ANY OTHER BREACH OF CONTRACT.

**STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE**

**Amendment Number 3
Emergency Contract - Statewide Fleet Fuel and Repair/Maintenance Service
File Number W 92327 G**

Be it known, that effective upon approval by the Director of State Procurement, as evidenced by the Director's signature on this document, the State of Louisiana (hereinafter sometimes referred to as "State") and Mansfield Oil Company of Gainesville, Inc. located at 1025 Airport Parkway SW, Gainesville, GA 30501 (hereinafter sometimes referred to as "Contractor") do hereby enter into this Amendment Number 3 to the Emergency Contract - Statewide Fleet Fuel and Repair/Maintenance Service, File Number W 92327 G, under the following terms and conditions through the undersigned and duly authorized representatives of each respective party.

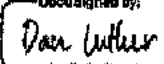
Change to Term of Contract:

The Emergency Contract Term shall begin December 27, 2020 and end December 31, 2022.

All other terms and conditions of the identified contract remain the same. The identified contract, the Emergency Contract and all amendments constitute the entire Agreement between the State and the Contractor. Any other oral or written communications between the parties before or after its execution shall not alter its effects, unless the change or modification is in writing and signed by authorized representatives of the State and the Contractor. In the event of a conflict between the terms and conditions of the identified contract, the Emergency Contract and this Amendment Number 3, the terms and conditions of this Amendment Number 3 shall prevail.

IN WITNESS WHEREOF, the parties have executed this Contract.

CONTRACTOR SIGNATURE:

By: 
Name: Dan Luther

Title: VP, Government Sales

Date: 5/4/2022

Office of State Procurement Approval:

By: 

Title: Director

Date: 5/17/22

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CONTACT

James Godwin,
Director of Maintenance,
Special Projects
jgodwin@cats.com
225-346-5551



CATS BOARD APPROVAL REQUEST:

Contract/P.O. # NEW – to be assigned

Date: June 6, 2022

Department requesting approval: CATS Maintenance

Project Manager: James Godwin

Project/Contract: Underground Storage Tanks–Modify & Repairs

Project/Contract Date(s): Start project (ARO) After Receipt of Order

Renewal options (Yes/No): No

If yes, what year/option: N/A

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): No

Project/Contract Summary: The purpose of this summary is to document and recommend CATS procurement of the above referenced purchase to Modify and Repair Underground Storage Tanks.

Background/Procurement Process: The ITB, 2022-UndergroundTanks-004, was advertised in The Advocate which is the State's official journal and in the Weekly Press, a DBE publication, on April 19th, 21st and 25th. The ITB was also emailed to 10 qualifying vendors. Procurement had a mandatory prebid site visit on May 24, 2022. CATS Procurement received two (2) proposals and of the two one was deemed non-responsive.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CONTACT



CATS BOARD APPROVAL REQUEST – continuation

Underground Storage Tanks – Modify & Repair

Contract Award Recommendation: CATS Procurement recommends awarding the contract to the lowest responsive and responsible bidder, **SEMS, Inc., for \$52,450.00**, which is in the budgeted amount for this project.

Project/Contract Amount: Not to exceed \$52,450.00

A handwritten signature in blue ink, appearing to be "J. D. ...", is written over a horizontal line.

Project Manager approval

A handwritten signature in blue ink, appearing to be "Thomas Cating", is written over a horizontal line.

COO approval

A handwritten signature in blue ink, appearing to be "Thomas Cating", is written over a horizontal line.

Procurement approval

A handwritten signature in blue ink, appearing to be "Dennis Wall", is written over a horizontal line.

CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CONTACT

James Godwin,
Director of Maintenance,
Special Projects
jgodwin@brcats.com
225-346-5551



CATS BOARD APPROVAL REQUEST:

P.O. # NEW – to be assigned

Date: June 6, 2022

Department requesting approval: CATS Maintenance

Project Manager: James Godwin

Project/Contract: Purchase 10 ADA Vehicles per State Contract

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): Yes (80% FTA – 20% Local)

Project/Contract Summary: The contract is to purchase 10 ADA 12-2B Ford E450 cutaway vehicles from the Louisiana State Contract, Contract No. 400020163. These vehicles are replacing the eight year old vans that have reached there useful life. FTA requirements for these vehicles are a useful life of 5 years and/or 150,000 miles.

CATS is requesting that the Board approve this purchase of ten (10) ADA vehicles from the Louisiana State Contract.

Project/Contract Amount: Not to exceed \$1,140,816.00



Project Manager approval



COO approval



Procurement approval

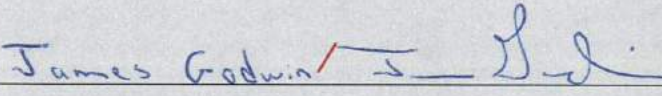


CEO approval

PURCHASE REQUISITION CAPITAL AREA TRANSIT SYSTEM

Form Revised: 5/12/2022

NAME OF PROJECT	Date	Date Desired	Provide Below and/ or attach List of Suggested Vendors
Purchase ADA Vans Off of La. Contract (10) 12 -2B	5/19/2022		Creative Bus Sales 4955 W Northgate Dr. Irving, TX. 75062 Micah Bailey Phone: 817-999-8909 Cell 940-391-7113 Email: mbailey@creativebussales.com
Purchase Requisition # <i>Issued by Procurement</i>	Independent Cost Estimate (ICE) <i>(mandatory FTA funded)</i>		
		CATS User Department: <i>(reflect your name, contact info, email & phone)</i>	
Purchase Order # <i>Issued by Procurement</i>	Explain how ICE was obtained <i>(Attach cost estimate)</i>	James Godwin Dir. of Maint. Training S/P	

User Department Signature Authority / Approval <i>(Print name & sign)</i> 	Date 5-19-2022	Procurement Procedures Review:	Date
By signing above, the USER Department Authority confirms that this procurement is within their budget and that applicable approvals (verbal, email or other) have been obtained in advance from the CFO and/or CEO.		Approved Signature by CFO:	Date
Check the applicable line below. Is this Project FTA funded? ___X___ Yes or ___ No Grant #		Approved Signature by Interim /CEO: Dwana Williams <i>(if over \$10,000)</i>	Date

Line Item	Item and/or Service Description	QTY	UNIT (ea, pkg, doz)	Est UNIT PRICE	Est TOTAL AMOUNT
	ADA vehicles 12-2B	10		\$114,081.59	\$1,140,815.90
Estimated TOTAL COST					\$ 1,140,815.90

Describe below what this purchase or services is for, i.e., what is it, why do we need it and justify the need, etc.?

This is to purchase ten (10) ADA 12-2B Ford E450 cutaway vehicles from the LA. DOT State Contract for the ADA services. The Louisiana State Contract info is below.

Elkhart Coach ECII on Ford E450 Chassis

Contract Number:: 4400020163

T-Number: 92122

Contract Period: 8/24/2021 to 8/23/2022

Line Number 4: 12-2B Elkhart Coach EC-II Floor Plan: ECCW 158-270 Part No.: 900-03-1069

12 Passenger and 2 Wheelchair Positions

Project # CP_Paravan

NO GRANT # AT THIS TIME

Procurement will add Requisition & Purchase Order No. after the required approvals are obtained. Contact Procurement if you have questions or need assistance in completing this PR form - tcating@brcats.com ext. 1305 (225-346-3267) rkimbel@brcats.com; ext. 2503 (225-346-5552), dyoung@brcats.com; ext. 2504 (225-389-8930).

Texas Office:
Micah Bailey
4955 Northgate Dr
Irving, TX 75062
Phone: 817-333-8909



Creative Bus Sales

Elkhart Coach ECII on Ford E450 Chassis

Contract Number: 4400020163

T-Number: 92122

Contract Period: 8/24/2021 to 8/23/2022

Line Number 4: 12-2B Elkhart Coach EC-II Floor Plan: ECCW 158-270 Part No.: 900-03-1069

12 Passenger and 2 Wheelchair Positions

Prepared for: State of Louisiana

ECE4-158270-73G	1	270" Body - Ford E-450 Cut-a-way 158" WB Chassis w/ 7.3L Gas & 14,500 GVWR 12-2B, 12-6B
014-002	1	ALARM - BACK-UP
001-001	1	ALIGNMENT - CASTOR & CAMBER KIT
002-002	1	EXHAUST - ROUTE TO STREETSIDE-GAS ENGINES (N/A W/SPARE MOUNTING KIT) MUST SPECIFY LOCATION: TO EXIT UNDER STREET SIDE WALL
006-001	1	RUNNING BOARD - DRIVER SIDE DIAMOND PLATE
017-007	1	BATTERY ACCESS DOOR IN SKIRT FOR HEATER SHUT OFF VALVES.
017-009	1	BATTERY - ISOLATOR - TO PROVIDE POWER FOR LIFT, REAR A/C, AND FLASHING REAR LIGHTS.
017-014	1	BATTERY BOX - WITH SLIDE OUT TRAY (GAS ONLY) (FORD ONLY)
017-013	1	DISCONNECT SWITCH - BATTERY CUT-OFF
018-001	1	TIRE - SPARE & WHEEL
025-003	1	MOR/RIDE - REAR, (FORD E-450)
030-005	1	FLOOR - PLYWOOD 5/8" MARINE GRADE
031-014	1	FLOORING (ROLLED GOODS) - TARABUS FLOOR (2.2M THICK) INCLUDES STEPS/ WHITE NOSING/STANDEE LINE COLOR MUST BE 6782 DUNE, ANTHRACITE, 6768 GRIFFON, OR 6801
033-003	1	CEILING - GRAY FRP COVERING
037-002	1	DOOR - HOLD OPEN, GAS STRUT STYLE (INCLUDED IN W/C DOOR PKG) REAR DOOR
037-014	2	DOOR - HOLD OPEN, GATEHOOK, LOCATION:
037-006	1	DOOR - MANUAL ENTRY, 36" WIDTH N/C
037-012	1	DOOR - REAR, w/ (2) WINDOWS & w/ DOOR AJAR BUZZER, 36" WIDTH
015-001	1	STARTER INTERRUPT FOR EMERGENCY DOOR (PREVENTS ENGINE FROM STARTING IF EMERGENCY DOOR IS LOCKED FROM THE INSIDE)
040-002	1	HEATER - 35K BTU REAR
045-001	1	ELECTRICAL SCHEMATIC - LAMINATED ELECTRIC LEGEND ON ELEC. DOOR
045-003	1	ELECTRICAL SCHEMATICS - WIRING AS BUILT
049-006	1	LIGHT - BRAKE, LED, REAR CENTER MOUNTED
049-038	1	LIGHT - LED HOODED LIGHT AT ENTRY DOOR
053-001	1	OVERHEAD STORAGE - FRONT CAP
053-003	1	INTERIOR - FUEL TANK ACCESS PLATE FOR SENDING UNIT, DIAMOND PLATE
059-002	1	GRAB RAIL - ENTRANCE PARALLEL TO STEPS, BOTH SIDES (ADA REQUIRED)
059-003	0.5	GRAB RAIL - CEILING (BOTH SIDES OF AISLE), INCLUDES STANDEE LINE & SIGN (ADA REQUIRED IF BUS IS OVER 22')
061-002	3	STANCHION - PADDING 40"-EACH LOCATION: ALL VERTICAL STANCHIONS
036-002	1	MODESTY PANEL - w/ STANCHIONS LOCATION: BEHIND DRIVER

063-002	2	CUTTER - SEAT BELT
064-002	1	FIRE EXTINGUISHER - 5 LB CYLINDER WITH BRACKET
065-001	1	FIRST AID KIT - 16 UNIT
064-003	1	TRIANGLES - EMERGENCY IN BOX
069-015	1	MIRRORS - EXTERIOR, MANUAL, ROSCO
069-021	1	MIRRORS - EXTERIOR Crossover MIRROR FOR FRONT OF BUS, ROSCO (PER SIDE)
069-011	1	MIRROR - INTERIOR CONVEX, 7"X10"
069-014	1	INTERIOR, WIDE ANGLE LENS, 8"X10"
070-006	1	DECAL - "PRIORITY SEATING WC AREA" (ADA REQUIRED)
077-001	1	W/C DOOR PKG - DBL DOORS w/ 1 WINDOW EACH, 1 INTERIOR LIGHT, 2 EXTERIOR LIGHTS,
078-005	48	"L" TRACK ONLY (PRICE PER INCH) 12" STRIPS ON WALL AND FLOOR AT EACH TIE DOWN POSITION
079-001	2	STORAGE POUCH
082-010	1	BRAUN - LIFT HAND BELT, (NO CHARGE IF ORDERED WITH LIFT)
086-060	1	SEAT - DRIVER, FREEDMAN "SHIELD", RECLINE, RH ARMREST
086-068	6	SEATING - GO ES DOUBLE FIXED SEAT WITH 3 POINT BELTS
106-001	12	SEATING - GO ES TOP GRAB RAIL
106-002	12	SEATING - GO ES CRS-225 HOOK
106-003	2	SEATING - GO ES 12" SEAT BELT EXTENDER
087-007	1	SEAT - FABRIC UPGRADE TO LEVEL 4, (1) DRIVER SEAT
087-008	12	SEAT - FABRIC UPGRADE TO LEVEL 4, (1) PASS SEAT
		MISC. OPTIONS
	1	BODY - DOW R-6 INSULATION IPO STANDARD - WALLS ONLY. STANDARD
	2	FLOOR - ONE-PIECE STEP TREAD AND RISER FROM TARABUS. PRICE IS PER STEP.
	1	DOOR - INTERLOCK TO PREVENT TRANSMISSION FROM BEING SHIFTED OUT OF PARK IF EMERGENCY DOOR IS OPEN. RUN REAR DOOR SIGNAL TO SHIFT LOCK INPUT ON GATEWAY.
	1	DOOR - AJAR LIGHT FOR REAR EMERGENCY DOOR. TO COME ON WITH ALARM IF DOOR IS LOCKED WHILE VEHICLE IS RUNNING OR IF DOOR IS OPEN.
	1	AIR CONDITIONING - ACT 73/21E, 67K BTU REAR, EZ-7 EVAP. CS-3 COND. DUAL COMP, 7.3L. TYPE E HOSES. 8&2, 12&2, 12B, 12-6B ONLY
	1	ELECTRICAL - ROSCO BACK UP SENSOR SYSTEM BSSK10000 UNDER MOUNT
	1	ELECTRICAL - INTERMOTIVE IDLE LOCK ANTI-THEFT SYSTEM. IDLE505-A
	1	ELECTRICAL -REI HD5-600-4-500GB HDD CAMERA SYSTEM W/ 4 CAMERAS. LOCATIONS: (1) CAMERA FACING OUT WINDSHIELD. (2) CAMERA BEHIND DRIVER SHOWING DRIVER AND STEPWELL. (3) CAMERA FACING LIFT. (4) CAMERA SHOWING BIRDS EYE VIEW OF INTERIOR OF BUS. SEE QUOTE.
	1	ELECTRICAL -SAFETY VISION (3) EXTERIOR CAMERA SYSTEM WITH MONITOR, REV-70WQ4-3CS (1) BACKUP CAMERA ON REAR WALL, (2 & 3) ON EITHER SIDE OF THE BUS TIED INTO TURN SIGNALS. THIS SYSTEM REPLACES OUR STANDARD BACKUP CAMERA
	1	LIGHTS - EXTERIOR, SET OF (2) 7" ROUND LED RED LIGHTS MOUNTED ON UPPER REAR CORNERS OF REAR WALL TO FLASH WHEN IGNITION IS ON AND BRAKE IS APPLIED.
	1	DECAL - "HEATER SHUT OFF VALVES" TO BE INSTALLED ON ACCESS DOOR.
	1	DECAL - "CAUTION! Vehicle makes sudden and frequent stops" BLACK ON YELLOW WITH

1	DECAL - "CAUTION! Vehicle stops for all Railroad Crossings" BLACK ON YELLOW WITH 2"
1	INTERLOCK FOR W/C LIFT, INCLUDES INTERMOTIVE GATEWAY FAST IDLE & INTERLOCK INCLUDES PCOM PARK CRANK MODULE. GTWY507-CF
1	BRAUN - CENTURY NCL10003754-2 LIFT, FMVSS403 37" X 54" PLATFORM, 1000 lb. CAPACITY
2	SURE-LOK - AL727S-4C TITAN AUTO-TENSIONING, AUTO-LOCKING REACTRATOR KIT W/ S-HOOKS FOR L-TRACK (NO OCCUPANT RESTRAINT BELTS.)
2	SURE-LOK - AL700868-2 DUAL RETRACTABLE INTERATED COMBINATION BELT WITH
8	SURE-LOK - QUICK STRAP FE200750 (4) PER TIE DOWN.
1	SURE-LOK - SINGLE OXYGEN TANK THAT FITS INTO L-TRACK. P/N FE-201122
12	SEATS - FREEDMAN FLAMEBLOCKER FOR BOTTOM OF BOTTOM CUSHION ON GO-ES SEATS.
12	SEATS - SANITIZED PROTECTION GRAB RAIL FOR GO-ES SEATS. ALL SEATS
PRODUCTION NOTES	
*	SPECIAL ORDER CHASSIS: NO AM/FM/BT RADIO, POWER PED
*	ATTACH WIRES TO FRAME W/ P-CLAMPS EVERY 12" WHERE POSSIBLE

Contracted Bld Price	\$105,283.00
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Published Options	
Electric Passenger Entry Door	N/C
Rear Air Ride System	\$6,496.00
Total of Contract Price and Published Options	\$111,779.00

Unpublished Options	
Delete Decals	-\$374.00
Delete REI Camera System	-\$3,175.00
Add AngeTrax Vulcan 5 Channel V5X3-312 Camera System	\$5,143.00
Delete Double GOES Fixed Doubles and go with Featherweight Fix Doubles with	-\$1,100.00
Remove Back Door and Back Door Ignition Interupt	-\$250.00
Remove Idle Lock	-\$150.00
Driver's Barrier Kit	\$1,795.00
Total Unpublished Options	\$1,889.00

Unpublished Option Percentage	1.69%
Subtotal	\$113,668.00

Waste Tire Fee	\$15.75
Louisiana DOA Admin Fee .35%	\$397.84
Total Purchase Price Oer Unit	\$114,081.59

2250 Florida Boulevard
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PHONE: 225.389.8920

EXECUTIVE STAFF



CATS BOARD APPROVAL REQUEST:

P.O. / Contract #5

Date: June 21, 2022

Department requesting approval: Chief Executive Officer

Project Manager: Dwana Williams

Project/Contract: Keystone Consulting Group, LLC / Edselle K. Cunningham, Jr.

Project/Contract Date(s): June 1, 2022 through December 31, 2022

Renewal options (Yes/No): Yes, to Extend Contract term period & amount.

If yes, what year/option: Amendment #1

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): No

Project/Contract Summary: This is an Amendment to the original Contract under Keystone Consulting for Professional Services as administrator and operational consultant. The original term was March 2022 through June of 2022 with a maximum of fifty thousand (\$50,000).

This Amendment is to extend the term period six more months and increase the contract amount. The amendment will include the management of the day-to-day operations as well as provide the following:

- Process and Procedure Improvement
- Risk Management
- Audit
- Organizational Assessment

Project/Contract Amount: Not to exceed \$125,000

Project Manager approval

Procurement approval

CEO approval

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PHONE: 225.389.8920

EXECUTIVE STAFF



CATS BOARD APPROVAL REQUEST:

Date: June 8, 2022

Department requesting approval: Administration/Risk Management

Project Manager: Dwana Williams

Project/Contract: Breazeale, Sachse and Wilson, LLP. Legal Services

Project/Contract Date(s): July 1, 2022 through December 31, 2022

Renewal options (Yes/No): No

If yes, what year/option: NA

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): No

Project/Contract Summary:

Employment/Labor Law: render legal services to CATS with ongoing dealings with the Amalgamate Transit Union (ATU)

General Representation: which includes general corporate services.

Serve as legal representative for the Agency on the Pension Board.

Legal services related to worker's compensation claims.

Provide legal/Bond Counsel services. (See Exhibit A for additional details)

Project/Contract Amount: Not to exceed \$200,000

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EXECUTIVE STAFF


CATS

CAPITAL AREA TRANSIT SYSTEM

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COA approval


Procurement approval


CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Breazeale, Sachse & Wilson, LLP

EXHIBIT A - SCOPE OF WORK

Contractor services and responsibilities for the provision of legal services will include (but not limited to) representation in the following areas:

- a) **Employment:** render legal services to CATS on employment matters to assure compliance with Local, State and Federal Employment Laws and CATS responsibility to and engaging with employees;
- b) **Labor Law:** render legal services to CATS with ongoing dealings with the Amalgamate Transit Union (ATU) in negotiating and administering of the collective bargaining agreements with its employee's union (Amalgamate Transit Union Local 1546), grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claims;
- c) **General Representation and Services,** which includes general corporate services, and assisting CATS in responding to Public Records Request (PPR) specifically PPRs submitted by or on behalf of former employees of CATS and with respect to operating and abiding by its articles of incorporation, by-laws, and applicable state laws;
- d) **Board Meeting Attendance:** At the request of the CEO, the Contractor shall attend any CATS Committee meetings, and the CATS Board of Commissioners meetings currently held on the 3rd Tuesday of every month at 4:30 pm (local time).

The Contractor may not assign legal services to anyone not in the direct employment of Contractor without prior approval from CATS.



Jeff Landry
Attorney General

State of Louisiana

DEPARTMENT OF JUSTICE


CIVIL DIVISION

P.O. BOX 94005

BATON ROUGE

70804-9005

February 8, 2016

TO: ALL INTERESTED PARTIES
FROM: JEFF LANDRY, ATTORNEY GENERAL 
SUBJECT: MAXIMUM HOURLY FEE SCHEDULE

This is to advise all interested persons that the approved Maximum Hourly Fee Schedule of this office for professional legal services, effective this date, shall be as follows:

\$225.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF TEN YEARS OR MORE IN THE PRACTICE OF LAW
\$175.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF FIVE TO TEN YEARS IN THE PRACTICE OF LAW
\$150.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF THREE TO FIVE YEARS IN THE PRACTICE OF LAW
\$125.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF LESS THAN THREE YEARS IN THE PRACTICE OF LAW
\$60.00	PER HOUR FOR PARALEGAL SERVICES
\$40.00	PER HOUR FOR LAW CLERK SERVICES

JL/arg

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CATS BOARD APPROVAL REQUEST:

Date: June 8, 2022

Department requesting approval: Administration/Risk Management

Project Manager: Dwana Williams

Project/Contract: Law Office of Dedrick A. Moore/Legal Services

Project/Contract Date(s): July 1, 2022 through December 31, 2022

Renewal options (Yes/No): No

If yes, what year/option: NA

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): No

Project/Contract Summary:

Provide Legal Services to include: General Corporate Services.
Managing settlements and judgements related to general liability claims
Support in Board Meetings. General Bus Liability (See Exhibit A for additional
details.)

Project/Contract Amount: Not to exceed \$200,000

COA approval

Thomas Catung

Procurement approval

Dwana Williams

CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Exhibit A

SCOPE OF WORK

CATS Legal Services Contract Law Office of Dedrick A. Moore

EXHIBIT A - SCOPE OF WORK

Contractor services and responsibilities for the provision of legal services will include (but not limited to) representation in the following areas:

- a) **Procurement Law:** Includes the letting and negotiation of contracts, and assuring CATS adheres to federal, state, and local regulatory requirements.
- b) **Americans with Disabilities Act,** Contractor will assure CATS and any Contractor providing Paratransit services comply with the Department of Transportation's regulations mandating accessible public transit vehicles and facilities. The regulations include requirements that all new fixed-route, public transit buses be accessible and that supplementary paratransit services be provided for those individuals with disabilities who cannot use fixed-route bus service.
- c) **Public Transit Regulatory Law,** which includes assisting CATS to secure the maximum benefit from adherence to federal and state subsidy programs, and adherence to federal, state and local regulatory requirements.
- d) **General Representation and Services,** which includes general corporate services, and assisting CATS in operating and abiding by its articles of incorporation, by-laws, and applicable state laws.
- e) **Agent of Services,** which includes that the Contractor will be agent for service for CATS in all lawsuits and will promptly notify CATS of any suit it receives. Immediately following receipt of any suit, a loss potential recommendation shall be generated by the Contractor. All settlements and the procedures for settling all claims shall be in accordance with the settlement and judgment policy adopted by the CATS Board of Commissioners.
- f) **File Maintenance,** whereas the Contractor shall maintain, for the purpose of the Contract, complete and up-to-date files. Such files shall be subject to physical audit by CATS or its representative. The Contractor shall furnish any and all files requested during the audit

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and shall provide facilities for conducting such audit. Close files shall be kept by Contractor for at least five (5) years following termination of the contract. Contractor shall produce all files requested by CATS at CATS offices within five (5) days of such request.

- g) **Fleet Liability**, which includes the defense of all claims made against CATS self-insured fleet liability program, assistance to CATS in the administration of that program, and pursuing subrogation claims.
- h) **For Fleet Liability Files**, periodic meetings shall be held between the Contractor, CATS staff and/or CATS claims adjuster. This meeting will be to evaluate open liability cases and workers compensation claim suits in litigation. The purpose of the review shall be to outline losses, identify problems, examine reserves, identify current trends, discuss changes in coverage, discuss the need for altering or improving claims management, and to make recommendations for improvement in communication between the Contractor and CATS
- i) **Pending Suits**, Contractor shall furnish CATS with copies of all correspondences received or generated and with copies of all pertinent portions of the file upon request.
- j) **Managing Settlements and Judgments**, CATS has enacted a policy paying settlements and judgments quarterly. With CATS Senior Staff member in the Finance Department, the Contractor may be responsible for managing this program and ensuring that the proper payments are made quarterly to plaintiffs.
- k) **Federal Transportation Administration (FTA)**, Contractor shall act as Legal Representation to FTA on behalf of CATS. FTA is authorized to consolidate the certifications and assurances required by federal law or regulations for its programs into a single document that an applicant for or recipient of federal assistance under 49 U.S.C. chapter 53 must submit annually or as part of its application for federal assistance. FTA is also required to publish a list of these certifications and assurances annually.
- l) **Board Meeting Attendance, Participate in Board meetings each month.**

The Contractor may not assign legal services to anyone not in the direct employment of Contractor without prior approval from CATS.



Jeff Landry
Attorney General

State of Louisiana

DEPARTMENT OF JUSTICE


CIVIL DIVISION

P.O. BOX 94005

BATON ROUGE

70804-9005

February 8, 2016

TO: ALL INTERESTED PARTIES
FROM: JEFF LANDRY, ATTORNEY GENERAL 
SUBJECT: MAXIMUM HOURLY FEE SCHEDULE

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\$60.00	PER HOUR FOR PARALEGAL SERVICES
\$40.00	PER HOUR FOR LAW CLERK SERVICES

JL/arg

CATS Procurement Listing for CATS Board

June 21st 2022

Yellow = Action Item / needs Board Approval now

Blue = Projects Pending Board Action within 1 to 3 months

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
A								
A&E Design Services Transit Amenities & Related Equip PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	8/9/19- Executed Contract 4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.
Audit Services CATS & Pension External Audit Services	Service Contract	Postlethwaite & Netterville	Contract Value with increase for CYE 2021 \$83,675. Contract Value with increase for CYE 2020 \$329,300	01/01/19	12/31/22	12/21/21	External Audit Services	1st Option Year Request approved to increase contract by up to \$83,675 for Auditing CYE 2021 work performed during year 2022. Request approval to increase contract by up to \$65,000 for CYE 2020 during year 2021. Request approved to increase contract by \$49,800 for CYE 2020. Options available for future years. Contract executed 06/20. 06/23/20 Board Approved. Additional \$63,000 for CATS CYE 2019 to initial \$32,000 for <u>new 2019 total of \$95,000</u> 7/16/19–Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <u>new 2018 total of \$151,000</u> . 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.
Accounting Service Contract Accounting Manager	Service Contract	Insight Business Consulting, LLC/ Michael Falgout	\$100,000 new value \$50,000 old value	05/02/22	11/01/22	04/19/22	Interim Accounting Manager Services	This is a new vendor but the consulting providing this service is Michael J. Falgout whose \$50,000 is about to be run out of funds. Value of the Falgout contract is \$50,000 as well.

CATS Procurement Listing for CATS Board

June 21st 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
C								
Claims Adjuster Bus Fleet Liability & Worker Comp	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liability & W C	Refer to updated Hourly Rates for renewal period 1/1/21 thru 12/31/21	Extension from 01/01/22 Extension from 01/01/21 03/01/2020 Renewal: 3/1/19	Extension until 06/30/22 Extension until 12/31/21 12/31/20 2/29/20	 Extension Approved 12/15/20 06/23/20	<i>Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp</i> (Original 5 year contract)	As of 03/24/22 extended until 06/30/22. As of 01/12/22, Extended thru 03/31/22. Claims adjustor scope being developed. Will address bus liability separate from Workers Compensation. As of 11/30/21, new approach developed to supply these services. Attempt to bid late 2021 was not successful and no award was made. 12/15/20 Board approved extension until 12/31/21. Period Extension thru 12/31/20 allowing time to formulate new RFP. 3/11/2020-Contract signed and mailed to vendor for extension. 9/9/16 – Contract renewal finalized. 8/30/16 – CATS Board approved renewal of contract. 8/11/16.
D								
Drug & Alcohol 3rd Third Party Adm D & A Services for Safety Sensitive	Services State Contract	Applya IHSN 6 th extension	\$25,000 Estimated for 3 years \$25,000 Estimated for 3 years	01/01/22 5/1/20 Extension from 05/01/2020	12/31/22 Extension until 12/31/21 Extension until 12/31/20	NA 12/15/20 6/23/20	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive Extension allowing rebid 2021. FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. PO 2019052	State Contract is being used going forward. Notice given to IHSN, contract ends 12/31/21. Executed agreement via state contract with Applya for CY 2022. Extension Approved. 06/23/20 Board Approved. Period Extension thru 12/31/20 allowing time to formulate new RFP. Estimated cost to be \$25,000 for a 3 year contract. 3/18/19 CATS extended 12-month renewal with IHSN with only a \$0.50 increase on drug tests. Contract originated in 2012.
F								
Financing Bus Finance Lease /Purchase (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	3/21/17	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17

CATS Procurement Listing for CATS Board

June 21st 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Fuel Diesel and Gasoline Joint C-P & CATS Contract Extended thru 06/30/22 Approved thru 10/31/2021 7th renewal	Materials City Parish	Mansfield Oil (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	\$1,200,000 \$1,200,000 Approx. annual cost \$1,000.000 for period noted Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	07/01/22 11/01/21 4/01/21 Initial start date of contract 11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	12/31/22 06/30/22 10/31/21 Final renewal PO2020079 Current 2 year contr w/5 one year renewals available thru 2021	1/18/22 04/20/21	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	Mansfield is on state contract thru 12/31/22. CATS will before yearend CY 2023. Board approved 04/20/21 for Services thru 10/31/21 Via a City Parish contract. Period 7 months. Renewed- 2/7/20 for 1 year. 3/19/19 – Board approved. Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. 10/3/18 – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. 3/26/18 – Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. 3/20/17 – Board Approved for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – Board approved renewal of contract. 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.
G								
Graphic Design Services	Services	Rockit Science	\$160,000 Maximum 3rd Renewal \$160,000 Maximum 2nd Renewal \$160,000 Maximum 1st Renewal \$125,000 Maximum per year	10/1/21 10/1/20 10/1/19 10/1/18	9/30/22 9/30/21 9/30/20 9/30/19	09/21/21 9/22/20 9/17/19 09/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	Board Approved 3 rd Renewal 09/21/21. Board Approved 09/22/20. 9/17/19 – Board approved 1 st renewal through 9/30/20 for Strategic Creative Consulting Services under this contract. 9/18/18 – Board Approved. 7/27/18 - An RFP solicitation was sent to 52 graphic design firms. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.

CATS Procurement Listing for CATS Board

June 21st 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
H								
HVAC Upgrade 2250 Florida Blvd	Public Works Bid	Metro Mechanical	\$243,750	06/28/21	11/14/21	06/15/21	Upgrade HVAC System at 2250 Florida Blvd	HVAC at 2250 Florida Blvd. is back in service.
I								
Information Technology ASA Firewall	Materials & Services State Contract	Transformyx	\$75,424	8/21	08/24	06/15/21	Networking and Services for Firewall replacement	Approved for Networking and Services for Firewall Replacement. Hardware and software.
L								
Legal Services Employment Law	Services	The Law Office of Dedrick Moore	Estimated \$200,000	06/01/22	12/31/22		Legal Service General see Board Request	To extend thru end of yr 2022

CATS Procurement Listing for CATS Board

June 21st 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Legal Services Employment Law	Services	Breazeale, Saches & Wilson, LLP	Estimated \$200,000 \$100,000 \$125,000	06/01/22 01/01/22 04/08/20	12/31/22 06/30/22	03/15/22 11/17/20	Legal Services labor & Employment Matters. Contract Increase by \$100,000 Legal Services relating to Employment and Labor Matters. PO2020177	To extend thru end of yr 2022 For expenses thru 06/30/22 11/17/20 Board Approved Contract increase of \$75,000. Services: Employment Law, including legal services with ongoing dealings with the Amalgamate Transit Union (Local 1546) in negotiating and administering of the collective bargaining agreements with its employee's union grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claim. Other services will be supplies per direction of the CEO.
M								
Baker Microtransit	Services	River North Transit LLC (VIA)	Estimated \$910,000	Estimated 03/01/22	Estimated/ 02/28/23	10/19/21	Demand Response Ridership Program for the City of Baker.	Start date noted is not when service will begin. Vendor has duties to perform before service can start. Options to renew.
O								
Oil Products	Materials ITB	Miguez Fuel Lard Oil (\$70,045.00) Central Oil (\$36,204.00)	\$156,900 \$70,045 \$36,204	01/01/22 1/1/2021 1/01/21	12/31/22 12/31/21 12/31/21	02-15-22 12/15/20 12/15/20	Gear Oil, Motor Oil, Wheel Grease, Antifreeze, Synthetic Transmission fluid & Diesel Exhaust Fluid Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid Gear Oil, Motor Oil and Wheel Grease	<u>Due to price increases, CATS will determine best prices as needed. Bids received. Awarded all oil products to Miguez. Vendors previously holding contracts decided not to extend their contracts for 2022.</u> <u>Vendor elected not to extend into 2022. Board Approved for CY 2021.</u> <u>Vendor elected not to extend into 2022. Board Approved for CY 2021.</u>
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	Completed. Approved up to \$160,000. This task includes technical analysis, public outreach, alternatives, and implementation plan for micro-transit service. Period has ended.

CATS Procurement Listing for CATS Board

June 21st 2022

Yellow = Action Item / needs Board Approval now

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/21	07/21/20	TO 001 for Program Management. General Administrative Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement and Investments Plan	Completed. Period of Performance Extended to 12/31/21. Task order 001 issued for \$354,770. This task will provide administrative support for project development & planning for capital improvement plan.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	6 months \$313,614	07/01/21	12/31/21	07/20/21	TO 002 for Program Management. General Admin. Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement & Investment Plan	Completed. Board Approved \$100,000 in June and \$213,614 in July. Task Order 2 will provide administrative support for project development & planning for capital improvement plan.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$473,615 Less than 2 months \$111,385 Combined value \$585,000	02/16/22 01/01/22	12/31/22 02/15/22	1/18/22 12/14/21	TO 003 for Program Management. General Admin. Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement & Investment Plan	Request for additional approval for remainder of 2022. Board agreed on a reduced period and dollar amount. Task Order 3 will provide administrative support for project development & planning for capital improvement plan.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	HDR Engineering	\$109,572	11/01/21	06/30/22	11/16/21	Feasibility Study Operations, Admin and Maintenance Facility TO 002	Time Extension granted add no additional cost. This will result in the Final Report and necessary presentations relating to the Facility Site Master Plan and Building Concept along with a Cost Estimate.
On-Call Services RFP PR # 2019-On-CallServices	Consulting	HNTB	\$313,445	08/20/20	07/31/21	07/21/20	TO 001 for Development of Transit Operations Plan	Completed. Task order 001 issued for \$313,445. Board Approved up to \$350,000. This task order will provide for the development of a transit operations (bus service) plan. Completed.

CATS Procurement Listing for CATS Board

June 21st 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
On-Call Services RFP PR # 2019-On-CallServices	Consulting	HNTB	\$78,104	10/20/20	07/21/21	10/20/20	TO 002 Rider, Non-Rider Transit Stakeholder Surveys	Completed. 10/20/20 Approved by Board. Task Order 002 issued 10/28/20.Completed
On-Call Services RFP PR # 2019-On-CallServices	Consulting	HNTB	\$585,969	06/25/21	06/25/22	06/15/21	TO 003 Comprehensive Operational Analysis	Task Order has been awarded. Board Approved a comprehensive operational analysis of CATS bus routes.
P								
Paratransit Services ADA	Services	MV Contract Transp.	NTE \$2,000,000 2nd year option NTE \$2,324,667 1 st year option 3 year contract amount \$6,975,000	05/06/22 05/06/21 5/6/18 3 yr contract w/ 2 one year renewals	05/05/23 05/05/22 5/6/21 (potential 5 year contract thru 2023)	04/19/22 03/16/21 2/20/18	Contracted Para-Transit Service Provider	Requesting Board Approval for 2nd and final one-year renewal effective 05/6/22. 03/16/21-Board Approved Hourly Rate Adjustment for Modified Services in 2020. 11/17/20 Board did not make a motion to provide a temporary Rate Adjustment. 2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.
S								
Security Guard Services	Services	Diamond Security Service	Approx. \$250,000 annual cost	01/01/22	12/31/22	11/16/21	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.	Board Request has been approved for year 1. Rebid Completed 10/2021. Board Request Provided.1-year contract with 4 options to renew for 12-months each.
Software ERP System Software	Services	Tyler Technologies Solutions	New price \$822,803.00 first 5 years (Options for 3 years)	08/01/20	7/31/25 (Potential 8 year contract thru 2028)	12/17/19	ERP Software	Contract executed by CATS. Board Approved on 12/17/19. Awarded to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,803.00 for 5-year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.

CATS Procurement Listing for CATS Board

June 21st 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Software ERP Implementation Services	Service	Intueor Consulting	\$65,000 \$147,500	01/10/22 08/01/20	12/31/22 12/31/21	12/18/21 6/23/20	Exercise option year ERP Software Implementation Services –	It is anticipated that all funds will not be utilized due to work being completed in 5 months. Contract has been executed by CATS. 5/5/20-3 Bids were opened and evaluated. 4/7/20- RFP Effort Started.
T								
Tire Lease for Buses (Maintenance) Contract for 3 years thru 8/31/20 w/2 one year renewals thru 8/31/22	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	2 nd option year estimated cost is \$200,000 per year 1 st option year estimated cost is \$204,800 per year \$600,000 (est cost for 3 years)	09/01/21 9/01/20 09/1/17	08/31/22 8/31/21 08/31/20	08/17/21 1/21/20 07/18/17	Tire lease for buses	Board Approved 2 nd of 2 one year options, 08/18/20 Board Approved to exercise 1 st of 2 one year options. Extended thru 8/31/21. Estimated \$204,800 for 1 year. 1/24/2020- Order has been placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.
Technical Innovation Services	Services	Hitachi	Not To Exceed \$174,300 Not To Exceed \$300,000	01/01/22 01/01/21	12/31/22 12/31/21	11/16/21 09/22/20	Multi-channel messaging with passengers. Mobile ticketing options. Includes data collection.. Thru 12/31/25 Year 1 plus (4) 1-year options	Approved Year 2 Board Approved year one. 09/22/20. 80% Funding provided via AIM Grant.
Technical Innovation Services	Services	Delerrok / Cubic Transport Systems, Inc	Not To Exceed \$215,000	7/01/21	06//30/23 (3) 1 year options	06/15/21	System to improve and grow CATS fixed routes.	Board Approved 06/15/21. Contactless Fare collection system as part of the Covid-19 Mitigation Research Grant.
Tank Repair Services	Services	SEMS, Inc	\$52,450	Upon Approval	Estimate 45days		Repair Underground Tanks at 2250 Florida Blvd	Duration estimated at 45 days/
V								

CATS Procurement Listing for CATS Board

June 21st 2022

Yellow = Action Item / needs Board Approval now

Blue = Projects Pending Board Action within 1 to 3 months

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Vehicles ADA 12 Passenger Vans (10)	Rolling Stock	Creative Bus Sales	\$1,140,816	07/01/22	07/31/22		(10) 12 passenger Vans For ADA Services	State Contract used for this purchase
Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	Final Order 3 buses no Chargers \$2,296,240 Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2020 3 rd Order 12/20/2019 – 2nd order 01/16/18	12/31/23 3 rd Order 12/20/20 – 2 nd order 01/16/23 Contract can be used for the next 5 years from the date of award	11/17/20 12/17/2019 Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Allows for up to 9 buses, 35 foot w/extended battery range and install in-house charging stations. 3 separate orders of 3.	3 buses from 2 nd order have been received. PO Issued 11/18/20 for 3 rd and final order. 11/17/20 Board Approved request for 3 rd order for 3 buses. 3 rd Order Deliver anticipated in 2023. 12/20/19 – 2 nd order for 3 buses-Board Approved and buses ordered. 1/16/18 – Board approved award to BYD for 1 st order of 03 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. CATS Received bids from BYD, New Flyer and Proterra.
Vehicles Diesel Buses (7) 35ft Delivery 2023 & 2024 <i>8 buses Delivered Nov/Dec 2018</i> <i>*orders as needed – on going until contract expires</i>	Rolling Stock ITB	Gillig, LLC 35 ft diesel	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024 3 rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	2021	2024 8 buses delivery in Nov/Dec 2018	1/22/21 Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Final 7 Buses- Delivery 2023 and 2024	2 POs issued 1/22/21. 1/21/21 Board Approved purchase of 7 buses to be received in 2023 and 2024. No future orders due to contract expiring 02/21. 1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). 3/21/17 – Update: P.O. pending since board approval in Dec. 2016.P.O. changed to reflect the purchase of 8 buses instead of 12.

CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Vehicles 3-Electric Buses - Lease for 2 years	Rolling Stock	BYD America	\$308,880	Estimated 03/01/21	Estimated 09/30/23	12/15/20	24 mo lease for BYD 30 ft buses.	Lease started on 2 buses 10/21.. 3 rd bus lease started after repairs completed. 12/15/2020 Board Approved the lease 30 ft buses to resume services downtown. These buses can be charged with CATS' existing charging stations and are similar in most aspects to our existing Electric Fleet. Grant funds are available to assist in paying these leases.
Vehicle Bus Cameras	Rolling Stock bus added ons	Angel Trax	\$291,972	10/01/21	11/01/21	07/20/21	Upgrading old cameras on buses.	Completed. Replaced aging bus cameras. Cameras upgrades to match the newer units. This will help provide a safer environment for customers and operators. Recorded data is not generated or stored as required.
Vehicles Electric Buses (6) (30ft) w/Extended Battery Range and install (7) electric charging stations	Rolling Stock	BYD America 6 Electric Buses and install 7 electric charging stations	First Order 6 buses & 7 Chargers \$4,495,242 Bid Price for one bus \$714,207 and for one charging station \$30,000	11/21	11/26 Contract for up to 16 buses can be used for the next 5 years from the date of award	11/16/21	Allows for up to 16 buses and chargers, 30-foot w/extended battery range and install in-house charging stations. Duration is 5 years from date of award.	Without Federal change in practice, only the first order made in 2021 will be placed with BYD.
W								
Website Re-Design	Website Services	Covalent Logic	\$19,800 Change Order \$16,000 Change Order value Estimate ReDesign \$87,000 plus Hosting Fees \$4,000/yr	08/01/21 08/01/20 01/01/17	07/31/22 07/31/21 3 years w/2 one year renewals available	07/20/21 07/21/20 12/20/16	Extension of contract for added functionality and annual hosting fee. Extension of contract for added functionality and annual hosting fee. Original Website Re-Design - includes Hosting and Software Services	07/20/21 Board approved to extend contract for 2 nd and final option. August 2020 – Exercise optional year 1 hosting fee plus support to increase functionality of the website. July 2017 – launched new website. 12/15/16 – Award approved to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 – RFP has been solicited to multiple potential proposers.

CATS Procurement Listing for CATS Board

6/21/2022

Professional Service Contracts (Excluding On-Call & Contracts Approved by the Board)

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Services/ Product Provided
Advisor to Senior Management for Strategic Guidance Contract	Service Contract	Aires 20 Management Group	\$50,000	8/1/2021	8/31/2022	Advisor to Senior Management for Strategic Guidance Contract
Accounting Support as Required	Service Contract	Insight Business Consulting/Michael Falgout	\$100,000	1/12/2022	11/1/2022	Accounting Manager support due to vacancy in accounting
Court Reporting Services	Service Contract	Baton Rouge Court Reporting	\$43,500	1/1/2021	12/31/2021	Transcription Services for board meeting, negotiation, arbitrations and as required.
Chief Administrative Officer (Interim)	Service Contract	Keystone Consultant Group	\$50,000	3/24/2022	6/22/2022	Assisting in oversight and management of CATS day-to-day management duties; Work with CATS CEO to implement recommendations, goals and objectives as defined in CATS Strategic and Capital Improvement Investment Plans or as otherwise communicated by CATS CEO.
Federal Grants Guidance	Service Contract	Stephanie Pulley	\$50,000	12/1/2021	12/31/2022	Federal Grants Strategic Guidance. Support as needed to Grants Manager
Government Relations Consulting	Service Contract	Southern Strategy Group of LA	\$50,000	1/1/2022	12/31/2022	Services relating to local and state Governmental Regulations and Legislative Affairs Contract 18
Litigation Support Services	Service Contract Service Contract	Lyons Research Group	\$50,000	2/19/2021	2/19/2022	Support Litigation as directed by CATS

CATS Procurement Listing for CATS Board

6/21/2022

Professional Service Contracts (Excluding On-Call & Contracts Approved by the Board)

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Services/ Product Provided
<i>Professional Development for CATS Management</i>	Service Contract	Insight Strategies	\$49,500	5/18/2021	2/17/2022	<i>Employee Assessment & Leadership Professional Development Training</i>
<i>Maintenance & Operations Support including Bus Inspection</i>	Service Contract	ESA Management & Engineering Consultant	\$50,000	12/24/2019	12/24/2021	Oversight from plant manufacturing to final delivery, inspection, and Buy America compliance acceptance
<i>Procurement Consultant</i>	Service Contract	Kathy Hernandez	\$50,000	2/1/2022	1/31/2023	<i>Support Procurement in various areas including BRT support and Internal Process improvement</i>
<i>Legal Services</i>	Service Contract	Breazeale, Sachse & Wilson, LLP	\$125,000	4/8/2020	12/31/2021	<i>Legal services relating to employment law, labor law, general representation & services</i>
<i>Legal Services as required by CATS</i>	Service Contract	Law Office of Derrick Moore	\$50,000	1/1/2021	12/31/2021	<i>Legal services including but not limited to: fleet liability, procurement law, public transit regulations, settlement, judgements and general services</i>
<i>Board Retreat Facilitator</i>	Service Contract	Frank T Martin Consultat LLC	\$44,500	3/1/2022	12/31/2022	<i>Foster a better understanding between Board and Executive Management</i>
<i>Organizational, Leadership and Staff Development</i>	Service Contract	Bayard Management Group LLC	\$32,000	3/8/2022	12/31/2022	<i>Design and implement programs to develop a strong group of leaders & staff.</i>