

# SMART Board Meeting

September 26, 2024






MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: Call to Order





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: Pledge of Allegiance



I pledge allegiance to the flag of the United States of America and to The Republic for which it stands: one nation under God, indivisible with liberty and justice for all.







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*Buhl Building • 535 Griswold St, Suite 600 • Detroit, MI 48226 • (313) 223-2100*

## **Board of Directors Meeting**

**Date: September 26, 2024**

CHAIRPERSON, MR. ABDUL HAIDOUS

VICE-CHAIRPERSON, MR. JOHN PAUL REA

MS. SHEILA COTE

DR. CURTIS IVERY

MR. ROYCE MANIKO

MS. DIANA MCBROOM

MR. BRET RASEGAN



**SMART Board Meeting Agenda**

September 26, 2024

2:00 PM

Oakland County Community College Royal Oak Campus

739 S. Washington Ave

Royal Oak, MI 48067

<b>ITEM</b>	<b>ACTION</b>	<b>PRESENTED BY</b>
1. Call to Order		Abdul Haidous
2. Pledge of Allegiance		Abdul Haidous
3. Roll Call		Abdul Haidous
4. Adoption of Agenda	Approval	Abdul Haidous
5. Certification of Public Notice	Information	Tiffany Martin
6. Minutes	Approval	Abdul Haidous
A. Board Meeting Minutes for July 25, 2024		
7. Nominating Committee Report	Information	Committee Chairperson
8. Public Participation	Discussion	Abdul Haidous
9. Chairman's Report	Information	Abdul Haidous
10. General Manager's Report	Information	Dwight Ferrell
11. Board Briefings	Information	
A. HR Hiring Update	Information	Tianna Leapheart, <i>Interim VP of HR</i>
B. Quarterly Ridership Update	Information	
• Paratransit		Danny Whitehouse, <i>VP Paratransit &amp; On Demand</i>
• Fixed Route		Harmony Lloyd <i>VP of Planning</i>
12. New Business		
A. Resolution: Authorization to Award a Contract for Vehicle & General Liability Third-Party Administrator Services	Approval	Laura Bieniek, <i>Assistant General Counsel</i>
B. Resolution: Approval to bid on hosting the 2026 American Public Transportation Association (APTA) Transit Board Members & Board Administrators Seminar	Approval	Tiffany Martin-Patterson, <i>Board Administrator</i>

C. Resolution: Approval of SMART Triennial Disadvantage Business Enterprise (DBE) Goal for Submission to the Federal Transit Administration (FTA)	Approval	Candice Fowler <i>External Drug &amp; Alcohol Compliance Assistant</i>
D. Resolution: Authorization to Implement a Wage Increase for Non-Represented Employees	Approval	Ryan Byrne <i>VP of Finance</i>
E. Resolution: Approval of the FY 2025 Unified Work Program Budget and Local Match	Approval	Harmony Lloyd, <i>VP of Planning &amp; Innovation</i>
F. Resolution: Approval to enter into a Construction and Use Agreement for the Park and Ride Area at the Michigan Department of Transportation (MDOT) Wixom Carpool Lot	Approval	Harmony Lloyd <i>VP of Planning &amp; Innovation</i>
G. Resolution: Authorization to Enter into an Interlocal Agreement with Oakland County for Transit Services for Veterans and their dependents within Oakland County	Approval	Danny Whitehouse <i>VP Paratransit &amp; On Demand</i>
H. Resolution: Authorization to Award a Contract for Tablets for Community Vehicles	Approval	Danny Whitehouse <i>VP Paratransit &amp; On Demand</i>
I. Resolution: Authorization to Award Contracts for Uniforms for Bus Operators, Road Supervisors and Dispatchers	Approval	De'Shalon Brownlee, <i>VP of Bus Operations</i>
J. Resolution: Authorization to Award a Contract for Anti-Freeze/Coolant, Gear Oil, Grease, and Windshield Fluid	Approval	Le Juan Burt <i>VP Maintenance</i>
K. Resolution: Authorization to Award a Contract for Oil & Transmission Fluids	Approval	Le Juan Burt <i>VP Maintenance</i>
L. Ratification: Ratification to Exercise Option Year 2 for the Diesel Exhaust Fluid Contract	Approval	Le Juan Burt <i>VP Maintenance</i>
M. Resolution: Authorization to Award a Contract for Diesel Exhaust Fluid for Fixed Route Buses	Approval	Le Juan Burt <i>VP Maintenance</i>
N. Resolution: Authorization to Award a Contract for Landscaping and Lawn Maintenance	Approval	Le Juan Burt <i>VP Maintenance</i>
O. Resolution: Authorization to Award a Contract for Three (3) Accessible Passenger Vehicles - Modified Minivan for ADA Functional Assessments and Travel Training	Approval	Le Juan Burt <i>VP Maintenance</i>

P. Resolution: Authorization to Award a Contract for Driver Seatbelt Installation for Fixed Route Buses	Approval	Le Juan Burt/Danny Whitehouse <i>VP of Maintenance/VP of Paratransit</i>
13. Closed Session: <i>TBD</i>	Discussion	Abdul Haidous
14. Board Member Business	Discussion	Abdul Haidous
15. Adjournment	Discussion	Abdul Haidous





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## PUBLIC NOTICE

Please take note of the following details for SMART's upcoming meetings on Thursday, September 26, 2024:

- Special Board Meeting: 1:30 PM to 1:40 PM
- Nominating Committee Meeting: 1:45 PM to 1:55 PM
- Board of Directors Meeting: 2:00 PM

### **Location:**

Oakland County Community College Royal Oak Campus

739 S Washington Ave., Royal Oak, MI 48067

The meetings will be held in the Theater on the 2nd floor.

Free parking is available in the Washington Street parking structure opposite the college.

**Public Participation will only be available for members of the public attending in person or those who email comments per the process outlined below.**

All physically present at the meeting must adhere to the following:

- Please respect anyone needing or choosing to wear a mask.
- People with symptoms of COVID-19 or exposure to someone with COVID-19 should wear a mask.
- People positive for COVID-19 may not attend the meeting in person and should access the recording using the YouTube link below.

The agenda can be found on SMART's website: <http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule>

Members of the public may attend in person. The Meeting will be live-streamed on YouTube and available at <https://www.youtube.com/@MySMARTBus>.

Public members may also submit a written comment to be read during the Public Comment period by emailing [SMARTBoard@smartbus.org](mailto:SMARTBoard@smartbus.org) by noon on the meeting day.

Public Comment will proceed as follows:

- All comments: 3-minute limit per member of the public. Kindly state your name and city of residence.
- Public comments will be received in the following order:
  - Members of the public who attend in person.
  - Written comments via email. The Board Administrator will read any submitted comments.



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# SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

## SPECIAL BOARD OF DIRECTORS MEETING

### PROPOSED MINUTES – August 8, 2024

The Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) met on Thursday, August 8, 2024, at 1:00 PM in the Buhl Building, located at 535 Griswold, Suite 600, Detroit, MI 48226.

#### ATTENDANCE

<b>SMART Board of Directors:</b>	Chairperson	Mr. Abdul Haidous Ms. Hilarie Chambers Ms. Sheila Cote Mr. Bret Rasegan
<b>Absent Board Members:</b>	Vice-Chairperson	Mr. John Paul Rea Dr. Curtis Ivery Mr. Royce Maniko (Present via Zoom)
<b>SMART General Manager:</b>		Mr. Dwight Ferrell
<b>SMART Deputy GM &amp; COO:</b>		Ms. Tiffany J. Gunter
<b>SMART Board Administrator:</b>		Ms. Tiffany Martin-Patterson
<b>SMART Staff Present:</b>		Ms. Truvae Adams Mr. Ron Beier Ms. Laura Bieniek Ms. De'Shalon Brownlee Mr. Le Juan Burt Mr. Ryan Byrne Mr. Melvin Evans Ms. Beth Gibbons Ms. Harmony Lloyd Mr. Bernard Parker Mr. Sean Riopelle  Mr. D'Andrae Whitley Mr. Danny Whitehouse

**Public Registered:**

Ms. Alyssa  
Mr. Joel Batterman  
Mr. Bobby Bamase  
Ms. Laura Bleaieje  
Mr. D. Duyck  
Ms. Patty Fedewa  
Mx. Steven Hammontree  
Mr. Steven Harring  
Mr. Steven Hawig  
Mr. Jim Henderson  
Mr. Wyatt Johnson  
Mr. Drew Kennerly  
Mx. Lukas Lasecki  
Mr. Robert Pawlowski  
Mr. Alexander Selsley  
Mr. Thomas Yazbeck

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**Present:** Chairperson Mr. Abdul Haidous, Ms. Hilarie Chambers, Ms. Sheila Cote, Mr. Bret Rasegan

**Absent:** Vice-Chairperson Mr. John Paul Rea, Dr. Curtis Ivery, Mr. Royce Maniko (Present via Zoom)

**A quorum was present.**

**4. Adoption of Agenda**

**MOTION:** Moved by Mr. Bret Rasegan, seconded by Mr. Abdul Haidous, to approve the Agenda for the August 8, 2024 Special Board meeting.

**DISCUSSION**

None

**VOTE: THE MOTION CARRIED.**

**5. Certification of Public Notice**

The Board Administrator read the Public Notice and Rules of Order into the record.

## 6. Minutes

### A. Board Meeting Minutes for August 8, 2024

**MOTION:** Moved by Ms. Hilarie Chambers, seconded by Ms. Sheila Cote, to approve the Board meeting minutes for August 8, 2024.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 7. Public Participation

Chairperson Mr. Abdul Haidous declared the meeting open for Public Participation.

The following participants voiced their concerns and made comments:

- Brother Cunningham
- Mx. Steven Hammontree
- Mx. Lukas Laseki
- Mr. Nico Williams

## 8. Chairperson's Report

**DISCUSSION:**

None

## 9. General Manager's Report

**DISCUSSION:**

None

## 10. New Business

### A. Resolution: Approval of Labor Agreement with Amalgamated Transit Union (ATU) Local 1654—Drivers and ATU Clerical Units

**MOTION:** Moved by Mr. Bret Rasegan, seconded by Ms. Sheila Cote, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation approves the Agreements between the Amalgamated Transit Union, Local 1564, Operators Unit and Clerical Unit, and the Suburban Mobility Authority for Regional Transportation, effective July 31, 2024, through December 31, 2025, and hereby authorizes the General Manager to enter into and execute said agreement.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**11. Board Member Business**

**12. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 1:29 PM upon a motion made by Ms. Hilarie Chambers, seconded by Mr. Bret Rasegan, and unanimously carried.

Respectfully submitted,

*Tiffany Martin-Patterson*

Tiffany Martin-Patterson  
Board Administrator



MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: Nominating Committee Report





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: Public Participation







MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: Chairperson's Report





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: General Manager's Report





MEMORANDUM

TO: SMART Board of Directors

FROM: SMART Staff

DATE: September 26, 2024

SUBJECT: Board Briefings



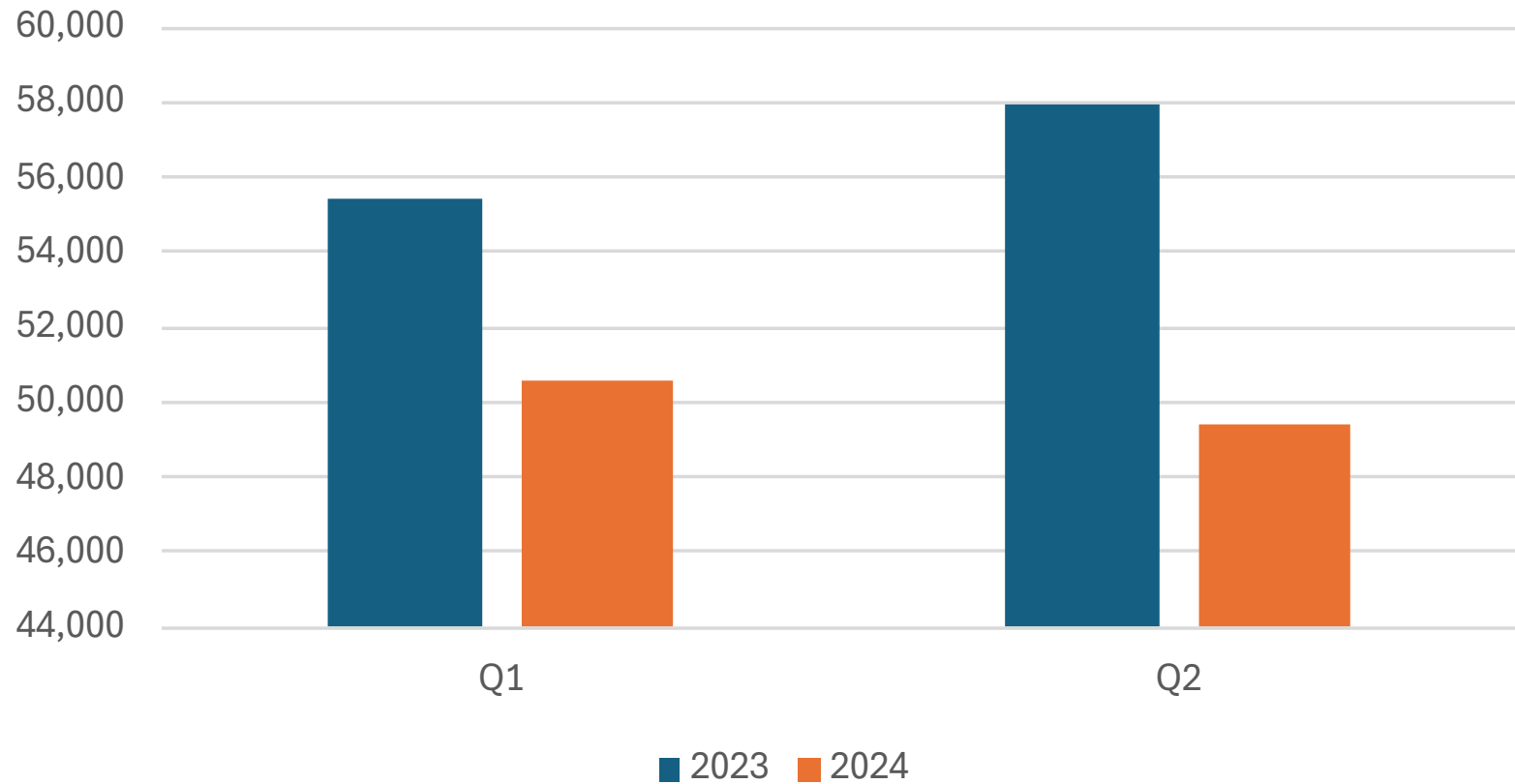


# Paratransit Report

# PARATRANSIT



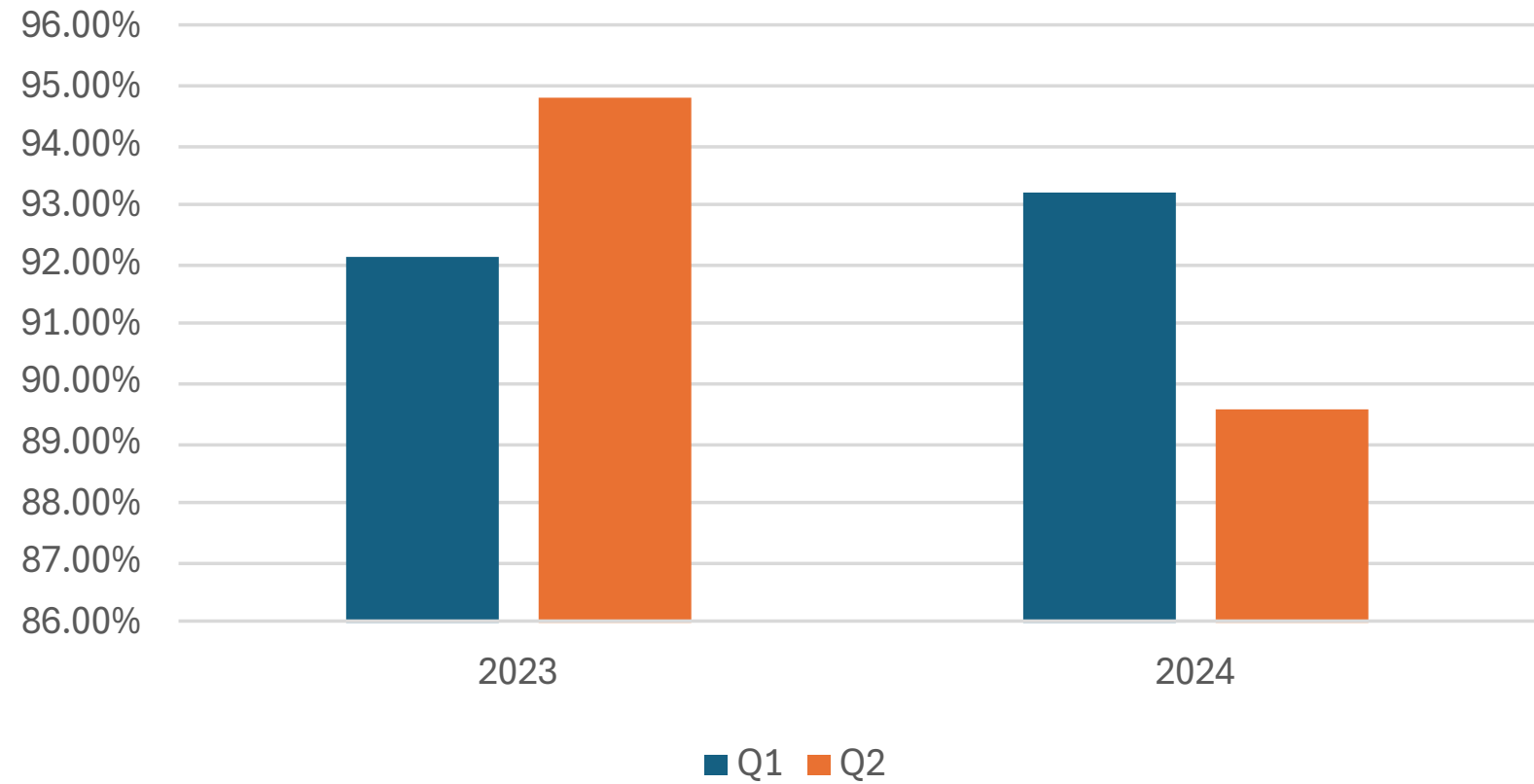
## Passengers - Weekday (SD & ADA)



	Weekday SD & ADA	
	<b>2023</b>	<b>2024</b>
Q1	55,459	50,615
Q2	57,907	49,438



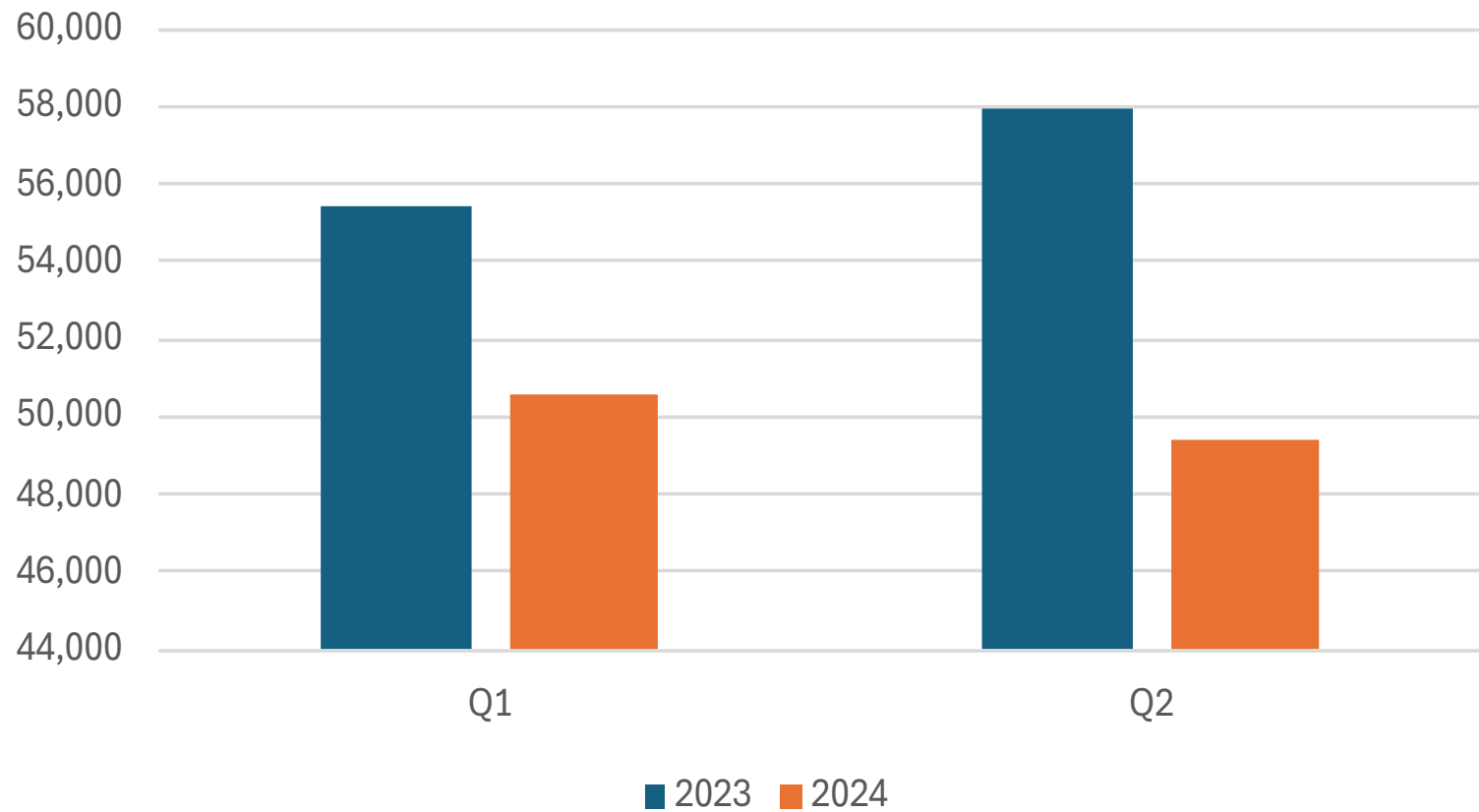
## On Time Performance- Totals



### On Time Performance - Totals

	2023	2024
Q1	92.11%	93.19%
Q2	94.82%	89.56%

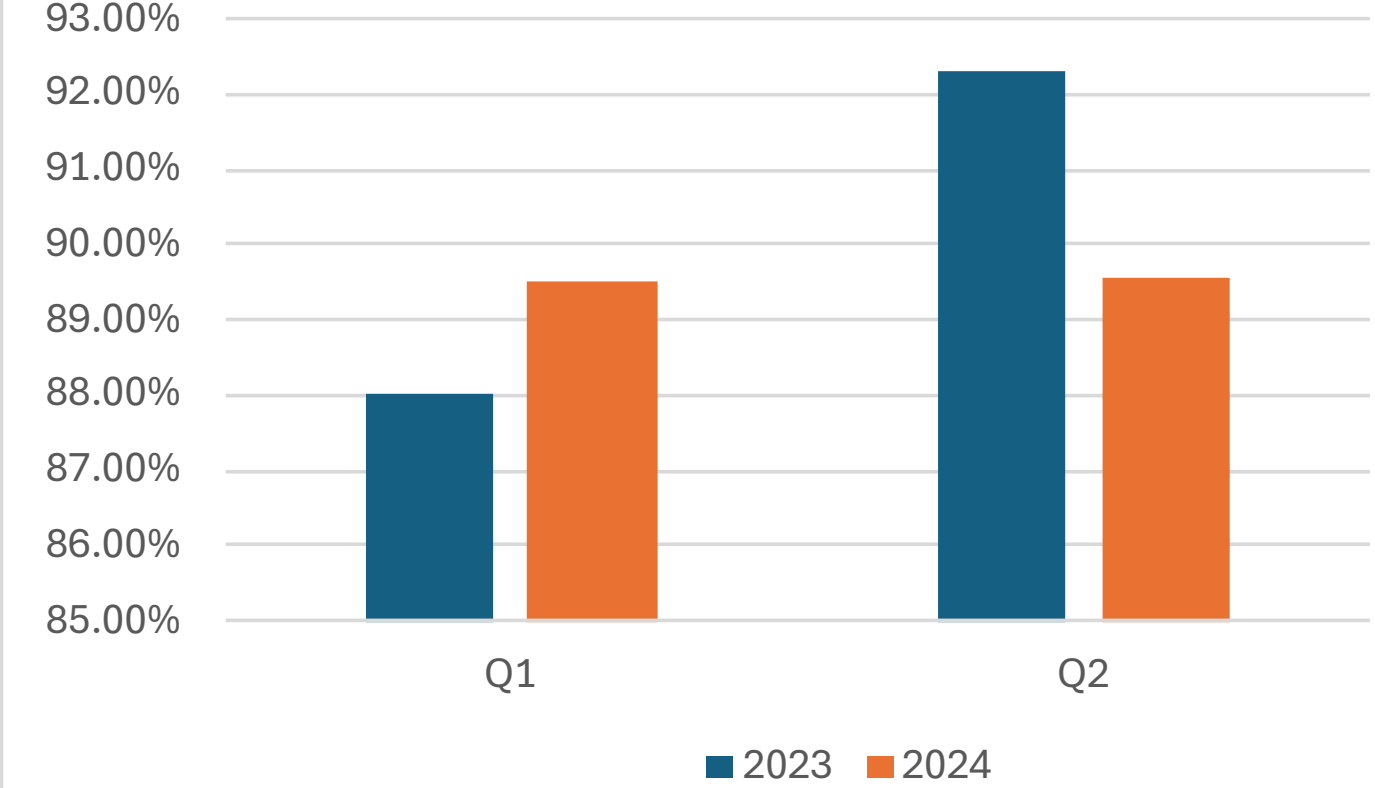
## Passengers - Weekday (SD & ADA)



	Weekday SD & ADA	
	2023	2024
Q1	55,459	50,615
Q2	57,907	49,438



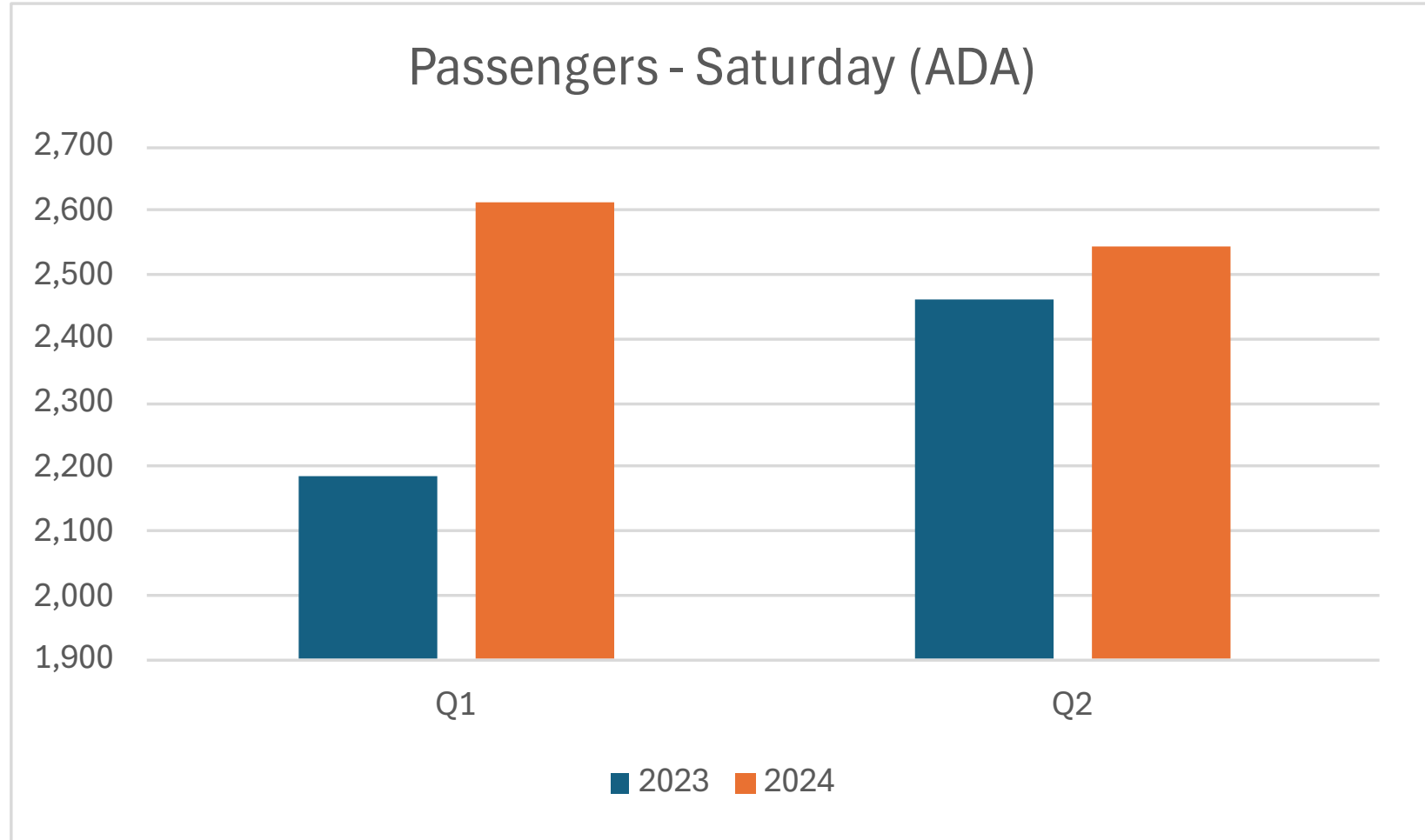
# On Time Performance- Weekday



On Time Performance - weekday		
	2023	2024
Q1	88.01%	89.49%
Q2	92.31%	89.56%

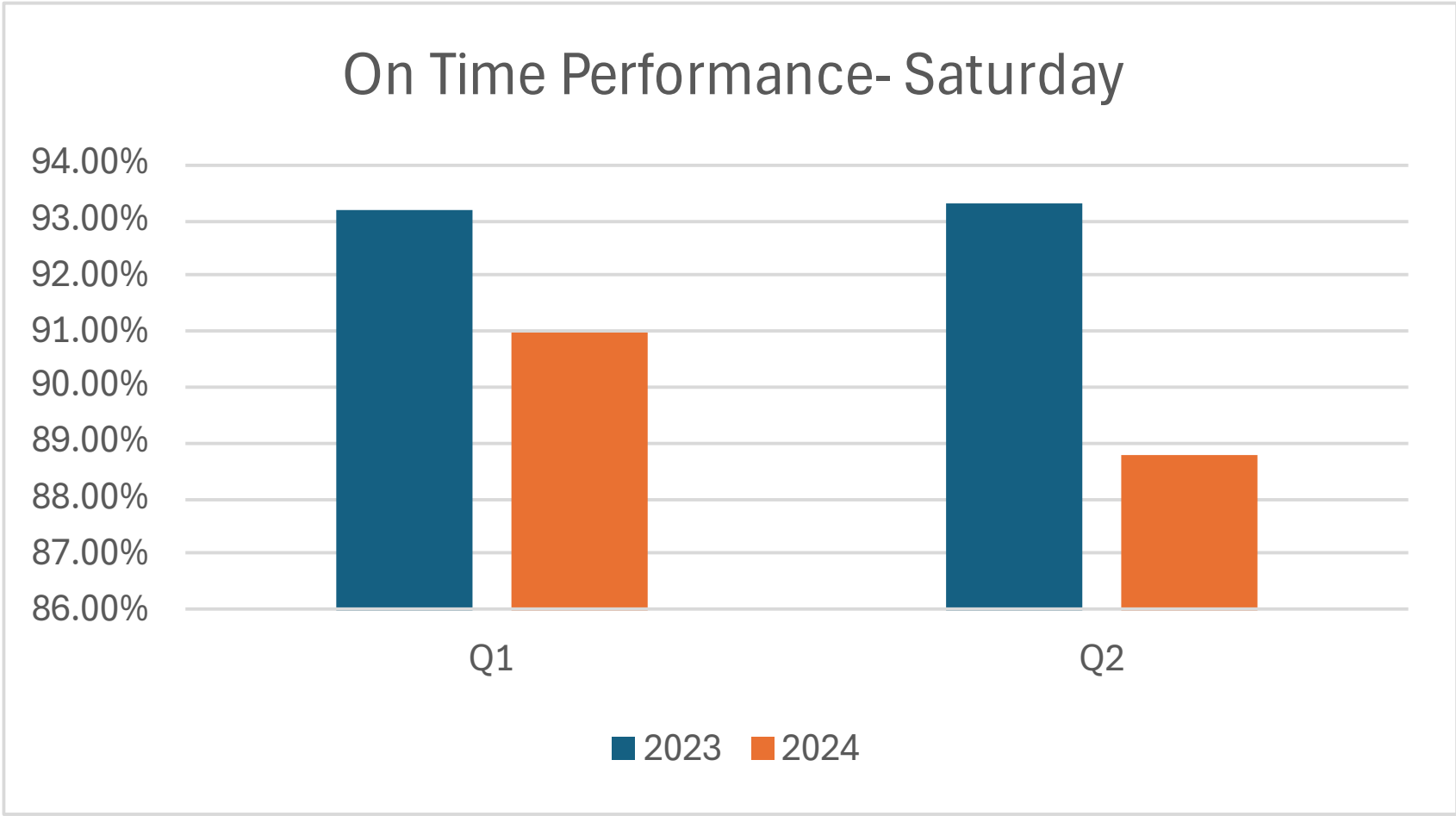


## Passengers - Saturday (ADA)



	Saturday ADA	
	2023	2024
Q1	2,188	2,614
Q2	2,462	2,542

# On Time Performance- Saturday

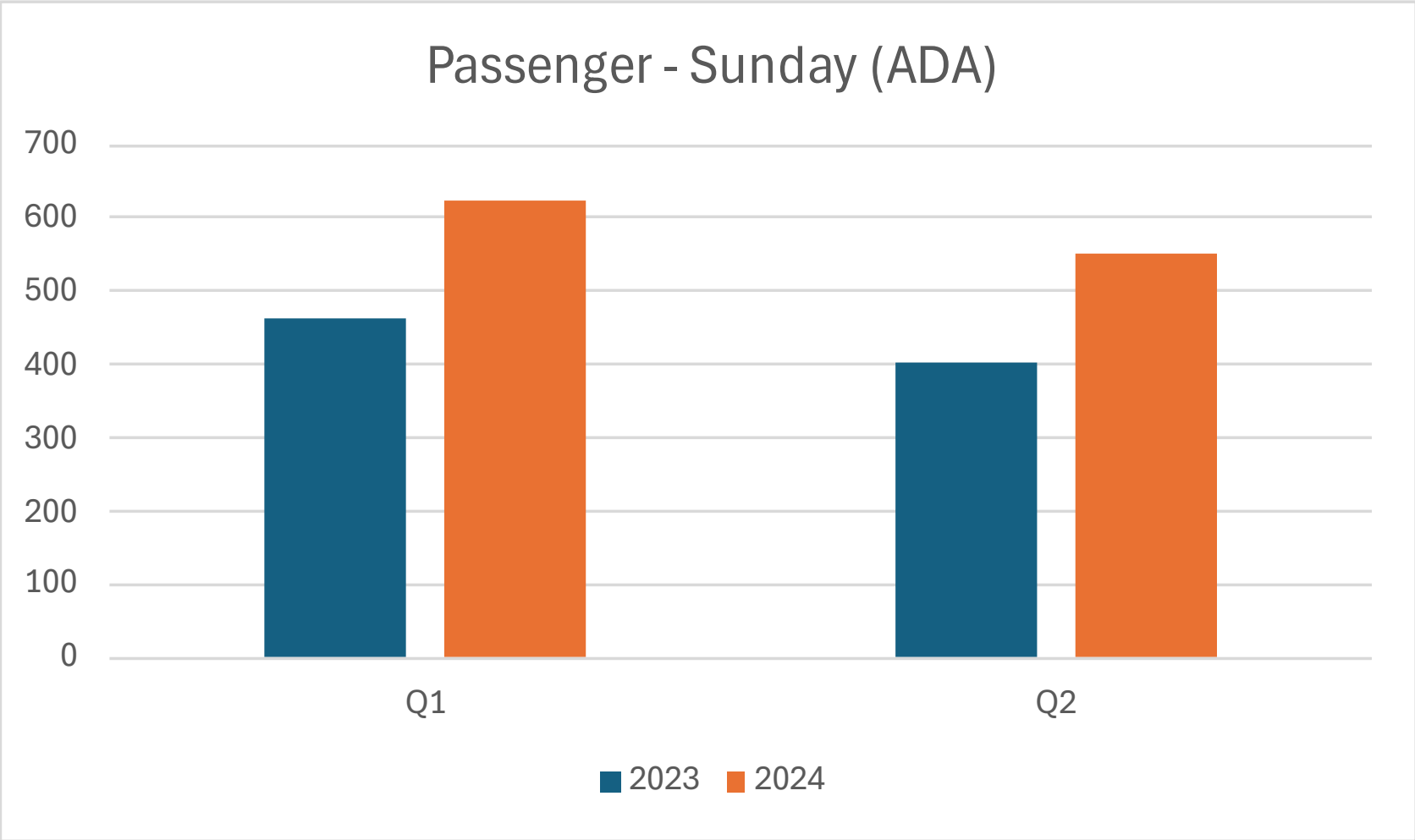


## On Time Performance - Saturday

	2023	2024
Q1	93.21%	90.98%
Q2	93.33%	88.80%

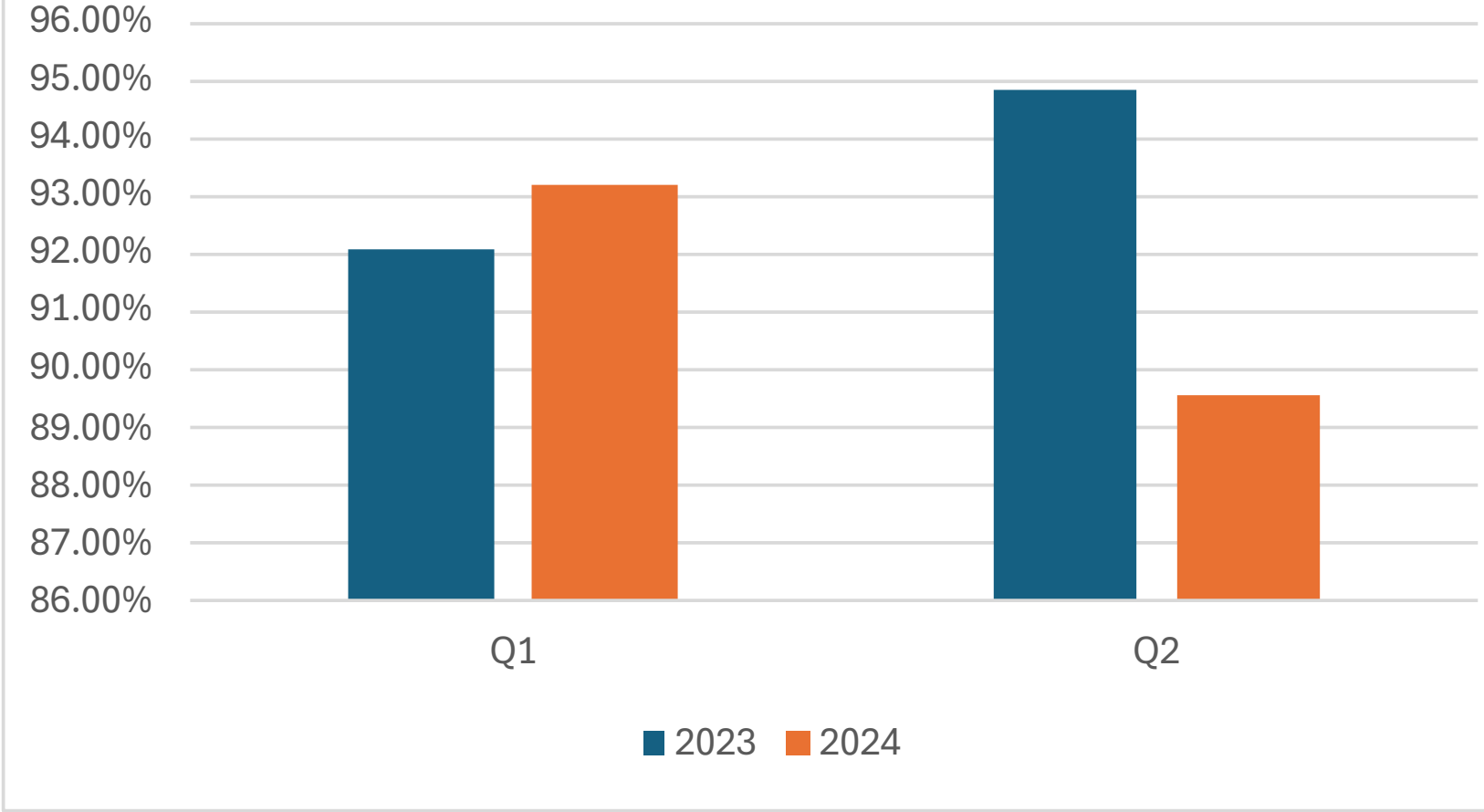


# Passenger - Sunday (ADA)



	Sunday ADA	
	2023	2024
Q1	464	622
Q2	401	552

# On Time Performance- Sunday



On Time Performance - Sunday		
	2023	2024
Q1	92.11%	93.19%
Q2	94.82%	89.56%





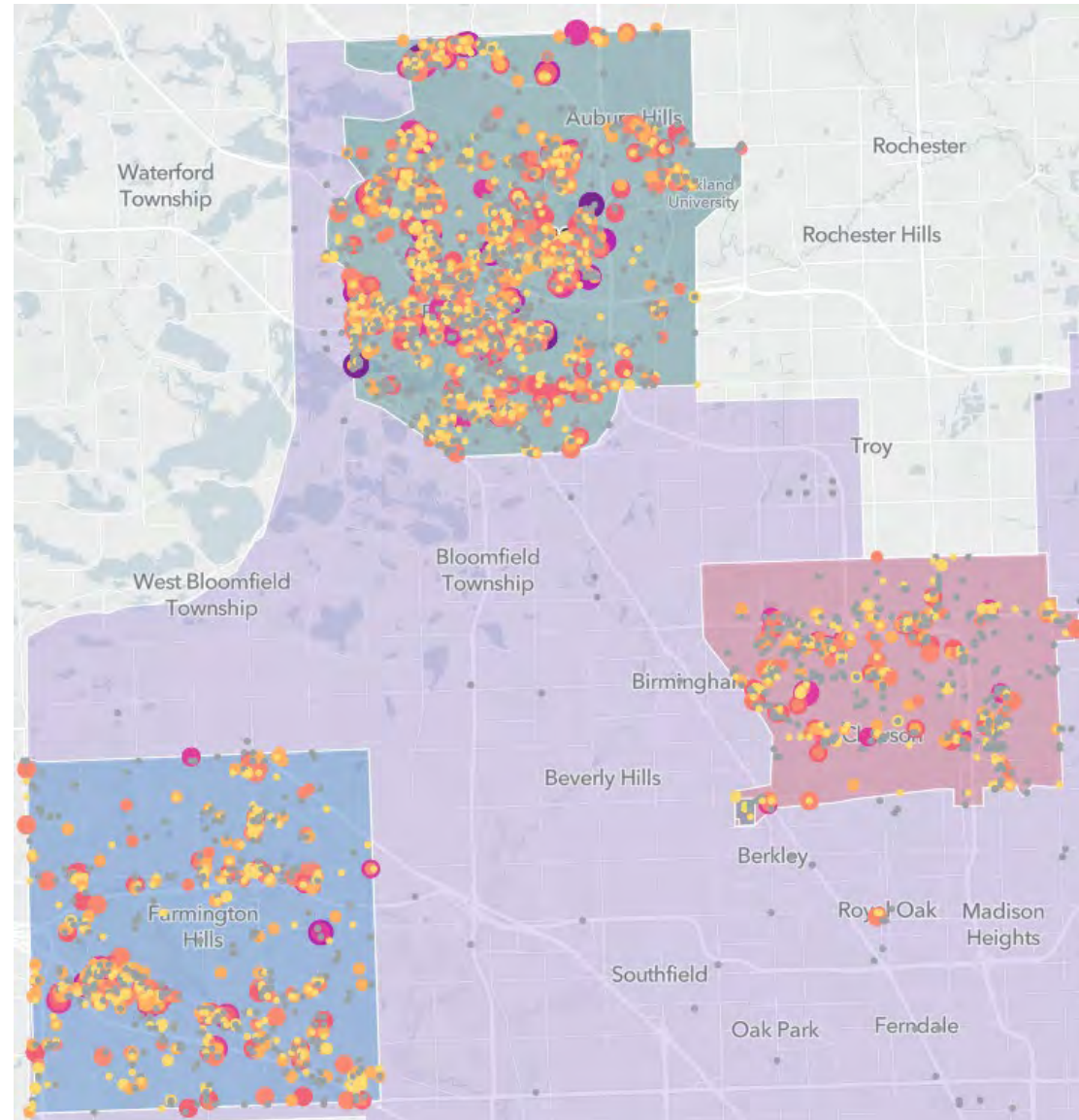
**Flex Report**



# SMART Flex

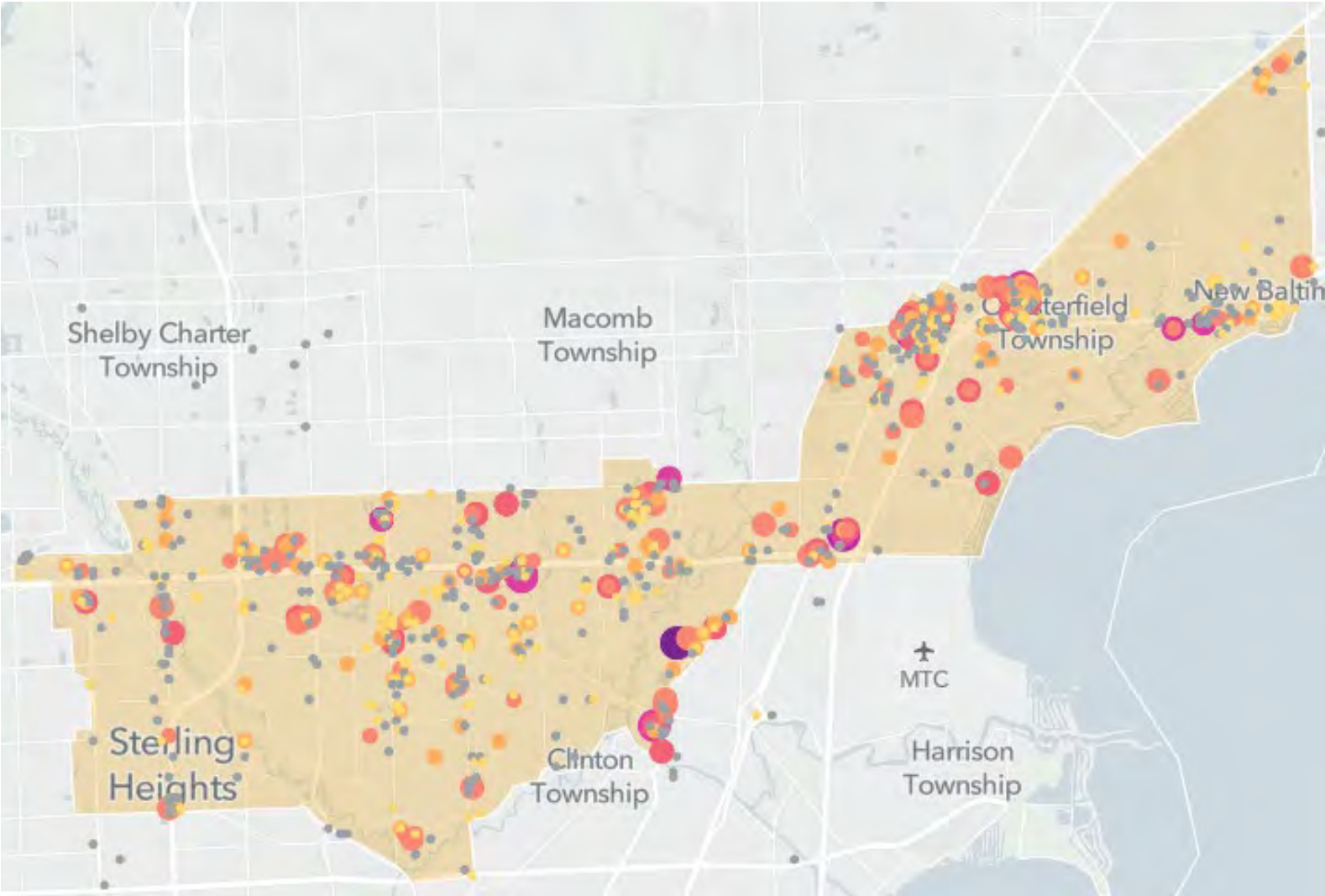


# Ride Requests – Oakland County

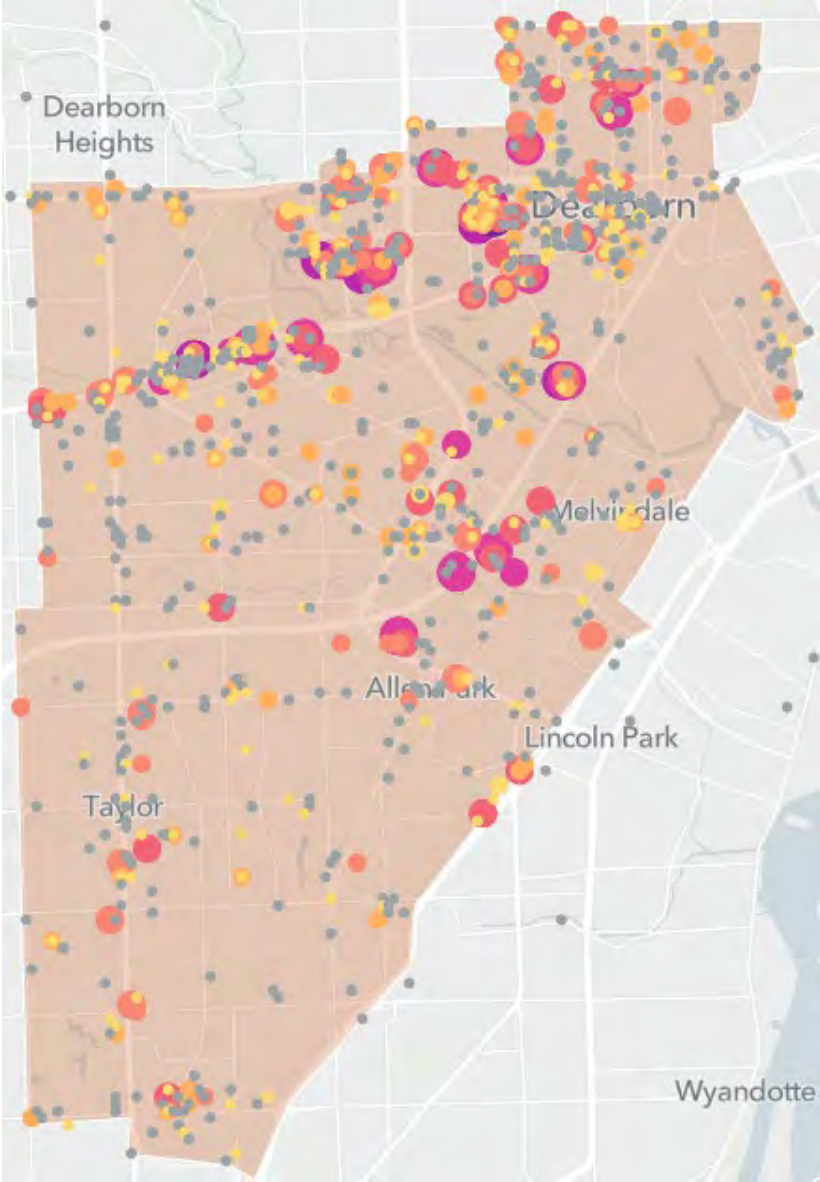




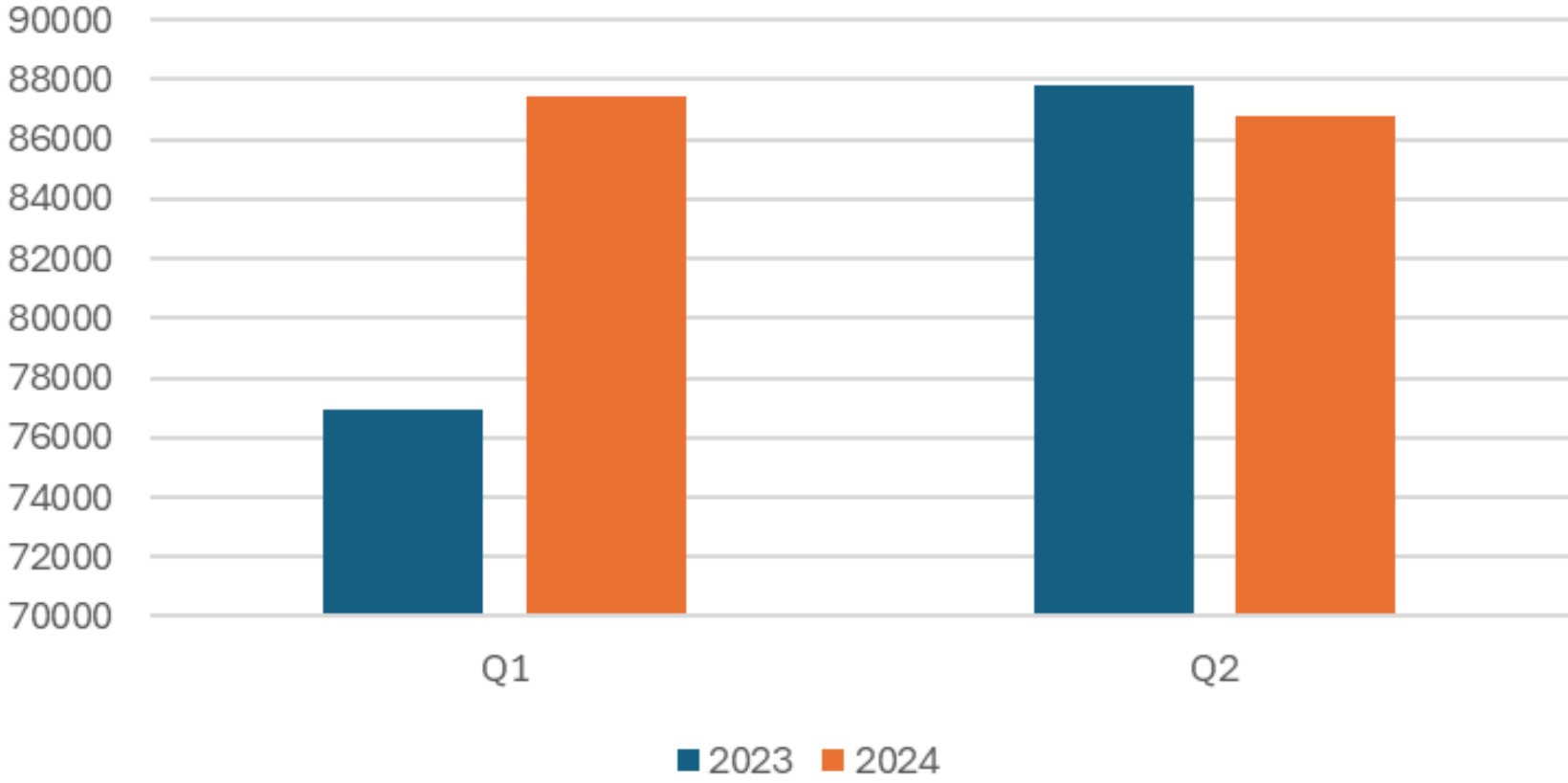
# Ride Requests – Macomb County



# Ride Requests – Wayne County



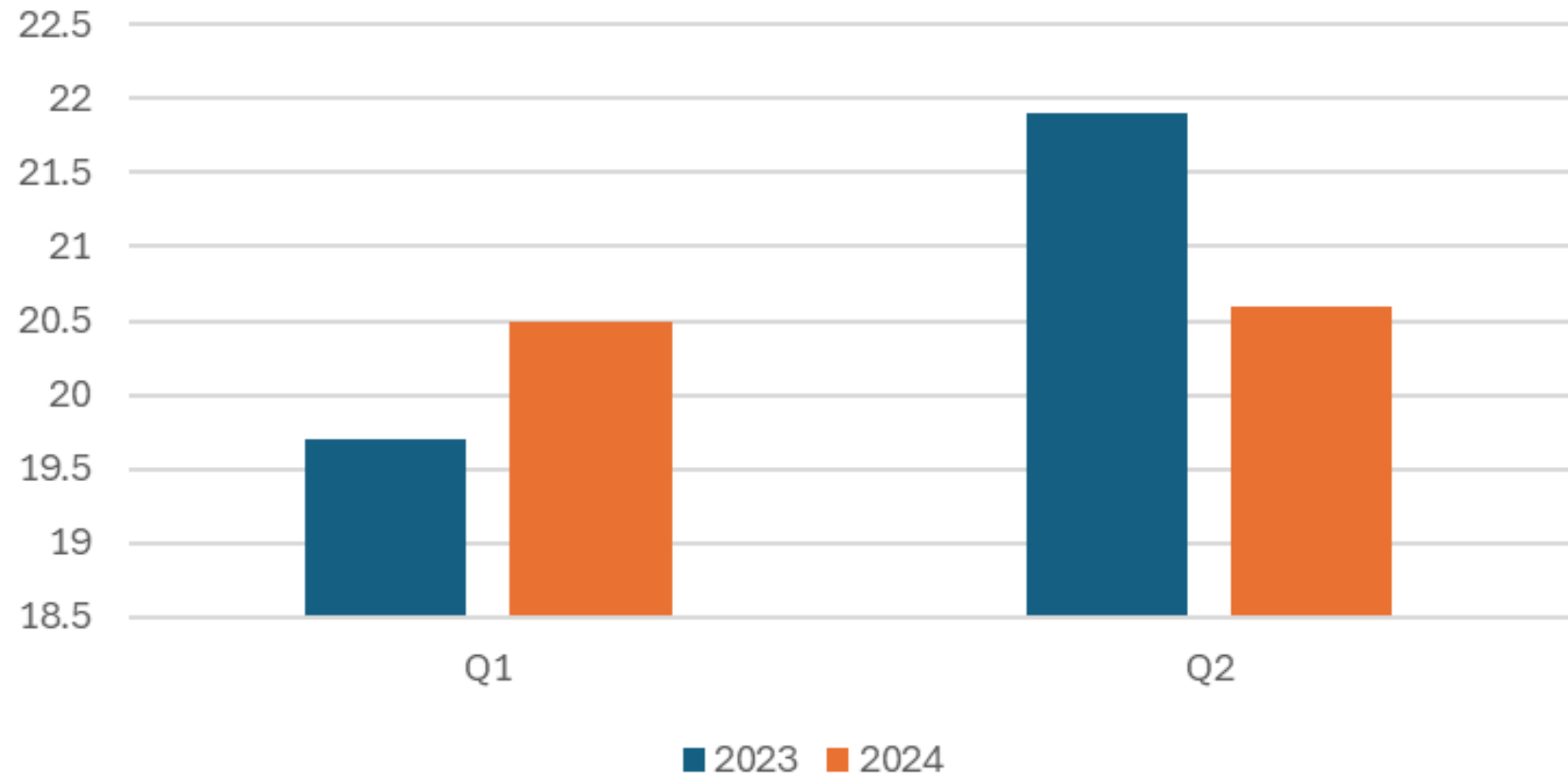
# Passengers - All Zones



Passengers - All Zones		
	2023	2024
Q1	76956	87425
Q2	87796	86766

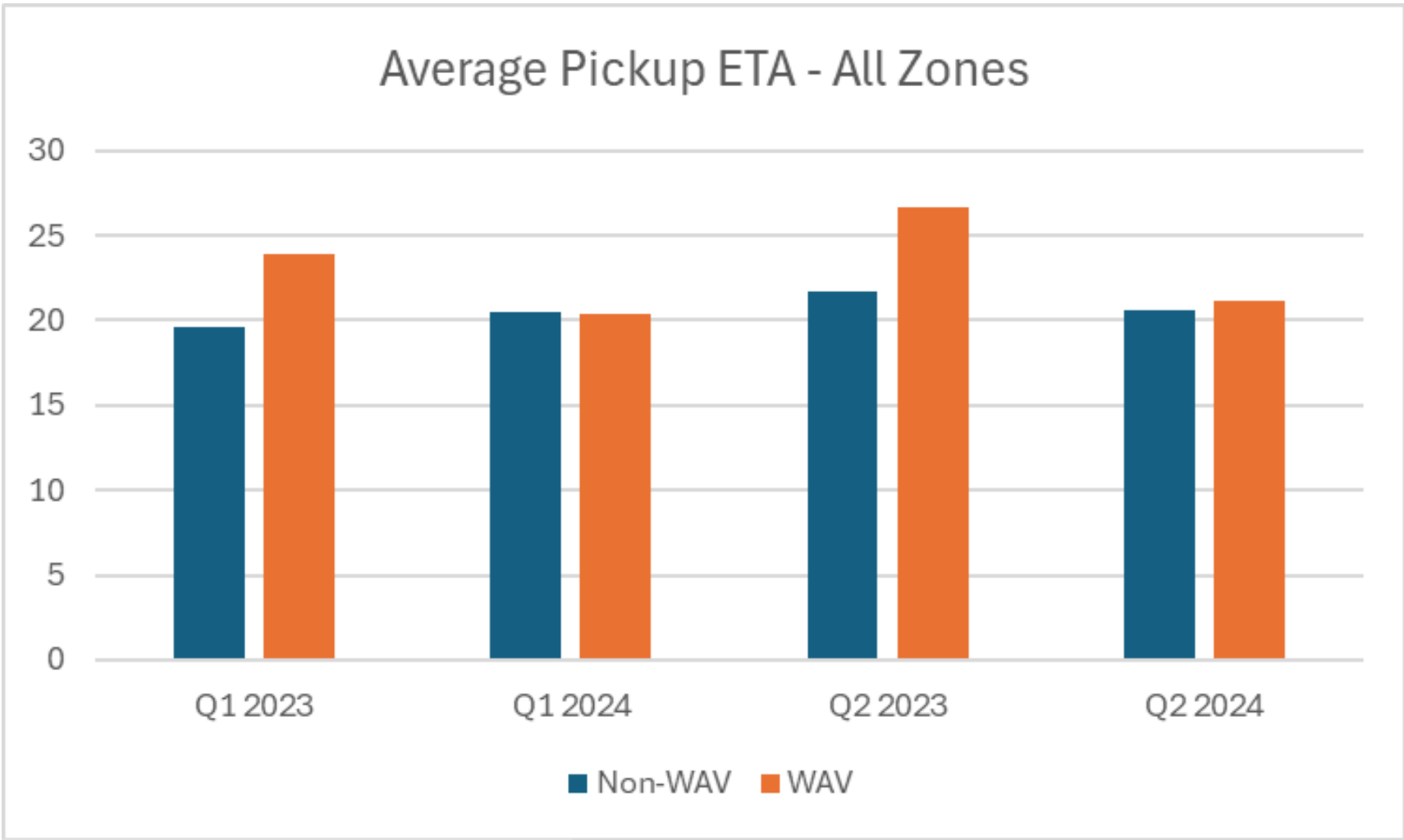


## Average Pickup ETA - All Zones



Average Pickup ETA - All Zones		
	2023	2024
Q1	19.7	20.5
Q2	21.9	20.6

# Average Pickup ETA - All Zones

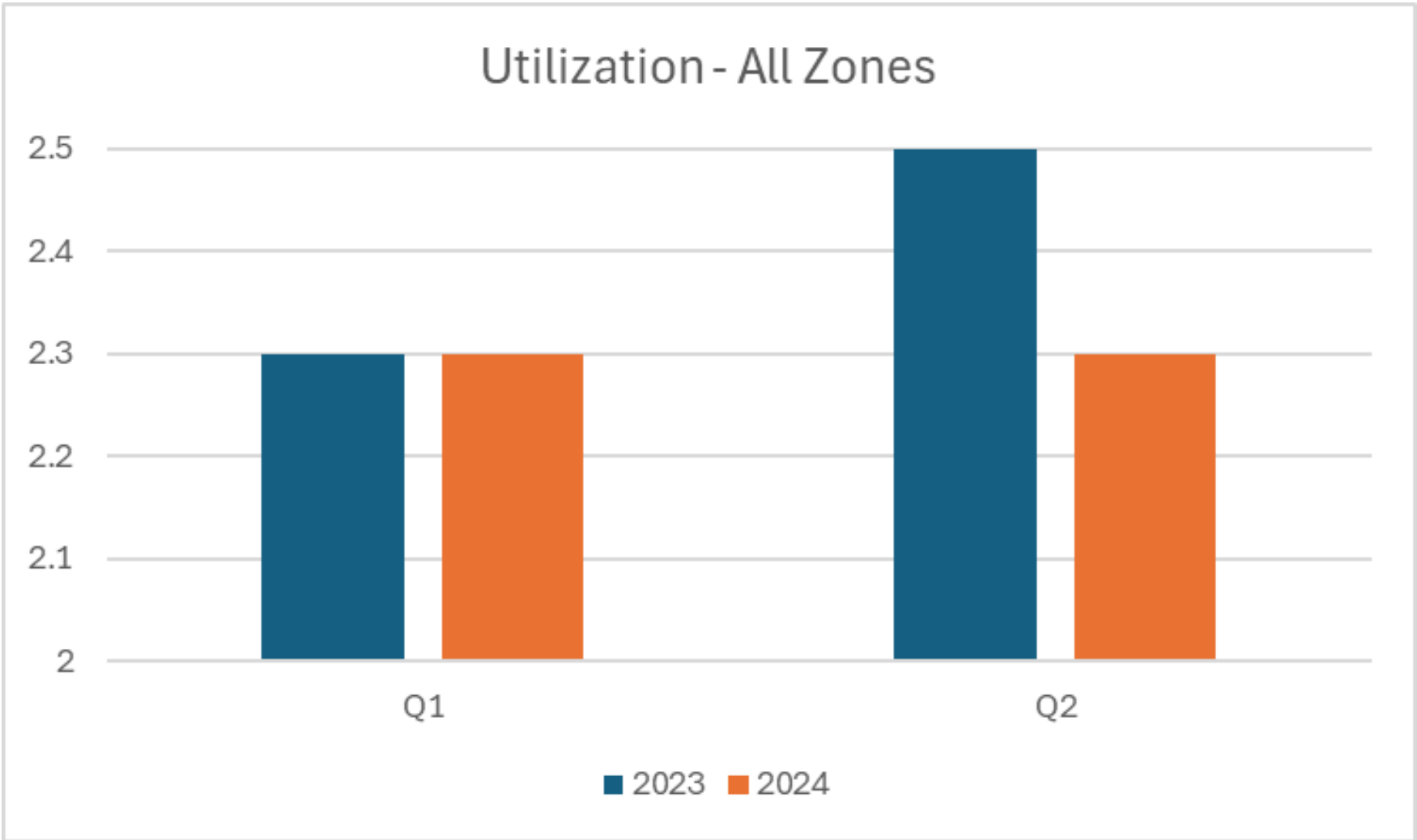


Average Pickup ETA - All Zones		
	Non-WAV	WAV
Q1 2023	19.6	23.9
Q1 2024	20.5	20.4
Q2 2023	21.7	26.7
Q2 2024	20.6	21.2



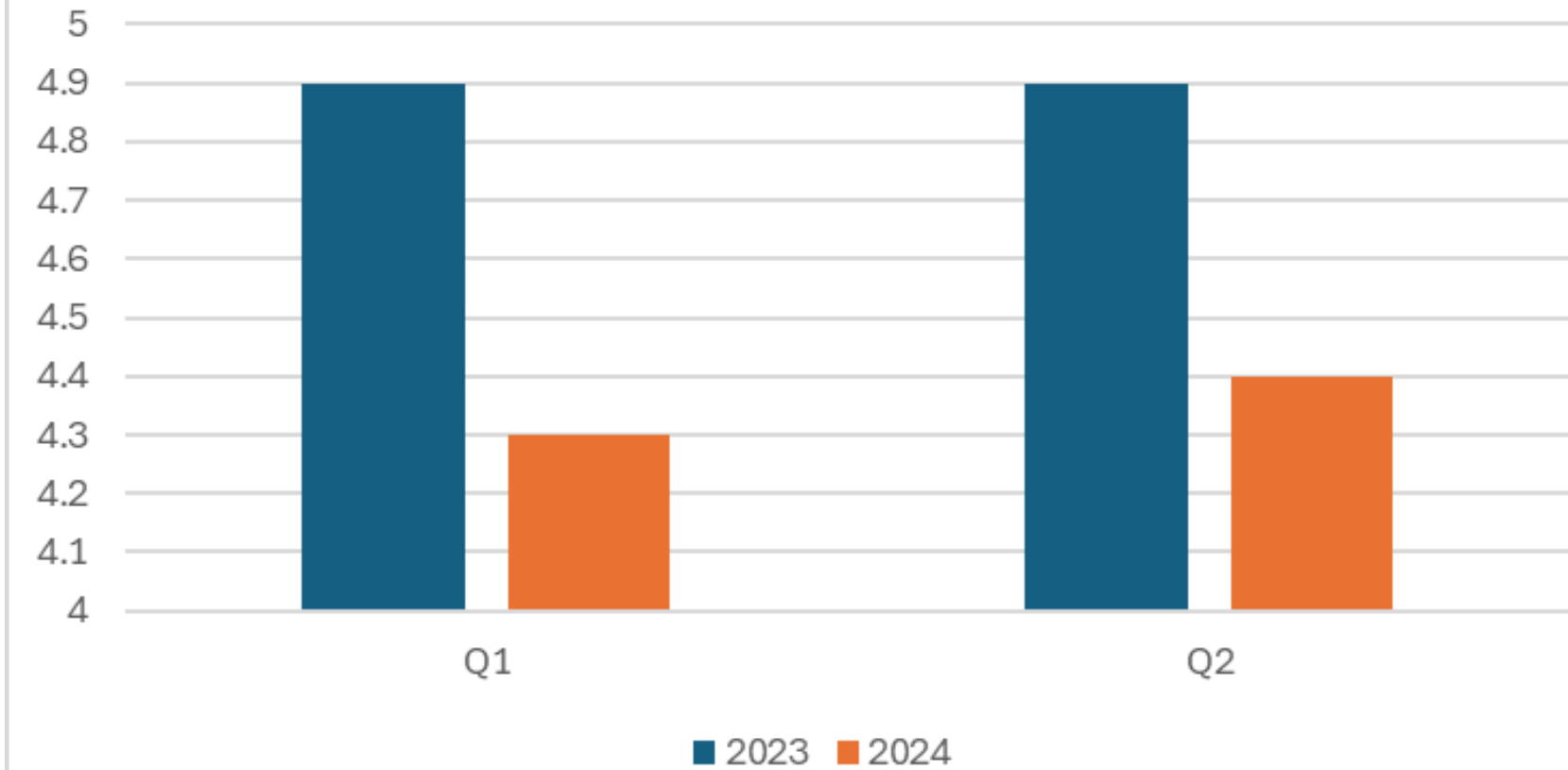


### Utilization - All Zones



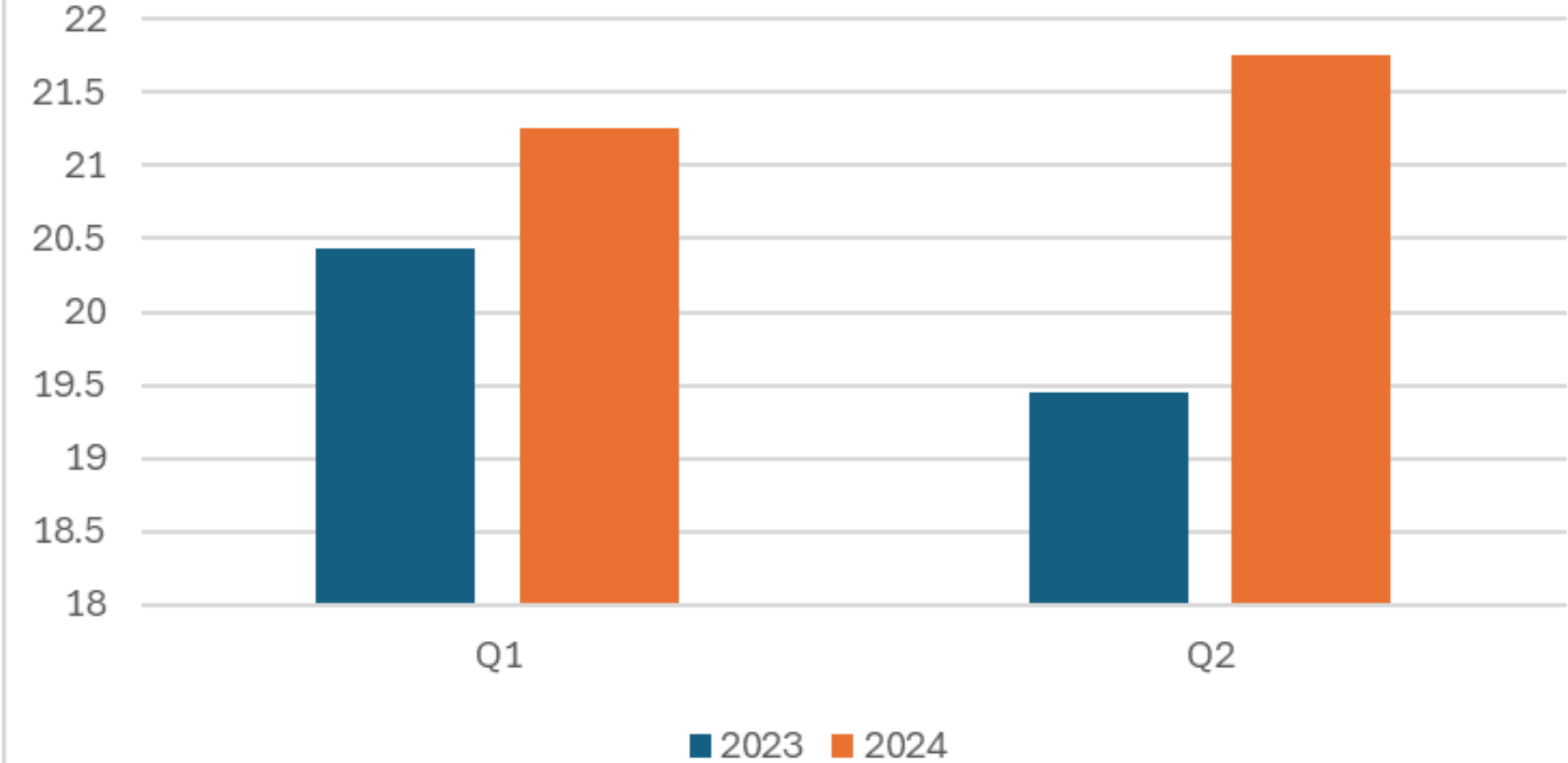
Utilization - All Zones		
	2023	2024
Q1	2.3	2.3
Q2	2.5	2.3

## Average Ride Distance - All Zones



Average Ride Distance - All Zones		
	2023	2024
Q1	4.9	4.3
Q2	4.9	4.4

### Cost Per Ride - All Zones



Cost Per Ride - All Zones		
	2023	2024
Q1	\$20.43	\$21.25
Q2	\$19.45	\$21.75





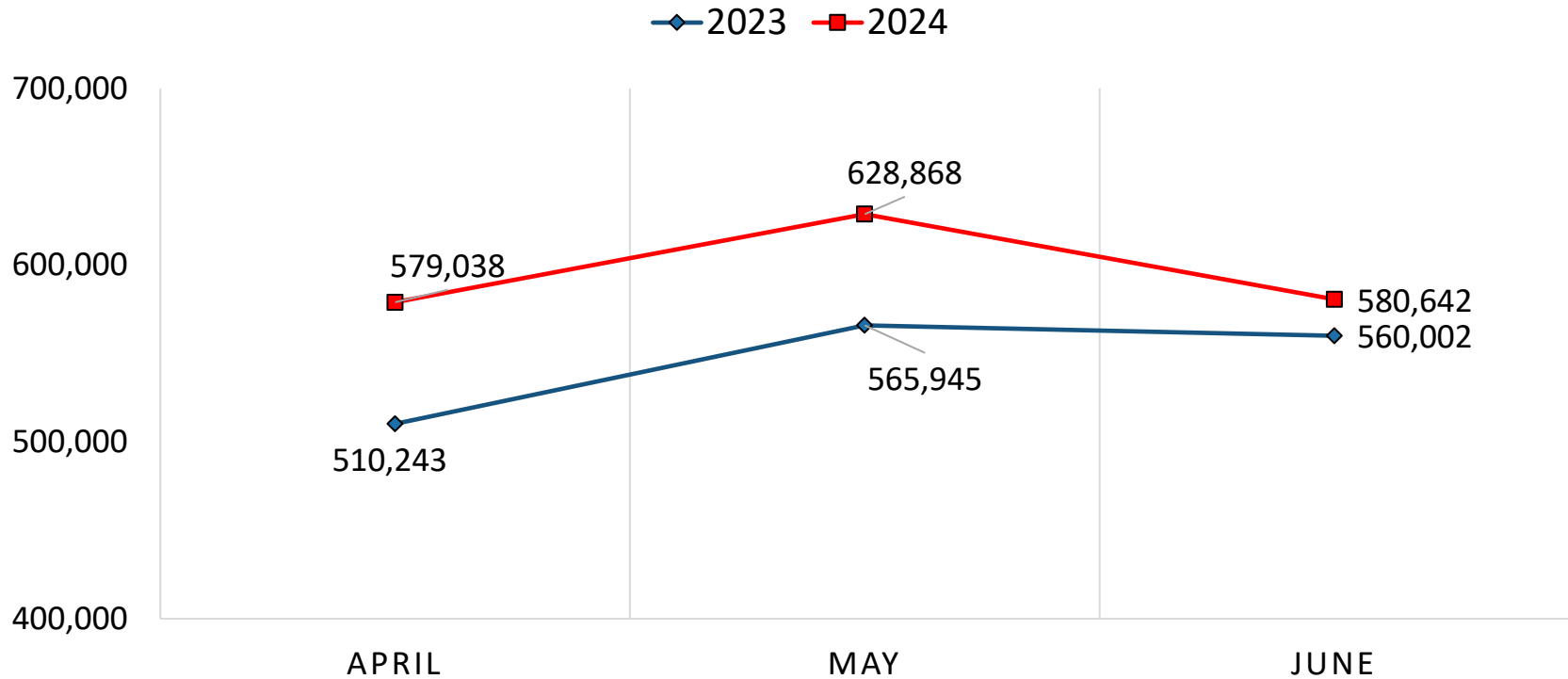


LIFE | SMART | YOU

 **SMART**

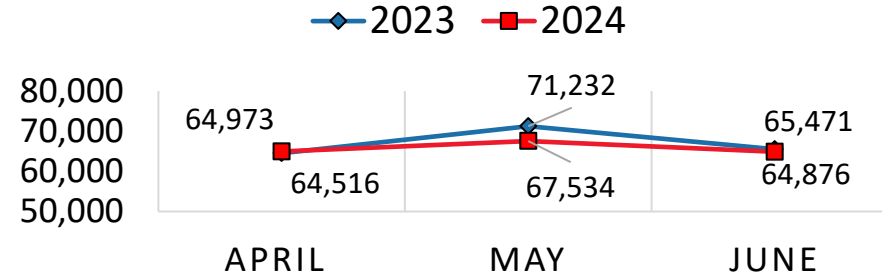
**FIXED ROUTE RIDERSHIP UPDATE**

# FIXED ROUTE TOTAL RIDERSHIP Q2 – 2023 & 2024

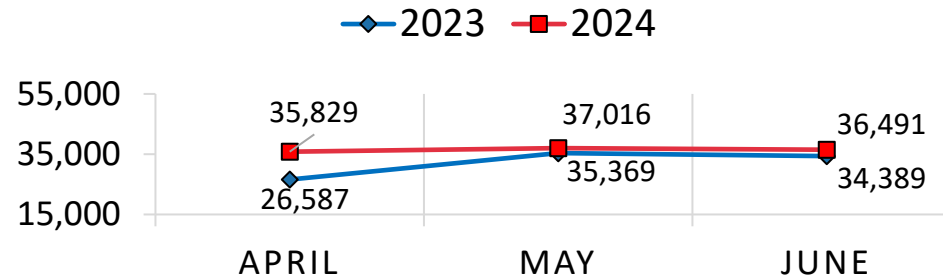


# TOP RIDERSHIP ROUTES by County

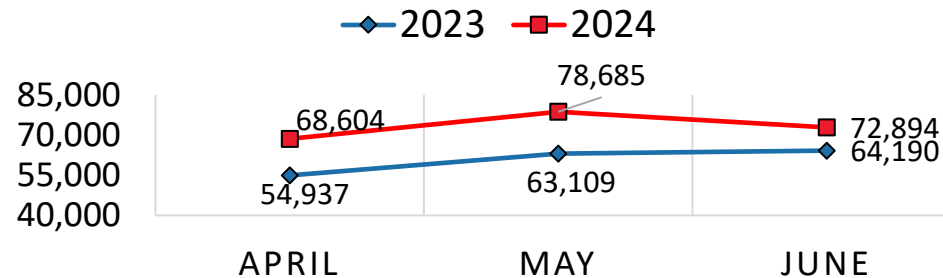
## 461 FAST WOODWARD



## 261 FAST MICHIGAN



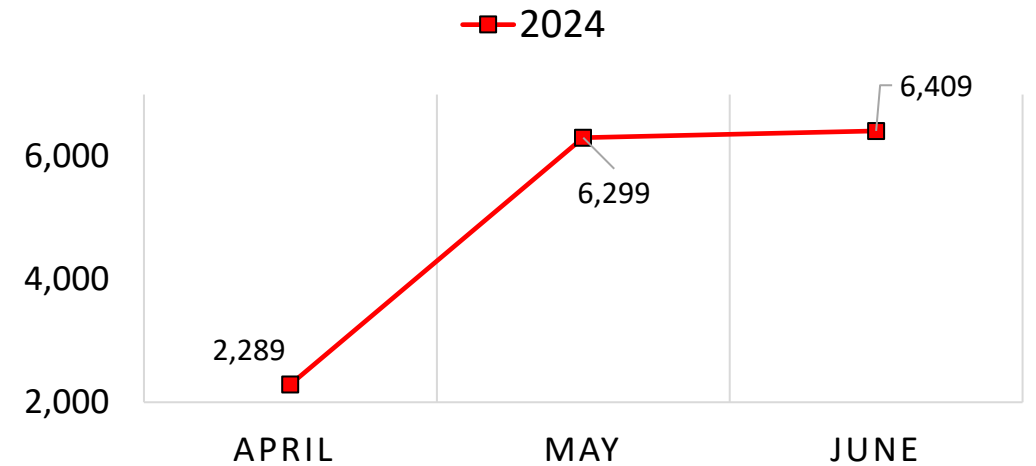
## 560 GRATIOT



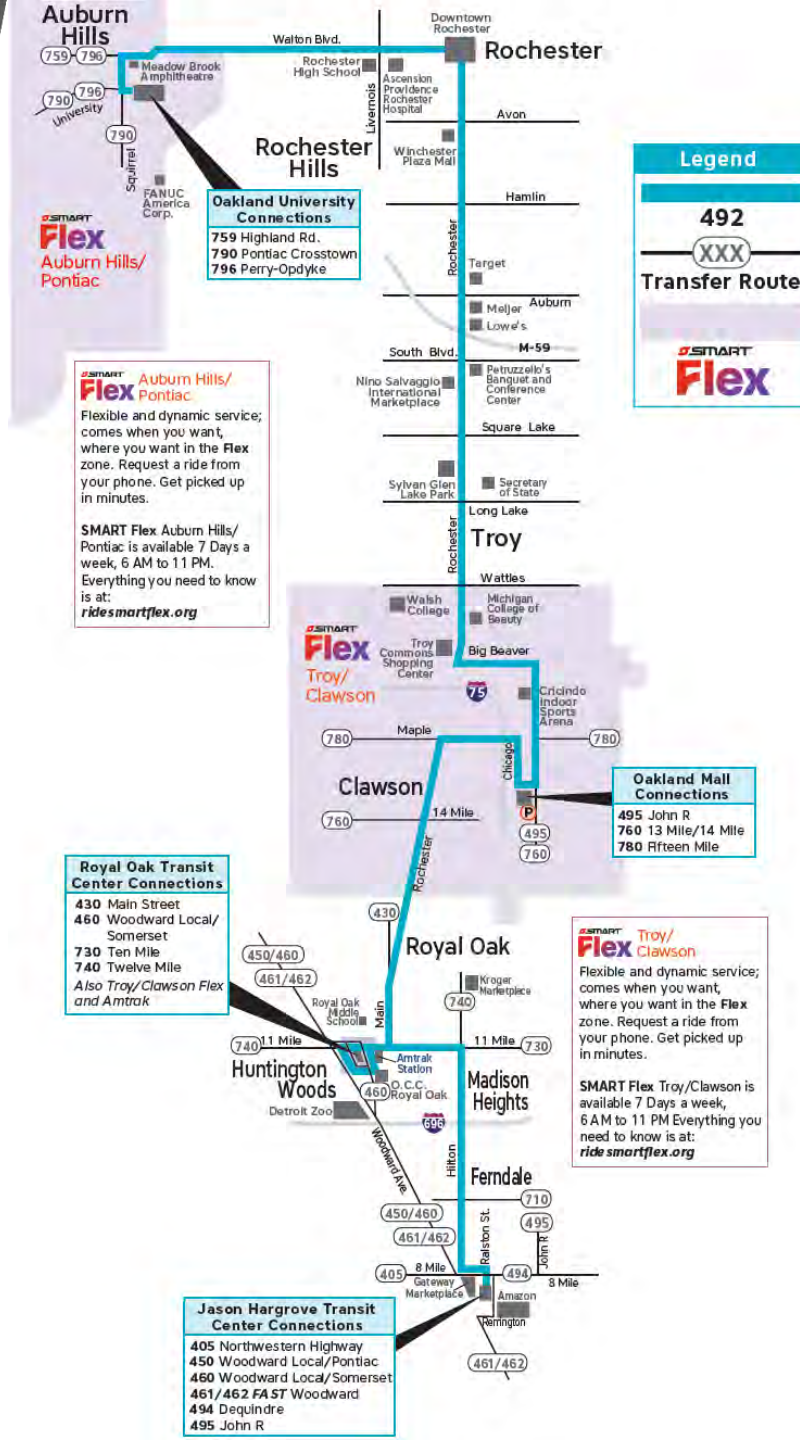


# 492 ROCHESTER

TOTAL RIDERSHIP  
SINCE START OF  
SERVICE: 14,997



Service began April 22, 2024



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MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: New Business





# agenda item

DATE: September 26, 2024                      DISPOSITION SOUGHT: Board Approval  
 TO: SMART Board of Directors              SUBMITTED BY: General Manager  
 FROM: General Counsel                      APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract for Vehicle & General Liability for Third Party Administrator Services

## RECOMMENDATION

That the Board adopts the attached resolution authorizing the award of a contract:

- for vehicle and general liability third-party administrator services
- to The ASU Group, located at 2120 University Park Drive, Okemos, MI 48864
- for three years, beginning December 1, 2024, through November 30, 2027, with two, one-year renewal options
- at an amount not to exceed \$1,418,400 for three years, with two one-year renewal options for an amount not to exceed \$488,800.00 per year, totaling \$2,396,000.00 for five years

## DISCUSSION

SMART has been a qualified self-insurer for vehicle and general liability, including automobile no-fault, since June 1, 1979. SMART does not directly employ claims handlers and therefore contracts with a Third Party Administrator (“TPA”) for complete claims handling services. SMART’s TPA will investigate reported claims, process and pay claims where necessary, perform bill review services, coordinate with outside legal counsel on litigated matters, audit and pay bills submitted by outside legal counsel, maintain and update reserves, and report as necessary to Medicare and other entities, among other things. In addition, SMART’s TPA will assist SMART’s legal staff in the development and tracking of key performance indicators.

## PROCUREMENT PROCESS

Procurement Method:     Sealed Bid     Proposal     Quotes     Sole Source  
 Advertising:                      Michigan Chronicle and Michigan Inter-governmental Trade Network  
 Number of Downloads: 12 Downloads  
 Number of Responses: 3 Proposals  
 Rationale for award:        The proposal submitted by The ASU Group was found to be the most responsive and responsible in meeting the scope of work and the most advantageous to SMART with price and other specified evaluation criteria being considered. Price was determined to be fair and reasonable.

## FUNDING & COSTS

The project is funded via: Operating Funds

The contract not to exceed amounts are summarized as follows:

Description	The ASU Group
Vehicle & General Liability TPA (3) Year Contract	\$1,418,400.00
Option Year One (1)	\$488,800.00
Option Year Two (2)	\$488,800.00
<b>Total</b>	<b>\$2,396,000.00</b>

## ATTACHMENTS

- Resolution

/CB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Vehicle & General Liability Third Party Administrator

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) requires vehicle and general liability third-party administrator (TPA) services; and
- Whereas, The TPA will investigate reported claims, process and pay claims where necessary, perform bill review services, coordinate with outside legal counsel on litigated matters, audit and pay bills submitted by outside legal counsel, maintain and update reserves, and report as necessary to Medicare and other entities, among other things; and
- Whereas, A Request for Proposals (RFP) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received three proposals; and
- Whereas, The ASU Group was determined to be most responsive and responsible in meeting the scope of work and most advantageous to SMART with price and other specified evaluation criteria being considered. Price was determined to be fair and reasonable; and
- Whereas, The purchase is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied The ASU Group has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that The ASU Group are in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for vehicle & general liability third-party administration services to The ASU Group for three years beginning December 1, 2024, and ending November 30, 2027, for a total amount not to exceed \$1,418,400.00, with two one-year renewal options for the subsequent amount not to exceed \$488,800.00 per year, for an aggregate amount not to exceed \$2,396,000.00 for the five years.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary



DATE:	September 26, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	Board Administrator
FROM:	Board Administrator	APPROVED BY:	General Manager

SUBJECT: Approval to bid on hosting the 2026 American Public Transportation Association (APTA) Transit Board Members & Board Administrators Seminar

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## **RECOMMENDATION**

SMART staff is seeking Board approval to bid on hosting the 2026 American Public Transportation Association (APTA) Transit Board Members and Board Administrators Seminar in Detroit.

## **DISCUSSION:**

APTA organizes a yearly seminar in which transit board members and board administrators come together for peer exchange and professional development on board governance and policy development for public transportation agencies. Transit Board Member Seminar topics include national and regional transit advocacy, workforce development and labor relations, safety and security, mobility innovation, procurement practices and the CEO-Board relationship. The Transit Board Administrators Seminar covers topics such as transit board member onboarding, good practices in board management and building resiliency as an administrator.

The last two Seminars were held in California and Mississippi. Transit Authorities must submit bids to APTA in order to be considered as hosts for future Seminars. SMART staff seeks board approval to submit a bid to host the 2026 Transit Board Members & Board Administrators APTA Seminar in Detroit.

## **ATTACHMENT**

- Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval to bid on hosting the 2026 American Public Transportation Association (APTA) Transit Board Members & Board Administrators Seminar

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Whereas, The American Public Transportation Association (APTA) organizes a yearly seminar in which transit board members and board administrators come together for peer exchange and professional development on board governance and policy development for public transportation agencies; and

Whereas, Transit Agencies must submit bids to APTA to be considered as hosts of future Seminars; and

Whereas, SMART staff seeks board approval to submit a bid to host the 2026 Transit Board Members & Board Administrators APTA Seminar in Detroit; now, therefore be it

Resolved, That the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART), hereby authorizes SMART staff to submit a bid to host the 2026 Transit Board Members & Board Administrators APTA Seminar in Detroit.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of the resolution adopted at a legally convened meeting of the Board of Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Administrator

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DATE: September 26, 2024   DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors   SUBMITTED BY: Deputy General Manager  
FROM: External D&A Compliance Assistant   APPROVED BY: General Manager

SUBJECT: Approval of SMART Triennial Disadvantage Business Enterprise (DBE) Goal for  
Submission to the Federal Transit Administration (FTA)

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## **RECOMMENDATION**

SMART seeks Board approval of its Disadvantaged Business Enterprise (DBE) Goal to submit to the Federal Transit Administration (FTA) for its three-year annual DBE goal for Federal Fiscal Years 2024, 2025, and 2026.

## **DISCUSSION:**

SMART is required to submit a DBE Goal triennially to the FTA that complies with U.S. Department of Transportation’s (DOT) DBE regulations. The goal must adhere to departmental data and regulatory mandates for its development and the Authority’s DBE Goal must identify and set forth the proposed overall DBE goal for FY 2024-2026. The Authority’s Triennial DBE goal has been amended to reflect SMART proposed overall DBE goal for Federal Fiscal Years 2024, 2025, and 2026 as 18.3%.

Once approved by the SMART Board, the authority will continue to obtain certified DBEs to participate on Capital Funding Solicitations and assure the Authority's continued compliance with federal regulations.

## **ATTACHMENT**

- Triennial DBE Goal Submission
- Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of SMART Triennial Disadvantage Business Enterprise (DBE) Goal for Submission to the  
Federal Transit Administration (FTA)

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- Whereas, The Suburban Mobility Authority of Regional Transportation (SMART) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), which can be found at 49 CFR Part 26; and
- Whereas, SMART receives federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, SMART has signed an assurance that it will comply with 49 CFR Part 26; and
- Whereas, The U.S. Department of Transportation and the Federal Transit Administration require a submission of its Triennial DBE goal; and
- Whereas, SMART has amended its Triennial DBE Goal submission to propose an overall DBE goal for Federal Fiscal Years 2024, 2025, and 2026 of 18.3%; now, therefore be it
- Resolved, That the Board of Directors of Suburban Mobility Authority for Regional Transportation approves the DBE goal submission which will ensure compliance with DOT's DBE regulations.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of the resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation on September 26, 2024.

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Date

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Board Administrator



**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL  
TRANSPORTATION**

**Triennial DBE GOAL SUBMISSION**

**FEDERAL FISCAL YEARS: 2024, 2025, 2026**

**October 1, 2023 – September 30, 2026**

**SUBMITTED BY: Tiffany Gunter Deputy General Manager  
DBE Department**

## **Suburban Mobility Authority for Regional Transportation Triennial Disadvantaged Business Enterprise Goal Federal Fiscal Years 2024-2026**

The Suburban Mobility Authority for Regional Transportation (SMART) submits the following three-year annual DBE goal to Federal Transit Administration for Federal Fiscal Years 2024, 2025, and 2026.

SMART prepared this report with the following departmental data and regulatory mandates:

- ♦ DBE Program Regulations: Title 49 Code of Federal Regulations Part 26, amended Oct 2014<sup>1</sup>
- ♦ US Department of Transportation: DBE Contract Goal-Setting Methodology
- ♦ Michigan Unified Certification Program database

### **BACKGROUND**

The Suburban Mobility Authority of Regional Transportation (SMART) is a recipient of USDOT funds which require SMART to adhere to all current federal and state laws, regulations and Executive Orders concerning the DBE program. SMART has implemented programs to encourage the participation of Disadvantaged Business Enterprise's (DBE) in its federal aid contracts in accordance with 49 CFR Part 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs."

SMART utilizes verifiable evidence from Michigan Unified Certification Program as well as 2020 US Census Bureau County Business Patterns database to ascertain the availability of businesses that are ready, willing, and able to participate on FTA-funded contracts that this agency procures. This three-year annual goal document is an analysis of opportunity, data, and trends prepared to reflect the relative availability of DBE firms in Michigan's contracting market.

### **PROPOSED OVERALL DBE GOAL FOR FFY 2024-2026**

DBE goals are assigned to Capital Funding solicitations as appropriate. Contracts with set DBE percentage goals must include subcontracting opportunities and good faith efforts. SMART proposed overall DBE goal for FFY 2024, 2025, and 2026 is **18.3%**.

- ♦ 8.1% of the 18.3% goal will be attained using race/gender neutral means.
- ♦ 10.2% of the 18.3% goal will be attained using race/gender conscious means.

SMART will apply the projected overall annual DBE goal of 6.1% to the annual average of FTA funding of \$46,048,326 results in a projected average of \$8,426,843 in FTA funds to be made available to certified DBE firms during each federal fiscal year.

### **FEDERAL FUNDING PROJECTION**

FTA funding is estimated to total \$138,144,978 over the next three years resulting in an annual average of \$ 46,048,326 in federal funding for contracting opportunities per year. The funds are divided between Facility renovations/Maintenance, Transit Improvement projects, facility security activities, Transit enhancement activities, and consultant solicitations.

## **ANNUAL DBE GOAL METHODOLOGY**

The annual overall DBE goal is applicable to procurements that include capital funds. To track procurements and analyze the overall annual DBE goal most effectively, SMART examines all contract solicitations to identify potential DBE opportunities. The DBE goal setting methodology combines all FTA-funded contract opportunities to calculate a single overall annual DBE goal for submission.

### **Step 1: Determine the relative availability of ready, willing, and able DBE firms.**

Calculations to determine the base figure are made to measure the relative availability of DBE firms that can perform the types of prime and subcontract work that SMART solicits. The methodology used determines the percentage of DBE firms that are ready, willing, and able to respond to solicitations for the types of work that SMART will be performing during the 2024-2026 federal fiscal years.

SMART adheres to federal goal-setting methodologies in accordance with 49 CFR Part 26.45 regulations. This was accomplished by accessing the Michigan Unified Certification Program (MUCP) Directory of Certified DBE firms and the 2020 U.S. Census Bureau County Business Patterns (CBP) database.

#### **Local Market Area:**

Comparisons were made within SMART's local geographical area, which consists of Oakland, Macomb, Monroe and Wayne counties and specified industries and types of businesses. This is where most of SMART's contracting dollars are disbursed and the majority of contractors' and subcontractors' bids or quotes are received.

In accordance with the formula below, the Base Figure is derived by dividing the number of ready, willing, and able DBE firms identified for each NAICS work category by the number of all firms identified for each corresponding work category (relative availability), then weighing the relative availability for each work category by the corresponding work category weight (weighted ratio) and then adding the weighted ratio figures together.

## **RELEVANT DATA SOURCES**

SMART includes only relevant data sources to capture the most refined business, contractor, and bidder data to accurately monitor interest and availability. All entities interested in doing business with SMART must register with Michigan Inter-governmental Trade Network (MITN) to identify potential suppliers to its unique requirements. MITN is an internet-based website where vendors can easily be notified of bid opportunities throughout Michigan. Potential business partners must register with MITN to submit a response to a solicitation.

Vendors receive automatic email notifications of:

- Bids, Request for Proposal, Quotes
- Addenda
- Awards
- Deadline reminders
- Advance notice of term contract expirations

## **Michigan Unified Certification Program (MUCP) DBE Directory**

SMART utilizes the MUCP DBE Directory as the primary data source to validate the number of ready, willing, and able firms. DBE firms are converted to SMART work types using North American Industry Classification System (NAICS) codes. The MUCP DBE Directory is searched using NAICS codes that correspond with projected SMART construction contract and consultant professional service opportunities including firms certified by MUCP partner agencies.

$$\text{Base Figure} = \frac{\text{Number of Ready, Willing, and Able DBEs}}{\text{Number of All Ready, Willing, and Able Firms}} \times \text{Weight} \times 100$$

Base figure methodology was compiled utilizing Michigan Unified Certification Program database and 2020 U.S. Census Bureau County Business Patterns (CBP) database. Certified firms were identified and divided by the total number of firms in the work category. The total number is then multiplied by one hundred, which results in the available percentage.

SMART will exhaust all efforts to ensure that the Michigan Unified Certification Program and 2020 US Census database provides an accurate number of businesses either DBE and Non-DBE ready, willing and able. Only firms with approved NAICS codes in the work areas in which SMART does business are included in calculation of the base figure.

Types of work Forecast for FY 2024-2026	Weighted DBE Relative Availability
Bus Parts	0.0018
Facility Security Activities	0.0024
Facility Renovations	0.0531
IT Hardware/Software Projects	0.0025
Transit Improvement Projects LETC	0.0009
Transit Enhancement Activities SMART	0.0009
Step One Base figure RWA DBE	0.0616 or 6.1%

### **Adjustment to the base figure**

SMART will make no adjustments to the Base Figure based on historical data or disparity studies. The DBE participation goal for the next tri-annual period will be set at 6.1%.

The current projects SMART has planned for the next tri-annual period are similar to projects solicited during the previous tri-annual period. Due to the difference in projects planned, along with differences in funding levels for specific ongoing projects or projects completed during this tri-annual period, SMART finds no reason to adjust the Base Figure using historical DBE participation from FY2019 through 2022.



## **PROPOSED OVERALL DBE GOAL**

The final proposed overall DBE goal for federal fiscal years (FFY) 2024-2026 for Suburban Mobility Regional Transportation Authority's (SMART) FTA-assisted contracts is 18.3%.

## **Summary**

During FFY's 2021, 2022, 2023 SMART Spent 43,333,613 on federally assisted contracts of which 4,275,503 were awarded to DBE vendors. This represents a 17.43% DBE vendor participation rate which is 0.87% lower than the Authority's set DBE participation goal of 18.3%.

<b>Past DBE Participation</b>		
<b>FFY</b>	<b>Annual DBE Goal</b>	<b>Annual DBE Goal Achieved</b>
2021	6.1%	8.73
2022	6.1%	5.33
2023	6.1%	3.37

## **Recommendations**

SMART's DBE Compliance Office will continue to participate in outreach events, sponsored by government agencies or other organizations, which allow SMART staff to present upcoming solicitation opportunities directly to DBE vendors. SMART will continue to identify new resources that can offer better outreach opportunities focused directly on DBEs. During outreach events SMART staff will encourage firms to become DBE certified through the Michigan Unified Certification Program (MUCP), for those firms who qualify as a small business and are minority owned.

The DBE Compliance Office will continue to work with the Authority's Procurement Department and Project Managers to breakup large solicitations into smaller ones, whenever possible, allowing a more even playing field for DBEs to compete for SMART contracts. While recommending to Project Managers that comparable products being considered by DBE firms who would not have submitted a bid otherwise. DBE compliance staff intend to coordinate with local stakeholders in the region during the coming year to improve the dissemination of SMART's solicitation notifications. Increasing the number of eyes on the solicitation documents from partner websites will increase traffic to SMART's procurement website for the long-term. Finding new avenues for redirecting potential bidders to all upcoming solicitations is key to increasing DBE participation. SMART will continue to implement the

policies and procedures outlined in the Authority's DBE Program Manual. SMART's DBE manual places a great focus on creating contracting opportunities for DBE vendors and has enhanced outreach efforts to potential DBE vendors in the region. SMART's DBE Compliance Office will work with project managers on facility enhancement projects, along with IT projects to identify aspects of the projects that could be broken into smaller solicitations to enable more DBE firms to bid on SMART solicitations.

## **Outreach**

To assist in increasing race-neutral participation in its contracts, SMART will continue to actively seek procurement participation from DBE certified firms which include the following but are not limited to:

- Participating in conferences, seminars, and community outreach activities for the purpose of informing potential contractors of SMART's contracting procedures and available business opportunities.
- Hosting DBE Certification and How to Do Business with SMART outreach events in the local market area.
- Providing and arranging for pre-bid and pre-proposal meetings to allow for networking opportunities for primes and subcontractors.
- Ensuring participants at pre-bid meetings are informed of SMART's DBE Program and requirements.
- Advising its contracting community of the benefits of becoming DBE certified, the eligibility requirements to become certified as a DBE, and the online directory of certified DBEs found at SMART's website: [www.smartbus.org](http://www.smartbus.org) & the Michigan Unified Certification Program website: <https://mdotjboss.state.mi.us/MUCPWeb/search.htm>
- Ensuring that Invitation for Bids (IFBs), Requests for Proposals (RFPs), and all corresponding contracting requirements foster participation by DBEs and other small businesses.
- Encouraging prime contractors to subcontract portions of the work to DBEs.
- Marketing and Communication department has participated in hiring events hosted by Troy Chamber and Arab American Chaldean Chambers.
- We are members of the Arab & Hispanic Chambers and currently working with the Mexican Consulate on SMART fast route information and hiring for its constituents.
- The Authority has continued to foster its partnership with the Michigan Hispanic Chamber of Commerce and Michigan Unified Certification Program in order to increase the awareness of the contracting opportunities the Authority has to offer.

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DATE:	September 26, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	Human Resources
FROM:	Interim VP of Human Resources	APPROVED BY:	General Manager

SUBJECT: Authorization to Implement a Wage Increase for Non- Represented Employees

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### **RECOMMENDATION**

That the Board adopt the attached resolution authorizing wage increases and changes in benefits programs for non-represented employees effective September 30, 2024.

### **DISCUSSION**

SMART is updating the benefit and compensation package for non-represented employees. These changes have been included in the FY 2025 budget. They include:

#### **Wages**

- 4.0% wage increase for our non-represented employees effective September 30 2024.

### **RECOMMENDATION**

That the Board authorizes the above benefit and compensation package for non-represented employees and the employment contract for Dwight Ferrell effective September 30, 2024.

### **ATTACHMENT**

- Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Implement a Wage Increase for Non-Represented Employees

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Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has included in the Fiscal Year 2025 budget changes in employee benefits and compensation for its non-union employees and the employment contract for Dwight Ferrell, General Manager; and

Whereas, A 4.0% wage increase will be effective on September 30, 2024; now, therefore be it

Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to provide the benefit and compensation package changes for non-union employees, and apply the increase to the employment contract for Dwight Ferrell, General Manager, effective September 30, 2024.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Administrator

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DATE:	September 26, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	VP Planning & Innovation
FROM:	VP of Planning & Innovation	APPROVED BY:	General Manager

SUBJECT: Approval of the FY 2025 Unified Work Program (UWP) Budget and Local Match

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## **RECOMMENDATION**

That the board approve the attached resolution:

- to certify the required local match of \$70,694
- for the proposed Fiscal Year 2025 Unified Work Program (UWP) total budget amount of \$389,500
- and, if required, modify the submission upon further negotiations with Federal Transit Administration (FTA), and to execute a project agreement with Southeast Michigan Council of Governments (SEMCOG) for FTA technical studies dollars

## **DISCUSSION**

To remain eligible for federal and state capital improvement and operating grants, SMART develops required planning justifications through technical studies. SMART must submit its proposed technical study task program to SEMCOG for the region's annual UWP to be eligible for FTA funding, primarily 5303 Metropolitan Planning Program funds for 81.85% of the studies' cost.

Consistent with the requirements of this process, staff has submitted an FY 2025 SMART Unified Work Program submission to the SEMCOG, with the understanding that the Board maintains the right to modify the submission based on its concerns and any other factors that may arise. A summary of the program is attached, and if priorities change, SMART has the ability to add or change projects to accomplish needed work.

The general objectives of the UWP are:

- To provide planning documents to fulfill federal planning requirements;
- To update and monitor plans that met the requirements of the Americans with Disabilities Act;
- To update the regional public transportation database and plan;
- To analyze current and proposed transit services to ensure that they are being provided most effectively and efficiently as possible; and
- To perform regional data gathering in conjunction with the SEMCOG Long-Range Transportation Plan.

## **FUNDING SOURCE**

The proposed UWP budget is \$389,500, of which \$318,806 would be provided through an FTA technical study grant (passed through SEMCOG) and the required local match of \$70,694 would be provided from SMART operating funds. This is the same amount received in FY 2024.

## **ATTACHMENTS**

- Resolution
- Summary of Proposed FY 2025 Unified Work Program and Budget



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of the FY 2025 Unified Work Program (UWP) Budget and Local Match

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) is charged with the planning, operation, and improvement of regional public transportation in southeastern Michigan; and
- Whereas, Monies to support the conduct of urban mass transportation planning for southeastern Michigan, are made available annually by the Federal Transit Administration (FTA) and passed through to the Southeast Michigan Council of Governments (SEMCOG) for SMART to financially assist the Authority in its mass transportation planning and related responsibilities; and
- Whereas, To receive these technical funds, the SMART must prepare an annual work program of proposed planning projects, commonly termed a “Unified Work Program” and submit this program to SEMCOG for inclusion into the region’s annual Overall Work Program; and
- Whereas, The Authority has submitted to SEMCOG the FY 2025 Unified Work Program with a total budget amount of \$389,500.00 including the required local match of \$70,694.00 paid using SMART operating funds; and
- Whereas, SEMCOG and FTA review and subsequent negotiation of the Authority’s work program could result in a situation where the scope, cost, and emphasis of these programs could be different from those originally submitted; now, therefore, be it
- Resolved, That the Authority’s FY 2025 Unified Work Program referred to herein is approved and that the General Manager of SMART is authorized to execute a negotiated project agreement with SEMCOG for \$318,806.00 of FTA Section 8 technical studies funds; representing that \$70,694.00 is available for the local match of these funds; and to negotiate, as may be required, the scope, cost, emphasis, etc. of the content of this program.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Administrator



## SMART FY 2025 UWP Summary and Budget

### FY 2025 UWP 5303 PLANNING GRANT

1 DATA COLLECTION AND ANALYSIS		FTA 5303	Match Local	TOTAL
W9100	Data Collection and Analysis	\$2,821	\$626	\$3,447
<b>Program Area Subtotal</b>		<b>\$2,821</b>	<b>\$626</b>	<b>\$3,447</b>
2 PLAN AND POLICY DEVELOPMENT				
W9200	Plan for Comm. Transit / Conn. Services	\$118,490	\$26,275	\$144,765
W9300	Fixed Route Planning	\$162,512	\$36,037	\$198,549
W9400	Long Term Planning	\$22,569	\$5,005	\$27,574
<b>Program Area Subtotal</b>		<b>\$303,571</b>	<b>\$67,317</b>	<b>\$370,888</b>
3 PLAN IMPLEMENTATION				
W9500	Fiscal Project Development/TIP	\$6,771	\$1,501	\$8,272
<b>Program Area Subtotal</b>		<b>\$6,771</b>	<b>\$1,501</b>	<b>\$8,272</b>
4 SUPPORT SERVICES				
W9600	Public Participation/Outreach	\$2,821	\$626	\$3,447
W9700	Unified Work Program Design & Monitoring	\$2,821	\$626	\$3,447
<b>Program Area Subtotal</b>		<b>\$5,645</b>	<b>\$1,252</b>	<b>\$6,894</b>
<b>TOTALS</b>		<b>\$318,806</b>	<b>\$70,694</b>	<b>\$389,500</b>

### FY 2025 5304 / FTA AREAS OF PERSISTENT POVERTY GRANT

PLAN AND POLICY DEVELOPMENT		FTA 5304/Areas of Persistent Poverty	Match MDOT	TOTAL
W1100	5304 Operation and Service Policy/Procedural Development (FUNDED FY'21)	\$320,000	\$80,000	\$400,000
W2300	Pontiac Mobility Hub (FUNDED FY'22)	\$180,000	\$20,000	\$200,000
W2400	5304 Bus Stop Management System (FUNDED FY'25)	\$480,000	\$120,000	\$600,000
<b>Program Area Subtotal</b>		<b>\$980,000</b>	<b>\$220,000</b>	<b>\$1,200,000</b>
<b>TOTALS</b>		<b>\$980,000</b>	<b>\$220,000</b>	<b>\$1,200,000</b>



#### **W9100 DATA COLLECTION AND ANALYSIS**

##### **Purpose/Outcome**

To continue to develop and maintain a comprehensive and up-to-date database of SMART patron trip patterns and opinions, and inventory bus stop and shelter locations. SMART will also maintain/update its business/employer database.

#### **W9200 PLAN FOR COMMUNITY TRANSIT / CONNECTOR SERVICES**

##### **Purpose/Outcome**

To continue the development, coordination, and enhancement of community transit services within the SMART region including the implementation of paratransit services in compliance with the Americans with Disabilities Act (ADA) of 1990.

#### **W9300 FIXED ROUTE PLANNING**

##### **Purpose/Outcome**

The objectives of this project are to develop various strategies to make SMART Fixed Route services more productive, through the evaluation and development of appropriate service modifications and maintenance strategies and the refinement of a database for monitoring SMART Fixed Route performance.

#### **W9400 LONG TERM PLANNING**

##### **Purpose/Outcome**

The objectives of this task are to continue to identify capital improvement strategies and service expansion. The projects developed as a result of this task will tend to be longer in terms of time of study initiation and projected project impact (at least 20 years duration). The projects will be more capital intensive, in terms of dollar investment, than the relatively low-cost short-term planning projects. Projects conducted under this task will include both operating and capital improvement strategies. This project updates and builds on previous plans to lessen the financial impacts of issues in the future.

#### **W9500 FISCAL PROJECT DEVELOPMENT/TIP**

##### **Purpose/Outcome**

The objective of this project is to identify and apply for all feasible methods of funding available through federal or state sources.

#### **W9600 PUBLIC PARTICIPATION/OUTREACH**

##### **Purpose/Outcome**

The objective of this task is to broaden the knowledge and understanding of the general public regarding public transportation programs and initiatives by attending public meetings or forums. This program is designed to coordinate with transit advocates, riders, and the general public to develop a general consensus for improving public transportation in this region.

#### **W9700 UNIFIED WORK PROGRAM DESIGN AND MONITORING**

##### **Purpose/Outcome**

The objective of this task is to provide for the administration, evaluation and close-out of existing SMART Unified Work Program (UWP) tasks and the preparation of the FY'2026 work program document





# agenda item

ATE:	September 26, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	VP of Planning
FROM:	VP of Planning	APPROVED BY:	General Manager

SUBJECT: Approval to enter into a Construction and Use Agreement for the Park and Ride Area at the Michigan Department of Transportation (MDOT) Wixom Carpool Lot

## RECOMMENDATION

That the Board adopt the attached resolution approving the agreement:

- with the Michigan Department of Transportation (MDOT)
- for the ongoing use of the Wixom Carpool Parking Lot as a transit stop
- and for construction of a bus lane and pull-off area at the lot
- at a one-time cost not to exceed \$239,000.00

## DISCUSSION

SMART has requested MDOT perform additional work for and on behalf of SMART in connection with the Highway I-96 construction. This work will support fixed route bus service to the Wixom Carpool Lot located on West 12 Mile Road east of Beck Road. The additional work will include a reinforced concrete bus lane and bus pull-off area, along with signage, concrete curb and gutter, drainage structure, subgrade underdrain, aggregate base, and slope restoration work. Access to the Wixom Park & Ride Lot will allow SMART fixed route buses to enter the lot and pick up and drop off SMART customers, providing a safe place for them to park and ride our service. SMART will make a one-time upfront payment to support construction.

## FUNDING & COSTS:

The project is funded via: FTA Capital Grants: MI-2018-018(5307).

The contract costs are summarized as follows:

Description	Cost
Total construction costs not to exceed:	\$239,000
<b>Total Max</b>	<b>\$239,000</b>

## ATTACHMENTS:

- Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval to enter into a Construction and Use Agreement for the Park and Ride Area at the Michigan Department of Transportation (MDOT) Wixom Carpool Lot

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has requested that the Michigan Department of Transportation (MDOT) perform additional work for and on behalf of SMART in connection with the Highway I-96 construction that will support fixed route bus service to the Wixom Carpool Lot; and
- Whereas, Additional work performed by MDOT on behalf of SMART will include the construction of a reinforced concrete bus lane and bus pull-off area along approximately 1,000 feet of the northside of the Wixom Carpool Lot located on West 12 Mile Road east of Beck Road, including signage, concrete curb, and gutter, drainage structure, subgrade underdrain, aggregate base, and slope restoration work; together with necessary related work, located within Wixom, Michigan; and
- Whereas, Funding for lot improvements is available via Capital Funds – MI-2018-018(5307); and
- Whereas, SMART and MDOT hereto have reached an understanding with each other regarding the performance of the work and desire to set forth this understanding in the form of a written agreement; now, therefore be it
- Resolved, The Suburban Mobility Authority for Regional Transportation authorizes the General Manager to enter into this agreement with MDOT and to pay MDOT a total amount not to exceed \$239,000.00 for construction project costs.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Administrator

SPECIAL TRUNKLINE  
NON-ACT-51  
ADDED WORK

DA  
Control Section RBMP 63022  
Job Number 124103CON  
Contract 24-5162

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION, ~~an~~ an organization established in Michigan under Act 204, Public Acts of 1967, as amended, hereinafter referred to as "SMART"; for the purpose of fixing the rights and obligations of the parties in agreeing to construction improvements in conjunction with the DEPARTMENT'S construction on Highway I-96, within Wixom, Michigan.

WITNESSETH:

WHEREAS, the DEPARTMENT is planning highway reconstruction work along Highway I-96 and SMART has requested a pilot project to provide service at carpool lots; and

WHEREAS, SMART has requested that the DEPARTMENT perform additional work for and on behalf of SMART in connection with the Highway I-96 construction, which additional work is hereinafter referred to as the "PROJECT" and is located and described as follows:

Reinforced concrete bus lane and bus pull off area construction along approximately 1,000 feet of the northside of the Wixom Carpool Lot located on West 12 Mile Road east of Beck Road, including signing, concrete curb and gutter, drainage structure, subgrade underdrain, aggregate base, and slope restoration work; together with necessary related work, located within Wixom, Michigan; and

WHEREAS, the DEPARTMENT presently estimates the PROJECT COST as hereinafter defined in Section 1 to be: \$239,000; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties shall undertake and complete the construction of the PROJECT in accordance with this Contract. The term "PROJECT COST", as herein used, is hereby defined

as the cost of the construction of the PROJECT including the costs of physical construction necessary for the completion of the PROJECT as determined by the DEPARTMENT, construction engineering (CE), and any and all other expenses in connection with any of the above.

2. The cost of alteration, reconstruction and relocation, including plans thereof, of certain publicly owned facilities and utilities which may be required for the construction of the PROJECT, shall be included in the PROJECT COST; provided, however, that any part of such cost determined by the DEPARTMENT, prior to the commencement of the work, to constitute a betterment to such facility or utility, shall be borne wholly by the owner thereof.

3. SMART will approve the design intent of the PROJECT and shall accept full responsibility for the constructed PROJECT functioning as a part of SMART'S facilities. SMART is solely responsible for any input which it provides as it relates to the design of the PROJECT functioning as part of SMART'S facilities.

4. The DEPARTMENT will administer all phases of the PROJECT and will cause to be performed all the PROJECT work.

Any items of PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

5. The PROJECT COST shall be charged to SMART 100 percent and paid in the manner and at the times hereinafter set forth. Such cost is estimated to be as follows:

PROJECT COST - \$239,000

The CE costs will be apportioned in the same ratio as the actual direct construction costs.

6. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT. The DEPARTMENT may submit progress billings to SMART on a monthly basis for SMART'S share of the cost of work performed to date, less all payments previously made by SMART not including payments made for a working capital deposit. No monthly billings of a lesser amount than \$1,000 shall be made unless it is a final or end of fiscal year billing. All billings will be labeled either "Progress Bill Number \_\_\_\_\_", or "Final Billing". Payment is due within 30 days of receipt of invoice. Upon completion of the PROJECT, payment of all items of PROJECT COST and receipt of all Federal Aid, the DEPARTMENT shall make a final billing and accounting to SMART.

SMART will deposit with the DEPARTMENT the following amount which will be used by the DEPARTMENT for the contracted work and cost incurred by the DEPARTMENT in connection with the PROJECT:

DEPOSIT - \$239,000

The total deposit will be billed to SMART by the DEPARTMENT and shall be paid by SMART within 30 days after receipt of invoice.

7. Upon completion of the PROJECT, SMART shall accept the facilities constructed as built to specifications within the construction contract documents. It is understood that SMART shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction at no cost to the DEPARTMENT.

In addition, SMART will:

- Communicate any issues of concern or safety observed by their drivers.
- Perform stakeholder engagement regarding customer satisfaction with this SMART stop location.
- Provide statistics on a monthly or annual basis, as feasible, regarding the number of users being served by this location so MDOT can monitor and plan for adjustments as needed.
- Adhere to pick up or drop off commuters within the Wixom Carpool Lot once per hour during the peak commute times of 6-8AM and 3-6PM. Expansion of services in either hours of operation or frequency will require advance written approval from MDOT.
- Provide proof of liability insurance to MDOT sufficient to cover potential claims.
- Avoid any disruption of normal usage of the lot by carpool lot customers.

The DEPARTMENT will:

- Support internal and external stakeholder engagement, including surveys of carpool lot users' satisfaction.
- Allow SMART to pick up or drop off commuters within the Wixom Carpool Lot once per hour during the peak commute times of 6-8AM and 3-6PM.

8. This Contract may be modified in writing upon the mutual agreement of the parties and upon the execution of a written amendment to this Contract by the parties.

9. For any reason, DEPARTMENT or TENANT may, by sixty (60) day written notice, terminate this Agreement for convenience. If DEPARTMENT terminates the Agreement for convenience, the DEPARTMENT shall reimburse the TENANT for costs associated with goods and services procured under this Agreement in an amount based upon an annual 10% proration of the amount of the procured goods and services for each remaining year of the Agreement. DEPARTMENT shall also reimburse TENANT an amount equivalent to the prorated days remaining in that partial year. This section does not limit TENANT's ability to recover any other damages available under this Agreement or pursuant to the laws of the State of Michigan.

10. Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this Contract are done to assist SMART. When

providing approvals, reviews and recommendations under this Contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

In connection with the performance of PROJECT work under this Contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof.

This Contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for SMART and for the DEPARTMENT; upon the adoption of a resolution approving said Contract and authorizing the signatures thereto of the respective officials of SMART, a certified copy of which resolution shall be attached to this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

SUBURBAN MOBILITY AUTHORITY  
FOR REGIONAL TRANSPORTATION

MICHIGAN DEPARTMENT  
OF TRANSPORTATION

By \_\_\_\_\_  
Title:

By \_\_\_\_\_  
*for* Department Director MDOT

By \_\_\_\_\_  
Title:



**APPENDIX A**  
**PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.



7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

DATE: September 26, 2024  
TO: SMART Board of Directors  
FROM: VP of Paratransit

DISPOSITION SOUGHT: Board Approval  
SUBMITTED BY: VP of Paratransit  
APPROVED BY: General Manager

SUBJECT: Authorization to Enter into an Interlocal Agreement with Oakland County for Transit Services for Veterans and their dependents within Oakland County

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### **RECOMMENDATION**

That the Board adopt the attached resolution authorizing an interlocal agreement:

- to facilitate and provide transportation services to veterans and payment for service
- in coordination with the Oakland County Veteran Service Department
- for the period beginning October 1, 2024, and ending September 30, 2025

### **DISCUSSION**

Oakland County has grant funding from the Michigan Veteran's Affairs Agency County Veteran's Service Fund (CVSF) for transportation for veterans within the county. SMART, as the facilitator, will coordinate origin-to-destination trips for veterans and their dependents utilizing various transit services such as paratransit, demand response, SMART Flex service, and Community Partnership Program transit options for all trip purposes within Oakland County. The provider and service needs will determine the cost of each ride. Oakland County will reimburse the costs using the Michigan Veterans Affairs CVSF grant funds until the grant is exhausted, after which reimbursement will be covered by Oakland County funds. This agreement will be from October 1, 2024, through September 30, 2025.

### **FUNDING**

The project is funded via: Operating Funds

### **ATTACHMENTS**

- Resolution

/CB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Enter into an Interlocal Agreement with Oakland County for Transit Services for Veterans and their dependents within Oakland County

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- Whereas, The Suburban Mobility Authority for Regional Transportation is seeking Board authorization to enter into an interlocal agreement with Oakland County effective from October 1, 2024, through September 30, 2025; and
- Whereas, Oakland County has received a grant from the Michigan Veteran’s Affairs Agency County Veteran’s Service Fund (CVSF); and
- Whereas, SMART, as the facilitator, will coordinate origin-to-destination trips for veterans and their dependents utilizing various transit services such as paratransit, demand response, SMART Flex service, and Community Partnership Program transit options for all trip purposes within Oakland County; and
- Whereas, The provider and service needs will determine the cost of each ride and Oakland County will reimburse the costs using the Michigan Veterans Affairs CVSF grant funds until the grant is exhausted, after which Oakland County funds will cover the reimbursement; and
- Whereas, Oakland County will pay SMART within thirty (30) days of receipt of the invoice; now, therefore be it
- Resolved, That SMART is hereby authorized to enter into an interlocal agreement with Oakland County for transportation services provided to veterans and their dependents within Oakland County from October 1, 2024, through September 30, 2025.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Secretary

DATE: September 26, 2024      DISPOSITION SOUGHT: Board Approval  
 TO: SMART Board of Directors      SUBMITTED BY: General Manager  
 FROM: VP of Paratransit      APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract for Tablets for Community Vehicles

**RECOMMENDATION**

That the Board adopts the attached resolution authorizing the award of a contract:

- for vehicle tablets for community vehicles
- to StrataGen Systems, Inc., located at 8345 154<sup>th</sup> Avenue NE, Suite 160, Redmond, WA 98052
- for a one-time purchase of tablets and cradles kits, installation, and three-year software subscription to commence upon completion of installation services
- at an amount not to exceed \$133,200.00

**DISCUSSION**

This contract will provide tablets to our community partners: North Oakland Transportation Authority (NOTA), Western Oakland Transportation Authority (WOTA), Older Persons’ Commission (OPC) and the City of Sterling Heights. These tablets will be installed in vehicles to provide drivers with access to route details, navigation, and communication tools. The contract includes the supply of tablets, cradle kits, installation services, and subscriptions for Mobile Device Management (MDM) software, which will begin upon completion of installation services.

**PROCUREMENT PROCESS**

Procurement Method:  Sealed Bid     Proposal     Quote     Sole Source  
 Advertising: Michigan Chronicle and Michigan Inter-governmental Trade Network  
 Number of Downloads: 28  
 Number of Responses: 2 Proposals  
 Rationale for Award: The proposal submitted by StrataGen Systems, Inc. was found to be the most responsive and responsible in meeting the scope of work and the most advantageous to SMART with price and other specified evaluation criteria being considered. Price was determined to be fair and reasonable.

**FUNDING & COSTS**

This project is funded via: Project No. 40750/40840: Federal Grant MI-2018-020 (5310)/MI-2018-018 (5307); and State Grant 2017-0130 P12/2017-0130 P11

The contract costs are summarized as follows:

	<b>Cost</b>
150 Tablets	\$27,750.00
150 Cradle Kits	\$44,250.00
3–Year MDM Software Subscriptions	\$29,700.00
Installation	\$31,500.00
<b>Total</b>	<b>\$133,200.00</b>

**ATTACHMENTS**

- Resolution

/MB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Tablets for Community Vehicles

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) is providing tablets to community partners that include North Oakland Transportation Authority (NOTA), Western Oakland Transportation Authority (WOTA), Older Persons' Commission (OPC), and the City of Sterling Heights; and
- Whereas, The tablets will be installed in vehicles to provide drivers with access to route details, navigation, and communication tools; and
- Whereas, The contract includes the supply of tablets, cradle kits, installation services, and subscriptions for Mobile Device Management (MDM) software, which will begin upon completion of installation services; and
- Whereas, A Request for Proposal (RFP) was advertised in the Michigan Chronicle and published on the Michigan Intergovernmental Trade Network (MITN). Two proposals were received; and
- Whereas, The proposal submitted by StrataGen Systems, Inc. was found to be the most responsive and responsible in meeting the scope of work and the most advantageous to SMART with price and other specified evaluation criteria being considered. Price was determined to be fair and reasonable; and
- Whereas, Funding for this project is via Capital Funding: Project No. 40750/40840: Federal Grant MI-2018-020 (5310)/MI-2018-018 (5307); and State Grant 2017-0130 P12/2017-0130 P11
- Whereas, The Vice President of Finance is satisfied that StrataGen Systems Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that StrataGen Systems Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for tablets for community vehicles to StrataGen Systems, Inc., for a one-time purchase of tablets and cradles kits, installation services, and three-year software subscriptions to commence upon completion of installation services, at a cost not to exceed \$133,200.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Secretary

DATE: September 26, 2024                      DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors              SUBMITTED BY: General Manager  
FROM: VP of Bus Operations                  APPROVED BY: Certification Committee

SUBJECT: Authorization to Award Contracts for Uniforms for Bus Operators, Road Supervisors and Dispatchers

## **RECOMMENDATION**

That the Board adopts the attached resolution authorizing the award of contracts:

- for uniforms for fixed route bus and paratransit operators, road supervisors, and dispatchers
- to two vendors: Allie Brothers Uniforms, 20295 Middlebelt Rd., Livonia, MI 48152, and Galls, LLC, 1340 Russell Cave Rd., Lexington, KY 40505
- for three years, beginning October 1, 2024, through September 30, 2027, with two, one-year renewal options
- at an amount not to exceed \$921,000.00 for three years, with two one-year renewal options for an amount not to exceed \$307,000.00 per year, totaling \$1,535,000 for five years

## **DISCUSSION**

SMART fixed route and paratransit bus operators and supervisory (road supervisors and dispatchers) staff are represented by the ATU, Teamsters, and AFSCME unions. They are required to wear uniforms to maintain consistency and professionalism in their role. According to the collective bargaining contract, dispatchers, who were previously not required to wear uniforms, will now be expected to do so. Each collective bargaining agreement includes provisions for SMART to provide an initial uniform allowance budget of approximately \$625 and an annual allowance of \$425. SMART is budgeted for 426 bus operators for fixed routes, 143 paratransit operators, and 60 supervisory staff.

Two vendors will be utilized to ensure the timely delivery of uniforms to staff. Allie Brothers Uniforms, a local vendor, will provide uniforms to new bus operators and supervisory staff upon completion of the training period. Established bus and paratransit operators and supervisory staff will order uniforms online from Galls, LLC, which will have a 30-day turnaround time for delivery.

## **PROCUREMENT PROCESS**

Procurement Method:     Sealed Bid     Proposal     Quote     Sole Source  
Advertising:                      Michigan Chronicle and Michigan Inter-governmental Trade Network  
Number of Downloads:    28 Downloads  
Number of Responses:    3 Proposals  
Rationale for award:        The proposals submitted by Allie Brothers Uniforms and Galls, LLC were determined to be the most responsive and responsible in meeting the scope of work and the most advantageous to SMART with price and other specified evaluation criteria being considered. Price was determined to be fair and reasonable.

## **FUNDING & COSTS**

The project is funded via: Operating Funds

The contracts not to exceed amounts are summarized as follows:

<b>Description</b>	<b>Total</b>	<b>Allie Brothers Uniforms</b>	<b>Galls, LLC</b>
Uniforms for Bus Operators, Road Supervisors and Dispatchers Three (3) Year Contract	\$921,000	\$150,000	\$771,000
Option Year One (1)	\$307,000	\$50,000	\$257,000
Option Year Two (2)	\$307,000	\$50,000	\$257,000
<b>Total</b>	<b>\$1,535,000</b>	<b>\$250,000</b>	<b>\$1,285,000</b>

**ATTACHMENTS**

- Resolution

/CB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award Contracts for Uniforms for Bus Operators, Road Supervisors  
and Dispatchers

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) requires Uniforms for fixed route bus and paratransit operators, road supervisors, and dispatchers and each collective bargaining agreement has provisions for SMART to provide an allowance for each represented employee within these classifications; and
- Whereas, To ensure timely delivery of uniforms two vendors will be utilized; Allie Brothers Uniforms, a local vendor, will provide uniforms to new bus operators, road supervisors, and dispatchers and Galls, LLC will be the online vendor for established bus operators and supervisory staff to order uniforms with a 30-day turnaround time for delivery; and
- Whereas, A Request for Proposals (RFP) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received three proposals; and
- Whereas, The proposals submitted by Allie Brothers Uniforms and Galls, LLC were determined to be the most responsive and responsible in meeting the scope of work and the most advantageous to SMART with price and other specified evaluation criteria being considered. Price was determined to be fair and reasonable; and
- Whereas, The purchase is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied Allie Brothers Uniforms and Galls, LLC have the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Allie Brothers Uniforms and Galls, LLC are in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award contracts to Allie Brothers Uniforms and Galls, LLC for uniforms for fixed route bus and paratransit operators, road supervisors, and dispatchers for three years beginning October 1, 2024, and ending September 30, 2027, for a shared total amount not to exceed \$921,000, with two one-year renewal options for the subsequent shared amount not to exceed \$307,000.00 per year, for an aggregate amount not to exceed \$1,535,000.00 for the five years.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Secretary



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DATE: September 26, 2024                      DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors              SUBMITTED BY: General Manager  
FROM: VP of Maintenance                      APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract for Anti-Freeze/Coolant, Gear Oil, Grease, and Windshield Fluid

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## **RECOMMENDATION**

That the Board adopts the attached resolution authorizing the award of a contract:

- for anti-freeze/coolant, gear oil, grease, and windshield fluid
- to Rowleys Wholesale, located at 3604 Wilder Road, Bay City, MI 48706
- for one year, beginning October 1, 2024, through September 30, 2025, with no renewal options
- at an amount not to exceed \$210,000.00.

## **DISCUSSION**

The SMART Maintenance Department has a need for anti-freeze/coolant, gear oil, grease, and windshield fluids for routine fleet maintenance.

## **PROCUREMENT PROCESS**

Procurement Method:    Sealed Bid     Proposal     Quote     Sole Source  
Advertising:                      Michigan Chronicle and Michigan Inter-governmental Trade Network  
Number of Downloads: 15  
Number of Responses: 5 Quotes  
Rationale for award:        Rowleys Wholesale was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable.

## **FUNDING & COSTS**

This project is funded via: Operating Funds

## **ATTACHMENTS**

- Resolution

/AB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Anti-Freeze/Coolant, Gear Oil, Grease, and Windshield Fluid

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Maintenance Department has a need for anti-freeze/coolant, gear oil, grease, and windshield fluids for routine fleet maintenance; and
- Whereas, A Request for Quote (RFQ) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received five quotes; and
- Whereas, Rowleys Wholesale was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied Rowleys Wholesale has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Rowleys Wholesale is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for anti-freeze/coolant, gear oil, grease, and windshield fluid to Rowleys Wholesale for one year beginning October 1, 2024, through September 30, 2025, for an amount not to exceed \$210,000.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Administrator

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DATE:	September 26, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	VP of Maintenance	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for Oil & Transmission Fluids

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## **RECOMMENDATION**

That the Board adopt the attached resolution authorizing the award of a contract:

- for oil and transmission fluids
- to Rowleys Wholesale located at 3604 Wilder Road, Bay City, MI 48706
- for one year, beginning October 1, 2024, through September 30, 2025, with no renewal options
- at an amount not to exceed \$630,000.00

## **DISCUSSION**

The SMART Maintenance Department requires oil and transmission fluids for routine fleet maintenance.

## **PROCUREMENT PROCESS**

Procurement Method:  Sealed Bid  Proposal  Quotes  Sole Source

Advertising: Michigan Inter-governmental Trade Network

Number of Downloads: 27

Number of Responses: 6 Quotes

Rationale for Award: Rowleys Wholesale was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable.

## **FUNDING & COSTS**

This project is funded via: Operating Funds

## **ATTACHMENTS**

- Resolution

/MB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Oil & Transmission Fluids

---

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Maintenance Department has a need for oil and transmission fluids for routine fleet maintenance; and
- Whereas, A request for Quote (RFQ) was published on the Michigan Inter-governmental Trade Network (MITN). SMART received six quotes; and
- Whereas, Rowleys Wholesale was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied that Rowleys Wholesale has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Rowleys Wholesale is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for oil and transmission fluids to Rowleys Wholesale for one year, beginning October 1, 2024, through September 30, 2025, at an amount not to exceed \$630,000.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Administrator

DATE: September 26, 2024                      DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors                SUBMITTED BY: General Manager  
FROM: VP of Maintenance                      APPROVED BY: Certification Committee

SUBJECT: Ratification of Option Year 2 for the Diesel Exhaust Fluid Contract

## **RECOMMENDATION**

That the Board adopt the resolution to correct a clerical error made in the October 24, 2019, Board Resolution:

- to ratify Option Year 2 for the purchase of diesel exhaust fluid
- with Rowleys Wholesale located at 3604 Wilder Bay City, MI 48706
- for Option Year 2 (November 1, 2023 – October 31, 2024)
- for an amount not to exceed \$90,000 for Option Year 2

## **DISCUSSION**

SMART has 259 fixed-route buses that need Diesel Exhaust Fluid (DEF) to comply with EPA regulations for diesel engines.

On October 24, 2019, the SMART Board approved a Contract with Rowley’s Wholesale for DEF for a three-year base term, with an additional one-year option. It is worth noting that SMART’s standard contract term typically includes a second one-year option period.

On October 12, 2023, SMART exercised a second option year, effective November 1, 2023, through October 31, 2024. It was discovered that the Board Resolution dated October 24, 2019, listed only one, one-year renewal option instead of the usual two one-year option year renewal periods. SMART staff recommends the ratification of Option Year 2 for an amount not to exceed \$90,000.

## **FUNDING & COSTS**

Funding for this project is via Operating Funds. The contract costs are summarized as follows:

<b>Resolution Timeline</b>	<b>Base</b>	<b>Option Year 1</b>	<b>Option Year 2 Ratification</b>
October 2019 (original)	\$270,000	\$90,000	n/a
September 2024 (ratification)	n/a	n/a	\$90,000

## **ATTACHMENTS**

- Resolution
- October 2019 Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Ratification of Option Year 2 for the Diesel Exhaust Fluid Contract

---

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Maintenance Department has a fleet that needs Diesel Exhaust Fluid (DEF) to comply with EPA regulations for diesel engines; and
- Whereas, At the October 24, 2019 Board meeting, a contract was approved for DEF with Rowleys Wholesale for a three-year base term, with an additional one-year option, but did not include a second one-year option renewal period which was included and set forth in the bid tab and contract documents; and
- Whereas, On October 12, 2023, SMART exercised a second option year, effective from November 1, 2023, through October 31, 2024, for an amount not to exceed \$90,000; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to ratify Option Year 2 (retroactively) effective November 1, 2023, through October 31, 2024, with Rowleys Wholesale in the amount not to exceed \$90,000.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Administrator

DATE: October 24, 2019 DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors SUBMITTED BY: Deputy GM  
FROM: Procurement Department APPROVED BY: General Manager  
SUBJECT: Authorization to Award a Contract for Diesel Exhaust Fluid (DEF)

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SUMMARY:

Authorization is requested to enter into a 3-year contract, firm-fixed contract based on accepted industry market exchange rate for Diesel Exhaust Fluid.

DISCUSSION:

SMART has the need for DEF to provide a Selective Catalyst Reduction (SCR) system to 25 Connectors vehicles and currently 271 Fixed Route buses. SMART's estimated annual usage is expected to be approximately 35,000 gallons.

Procurement Method:	<input type="checkbox"/> Sealed Bid	<input type="checkbox"/> Proposal	<input checked="" type="checkbox"/> Quotes	<input type="checkbox"/> Sole Source
Number of responses:	6			
Price/Cost:	\$90,000 annually, firm fixed-price			
Rationale for award:	Rowley's Wholesale provided the lowest quote and was found to be both responsive and responsible			

FUNDING:

The funding source for the Diesel Exhaust Fluid is from Operational funds.

ATTACHMENTS:

- Resolution
- Tabulation

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the General Manager to Award a Contract for Diesel Exhaust Fluid (DEF)

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a need diesel exhaust fluid for its fixed route fleet; and
- Whereas, Request for Quotes (RFQ) was advertised and adequate competition was received; and
- Whereas, The quote submitted by Rowley's Wholesale is the low, responsive, responsible bid and the price has been determined to fair and reasonable; and
- Whereas, The Director of Finance is satisfied that Rowley's Wholesale has the potential to perform under the contract terms and conditions; and
- Whereas, The General Manager is satisfied that Rowley's Wholesale is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; and
- Whereas, Adequate funding is available in the Authority's general fund; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for the provision of diesel exhaust fluid for its fixed route fleet to Rowley's Wholesale. The contract is for a three-year term and one, one-year renewal option. The annual amount of the contract is estimated to be \$90,000. The base three-year contract is estimated to be \$270,000.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 24, 2019.

October 24, 2019  
Date

[Signature]  
Board Secretary

No. F120-28  
29



Bid Tabulation  
 RFQ # 20-2955  
 Diesel Exhaust Fluid

	Annual Totals					Base 3 Year Total	5 Year Total
	Year 1	Year 2	Year 3	Year 4	Year 5		
Rowley's Wholesale	\$ 33,600.00	\$ 33,600.00	\$ 33,775.00	\$ 33,775.00	\$ 33,950.00	\$ 100,975.00	\$ 168,700.00
Super-Flite	\$ 43,750.00	\$ 43,750.00	\$ 43,750.00	\$ 49,000.00	\$ 49,000.00	\$ 131,250.00	\$ 229,250.00
RKA Petroleum	\$ 47,845.00	\$ 50,715.00	\$ 51,625.00	\$ 62,125.00	\$ 65,625.00	\$ 150,185.00	\$ 277,935.00
Mansfield	\$ 42,350.00	\$ 43,400.00	\$ 44,450.00	\$45,500.00	\$46,900.00	\$ 130,200.00	\$222,600.00
Marathon	\$ 45,500.00	\$ 46,900.00	\$ 48,300.00	\$ 49,000.00	\$ 49,000.00	\$ 140,700.00	\$ 238,700.00
Shrader	\$ 35,000.00	\$ 38,500.00	\$ 38,500.00	\$ 38,500.00	\$ 38,500.00	\$ 112,000.00	\$ 189,000.00

DATE:	September 26, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	VP of Maintenance	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for Diesel Exhaust Fluid for Fixed Route Fleet

**RECOMMENDATION**

That the Board adopt the attached resolution authorizing the award of a contract:

- for diesel exhaust fluid for fixed route buses
- to Kerry Brothers Truck Repair, Inc. located at 5255 Tillman Street, Detroit, MI 48208
- for three years, beginning November 1, 2024, through October 31, 2027, with two, one-year renewal options
- at an amount not to exceed \$540,000.00 for three years, with two one-year renewal options for an amount not to exceed \$180,000 each year, totaling \$900,000 for five years

**DISCUSSION**

SMART has 259 fixed-route buses that require Diesel Exhaust Fluid (DEF) for its daily services. In 2010, the EPA mandated the use of DEF in diesel engines. DEF breaks down into ammonia and reacts with the NOx emissions over a catalyst, converting the NOx into harmless nitrogen gas and water vapor. This contract will provide SMART with the diesel exhaust fluid to perform its daily operations.

**PROCUREMENT PROCESS**

Procurement Method:  Sealed Bid     Proposal     Quotes     Sole Source  
 Advertising: Michigan Chronicle and Michigan Inter-governmental Trade Network  
 Number of Downloads: 27  
 Number of Responses: 6 Quotes  
 Rationale for Award: Kerry Brothers Truck Repair, Inc. was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable.

**FUNDING & COSTS**

This project is funded via: Operating Funds

<b>Contract Dates</b>	<b>Price</b>
Base Years November 1, 2024-October 31, 2027	\$540,000.00
Option Year 1 November 1, 2027-October 31, 2028	\$180,000.00
Option Year 2 November 1, 2028-October 31, 2029	\$180,000.00
Total	\$900,000.00

**ATTACHMENTS**

- Resolution

/MB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Diesel Exhaust Fluid for Fixed Route Fleet

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Maintenance Department requires Diesel Exhaust Fluid (DEF) for the fixed route fleet to meet the EPA mandate for the use of DEF in diesel engines; and
- Whereas, A request for Quote (RFQ) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received six quotes; and
- Whereas, Kerry Brothers Truck Repair, Inc. was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied that Kerry Brothers Truck Repair, Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Kerry Brothers Truck Repair, Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for diesel exhaust fluid for the fixed route fleet for three years to Kerry Brothers Truck Repair, Inc. beginning November 1, 2024, through October 31, 2027, at an amount not to exceed \$540,000.00 for three years, with two one-year renewal options for an amount not to exceed \$180,000 each year, totaling \$900,000 for five years

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Administrator



# agenda item

DATE:	September 26, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	VP of Maintenance	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for Landscaping and Lawn Maintenance

**RECOMMENDATION**

That the Board adopt the attached resolution authorizing the award of a contract:

- for landscaping and lawn maintenance at three terminals, Royal Oak Transit Center and Melvindale Park & Ride
- to United Lawnscape, LLC, located at 12933 Farmington Road, Farmington, MI 48150
- for three years, beginning October 1, 2024, through September 30, 2027, with two, one-year renewal options
- at an amount not to exceed \$174,082.00 for three years with one, one-year renewal option for an amount not to exceed \$57,861.00 and a second one-year option renewal for an amount not to exceed \$59,052.00, totaling \$290,995.00 for five years

**DISCUSSION**

SMART needs landscaping services at its three terminals and transit center. This contract will maintain grass, weeds, and trees at each location with weekly and seasonal services.

**PROCUREMENT PROCESS**

Procurement Method:    Sealed Bid    Proposal    Quote    Sole Source

Advertising:   Michigan Chronicle and the Michigan Inter-governmental Trade Network

Number of Downloads: 53

Number of Responses: 4 Quotes

Rationale for Award:   United Lawnscape, LLC was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable.

**FUNDING & COSTS**

This project is funded via: Operating Funds

Contract Dates	Price
Base Years: October 1, 2024-September 30, 2027	\$174,082.00
Option Year 1: October 1, 2027-September 30, 2028	\$57,861.00
Option Year 2: October 1, 2028-September 30, 2029	\$59,052.00
Total	\$290,995.00

**ATTACHMENTS**

- Resolution

/MB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Landscaping and Lawn Maintenance

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Maintenance Department has a need for landscaping and lawn maintenance; and
- Whereas, The vendor will maintain grass, weeds, and trees at each location with weekly and seasonal services at the SMART terminals, Royal Oak Transit Center and Melvindale Park & Ride; and
- Whereas, A request for Quote (RFQ) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received four quotes; and
- Whereas, United Lawnscape, LLC was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied that United Lawnscape, LLC has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that United Lawnscape, LLC is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a three-year contract for landscaping and lawn maintenance services to United Lawnscape, LLC, beginning October 1, 2024, through September 30, 2027, at an amount not to exceed \$174,082.00 for three years with two one-year renewal options; Option Year 1 for an amount not to exceed \$57,861.00 and Option Year 2 for an amount not to exceed \$59,052.00, totaling \$290,995.00 for five years

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Administrator

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DATE: September 26, 2024                      DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors                SUBMITTED BY: General Manager  
FROM: VP of Maintenance                      APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract for Three (3) Accessible Passenger Vehicles - Modified Minivan for ADA Functional Assessments and Travel Training

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## **RECOMMENDATION**

That the Board adopts the attached resolution authorizing the award of a contract:

- for the purchase of three (3) Accessible Passenger Vehicles - Modified Minivan
- to Hoekstra Transportation, Inc. located at 3741 Roger B Chaffee, Grand Rapids, MI 49548
- for a one-time purchase through the State of Michigan MiDEAL Program
- at a cost not to exceed \$196,772.63.

## **DISCUSSION**

The SMART Paratransit and On-Demand Services department requires three (3) Accessible Passenger Vehicles - Modified Minivan for SMART Orientation and Mobility Specialists to perform functional assessments and travel training for people with disabilities using our services. The vehicles will be purchased through the State of Michigan MiDEAL Program.

## **PROCUREMENT PROCESS**

Procurement Method:  Sealed Bid     Proposal     Quote     Sole Source     Other

Rationale for award: The FTA allows for purchases from state cooperative purchasing contracts. This practice creates economies of scale, reduces procurement lead times, and reduces administrative effort and expense. SMART participates in the State of Michigan MiDEAL program. The State of Michigan has awarded a contract for Accessible Passenger Vehicles - Modified Minivan to Hoekstra Transportation, Inc. The price has been determined to be fair and reasonable through an evaluation process conducted by The State of Michigan. The State of Michigan's Department of Technology, Management, & Budget's Procurement office completed an evaluation via a Request for Proposal (RFP #220000000792). The award was made to the most responsive and responsible bidder, Hoekstra Transportation, Inc. who passed the technical evaluation, pre-award audit and offered the best value to the State of Michigan. The State of Michigan contract #220000000792 was issued to Hoekstra Transportation, Inc.

## **FUNDING & COSTS**

The project is funded via: Project 40250; Federal Grant MI-2016-025 (5307); State Grant 2012-0170 P42.

The contract costs are summarized as follows:

Description	Total Cost
Three (3) Accessible Passenger Vehicles-Modified Minivan	\$ 196,772.63

## **ATTACHMENTS**

- Resolution  
/MB





SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Three (3) Accessible Passenger Vehicles - Modified Minivan for  
ADA Functional Assessments and Travel Training

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Paratransit and On-Demand Services department needs Three (3) Accessible Passenger Vehicles - Modified Minivan for SMART Orientation and Mobility Specialists to perform functional assessments and travel training for people with disabilities using our services; and
- Whereas, The FTA allows for purchases from state cooperative purchasing contracts. This practice creates economies of scale, reduces procurement lead times, and reduces administrative effort and expense. SMART participates in the State of Michigan MiDEAL Program; and
- Whereas, The State of Michigan has awarded a contract for Accessible Passenger Vehicles - Modified Minivan to Hoekstra Transportation, Inc. based on a competitive solicitation in accordance with all State and Federal regulations. The price has been determined to be fair and reasonable through an evaluation process conducted by the State of Michigan; and
- Whereas, The Director of Finance is satisfied that Hoekstra Transportation, Inc. has the potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Hoekstra Transportation, Inc. is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; and
- Whereas, The project is funded via: Project 40250; Federal Grant MI-2016-025 (5307); State Grant 2012-0170 P42
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for the purchase of three (3) accessible passenger vehicles - modified minivan to Hoekstra Transportation, Inc. under a cooperative purchasing agreement through the State of Michigan MiDEAL Program for an amount not to exceed \$196,772.63.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

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Date

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Board Secretary

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DATE:	September 26, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	VP of Maintenance	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for Driver Seatbelt Installation for Fixed Route Buses

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## **RECOMMENDATION**

That the Board adopts the attached resolution authorizing the award of a contract:

- for drivers' seatbelt installation on fixed-route buses
- to Midwest Bus Corporation, located at 1940 West Stewart Street, Owosso, MI 48867
- at an amount not to exceed \$111,370.00.

## **DISCUSSION**

The SMART maintenance department needs installation services to replace the driver's seat 2-point lap-style seatbelt and install a shoulder-style 3-point seatbelt on all fixed route buses as recommended by the Federal Motor Vehicle Safety Standard.

## **PROCUREMENT PROCESS**

Procurement Method:  Sealed Bid    Proposal    Quote    Sole Source  
Advertising: Michigan Chronicle and Michigan Inter-governmental Trade Network  
Number of Downloads: 9  
Number of Responses: 2 Quotes  
Rationale for Award: Midwest Bus Corporation was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable.

## **FUNDING & COSTS**

This project is funded via: Operating Funds

## **ATTACHMENTS**

- Resolution

/MB





SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Driver Seatbelt Installation for Fixed Route Buses

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Maintenance Department needs installation services to replace the fixed route fleet's driver's seat 2-point lap-style seatbelt and install a shoulder-style 3-point seatbelt on all fixed route buses as recommended by the Federal Motor Vehicle Safety Standard; and
- Whereas, A Request for Quote (RFQ) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network. SMART received two quotes; and
- Whereas, Midwest Bus Corporation was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied Midwest Bus Corporation has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Midwest Bus Corporation is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for driver seatbelt installation for fixed route buses to Midwest Bus Corporation, for an amount not to exceed \$111,370.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on September 26, 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Administrator



MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: Closed Session





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: Board Member Business





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: September 26, 2024

SUBJECT: Adjournment

