

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2005-84

Contract for Revenue Servicing of Ticket Vending Machines

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	9/01/05	Discussion/Possible Action	Hugh Simpson, Chief Financial Officer Kelly Priestley, Controller Diane Bowman, Accountant, Finance and IT	(206) 398-5082 (206) 398-5479 (206) 398-5210

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source	<input type="checkbox"/>	Amend Existing Contract/Agreement	<input type="checkbox"/>
Agreement with Other Jurisdiction(s)	<input type="checkbox"/>	Budget Amendment	<input type="checkbox"/>

PROPOSED ACTION

Authorizes the Chief Executive Officer to execute a contract with Loomis, Fargo, & Co. for revenue servicing of Sounder commuter rail's Ticket Vending Machines for a total authorized contract amount not to exceed \$244,000, for a three-year term.

KEY FEATURES of PROPOSED ACTION

- The action is needed because the final extension of the current revenue service contract with Loomis, Fargo, & Co. for Sounder Commuter Rail ticket machines expired on August 31, 2005.
- The contract defines a scope of work that includes transporting cash, managing ticket and receipt stock replacement, removal and transport of coin and bill vaults, cash counting and reconciliation, and bank deposits.
- The contract is for a three-year term from September 1, 2005 to August 31, 2008, with no extensions. The proposed contract amount covers the three-year term.

BUDGET IMPACT SUMMARY

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

Action Outside of Adopted Budget:	✓	Comments on Checked Items
This Project		
This Phase		
This Task		
Budget Amendment Required		

Key Financial Indicators:	✓	Comments on Checked Items
Contingency Funds Required		
Funding required from other parties (other than what is in financial plan)		

Not checked = action is assumed in current Board-adopted budget. No budget action or adjustment to financial plan required.

BUDGET TABLE

Summary for Board Action

Action Item: Auditing and Accounting Services

	(A) Current Approved Contract Value	(B) Spent to Date	(C) Balance	(C) Proposed Action	(D) Proposed Total Contract Value
Contract Budget:					
Auditing and Accounting Services	-	-	-	244,000	244,000
Contingency					-
Total	-	-	-	244,000	244,000
Percent Contingency	0%			0.00%	0.00%

Accounts to be charged:	2005 Staff Budget	Future Staff Budgets	Direct Charges to Projects	Total
Souder South King	9,695	88,305		98,000
Souder Pierce	9,101	83,899		93,000
Souder Snohomish	5,243	47,757		53,000
				-
TOTAL CONTRACT CHARGES:	24,039	219,961	-	244,000

Budget Shortfall

Level	\$	Potential Revenues	Funding Source
NA	-	-	NA

Notes

This is a three-year contract starting 9/1/05. Budget for 2005 is included in page 52 in line Management services. Future amounts will be requested annually in proposed budgets

M/W/DBE – SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

Loomis, Fargo, & Co will perform 100% of the work.

EEO Commitment

Loomis, Fargo, & Co.’s workforce demographics include 31% women and minorities.

Apprentice Utilization Commitment

Not applicable to this action.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Sounder commuter rail service began operations in September 2000 using a barrier-free, proof-of-payment type fare system. This system requires that passengers have a valid pass or ticket at all times while riding Sounder, subject to verification by the conductor. Passes and tickets can be purchased from ticket vending machines located at the stations.

On June 28, 2005, Sound Transit published requests for proposals (RFPs) for the revenue servicing of the ticket vending machines and ticket office machines for Sounder. The RFPs were provided to six firms. The selection committee recommended Loomis, Fargo, & Co. following review of its Statement of Proposal and a determination was made that its price is fair and reasonable, falling below current contract pricing levels.

Prior Board/Committee Actions on this Project and Relevant Board Policies

Motion Number	Summary of Action	Date of Action
M2000-92	Executed a contract with Loomis, Fargo & Co. for the revenue servicing of Sounder’s ticket vending machines and ticket office machines for a three-year period.	9/21/00

CONSEQUENCES of DELAY

A delay beyond September 1, 2005 may compromise the ability to collect revenue from the Ticket Vending Machines at Sounder stations.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 8/24/05

SOUND TRANSIT

MOTION NO. M2005-84

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract with Loomis, Fargo, & Co., for revenue servicing of Sounder commuter rail's Ticket Vending Machines for a total authorized contract amount not to exceed \$244,000, for a three-year term.

Background:

Sounder commuter rail service began operations in September 2000 using a barrier-free, proof-of-payment type fare system. This system requires that passengers have a valid pass or ticket at all times while riding Sounder, subject to verification by the conductor. Passes and tickets can be purchased from ticket vending machines located at the stations.

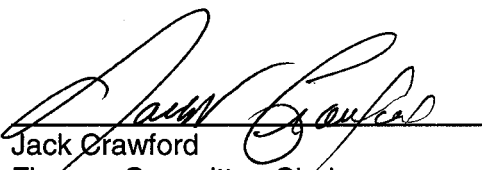
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The contract defines a scope of work that includes transporting cash, managing ticket and receipt stock replacement, removal and transport of coin and bill vaults, cash counting and reconciliation, and bank deposits.


Motion:

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract with Loomis, Fargo, & Co., for revenue servicing of Sounder commuter rail's Ticket Vending Machines for a total authorized contract amount not to exceed \$244,000, for a three-year term.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 1, 2005.


Jack Crawford
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator