

STAFF REPORT

SOUND TRANSIT

MOTION NO. M2000-92

Revenue Servicing of Ticket Vending Machines and Ticket Office Machines RTA/FA 137-99

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	9/21/00	Discussion/Possible Action	Hugh Simpson, Director, Finance and Administration Paula Henderson, Treasurer, Treasury and Revenue	(206) 398-5082 (206) 689-4943

PROPOSED ACTION:

Approval of Motion No. M2000-92 would authorize the Executive Director to execute a contract with Loomis, Fargo & Co. for revenue servicing of Sounder's ticket vending machines and ticket office machines for a total amount not to exceed \$500,000.

KEY FEATURES:

Highlights of Proposed Action:

- ◆ Authorizes the Executive Director to execute a contract with Loomis, Fargo and Co. for the revenue servicing of Sounder's ticket vending machines and ticket office machines for a total amount not to exceed \$500,000.
- ◆ Scope includes: (1) transport of cash; (2) managing ticket and receipt stock replacement; (3) removal and replacement of coin and bill vaults; (4) cash counting; and (5) bank deposit.
- ◆ Limited notice to proceed has been issued to facilitate training and detail technical ticket vending and ticket office machine requirements in the amount of \$40,000.

Discussion of Proposed Action:

Sounder Commuter Rail Service will begin operation in September 2000 using a barrier-free, proof-of-payment type fare system. This system requires that passengers have a valid pass or ticket with them at all times during their trip, subject to verification by the conductor. Passes and tickets will be purchased from ticket vending machines located at the stations.

Motion No. M98-92, adopted January 28, 1999, authorized the Executive Director to execute a contract to Scheidt & Bachmann for manufacture of Sounder Commuter Rail's automatic fare vending equipment. The Scheidt & Bachmann contract also provides for maintenance of the ticket vending machines and ticket office machines. Cash management controls require a separately procured contract for revenue servicing.

On December 13, 1999, Sound Transit published requests for proposals (RFPs) for the revenue servicing of ticket vending machines and ticket office machines. The RFPs were mailed to nine

firms. Loomis, Fargo & Co. was the sole proposer. The selection committee recommended Loomis, Fargo & Co. following review of its Statement of Proposal and a determination that its price is fair and reasonable.

The contract is for an initial three-year term from September 1, 2000, to August 31, 2003, with two Sound Transit options of one-year intervals for a possible term of five years.

BUDGET:

The total amount of this contract is not to exceed \$500,000. Funding for this scope of work is included in the FY 2000 Sounder operations budget in the amount of \$42,000 and will be included in subsequent annual budgets based on level of service.

ALTERNATIVES:

Begin a new procurement process and select a new contractor to provide the revenue servicing. This action is not recommended by staff as a result of the number of responses to the initial RFP.

CONSEQUENCES OF DELAY:

A delay in action will impede Sound Transit's revenue collection efforts and the timely deposits of cash.

LEGAL REVIEW:

JLG 9/14/00

SOUND TRANSIT

MOTION NO. M2000-92

A Motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a contract with Loomis, Fargo & Co. for revenue servicing for Sounder Commuter Rail's ticket vending machines and ticket office machines for a total amount not to exceed \$500,000, for a three-year period.

Background:

On December 13, 1999, Sound Transit published requests for proposals (RFPs) for the revenue servicing of ticket vending machines and ticket office machines for Sounder. The RFPs were mailed to nine firms. Loomis, Fargo & Co. was the sole proposer. The selection committee recommended Loomis, Fargo & Co. following review of its Statement of Proposal and a determination that its price is fair and reasonable.


The scope of work includes transporting cash, managing ticket and receipt stock replacement, removal and transport of coin and bill vaults, cash counting, and depositing of cash with Sound Transit's bank.

Motion:

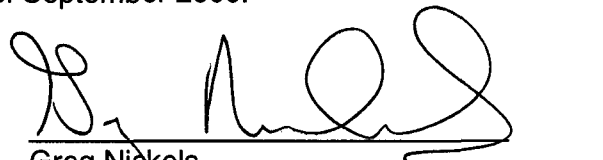
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute a contract with Loomis, Fargo & Co. for revenue servicing of Sounder's ticket vending machines and ticket office machines for a total amount not to exceed \$500,000, for a three-year period.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the 21st day of September 2000.

ATTEST:



Marcia Walker
Board Administrator



Greg Nickels
Finance Committee Chair