



**AGENDA ITEM REPORT**

**DATE:** May 16, 2023  
**DEPARTMENT:** Transit  
**REQUESTER:** Robert Codie  
**TITLE:** Approve Expenditures and Annual Spend for Gillig OEM Bus Parts

**I. MOTION REQUESTED**

A) Approve additional expenditures for original equipment manufacturer (OEM) Gillig bus parts for Lee Tran, from Gillig LLC and Muncie Reclamation and Supply dba Muncie Transit Supply, under Solicitation No. B200372RJD through contract expiration date of February 1, 2024, and any renewals authorized by the County Manager or designee, in the anticipated amount of \$70,000 per year, as approved in the departments' annual adopted budgets. Individual purchases of \$100,000.00 or more will be presented to the Board for approval.

**II. ITEM SUMMARY**

On February 2, 2021, the Board approved purchases under the formal solicitation for the purchase of original equipment manufacturer (OEM) bus parts from Gillig LLC and Muncie Reclamation and Supply dba Muncie Transit Supply, in the estimated amount of \$200,000.00 per year. Anticipated expenditures for Fiscal Year 2022-2023 will likely exceed the previously approved threshold of \$200,000.00 per year. The proposed Board action allows for expenditures as approved in the departments' annual adopted budget through contract expiration of February 1, 2024, and any renewals authorized by the County Manager or designee. Individual purchases of \$100,000.00 or more will be presented to the Board for approval.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

Procurement Management solicited bids for the project known as Bid No. B200372RJD, Gillig Bus Parts for LeeTran. On the bid solicitation deadline of December 3, 2020, Procurement Management received two submissions. After conducting an analysis of the bid submissions, both Gillig LLC and Muncie Transit Supply were determined to be responsive and responsible bidders and therefore staff recommended awarding the contracts, on an as needed basis, for an initial three-year period in the amount of \$200,000.00. The contracts can be renewed up to three additional three years, upon the agreement of all parties.

LeeTran requested an increase in the annual expenditure in April 2023, when LeeTran personnel became aware that the expenditures for FY 22/23 were going to exceed the approved annual amount. This is a result of price increases and an aging fixed route bus fleet. The annual expenditures for both vendors for FY 21/22 and 22/23 are listed below.

Fiscal Year	Months	Vendor	Total Cost
21/22	12	Gillig	\$144,756.94
21/22	12	Muncie	\$40,245.72
<b>21/22 TOTALS:</b>			<b>\$185,002.66</b>

Fiscal Year	Months	Vendor	Total Cost
22/23	6	Gillig	\$114,798.23
22/23	6	Muncie	\$35,180.12
<b>22/23 TOTALS:</b>			<b>\$149,978.35</b>

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary

E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Enterprise Program: Transit Project: Transit Operating Account Strings: KI5440148600	
G)	Fund Type?	Enterprise
H)	Comments: The anticipated increase for FY22-23 will be approximately \$70,000.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**REVIEWERS:**

Department	Reviewer	Action	Date
Transit	Tucker, Mary	Approved	5/5/2023 - 11:00 AM
Transit	Codie, Robert	Approved	5/5/2023 - 11:01 AM
Budget Services	Henkel, Anne	Approved	5/5/2023 - 12:03 PM
Budget Services	Winton, Peter	Approved	5/5/2023 - 12:14 PM
County Attorney	Swindle, Amanda	Approved	5/5/2023 - 1:51 PM
County Manager	Codie, Robert	Approved	5/5/2023 - 3:28 PM