



Date: August 09, 2022  
 Current Meeting: August 18, 2022  
 Board Meeting: August 24, 2022

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Manager of Special Projects and Regional Mobility Integration Ryan Wilhite  
**SUBJECT:** Consideration and approval of procurement of transit vehicles for FTA’s Section 5310 Grantees

**ACTION ITEM A – 2**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement and contract award standards, we request that the Board authorize the President and CEO to enter into a purchase contract with Midwest Transit Equipment, Inc. for the immediate purchase of eight accessible transit vehicles to include: one low floor minivan (for Bosma Enterprises), one medium transit vehicle (Catholic Charities/A Caring Place), two medium transit vehicles (CICOA), two low floor minivans (Health and Hospital Corporation), and two low floor minivans (Noble, Inc.) an amount not to exceed \$571,765.

**BACKGROUND:**

The Enhanced Mobility of Seniors and Individuals with Disabilities Program (aka Section 5310) is a Federal Transit Administration (FTA) grant program providing funding assistance for eligible entities in providing transportation support for the elderly and persons with disabilities. Typically, Section 5310 grant funds are utilized for capital projects (e.g., vehicles), allowing them to continue or expand transportation support to eligible individuals where public transportation is unavailable or insufficient. Projects submitted for IPTC call for projects (CFP) must fill an identified need within the Coordinated Public Transit-Human Services Transportation Plan, last updated in 2021 by the Indianapolis Metropolitan Planning Organization (IMPO).

In December of 2012, Governor Mitch Daniels selected IPTC as the designated recipient for Section 5310 funds for the Indianapolis Urban Area. To facilitate the process of distributing grant funds IPTC staff conducted a Call for Projects (CFP) in April 2021 with submissions due May 28. Due to challenges related to COVID, vehicle pricing was unavailable until recently.

The table below provides information on the projects submitted.

	<b>Bosma</b>	<b>Catholic Charities</b>	<b>CICOA</b>	<b>Health and Hospital Corp.</b>	<b>Noble</b>
<b>Project Type</b>	<b>Expansion</b>	<b>Replacement</b>	<b>Expansion</b>	<b>Expansion</b>	<b>Expansion</b>
Replaced Vehicle		C53464			
One-way Passenger Trips Maintained		834		1,068	
Expansion New Trips	650		20,000	8,000	1,470
New Staff Required			2-4	0	n/a

A committee of IPTC staff reviewed the applications. Following a review, five eligible recipients were awarded funding for a total of eight transit vehicles. Grant agreements will be executed prior to placing the vehicle order. Each grantee (subrecipient) is required to provide a 20% local match for their award; any accessories added are funded at 100% local match. Health and Hospital Corporation submitted for, and was awarded funding for, a small transit vehicle. However, they withdrew this request in February 2022.

The award breakdown is as follows:

Agency	Vehicle Type	Quantity	Total Cost	Federal Share	Local Share
<b>Bosma Enterprise</b>	Low-Floor Minivan (LFMV)	1	\$61,612	\$49,290	\$12,322
<b>Catholic Charities/A Caring Place</b>	Medium Transit Vehicle (BOC)	1	\$85,835	\$68,668	\$17,167
<b>CICOA Aging and In-Home Solutions</b>	Medium Transit BOC	2	\$171,670	\$112,655	\$59,015
<b>Health and Hospital Corp.</b>	LFMV	2	\$125,824	\$98,579	\$27,245
<b>Noble</b>	LFMV	1	\$126,824	\$74,914	\$51,910
<b>TOTAL</b>			<b>\$571,765</b>	<b>\$404,106</b>	<b>\$167,659</b>

In addition to the vehicles procured as a result of the 2021 call for projects, IPTC is also procuring one vehicle as a result of a total collision loss. Both Noble and CICOA lost vehicles that were within their useful life as a result of crashes. With available Section 5310 monies, IPTC is able to support replacing the Noble vehicle, along with local match support from Noble, including any insurance settlement monies. CICOA chose not to replace the lost vehicle; instead, the money received from the insurance settlement will be applied to the purchase of the vehicle submitted in the 2021 CFP.

In an effort to ensure procurement compliance, IPTC will be procuring these vehicles on behalf of the sub recipients. Once delivered, the vehicles will be inspected and the subrecipients will receive the vehicles. IPTC requires that it's listed as a lienholder on the vehicle title until the federal useful life of the vehicle is met or exceeded. Subrecipients are required to list IPTC as an insured on all vehicles with a lien.

**DISCUSSION:**

IPTC will utilize the State of Indiana’s Quantity Purchase Agreement (QPA) through the Indiana Department of Administration (IDOA) which meets federal procurement requirements. Based on the current QPA, Midwest Transit Equipment, Inc. is the approved vendor for this order. Prior to ordering vehicles, IPTC requires subrecipients to deliver a local match check and sign a grant agreement. The grant agreement outlines the terms of the Section 5310 grant.

There are three notes with this year’s call for projects. First, the delay between the call for projects (May 2021) and the ordering (August 2022) is a direct result of the supply and pricing issues caused by the COVID-19 pandemic. IPTC staff attempted to receive pricing for the vehicles, but increased costs beyond the negotiated prices in the state QPA required the vendor, MTE, to prohibit any orders until new pricing could be identified. A new contract between MTE and IDOA was not complete until early 2022. Subrecipients were notified of the issue and updated as updates permitted. Second, these delays will continue with delivery of the cutaways (transit vehicles) could be as far as two to three years from the date of order. Finally, despite advertising \$550,000 in funds, IPTC only received applications for approximately \$400,000. In discussing with the current and potential applicants, demand has been low for their services and that is a consideration. At the determination of IPTC staff, funds that are remaining from a call for projects for subrecipients may be reserved for a future call for projects or utilized by IPTC for its Section 5310 eligible activities.

**ALTERNATIVES:**

IPTC staff cannot identify an alternative that would not undermine the competitive process established for the Section 5310 program.

**FISCAL IMPACT:**

This action item has no fiscal impact for IPTC. The grantees (also known as subrecipients) will be required to provide the 20% match for the base vehicle costs. The remaining 80% is funded by FTA Section 5310 funding. Two of the subrecipients identified accessories for their vehicles. Any accessories are fully-funded by the subrecipient.

**DBE/XBE DECLARATION:**

Not applicable.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Service Committee on August 18, 2022.