

LYNX Finance & Audit Committee Agenda

Meeting Date: 1/20/2022
Meeting Time: 2:00 PM

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Open Space
Orlando, FL 32801

As a courtesy to others, please silence all electronic devices during the meeting.

1. Call to Order

2. Approval of Committee Minutes



Finance Committee Minutes - December 21, 2021

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3. Public Comments

- Citizens who would like to speak under Public Comments shall submit a request form to the Assistant Secretary prior to the meeting. Forms are available at the door.


4. Chief Financial Officer Report

5. Consent Agenda


A. Invitation for Bid (IFB)

- i.  Authorization to Release an Invitation for Bid (IFB) for the Repainting of Bus Shelters Pg 6





B. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to Jani-King of Orlando, LLC for Facility Disinfecting Services Pg 8


C. Extension of Contracts

- i.  Authorization to Exercise the First Option Year of Contract #20-C29 with Gray Robinson, P.A. for Labor/Employment Legal Services Pg 10


D. Miscellaneous

- i.  Authorization to Amend the Contract with Ceridian for Human Resource and Payroll Processing Pg 11
- ii.  Authorization to Execute a Change Order with R.L. Burns, Inc. for the Construction of Safety, Security, and Aesthetic Improvements to the Rosemont Transfer Center Pg 12
- iii.  Authorization to Purchase Eight (8) 2022 Ford Utility AWD V-6 Vehicles as Replacement Vehicles for Transportation Pg 15
- iv.  Authorization to Increase the Not to Exceed Amount of Contract #22-C11 with Jobbers Equipment Warehouse for Rotary Mod30 Telescoping Hydraulic Cylinder Replacement Pg 16

6. Discussion Items

A.  FY2021 Preliminary Operating Results

Pg 18

B.  Discussion Regarding the FY2023 Budget Assumptions

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7. Other Business

8. Adjourned

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Finance and Audit Committee Meeting Minutes

PLACE: LYNX Central Station
455 N. Garland Avenue
2nd Floor, Board Room
Orlando, FL 32801

DATE: December 3, 2021

TIME: 3:00 p.m.

Members in Attendance:

Amanda Clavijo, Osceola County
Kurt Petersen, Orange County
Michelle McCrimmon, City of Orlando
James Goldsmith, LYNX Attorney

Staff in Attendance:

Leonard Antmann, Chief Financial Officer
Michelle Daley, Director of Finance

Members Not in Attendance:

Tim Jecks, Seminole County
Jo Santiago, FDOT, 5th District

1. Call to Order

Chair Clavijo called the meeting to order at 3:02 p.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the October 21, 2021 Finance & Audit Committee meeting minutes. Motion to approve the October 21, 2021 minutes was made by Michelle McCrimmon, second by Kurt Petersen. The minutes were unanimously approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Clavijo recognized Lenny Antmann, Chief Financial Officer.

Mr. Antmann provided the following updates:

- Single Audit will be performed beginning December 6. They will perform Financial and IT audits in January and have the CAFR ready for the March committee meeting.
- Scott Borrer has been hired as the new Manager of Financial Planning & Budgets; he is scheduled to start January 17, 2022.
- In January we will bring the preliminary FY2021 financials and have a workshop conversation about budget assumptions for the FY2023 budget.
- One Board Agenda item was added after the Finance & Audit Committee Agenda was published:
 - Authorization to Exercise Option to Extend Advertising Sales Contract with Vector Media

Mr. Antmann concluded his report.

5. Consent Agenda

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for ACCESS LYNX Paratransit Services
- ii. Authorization to Release a Request for Proposal (RFP) for Vision Insurance Services
- iii. Authorization to Release a Request for Proposal (RFP) for Group Life, Long & Short Term Disability and Accidental Death & Dismemberment (AD&D)

B. Award Contract

- i. Authorization to Negotiate and Award Contract #22-C33 to Adventist Health System/Sunbelt, Inc. dba AdventHealth Centra Care for Occupational Health Services
- ii. Authorization to Negotiate and Award a Contract to Arthur J. Gallagher for Insurance Brokerage Services
- iii. Authorization to Negotiate and Award a Contract to Cannon Cochran Management Services, Inc. (CCMSI) for Third Party Administrator Services
- iv. Authorization to Negotiate and Award a Contract to Spencer Fabrications, Inc. for the Manufacturing of LYNX Transit Shelters

C. Extension of Contracts

- i. Authorization to Exercise the First Option Year for Workers' Compensation Legal Services Contract #20-C32 with Broussard, Cullen & Blastic, P. A.

D. Miscellaneous

- i. Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311

Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of Approximately \$3,746,000

- ii. Authorization to Solicit FY 2022-2023 Project Applications for the Federal Transit Administration (FTA), Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities
- iii. Authorization to Execute Final Change Order #5 to McCree General Contractors & Architects, Inc.
- iv. Authorization to Amend Task Order #19-01 to Kimley-Horn and Associates, Inc. for the LOC Expansion Project
- v. Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses
- vi. Authorization to Modify Contract with Transloc, Inc. for Real-Time Trip Information and for Trip Reservations on NeighborLink Services
- vii. Authorization to Auction Surplus Capital Items
- viii. Authorization to Appoint Michelle Daley to Pension Trustee and Administrative Committee Boards

Chair Clavijo asked if any items needed to be pulled. No changes requested.

Kurt Petersen made a motion to approve Consent Agenda 5,A,B,C,D, second by Michelle McCrimmon. Motion passed unanimously.

6. Action Items

A. Approval of the LYNX Finance and Audit Committee Meeting Dates for 2022

Mr. Antmann stated that the meetings are monthly on the third Thursday with the exception of March which is the second week due to school Spring Break and December which is the first week, one week before the Board meeting. There is no November meeting.

Chair Clavijo stated a conflict on the September 15, 2022 date. Recommendation to move the September meeting to Friday, September 16, 2pm.

Chair Clavijo requested a motion to approve Action Item A with the date change of September 15 to Friday, September 16, 2022. Michelle McCrimmon made a motion to approve Action Item A Second by Kurt Petersen. Motion passed unanimously.

7. Other Business

No other business.

8. Adjourned

The meeting adjourned at 3:10 p.m.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release an Invitation for Bid (IFB) for the Repainting of Bus Shelters

Date: 1/20/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the repainting of existing bus shelters. This painting is part of a larger effort for shelter rehabilitation.

BACKGROUND:

LYNX currently has approximately 4,500 bus stops within its 2,500-mile service area. One of the most requested improvements to a bus stop from passengers is the addition of a bus shelter. After this, the next most requested improvement is the repainting of existing bus shelters. Currently, LYNX repaints shelters approximately every 10 years. Since starting the repaint program in 2017, LYNX has successfully repainted approximately 105 shelters. For 2021/2022, LYNX is currently in the process of repainting another 100 shelters throughout the service area. The purpose of this request is to solicit bids specifically for the repainting of all style of LYNX bus shelters. LYNX has been continuously coordinating with local funding partners for appropriate color schemes.

Currently, existing contracts are in place to replace items on shelters needing updating such as the seating and roof panels. This IFB would allow for the in-situ painting of the bus shelters. By painting in-situ, LYNX is able to save approximately 30 percent off of the cost of an entirely new shelter. In addition, by combining the replacement of parts (i.e. roof panels and seats) with the repainting, LYNX is able to leverage and maximize capital funding from the Federal Transit Administration instead of operating funding.

LYNX Finance & Audit Committee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The Approved FY2022 Capital Budget includes \$1,978,790 for Shelter Rehab projects, which includes repainting. This is funded 100% with Federal Funds.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. i

To: LYNX Finance & Audit Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to Jani-King of Orlando, LLC for Facility Disinfecting Services

Date: 1/20/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a one (1) year contract, with no extensions, to Jani-King of Orlando, LLC, for contracted facility disinfecting services in an amount not to exceed \$217,154.

BACKGROUND:

With LYNX Board Approval on July 22, 2021 under Consent Agenda Item #6.B.ii, a contract was awarded to Klen Space, Inc. for the bus and facility disinfecting services. The contract award was made with the understanding that the scope of the disinfecting services were contingent to the installation of a vehicle disinfecting system on the LYNX fixed-route and paratransit fleets. Prior to the execution of the contract with Klen Space, Inc., the vehicle disinfecting systems were installed on the LYNX fleets. Klen Space, Inc. was unwilling to move forward with the contract after the reduction in scope based on the removal of the vehicle disinfecting portion of the services.

LYNX approached the next firm on RFP #21-R27 for Facilities and Bus Disinfecting Services, Jani-King of Orlando, LLC and they agreed to the reduced scope of services.

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The scoring and ordinal ranking for RFP #21-R27 were as follows:

Firms	Total Score	Ordinal Ranking
3P America, LLC	181	21
ACP Facility Services, Inc.	229	10
BMS CAT of Florida, LLC	183	23
CLO2 Sterilization, Inc.	200	18
Jani-King of Orlando	231	10
Klen Space, Inc.	267	3
National Interior Solutions, LLC	209	13
TBN Holdings, Inc. d/b/a SERVPRO	193	18
Water Restoration Guys	193	19

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2022 Approved Operating budget includes \$1,498,000 for the enhanced disinfecting services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. i

To: LYNX Finance & Audit Committee

From: Terri Settington
Director Of Human Resources
Terri Settington
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Exercise the First Option Year of Contract #20-C29 with Gray Robinson, P.A. for Labor/Employment Legal Services

Date: 1/20/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #20-C29 with Gray Robinson, P.A. for Labor/Employment legal services. Costs for these services are not to exceed \$300,000 for the first option year.

BACKGROUND:

At the December 5, 2019 Board of Directors' meeting, staff received authorization to enter into a contract with Gray Robinson, P.A. for an initial term of two (2) years with three (3) one-year options for Labor/Employment law services. The initial two-year term will expire on February 6, 2022. The Staff would like to request authorization to exercise the first option year of this contract to continue utilizing Gray Robinson P.A.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Amended FY2022 Operating Budget includes \$316,000 for labor legal services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. i

To: LYNX Finance & Audit Committee

From: Michelle Daley
Director Of Finance
Warren Hersh
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Amend the Contract with Ceridian for Human Resource and Payroll Processing

Date: 1/20/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the contract for the processing service rates with Ceridian for Human Resource and payroll processing.

BACKGROUND:

At the May 24, 2018 Board Meeting, the LYNX Board of Directors approved to renew the contract with Ceridian. This contract renewal consisted of upgrading our existing software package with Ceridian to a cloud-based version that would be more cost effective, provide better information and provide for continuity of service during emergency situations.

The current contract includes two separate rates for usage: \$10.75 per person for the payroll system only and \$12.25 per person for the full workforce management system functionality. Ceridian has proposed to establish a single rate of \$11.06 so that all LYNX employees can utilize the full functionality of the system. There is no change to the annual cost of the system or terms of the original agreement.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$180,000 for the monthly processing fees and this is expected to be sufficient with this contract amendment.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. ii

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Execute a Change Order with R.L. Burns, Inc. for the Construction of Safety, Security, and Aesthetic Improvements to the Rosemont Transfer Center

Date: 1/20/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a change order with R.L. Burns, Inc. for the construction of safety, security, and aesthetic improvements to the Rosemont Transfer Center in the amount of \$28,299.74.

BACKGROUND:

In August 2020, the LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #20-C69 with R.L. Burns, Inc. for the construction of safety, security, and aesthetic improvements at the Rosemont Transfer Center in the amount of \$612,564.55.

At the March 2021, Board of Directors meeting an increase to the contract amount as a result of contract negotiations was approved in the amount of \$16,552.95.

The total revised project cost is \$629,117.50. This included a contingency amount of \$57,192.50. All of the change orders are within the project contingency.

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As per Administrative Rule 4.5.4, LYNX staff can authorize change orders up to 50 percent of the project contingency. The change orders processed to date related to this are as follows:

- **Maintenance of Traffic:** \$9,175.32-This change order was for added maintenance of traffic for the project required due to delays once the permit was issued. The City of Orlando required extra information post permitting and the utility locates took approximately 3 weeks to perform their work. The contractor was granted 3 extra weeks of time as a result.
- **Security:** \$10,736.00-Due to extreme vandalism at the site, the contractor was granted a change order for the use of security services to protect both equipment and finished work product.
- **Directional Bore:** \$6,115.20-During permitting, LYNX proposed that any installation of conduit would be through an open cut. Post permitting, LYNX was informed that any installation of conduit under the drip line of the tree could not be open cut and would have to be a directional bore. This covers the direction bore under the roots of two trees.
- **Stump grinding:** \$480.00 The city identified that one of the many trees on site was off poor quality and was able to remove it at no charge to the project. The resulting stump was required to be ground down to 4 inches below grade.

In addition, as per Administrative Rule 4.5.4, LYNX staff requires Board of Directors approval for any change order greater than the 50 percent contingency. These change orders are as follows:

- **Type Sixty-Seven (67) Stone Removal:** \$6,480-During permitting, LYNX proposed under the bus lane being constructed to install 4 inches of asphalt and 4 inches of Type 67 stone. Post permitting, LYNX was informed that the City would only accept 8 inches of crushed concrete. This change order is to address that change. The crushed stone will actually be able to be used on another project.
- **OUC and bus shelter fixtures:** \$17,679.83-It was assumed as part of the OUC and shelter related lighting costs that the fixtures were included. As these fixtures are an upgrade from the standard, these were not factored into the original bid. This cost will allow for the purchase of those fixtures.
- **Concrete and Landscaping:** \$4,139.91-During construction, a manhole for stormwater was discovered buried under 2 feet of grass. In addition, a driveway associated with a utility easement needed to be adjusted to ensure a proper access slope to meet the American with Disability Act. Further, the area in which the previously mentioned tree was removed was determined to need landscaping to address the void left by its removal.

The table below details the change orders that have occurred as part of the project. The balance left in contingency is \$2,386.24. Only those change orders above the 50 percent contingency mark require the approval of the LYNX Board of Directors and have been highlighted in grey.

LYNX Finance & Audit Committee Agenda

Project Contingency Activity

Contingency Beginning Balance	\$57,192.50
Below 50% Contingency	
Maintenance of Traffic	9,175.32
Security	10,736.00
Directional Bore	6,115.20
Stump Grinding	480
subtotal	\$26,506.52
Above 50% Contingency	
Stone removal	\$6,480.00
OUC fixtures and lighting for bus shelters	17,679.83
Concrete and landscaping	4,139.91
subtotal	\$28,299.74
Total Contingency Used	\$ 54,806.26
Balance Left in Contingency	\$ 2,386.24

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The Change Order is funded from the contingency, therefore there is no budget change to the original project.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. iii

To: LYNX Finance & Audit Committee

From: Norman Hickling
Director Of Operations
Norman Hickling
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Purchase Eight (8) 2022 Ford Utility AWD V-6 Vehicles as Replacement Vehicles for Transportation

Date: 1/20/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase eight (8) 2022 Ford Utility AWD V-6 replacement automobiles for a not-to-exceed amount of \$400,000.00. These replacement automobiles will be purchased through the Florida Department of Management Services, Motor Vehicles State Purchase Contract 25100000-21-STC.

BACKGROUND:

Lynx has an active support fleet of 115 vehicles; these eight (8) automobiles are replacements for transportation vehicles that have met their useful; of either five (5) years or 100,000 miles. Transportation vehicles are used for the oversight and management of routes throughout the LYNX service area and for response to accidents and incidents.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Approved FY2022 Capital Budget includes \$505,000 for replacement transportation support vehicles. These vehicles are 100% FTA funded.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. iv

To: LYNX Finance & Audit Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Increase the Not to Exceed Amount of Contract #22-C11 with Jobbers Equipment Warehouse for Rotary Mod30 Telescoping Hydraulic Cylinder Replacement

Date: 1/20/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the not to exceed amount for Contract #22-C11 with Jobbers Equipment Warehouse, Inc., for Rotary Mod30 Telescoping Hydraulic Cylinder Replacement to the amount of \$335,000.

BACKGROUND:

On September 23, 2021, staff received authorization to award Contract #21-C11 to Jobbers Equipment Warehouse, Inc., for Rotary Mod30 Telescoping Hydraulic Cylinder Replacement to the amount of \$315,119.41. Upon negotiation of the contract terms, Jobbers Equipment Warehouse, Inc., informed LYNX that due to the increases in steel and freight costs they would not be able to meet the costs they proposed in the RFP. They requested a cost adjustment of \$19,880.59 in order to move forward with the contract. LYNX performed an analysis of the costs proposed by other respondents to the RFP and found that the requested price increase was still well below the quote of the next lowest bidder.

The purpose of this project is to replace all the cylinders with new upgraded cylinders from the OEM or an authorized supplier of OEM parts. The new cylinders will have the protection of a warranty and readily available replacement parts. Performing the replacement of the lift cylinders (posts) will increase the reliability of the lifts and decrease lift downtime related to cylinder failures. This will result in decreased operating costs related to facility repairs, increased shop productivity and reduced revenue fleet vehicle downtime.

LYNX Finance & Audit Committee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The Approved FY2022 Capital Budget includes \$368,881 for the Replacement of two post inground lifts for buses. This project is funded 100% using Federal funds.

LYNX Finance & Audit Committee Agenda

Discussion Item #6.A.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: FY2021 Preliminary Operating Results

Date: 1/20/2022

LYNX staff will review the “Preliminary” Operating results for FY2021.

LYNX Finance & Audit Committee Agenda

Discussion Item #6.B.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Discussion Regarding the FY2023 Budget Assumptions

Date: 1/20/2022

LYNX staff will lead a discussion of the FY2023 Budget Assumptions.