

LYNX Finance & Audit Committee Agenda

Meeting Date: 10/16/2025

Meeting Time: 1:00 PM

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Board Room
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 - September 18, 2025

Pg 3

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's Report

5. Consent Agenda

A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for Architectural and Engineering Services Pg 6

B. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to ADARide.com, LLC for Functional Assessment Travel Training Services for a Not to Exceed Amount of \$869,772 Pg 8
- ii.  Authorization to Negotiate and Award a Contract to Quebec, Inc. d/b/a Transit App for Deploying and Hosting a LYNX Bus Tracker Mobile Application for a Not to Exceed Amount of \$511,177 Pg 10

C. Extension of Contracts

- i.  Authorization to Exercise the Second Option Year of Contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. for Insurance Agent and Brokerage Services Pg 12
- ii.  Authorization to Exercise the First Option Year of Contract 23-C43 with Dean Ringers, Morgan & Lawton for Tort & General Liability Legal Services and Increase the Not to Exceed Amount to \$2,500,000 Pg 13
- iii.  Authorization to Exercise the First Option Year of Contract 23-C74 with Universal Protection Service, LLC, dba Allied Universal Security Services for Security Guard Services and Increase the Not to Exceed (NTE) to \$9,182,000 Pg 15

D. Miscellaneous

- i.  Authorization to Increase the Not to Exceed Amount for the LYNX Central Station (LCS) Restroom Renovation Project to \$774,187 and Approval of Change Order 2 Pg 17
- ii.  Authorization to Purchase Microsoft M365 Subscription-Based Licenses Through Cooperative Purchasing Contract: Sourcwell 121923-SHI for a Not to Exceed Amount of \$731,595 Pg 19
- iii.  Authorization to Auction Surplus Capital Items Pg 21

6. Action Agenda

- A.  Authorization to Submit the Fiscal Year 2026 Transit Development Plan Annual Update to the Florida Department of Transportation (FDOT) Pg 23
- B.  Authorization to Negotiate and Award a Contract for NeighborLink On-Demand Transit Service to Beefree, LLC dba Freebee for \$8,495,410 for the Initial Three (3) Year Term Pg 25
- C.  Approval of the LYNX Finance and Audit Committee Meeting Dates for 2026 Pg 27

7. Discussion

- A.  Presentation of FY2025 Audit Plan by Forvis Mazars Pg 29
- B.  Fare Study Presentation Pg 30

8. Other Business

9. 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: September 18, 2025

TIME: 1:30 p.m.

Members in Attendance:

Kurt Petersen, Orange County, Chair
Leslie Felix, Osceola County
Jose Fernandez, City of Orlando
Tim Jecks, Seminole County
Jamie Ledgerwood, FDOT, 5th District

Staff in Attendance:

Leonard Antmann, Chief Financial Officer
Michelle Daley, Director of Finance
David Vance, Manager of Financial Planning & Analysis

1. Call to Order

Chair Petersen called the meeting to order at 1:30 p.m.

2. Approval of Minutes

A motion to approve the August 21, 2025 Finance and Audit Committee meeting minutes was made by Tim Jecks and seconded by Jose Fernandez. Motion passed unanimously.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Lenny Antmann, Chief Financial Officer, provided the following updates:

- Fixed Route ridership is rebounding from the summer decline to an average of 67,000 to 69,000 trips per day.
- We are approaching year-end close and the annual year-end external audit. Additionally, we have been notified by FTA that they will be doing two separate audits; we have started submitting information for the Financial Management Oversight (FMO) audit which is expected to be completed during the fourth quarter of this calendar year. When that audit is complete, FTA will kick-off their Triennial audit of the entire organization.
- We have an action item today presenting the January 10th Service Changes which incorporate normal service changes as well as the service changes in Seminole County change.
- Several items were added to Oversight/Board agendas after Finance & Audit published:
 - o Consent
 - Authorization to Award a Contract to Carrie Company, LLC for Construction Engineering and Inspection (CEI) Services for HVAC Replacement at LYNX Central Station (LCS) and LYNX Operations Center (LOC) with a Not to Exceed Amount of \$1,510,000
 - Authorization to Exercise the Second Option Year of Contract 23-C42 with Fisher Rushmer P.A. for Legal Services - Tort and Liability

- Authorization to Exercise the Second Option Year for Contract 23-C44 with Gray Robinson P.A. for Legal Services - Tort and Liability
- Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for the PGIT Package Renewal, Standalone Public Officials and Standalone Cyber Liability Policies
- o Action
 - Authorization to Finalize Agreements with Nopetro to Extend the Term of the Fuel Purchase Agreement and to Include an Addendum for Osceola Southern Facility (OSF) CNG Fueling
- o Discussion
 - NeighborLink On-Demand Procurement Update

5. Consent Agenda

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for a Third-Party Administrator for Workers Compensation, Tort, Public Liability and Claims Subrogation

B. Extension of Contracts

- i. Authorization to Exercise the First Option Year of Contract 23-C12 to Bridgestone Americas Tire Operations, LLC for Transit Bus Tire Leasing Service and Increase the Not-to-Exceed (NTE) Amount to \$2,800,000
- ii. Authorization to Exercise the Second Option Year of Contract 22-C86 with Gillig LLC for the Provision of Voith Transmissions and Increase the Not to Exceed (NTE) Amount to \$540,000

C. Miscellaneous

- i. Authorization to Execute Transportation Disadvantaged Coordination Contracts with Human Service Agencies for FY2026
- ii. Authorization to Amend the LYNX Deferred Compensation Plan to Add an Eligibility Condition for Catch-Up Contributions and Adoption of Resolution 25-007
- iii. Authorization to Amend the LYNX Deferred Compensation Plan to Add Super Catch-Up Contributions and Adoption of Resolution No. 25-006
- iv. Authorization to Transfer Two (2) Retired Turtle Top Cutaway Buses to Escuela de Bomba y Plena Tata Cepeda
- v. Authorization to Transfer Sixteen (16) Computers to The Christian Tech Center Ministries, Inc.
- vi. Authorization to Enter into an Amendment to the Interlocal Agreement with Orange County for the International Drive Transit Project
- vii. Authorization to Enter into a Memorandum of Understanding with the Greater Orlando Aviation Pg 34 Authority for Bus Transfer Facility Planning
- viii. Authorization to Conduct Public Outreach for any Fiscal Year 2026 Proposed Service Changes

Leslie Felix made a motion to approve Consent Agenda items 5.A.i. – 5.C.viii. Second by Jamie Ledgerwood. Motion passed unanimously.

6. Action Agenda

A. Authorization to Implement January 11, 2026 Service Changes

Mr. Detweiler provided an overview of the January service changes communicating that this will be a large service change in Seminole County with significant outreach planned due to the scale of changes. Outreach efforts will include: social media and website updates, notices at bus stops and terminals, enhanced in-person outreach with staff riding buses making direct contact with passengers and giving out information. Nine information sessions will be conducted, and a public hearing will be held on October 8. External partners and internal departments have been engaged to make sure everybody is aware of the changes.

Several Seminole County fixed routes in Sanford, Lake Mary, Longwood, Winter Springs, Oviedo, and Altamonte Springs will be discontinued, including 46E, 46W, 34, 1792, 103, 434, and two NeighborLink routes. These areas will be served by SCOUT microtransit zones, with connections available at Altamonte Springs Central Station. Key route adjustments include Link 1 operating solely within Orange County, Link 23 truncated at SR 436, and Route 436N reduced in early/late trips and shortened to Altamonte Springs SunRail. The Fern Park on-street terminal will be closed due to redevelopment, with routes extended to Altamonte Springs SunRail as the new connection point.

Due to the discontinued fixed route services, the majority of Seminole county will be subject to the premium \$7.00 ADA paratransit fare for service outside the three-quarter mile reduced fare boundary. Over 400 bus stops will be removed due to the service elimination. LYNX will need to remove all the out of service Bus stop poles/signs and stop shelter facilities. The estimated cost for removing this infrastructure is \$640,000. In addition, there is an estimated repayment back to the FTA for the undepreciated shelters that will be removed approximating \$326,000.

The remaining service changes are for the LYMMO service and operational adjustments.

Chair Petersen asked whether funding partners had been consulted. Mr. Detweiler confirmed that all funding partners' staff were briefed.

Tim Jecks made a motion to approve Action item 6A Authorization to Implement January 11, 2026 Service Changes. Second by Jamie Ledgerwood. Motion passed unanimously.

B. Authorization to Enter into the FY2026 Service Funding Agreements with the Regional Funding Partners

Jose Fernandez made a motion to approve Action item 6B Approval of the FY2026 Service Funding Agreements with the Regional Funding Partners. Second by Jamie Ledgerwood. Motion passed unanimously.

C. Authorization to Enter into the FY2026 Service Funding Agreements with the Municipal Funding Partners

Leslie Felix made a motion to approve Action item 6C Approval of the FY2026 Service Funding Agreements with the Municipal Funding Partners. Second by Jose Fernandez. Motion passed unanimously.

D. Authorization to Enter into the FY2026 Bus Service Agreements

Tim Jecks made a motion to approve Action item 6D Approval of the FY2026 Bus Service Agreements. Second by Jose Fernandez. Motion passed unanimously.

7. Other Business

None

8. Adjourned

Meeting adjourned at 1:58 pm

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

From: Leonard Antmann
CHIEF FINANCIAL OFFICER
Lismar Matos Hernandez
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release a Request for Proposal (RFP) for Architectural and Engineering Services

Date: 10/16/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Architectural and Engineering (A&E) Services.

BACKGROUND:

In September 2021, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Architectural and Engineering (A & E) Consultant Services Contract 21-C45 to AECOM Technical Services, Inc. specifically for facilities related projects and Contract 21-C46 to Kimley-Horn and Associates, Inc. specifically for bus shelters, associated amenities, transfer centers and LYMMO projects. The contracts were for a period of three (3) years with two (2) one (1) year extensions. The second option year extensions were approved at the June 26, 2025 Board of Director's meeting and will expire in October 2026.

Tasks have included:

- Various facilities design, permitting, post-design and inspection services, such as:
 - o LYNX Operations Center (LOC) B Entrance Gate, Bus Wash and Fuel Island Concrete Improvements
 - o LOC Tool Crib and Wellness Center Renovation
 - o LYNX Central Station (LCS) Bus Facility Improvements, Passenger Terminal Restroom Renovation

LYNX Finance & Audit Committee Agenda

- o LOC Expansion New Administration Building Generator
 - o Conceptual Space at LOC & LCS
 - o LOC A 2nd Floor Interior Repairs and Roof Improvements
- Various bus shelters, associated amenities, transfer centers and LYMMO design, post-design and inspection services such as:
 - o Bus Shelter Program
 - Shelter Design & Permitting
 - Inspection Services
 - o Maintenance of Traffic (MOT) Plans
- Plans, Survey, Studies and Assessments such as:
 - o HVAC Assessment
 - o South Street Site Assessments
 - o Environmental Studies
 - o Operations and Maintenance (O&M) Facilities Master Plan
 - o Transit Asset Management (TAM) Plan
 - o Southern Operations Archaeological Services
 - o LYMMO Orange Lane Assessment
 - o Pine Hills Orange County Utilities Survey

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this solicitation. 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 FY2026 Approved Capital Budget includes \$30,109,011 for facility related projects, excluding the Southern Operations Facility of which are funded with Federal Grants. There is \$19,348,878 for projects related to bus shelters, associated amenities, and transfer centers; these projects are funded with a mix of local Orange County ATSP funds, State grants and Federal grants. There is an additional \$2,801,419 for LYMMO projects which are funded with Federal State of Good Repair (SGR) funds. Each project is evaluated individually to determine if A&E services are needed.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. i

To: LYNX Finance & Audit Committee

From: Kimberly Frye
DIRECTOR OF MOBILITY SERVICES
Selita Stubbs
Technical Contact

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Negotiate and Award a Contract to ADARide.com, LLC for Functional Assessment Travel Training Services for a Not to Exceed Amount of \$869,772

Date: 10/16/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract with ADARide.com, LLC for paratransit (eligibility) functional assessments and travel training for an initial three (3) year term with two (2) one (1) year renewal options with a not to exceed amount of \$869,772 for the initial three (3) year term.

BACKGROUND:

On September 24, 2020, the LYNX Board of Directors approved the award of contract 20-C72 to ADARide.com, LLC to perform functional assessments and travel training for three (3) years with two (2) one (1) year options for a total of five years. The contract was executed on December 1, 2020, and will expire on November 30, 2025.

On February 27, 2025, the Board authorized staff to release a Request for Proposal (RFP) for ADA Functional Assessments and Travel Training.

Functional assessments are in-person physical and cognitive assessments that screen ACCESS LYNX applicants' ability to use the fixed route system or NeighborLink service. In addition to the written application, the functional assessment provides an opportunity for new and recertification applicants to explain their circumstances and abilities. The purpose of travel

LYNX Finance & Audit Committee Agenda

training is to assist individuals who may have been denied eligibility and/or who want to learn how to access the LYNX fixed route or NeighborLink service.

By providing travel training, LYNX is able to offer additional mobility solutions not only to applicants who have been denied ADA paratransit service, but also to our ADA paratransit eligible customers who want to use the ACCESS Plus+ program for part of their rides.

Three (3) organizations responded to RFP 25-R07 ADA Functional Assessment and Travel Training.

- ADARide.com, LLC
- IPS-LYNX, Inc
- Transdev Services, Inc.

The SEC met on September 11, 2025, to review and evaluate the proposals based on the following criteria:

1. Respondent's Approach – 25%
2. Respondent's Equipment, Warranty, Life Expectancy – 30%
3. Respondent's Qualifications and Experience of the Firm and Key Personnel – 30%
4. Price – 15%

The final tabulation of the SEC scoring resulted as follows:

Proposer	Ordinal Ranking
ADARide.com, LLC	3
IPS-LYNX, Inc.	7
Transdev Services, Inc.	8

The SEC unanimously voted ADARide.com, LLC as the successful proposer for contract negotiation.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2026 Approved Operating Budget includes \$350,000 for Functional Assessment and Travel Training Services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. ii

To: LYNX Finance & Audit Committee

From: James Boyle
CHIEF DEVELOPMENT OFFICER
Kenneth Jamison
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Negotiate and Award a Contract to Quebec, Inc. d/b/a Transit App for Deploying and Hosting a LYNX Bus Tracker Mobile Application for a Not to Exceed Amount of \$511,177

Date: 10/16/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Quebec, Inc. d/b/a Transit App for deploying and hosting a LYNX Bus Tracker mobile application for five (5) years with a not to exceed amount of \$511,177.

BACKGROUND:

LYNX worked with DoubleMap, Inc. to deploy a LYNX-branded mobile application for providing real-time information in 2017. DoubleMap, Inc. and TransLoc, Inc. unified as one company in 2019 under the name TransLoc, Inc. with the contract and services moving to TransLoc, Inc. LYNX was able to extend the contract that included the mobile application through December 2022, after which TransLoc, Inc. discontinued the mobile application originally developed by DoubleMap, Inc. LYNX has seen customers using third-party mobile applications since the branded mobile application became unavailable but continues to receive customer requests for a LYNX-branded mobile application to return.

On March 27, 2025, the LYNX Board of Directors authorized the release of a Request for Proposals (RFP) for a bus tracker mobile application and website. The mobile application will provide information on the location of all buses in revenue service. Users will be able to see buses operating on the network with identification of what route they are serving. The map will

LYNX Finance & Audit Committee Agenda

also show bus stops and provide the real-time estimated arrival of the next bus for each bus serving the bus stop.

The RFP was released, posted on DemandStar, and sent directly to potential proposers with proposals due for submission by July 21, 2025. Ten proposals were received, with one determined to be non-responsive. The Source Evaluation Committee (SEC) met on August 29, 2025, in a publicly noticed meeting in accordance with Florida Sunshine Law to discuss proposals and scored them as follows:

Proposer	Total Score	Ordinal Ranking
Passio Technologies, LLC	240	1
Quebec, Inc. d/b/a Transit App	240	2
Moovit, Inc.	239	3
Peak Transit, LLC	218	4
Katpro Technologies, Inc.	204	5
Logisoft Technologies, Inc.	191	6
SGS Technologies, LLC.	179	7
PI R-Square Solutions, LLC.	172	8
TransSee	147	9
General Fleet Services, Inc.	2	10

The top three firms were shortlisted by the SEC for presentations on the mobile application and the back-office functionality. This meeting was held on October 1, 2025, with ordinal ranking as follows:

Proposer	Ordinal Ranking
Quebec, Inc. d/b/a Transit App	1
Moovit, Inc.	2
Passio Technologies, LLC	3

The SEC voted to recommend awarding a contract to Quebec, Inc. d/b/a Transit for a term of five (5) years.

DISADVANTAGED 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 FY2026 Approved Operating Budget includes \$94,800 for a Real-Time Information Vendor.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. i

To: LYNX Finance & Audit Committee

From: **Orlando Rolon**
DIRECTOR OF RISK MANAGEMENT AND SAFETY
Brenda Atkinson
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: Authorization to Exercise the Second Option Year of Contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. for Insurance Agent and Brokerage Services

Date: 10/16/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) Insurance Agent and Brokerage Services.

BACKGROUND:

On December 12, 2024, the LYNX Board of Directors approved authorization to exercise the first one (1) year extension of contract 22-C30 to Arthur J. Gallagher Risk Management Services, Inc. for insurance agent and brokerage services and an increase in the not to exceed amount to \$206,500. The first extension expires on December 19, 2025.

LYNX uses Gallagher to market, negotiate, and procure insurance coverages for its expected exposures.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2026 Approved Operating Budget includes \$35,000 for Insurance Broker Services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. ii

To: LYNX Finance & Audit Committee

From: **Orlando Rolon**
DIRECTOR OF RISK MANAGEMENT AND SAFETY
Brenda Atkinson
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: **Authorization to Exercise the First Option Year of Contract 23-C43 with Dean Ringers, Morgan & Lawton for Tort & General Liability Legal Services and Increase the Not to Exceed Amount to \$2,500,000**

Date: 10/16/2025

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 23-C43 with Dean Ringers, Morgan & Lawton for Tort & General Liability Legal Services and increase the not to exceed amount to \$2,500,000.

BACKGROUND:

Dean Ringers, Morgan & Lawton, P.A. provides legal defense services for General Tort & Liability claims. On October 27, 2022, the Board of Directors approved the award of three contracts for Tort & General Liability Legal Services. The other two law firms included Fisher Rushmer, P.A. and GrayRobinson, P.A. The not to exceed amount for all three law firms for the initial three (3) year terms was \$2,200,000.

The request to increase the not to exceed amount for the first option year is due to a rise in litigation following the 2023 tort reform in Florida, which reduced the statute of limitation for claims from four years to two years. As a result, more litigation claims were filed during the initial term of the contracts as plaintiff attorneys were trying to meet the shorter time limitations to file a claim.

All three contracts provide for two (2) one (1) year extension options. At the September 25, 2025 Board of Director's meeting, the Board approved the first option year of the contracts with Fisher

LYNX Finance & Audit Cmmittee Agenda

Rushmer, P.A. and GrayRobinson, P.A. The initial three (3) year term of the contract with Dean Ringer, Morgan & Lawton, P.A. expires January 29, 2026.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2026 Approved Operating Budget includes \$450,000 for legal fees related to general liability services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. iii

To: LYNX Finance & Audit Committee

From: **Orlando Rolon**
DIRECTOR OF RISK MANAGEMENT AND SAFETY
Christopher Plummer
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: **Authorization to Exercise the First Option Year of Contract 23-C74 with Universal Protection Service, LLC, dba Allied Universal Security Services for Security Guard Services and Increase the Not to Exceed (NTE) to \$9,182,000**

Date: 10/16/2025

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 23-C74 with Universal Protection Service, LLC, dba Allied Universal Security Services for Security Guard Services and increase the not to exceed (NTE) amount to \$9,182,000.

BACKGROUND:

On April 27, 2023, staff received authorization to execute contract 23-C74 with Universal Protection Service, LLC, dba Allied Universal Security Services for a three (3) year period and two (2) one (1) year options in a not to exceed (NTE) amount of \$5,783,282.

Since the initial award of the contract, the need for contracted security has increased across the Authority's property. Additional contracted security roles have been added and include patrolling the Pine Hills Transfer Station platform, LB McLeod parking lot, LYNX Operations Center (LOC) Expansion guard booth and a second person monitoring CCTV control footage at LYNX Central Station (LCS).

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

The FY2026 Approved Operating Budget includes \$2,750,377 for Security Services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. i

To: LYNX Finance & Audit Committee

From: Leonard Antmann
CHIEF FINANCIAL OFFICER
Lismar Matos Hernandez
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Increase the Not to Exceed Amount for the LYNX Central Station (LCS) Restroom Renovation Project to \$774,187 and Approval of Change Order 2

Date: 10/16/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the not to exceed (NTE) amount for the LYNX Central Station (LCS) Restroom Renovation Project to \$774,187 for changes identified during the construction that were necessary to complete the project and approval of Change Order 2.

BACKGROUND:

The LCS building was completed and opened to the public in November 2004 and LYNX celebrated its 20th anniversary by providing Passenger Terminal restroom renovations for the public to use.

At the July 25, 2024 Board of Director's meeting, staff received authorization to negotiate and award contract 24-C85 to Orange Avenue Enterprises, LLC (OAE) in the not to exceed amount of \$769,615 which included the ten percent (10%) contingency in the amount of \$69,965 as provided for in Administrative Rule 4.5.4, Project Contingency.

Pursuant to the Administrative Rule, the Chief Executive Officer shall have the authority to authorize Change Orders for use of Project Contingency subject to certain requirements. It states that Change Orders shall not exceed \$150,000 and any Change Order above the fifty percent (50%) contingency shall be notified to the Governing Board as an information item at the next meeting scheduled.

LYNX Finance & Audit Committee Agenda

For this project, Change Order No. 1 was executed in the amount of \$34,104. This change order included additional items due to site conditions on the flooring and plumbing that needed to be addressed to complete the South restroom, which was completed and opened to the public in June 2025. It also added 78 calendar days and changed the contract end date to August 1, 2025.

Change Order No. 2 has been developed to address several changes in scope for the North side restrooms due to unforeseen site conditions related to architectural, plumbing, electrical and mechanical scope which required additional time and costs. The estimated total for this change order shall not exceed the amount of \$40,433 with an additional 32 calendar days added to the Project term. The new end date for Substantial Completion occurred on September 2, 2025. This change order 2 requires an additional \$4,572 to be added to the contingency.

A summary of the change orders is listed on the table below:

Description	Original Budget	CO #1	CO #2	Revised Total
LCS Restroom Renovation - Construction	\$699,650.00	\$34,103.71	\$ 40,433.28	\$774,186.99
Total Construction Contract	\$699,650.00	\$34,103.71	\$ 40,433.28	\$774,186.99
10% Contingency Available	\$69,965.00	(\$34,103.71)	(\$40,433.28)	(\$4,571.99)
Additional Contingency Requested	-	-	\$4,571.99	\$4,571.99
Total Project Cost	\$769,615.00	\$0.00	\$4,571.99	\$774,186.99

DISADVANTAGED 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 small businesses for the completion of this contract. (Race Neutral).

FISCAL IMPACT:

The FY2026 Approved Capital Budget includes \$776,550 for Passenger Terminal Restroom Renovations at LYNX Central Station (LCS).

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. ii

To: LYNX Finance & Audit Committee

From: Craig Bayard
DIRECTOR OF INFORMATION TECHNOLOGY
Craig Bayard
Technical Contact

Phone: 407.841.2279 ext: 6008

Item Name: Authorization to Purchase Microsoft M365 Subscription-Based Licenses Through Cooperative Purchasing Contract: Sourcewell 121923-SHI for a Not to Exceed Amount of \$731,595

Date: 10/16/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to authorize the purchase of Microsoft M365 subscription-based licenses for a period of three (3) years at a cost not to exceed of \$731,595 utilizing cooperative purchase contract: Sourcewell 121923-SHI.

BACKGROUND:

In February 2023, LYNX entered into a three (3) year Microsoft Enterprise Agreement (EA) to license Microsoft Office 365 for all administrative staff. This agreement provides enterprise-wide access to Microsoft's M365 suite of productivity, collaboration, and security tools and is set to expire on February 1, 2026. Microsoft is providing M365 Government which includes enhanced security and privacy with a guaranteed uptime of 99.9 percent.

Microsoft's M365 suite includes a set of cloud-based applications such as Outlook, Word, Excel, PowerPoint, Teams, SharePoint, OneDrive, and advanced analytics with Power-BI. These tools support real-time document collaboration, secure file sharing, and integrated communication across departments. Additional advanced compliance and security features such as electronic discovery (eDiscovery) for email and file content are also included.

LYNX Finance & Audit Cmmittee Agenda

LYNX will purchase the Microsoft M365 licenses through a three (3) year Microsoft Enterprise Agreement (EA). The Enterprise Agreement will be \$243,865 per year to cover licensing for all administrative staff.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2026 Approved Operating Budget includes \$250,000 for Microsoft Office 365 licenses.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. iii

To: LYNX Finance & Audit Committee

From: Michelle Daley
DIRECTOR OF FINANCE
Holly Zeszutko
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Auction Surplus Capital Items

Date: 10/16/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, recycle or sell, at public auction, surplus and obsolete capital items as identified in the following detailed list.

BACKGROUND:

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's next auction will be scheduled for January 2026. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A. Assets with a fair market value of \$5,000 or less will not have any due to FTA values.

Other Vehicles:

Other Vehicles with a total net book value of \$0.

There are 22 Vehicles that have reached the end of their useful life and meet the FTA mileage requirement.

Category Totals

Category	Acquisition Value	Net Book Value
Other Vehicles	\$774,683	\$0
GRAND TOTAL	\$774,683	\$0

LYNX Finance & Audit Committee Agenda

Vehicle Listing: Other Vehicles

System #	Co Asset No	Acquisition Date	Class	Description	Est Life*	Acquired Value*	NBV *
1203126	35746	09/30/2012	OV	2012 Ford E-350 XLT	05 yrs 00 mos	\$29,979	\$0.00
1203625	35947	10/01/2012	OV	2013 Ford E-350 XLT	05 yrs 00 mos	\$24,820	\$0.00
1203919	36258	06/07/2013	OV	2013 Ford E-350 XLT	04 yrs 00 mos	\$31,205	\$0.00
1204748	38765	03/31/2014	OV	2014 Ford E-350 Ext	05 yrs 00 mos	\$30,496	\$0.00
1204760	38781	03/31/2014	OV	2014 Ford E-350 Ext	04 yrs 00 mos	\$33,467	\$0.00
1204876	40251	04/30/2014	OV	2014 Ford E-350 Cutaway	04 yrs 00 mos	\$45,300	\$0.00
1206224	150514	12/31/2015	OV	2016 Turtle Top Odyssey Cutaway	04 yrs 00 mos	\$73,630	\$0.00
1206333	46670	02/01/2016	OV	Ford Transit 350	04 yrs 00 mos	\$26,025	\$0.00
1206334	46671	02/01/2016	OV	Ford Transit 350	04 yrs 00 mos	\$26,025	\$0.00
1206362	150680	03/22/2016	OV	2016 Turtle Top Odyssey Cutaway	04 yrs 00 mos	\$74,939	\$0.00
1206427	47187	04/01/2016	OV	2016 Ford Transit T350	04 yrs 00 mos	\$26,500	\$0.00
1206729	48582	11/03/2016	OV	2017 Ford Transit T150	04 yrs 00 mos	\$24,707	\$0.00
1206732	48265	11/03/2016	OV	2017 Ford Transit T150	04 yrs 00 mos	\$24,707	\$0.00
1206734	48588	11/10/2016	OV	2017 Ford Transit T350	04 yrs 00 mos	\$27,570	\$0.00
1208121	181092	01/31/2019	OV	2019 Turtle Top Odyssey	04 yrs 00 mos	\$77,196	\$0.00
1208220	7SRVYG	03/13/2019	OV	2019 Ford Transit	07 yrs 00 mos	\$30,287	\$0.00
1208270	7S57N0	05/09/2019	OV	2018 Chevy Traverse	07 yrs 00 mos	\$26,628	\$0.00
1208276	7SGW6O	05/09/2019	OV	2018 Chevy Traverse	07 yrs 00 mos	\$26,628	\$0.00
1208360	7TB9JG	06/24/2019	OV	2018 Chevy Traverse	07 yrs 00 mos	\$26,628	\$0.00
1208803	7T0F22	11/07/2019	OV	2019 Ford Transit	04 yrs 00 mos	\$30,414	\$0.00
1208804	7T0F0S	11/07/2019	OV	2019 Ford Transit	04 yrs 00 mos	\$27,113	\$0.00
1208856	7V94GJ	12/31/2019	OV	2019 Ford Transit	04 yrs 00 mos	\$30,414	\$0.00

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The total net book value of the surplus items is \$0. Given that the assets are inoperable and/or unrepairable, and that their fair market value is less than \$5,000, there is no FTA obligation.

LYNX Finance & Audit Committee Agenda

Action Item #6.A

To: LYNX Finance & Audit Committee

From: Carl Weckenmann
DIRECTOR OF PLANNING and DEVELOPMENT
Charles Abbatantuono
Technical Contact

Phone: 407.841.2279 ext: 6075

Item Name: Authorization to Submit the Fiscal Year 2026 Transit Development Plan Annual Update to the Florida Department of Transportation

Date: 10/16/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to submit the 2026 Transit Development Plan (TDP) Annual Update to the Florida Department of Transportation (FDOT) for approval to meet Block Grant funding requirements.

BACKGROUND:

Effective July 9, 2024, Rule 14-73, Florida Administrative Code, pertaining to TDPs for public transit agencies was updated to streamline the process, increase coordination with Metropolitan Planning Organizations, increase focus on prioritized projects, and establish a new submission deadline of March 1st for Major Updates and Annual Updates.

The LYNX TDP Annual Update is completed as a self-evaluation tool to review progress towards meeting the goals and implementation plan set within the Major Update that is completed every five years. The TDP Annual Update assesses LYNX's past year accomplishments, identifies steps to mitigate any discrepancies between the plan and its implementation for the past year, and facilitates any necessary changes to the implementation plan for the coming year.

The Annual Update also includes a new 10th year (2035) and associated new projects as well as an updated financial plan identifying operating and capital improvements for LYNX over a ten-year planning horizon, covering the year for which funding is sought, and the nine subsequent years.

LYNX Finance & Audit Committee Agenda

Some of the accomplishments highlighted in the LYNX FY2026 TDP Annual Update, include:

- Implementation of minor service changes to improve system-wide efficiency and improve connections in April 2025.
- Completed construction of the Pine Hills Transfer Center and began operating service at the new facility in August 2025.
- Extended Route 311 to Epic Universe serving the Helios Grand Hotel and extended Links 9, 44, 48, 49, and 125 to the new Pine Hills Transfer Center as part of the Accelerated Transportation Safety Program (ATSP).
- Constructed 26 new bus shelters with another 73 in progress as part of the Orange County ATSP funding.
- LYNX, Greater Orlando Aviation Authority (GOAA), and FDOT have continued to coordinate on plans for a new bus transfer facility at the Orlando International Airport (MCO). LYNX and GOAA have entered into a Memorandum of Understanding for the completion of a Feasibility Study.
- Completed the Transportation Disadvantaged Service Plan Minor Update.
- Completed an update to the LYNX Human Services Transportation Plan.
- Finalized recommendations for the FTA Pilot Program for Transit Oriented Development Planning along SR 436 from the Orlando International Airport to SR 50.
- Completed an Americans with Disabilities Act (ADA) assessment of LYNX bus stops and facilities.
- Completed an update to the Bus Stop Design Guidelines manual.
- Completed a Sustainability and Resiliency Plan.
- Coordination with MetroPlan Orlando for consistency with the Metropolitan Transportation Planning process.

The TDP is a needs-based assessment and is not financially constrained.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$13,259,259 for the FDOT Block Grant. An approved TDP is required prior to FDOT release of any Block Grant funding.

LYNX Finance & Audit Committee Agenda

Action Item #6.B

To: LYNX Finance & Audit Committee

From: Carl Weckenmann
DIRECTOR OF PLANNING and DEVELOPMENT
Myles O'Keefe
Technical Contact

Phone: 407.841.2279 ext: 6075

Item Name: Authorization to Negotiate and Award a Contract for NeighborLink On-Demand Transit Service to Beefree, LLC dba Freebee for \$8,495,410 for the Initial Three (3) Year Term

Date: 10/16/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Beefree, LLC dba Freebee for NeighborLink On-Demand transit service in the not to exceed amount of \$8,495,410 for the initial three (3) year term.

BACKGROUND:

NeighborLink service was initiated back in 2007 to replace fixed-route service where ridership was low but still warranted efficient public transit service. The service has grown to 11 routes in various communities within the LYNX tri-county service area.

On January 7, 2010, the Board of Directors awarded Contract 10-C21 to MV Transportation to provide this type of demand service branded as NeighborLink. MV Transportation continued to provide the contracted service operating under contract 18-C03, which was executed December 1, 2017, and was modified and expired May 31, 2023.

On January 26, 2023, the Board of Directors authorized the transition of NeighborLink to a 100% internal LYNX Operation. The transition took place in coordination with the April 23, 2023, service change.

LYNX Finance & Audit Committee Agenda

Many benefits resulted from the transition of NeighborLink service into a 100% internal LYNX operation, especially in the recruitment and training of LYNX operators for potential fixed-route operations.

However, to address changing mobility needs and to mitigate rising operational expenses, LYNX seeks to contract out the NeighborLink services to a fully turn-key transit operator. This will yield efficiencies for the agency and a more adaptable service through vehicle, technology, routing and schedule changes.

On February 27, 2025 the LYNX Board of Directors authorized the release of a Request for Proposals (RFP) for NeighborLink On-Demand transit service.

The RFP was released, posted on DemandStar, and sent directly to potential proposers on April 4, 2025. Proposals were due for submission on May 21, 2025. Five (5) proposals were received. The Source Evaluation Committee (SEC) met on August 20, 2025 in a public noticed meeting in accordance with Florida Sunshine Law to discuss proposals. The SEC scored the proposals as follows:

Proposer	Total Score	Ordinal Ranking
Corporate Transportation Group, LTD	341	25
Beefree, LLC (dba Freebee)	452	8
LAZ Parking Florida, LLC	378	19
River North Transit, LLC	455	8
Transdev	393	15

The SEC requested presentations from the two firms with the lowest Ordinal Rankings, BeeFree, LLC and River North Transit, LLC. On September 12, 2025 both firms presented the information in their proposals to the SEC. Following the presentations, the SEC updated their scores as follows:

Proposer	Ordinal Ranking
Beefree, LLC (dba Freebee)	6
River North Transit, LLC	9

The cost submitted by Beefree, LLC was \$8,495,410 for the initial three (3) year term, \$2,926,990 for options year 1, and \$2,985,400 for options year 2.

DISADVANTAGED 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 FY2026 Approved Operating Budget includes a total budgeted cost of \$4,071,578 for NeighborLink services.

LYNX Finance & Audit Committee Agenda

Action Item #6.C

To: LYNX Finance & Audit Committee

From: Leonard Antmann
CHIEF FINANCIAL OFFICER
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the LYNX Finance and Audit Committee Meeting Dates for 2026

Date: 10/16/2026

ACTION REQUESTED:

Staff is requesting the Finance and Audit Committee's approval for the LYNX Finance and Audit Committee meeting dates for 2026.

BACKGROUND:

The proposed dates for 2026 are as follows:

- Thursday, January 15, 2026 – 1:30 p.m.
- Thursday, February 19, 2026 – 1:30 p.m.
- Thursday, March 24, 2026 – 1:30 p.m.
- Thursday, April 16, 2026 – 1:30 p.m.
- Thursday, May 21, 2026 – 1:30 p.m.
- Thursday, June 18, 2026 – 1:30 p.m.
- Thursday, July 16, 2026 – 1:30 p.m.
- Thursday, August 20, 2026 – 1:30 p.m.
- Thursday, September 17, 2026 – 1:30 p.m.
- Thursday, October 15, 2026 – 1:30 p.m.
- Thursday, December 3, 2026 – 1:30 p.m.

LYNX Finance & Audit mmittee Agenda

LYNX Administrative Rule 2 – Board Governance (Bylaws) authorizes the LYNX Board of Directors to establish committees and those committees are to annually establish their meeting schedule. Listed below are the current committees established by the LYNX Board of Directors and the meeting schedule:

- LYNX Oversight Committee & Board of Directors: Fourth Thursday of the month
- Finance and Audit Committee: Third Thursday of the month
- Risk Management Committee: Quarterly

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Finance & Audit Cmmittee Agenda

Discussion Item #7.A

To: LYNX Finance & Audit Committee

From: Michelle Daley
DIRECTOR OF FINANCE
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Presentation of FY2025 Audit Plan by Forvis Mazars

Date: 10/16/2025

Presentation of the FY2025 Audit Plan by a representative from Forvis Mazars.

LYNX Finance & Audit Committee Agenda

Discussion Item #7.B

To: LYNX Finance & Audit Committee

From: Carl Weckenmann
DIRECTOR OF PLANNING and DEVELOPMENT
Myles O'Keefe
Technical Contact

Phone: 407.841.2279 ext: 6075

Item Name: Fare Study Presentation

Date: 10/16/2025

The Fare Study project team will provide an update to the Finance and Audit Committee on the Fare Study efforts thus far and highlight areas for further consideration.