

MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING JUNE 29, 2017 / 12:00 PM
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET

AGENDA

- 1.0 Call to Order & Roll Call
- 2.0 Changes or Additions to the Agenda
- 3.0 Public Comment on items not on the Agenda
- 4.0 Discussion Items / Reports / Comments:
 - 4.1 General Manager's Report
- 5.0 Action Items:
 - 5.1 Minutes of May 25, 2017
Recommendation: Approve the minutes of May 25, 2017.
 - 5.2 FY2018 Proposed Budget (*Dorothy Magnusen*)
Recommendation: Approve the FY2018 Proposed Budget.
 - 5.3 FY2018 MUTD Permissive Medical Levy (*Dorothy Magnusen*)
Recommendation: Adopt Resolution 17-03 – Adoption of the FY2018 MUTD Permissive Medical Levy.
 - 5.4 Program of Projects (*Dorothy Magnusen*)
Recommendation: Set a public hearing for the FY2018 Program of Projects to be held on July 27, 2017.
 - 5.5 Replacement of Computer Servers and Network Switches (*Vince Caristo*)
Recommendation: Approve the purchase of two (2) servers and two (2) network switches, including installation, from First Call Solutions of Missoula, MT, for a total price not to exceed \$20,525.09, plus a 3% contingency.
 - 5.6 Replacement of Computer Workstations (*Vince Caristo*)
Recommendation: Approve the purchase of twenty (20) desktop computer workstations and assorted peripherals, from Univision Computers of Missoula, MT, for a price not to exceed \$29,884.43, plus a 3% contingency.
- 6.0 Adjournment

General Manager's Report – June 2017

Zero-Fare

Everything looks good for extending the program an additional three years. I was able to have some excellent conversations with partners. Last week I had the opportunity to give City Council an update at their Budget Committee meeting on June 21. It was received favorably, and the comments were very positive.

<http://video2.siretech.net/SIRE/MissoulaCity/BCOW/2314/2314.mp4>

Strategic Plan

The Strategic Plan process is changing shape and direction based on feedback from the Planning Committee and Board. As the summer is not the best time to hold community or stakeholder meetings, the next meeting will be in September.

Meanwhile, staff and the consultants will continue to work internally on the plan. I will keep the Board abreast of changes and updates as they occur.

FTA Low or No Emission Grant

MUTD and ASUM are partnering to submit a grant application for electric busses. MUTD is leveraging federal grant money (Section 5339 and CMAQ) and local funds to request six (6) busses and ASUM is requesting two (2). We have partnered with CTE, a firm with tremendous knowledge and experience in electric busses, and believe we have a very competitive application.

Brooks Corridor TOD Infrastructure Study

An RFQ was released by MRA for additional study and planning for Brooks Street in preparation for a TIGER grant application in 2018. At least three firms have responded. The selection committee will meet to review the responses and select the finalist. The Board approved up to \$50,000 in financial support for this Study as it has direct impact on future planning and operations of MUTD.

Marketing

MUTD was able to partner with the popular local band, Whizpops, to film a video of the Whizpops riding Mountain Line. The video will be used to promote Mountain Line on social media, especially to the younger demographic. Here is sneak peek draft: <https://gravitymediaproductions.wistia.com/medias/dhxacj9y76>



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – May 25, 2017
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Draft

Members Present

Andrea Davis, Chair
Amy Cilimburg, Secretary
Don MacArthur
Anna-Margaret Goldman

Members Absent

Melanie Brock, Vice-Chair
Jesse Dodson, Treasurer
Martin Blair

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Fin & Admin Mgr
Elizabeth Wehling, CSR
Vince Caristo, Project Mgmt Specialist

Guests

None

Call to Order and Roll Call

Davis called the meeting to order at 12:07 p.m. Roll call was taken.

Changes or Additions to Agenda

5.4- More information on same recommendation

Public Comment on Items Not on the Agenda

None

Discussion Items/ Reports/ Comments

Long Range Plan Update from Michelle of Jarrett Walker & Assoc.

Caristo summarized the long range planning efforts for the Board. Michelle Poyourow of Jarrett Walker & Associates joined the meeting via conference call. The Board expressed a desire to take the current strategy on hand and enhance it for future adjustments. A lengthy discussion ensued about said enhancements.

Action Items

Bus Shelter Purchase

An RFP was issued for the purchase of bus shelters. Tolar Manufacturing Company of Corona, CA, was selected as the best respondent. The new shelters have the same specifications as the shelter at 3rd Street and Catlin Street. Tighter procurement processes consequently gave way to more reasonable proposals, causing the recommended shelters to cost 30% less than the same shelters purchased in 2014. Funding will come from federal grant and local funds.

MacArthur made a motion to approve the purchase of two bus shelters, from Tolar Manufacturing Company of Corona, CA, for a price of \$21,586.00, and up to 3% contingency, seconded by Cilimburg. The motion carried unanimously.

Approval of Minutes

Goldman made a motion to approve the minutes of April 27, 2017, seconded by MacArthur. The motion carried unanimously.

Financials & Ridership Reports for April 2017

Goldman gave the Finance Committee report on the April 2017 financials and ridership. The cash position is good and it will support the funding of capital and operating reserves. Operating Reserve from Mill Levy funding is \$3,772,596. This reserve is expected to fund, in part, current operations and to a larger degree options into the future. Current Year Change in Net Position after capital reserve contributions is \$279,038 compared to previous year of \$402,484. Revenue is tracking closely to the budget. Expenses are 3.63% less than the budget. Compensation is 4.3% below budget, Insurance is 4% below budget, and remaining expenses are tracking closely to budget.

Fixed Route ridership is tracking closely in the April month-to-month comparisons, with a year-to-date comparison increase coming to 2.22%. ADA ridership continues to increase as Senior Van declines, 12% higher in month-to-month comparison and 14% higher in year-to-date comparison.

Cilimborg made a motion to receive the April 2017 Financial Statements and Ridership Reports, seconded by MacArthur. The motion carried unanimously.

Missoula County Grant Application for FY2018 Financial Assistance

Magnusen gave an overview of the FY2018 Missoula County Special Revenue Funds and General Fund program for Paratransit and Senior Van Services.

MacArthur made a motion to approve the application for up to \$25,000 in FY2018 Missoula County Special Revenue Funds and General Fund Application, seconded by Goldman. The motion carried unanimously.

General Manager Contract

The Board recommended a 3% salary increase to Aldridge's compensation and one week of vacation time, retroactive to February 16, 2017, based on positive performance. Amendments are to be made on existing contract. Board is to review contract for discussion in December.

MacArthur made a motion to approve an amendment, Exhibit B, to the General Manager Contract, seconded by Cilimborg. The motion carried unanimously.

General Manager's Report

Aldridge discussed the conclusion that the Zero-Fare partners came to at the meeting on May 2. The majorities of partners were in attendance and agreed to continue supporting the demonstration for another three years. Each partner will be met with individually to examine specific contributions.

The FTA has announced that grant applications are now being accepted for low or no emission vehicles. MUTD will be working in conjunction with ASUM to submit an application by the end of June for this highly sought after grant. \$55 million is available through said grant.

Moving along with low to no emissions, Northwestern Energy has been contacted to send in a quote for the cost of additional power to Mountain Line's main facility as well as the cost of electric charging. Gillig is aware that MUTD will no longer be purchasing diesel buses.

In early 2016, MUTD was informed by MDT that all bus stop signs along MDT roadways must comply with the Manual on Uniform Traffic Control Devices (MUTCD), causing MUTD's approved Bus Stop Master Plan to be non-compliant. MUTD appealed to the FHWA federal office for an official interpretation. Their interpretation was received in March 2017 stating that a bus-stop sign is not a

traffic control device. The interpretation allows MUTD to use the new bus-stop sign design sans the attached NO PARKING sign. This interpretation applies to all transit systems in the country.

Adjournment

The meeting adjourned at 1:50 p.m.

Submitted by Elizabeth Wehling



MUTD Board Staff Report

To: Board of Directors
From: Dorothy Magnusen, Finance & Administrative Manager
Date: June 29, 2017

Recommendation: Approve the FY2018 Proposed Budget.

Discussion: The Fiscal Year 2018 budget was developed using historical data, programs to further MUTD along its goal to be a partner in the community, and plan for the future.

Attachments

1. FY2018 Proposed Budget

Summary:

Revenue shows a 9.23% increase over the FY2017 budget.

- Federal operating assistance in the FY2018 budget uses the Federal FY2017 funding. All previous year's allotments have been expended.
- Property Tax is the biggest adjustment in dollars. A lag between MUTD's budgeting cycle and the County's budgeting cycle is the primary reason for the increase. The FY2017 budget was developed using the FY2016 County collections with a projected 2% increase for a total of \$4,564,170. However, the County is expecting approximately \$5,066,380, an 11% increase in revenue compared to the FY2017 budget. The FY2018 budget is based on the FY2017 County collections plus a 2% increase. As a result, there is an overall property tax revenue increase of 13.22% between FY2017 and FY2018 budgets.
- Operating expenses are 6.91% more than the FY2017 budget. Every department has increases for FY2018.
- Special Projects include the renovation costs of \$55,000 for the transfer center. The project is postponed until FY2018. The accrued expense in FY2017 will be zero effective May 1, 2017.
- Additions to Reserves are estimated at \$1,494,845. This is a result of expected property tax increases.
- Capital improvements include one electric bus, one paratransit vehicle, and a Facilities Master Plan for FY2018 of \$1,124,020. The Federal contribution is \$779,200 with a local match of \$344,820. The allocation is 70% federal and 30% local; typically, the allocation is 80% federal and 20% local.

Revenue:

In addition to the property tax revenue, the Permissive Medical Levy Property Tax increased by 3.26% based on the health insurance budget changes. Property Tax of \$5,461,625 is in the budget at the full amount that is expected to be collected. The budget requires \$4,268,015 in property taxes leaving a contribution to operating reserves of \$1,319,845.

Section 5307 and CMAQ Federal Operating Assistance is 1.97% less than FY2017 budget; MUTD has used all of the carryover funds from previous years. The Section 5307 funds have only been approved for 7/12 of the Federal FY2017 apportionment. FTA is not sure when the remaining amount will be approved and released.

Service Partnerships has the remainder of Zero-fare contributions of \$214,500. This does not include additional commitments from partners.

Transfer Center rent income is zero and will remain at this level until the space can be rented. The budget of \$4,365 is from vending machine sales.

Investment income has been increased to reflect more funds available for short-term investments. The Reserve Policy states that the interest income will be allocated to the reserves.

Expenses:

The staff count is up by two FTE's for operators in Paratransit. The increase in ridership is driving this change.

Benefits include an increase of 2% in health insurance premiums and changes in coverage choices by employees. The union collective bargaining agreement also drives other benefits for uniforms and tool allowances.

General insurance premium increase is estimated at 10% and includes additional coverage for new supervisor vehicles, van, and shop truck in FY2018 and two new buses in FY2019. The premiums will be finalized by the end of June.

Operations expenses increased by 6.73%. This increase includes the two new Paratransit operator FTE's. The budget has been adjusted to reflect fuel prices based on contract pricing through June 2018 with the average price per gallon of \$1.87 compared to \$1.82 in FY2017. The combination of benefit changes, general insurance, and fuel are driving the increase.

Maintenance expenses increased by 6.07%. The major repairs, materials, and supplies have been increased to expected needs. Staff will bring any large unexpected repairs to the board if any arise during the fiscal year.

Administration expenses and the Transfer Center expenses increased by 8.02%. Some line items have gone up while others have gone down. The Transfer Center expenses increase by \$36,250 for 12 months of security; the FY2017 budget only contained six months of security. The administration expenses are 5.41% more than FY2017. Staff travel increased by \$9,500 for expected travel for meetings and training. Professional and technical expenses have been increased to include the Brooks Street Corridor Transit-Oriented Development Plan funds of up to \$50,000. The Board approved this expense to be funded from the Unrestricted Reserve. Marketing and promotions has been increased by \$10,185 to reflect the current year marketing

plan and the 40th Anniversary Celebration. Training reduction reflects expected registration fees for the year. Equipment maintenance increase reflects contracts renewals. Some of the maintenance contracts were funded by grants for the first two years and now roll into MUTD.

Special Projects of \$55,000 is for downtown transfer center exterior remodel.

Capital Funding: The capital funds of \$175,000 are the annual contribution rate as projected in the Pro Forma. The Projected Reserve Activity is revised to reflect the new Reserve Policy. The reallocation of reserve funds are separated into three categories; Fleet Capital, Capital, Operating. The capital items have a seven year target and operating expenses have a five year target.

Operating Funding: The Additions to Operating Reserves is funded by the Mill Levy taxes to provide supplemental operating funding in future years as the gap between revenue and expenses increase.

**Missoula Urban Transportation District
Proposed Fiscal Year 2018 Budget
Summary**

Description	FY 2016	Fiscal Year 2017				FY 2018		FY 2019	
	12 Mo Ending June 2016 Actual	10 Mo Ending April 2017 Actual	YTD Budget	Annual Budget	Variance Actual vs YTD Budget	Proposed Budget	Variance FY18 Prop Bud vs FY17 Ann Bud	Proposed Budget	Variance FY19 Prop Bud vs FY18 Prop Bud
Operating Revenues:									
Paratransit Assistance - MDT	-38	15,000	16,667	20,000	-10.00%	20,000	0.00%	20,000	0.00%
Property Taxes	4,946,112	4,040,675	4,040,675	4,848,810	0.00%	5,461,625	12.64%	5,570,850	2.00%
Federal Operating Assistance	2,439,351	1,877,902	1,893,313	2,271,975	-0.81%	2,205,165	-2.94%	2,246,670	1.88%
Other Revenues	333,136	312,157	205,750	246,900	51.72%	382,765	55.03%	382,765	0.00%
Total Operating Revenues	7,718,561	6,245,734	6,156,404	7,387,685	1.45%	8,069,555	9.23%	8,220,285	1.87%
Operating Expenses:									
Operations	3,693,574	3,231,869	3,362,513	4,035,015	-3.89%	4,306,545	6.73%	4,485,185	4.15%
Maintenance	800,702	630,919	663,442	796,130	-4.90%	844,420	6.07%	869,895	3.02%
General and Administrative	1,054,301	1,034,701	1,055,929	1,267,115	-2.01%	1,368,745	8.02%	1,361,610	-0.52%
Total Operating Expenses	5,548,577	4,897,489	5,081,883	6,098,260	-3.63%	6,519,710	6.91%	6,716,690	3.02%
Operating Gain/(Loss)	2,169,984	1,348,245	1,074,521	1,289,425	25.47%	1,549,845	20.20%	1,503,595	-2.98%
Special Projects:									
Uniforms	19,817	0	0	0	NA	0	NA	0	NA
Transfer Center Remodel	5,600	45,833	45,833	55,000	0.00%	55,000	0.00%	0	-100.00%
Total Special Projects	25,417	45,833	45,833	55,000	0.00%	55,000	0.00%	0	-100.00%
Gain/(Loss) - After Special Projects	2,144,566	1,302,412	1,028,688	1,234,425	26.61%	1,494,845	21.10%	1,503,595	0.59%
Less Reserve Contributions:									
Additions to Capital	0	-145,833	-145,833	-175,000	NA	-175,000	NA	-175,000	NA
Additions to Operating Reserves	-1,222,579	-882,850	-882,854	-1,059,425	NA	-899,690	NA	-1,328,595	NA
FY2018 Local Match Increase-Capital	0	0	0	0	NA	-420,155	NA	0	NA
Total Reserve Contributions	-1,222,579	-1,028,683	-1,028,688	-1,234,425	NA	-1,494,845	NA	-1,503,595	NA
Plus Additional Funding Sources:									
Federal Capital Contributions	97,740	5,309	0	0	NA	0	NA	0	NA
Total Additional Funding Sources	97,740	5,309	0	0	NA	0	NA	0	NA
Less Depreciation	-1,019,727								
Change in Net Position	0	279,038	0	0	NA	0	NA	0	NA

Missoula Urban Transportation District

Proposed Fiscal Year 2018 Budget

Capital Purchases Capital Reserve Activity



**Missoula Urban Transportation District
Proposed Fiscal Year 2018 Budget
Capital Projects**

Item	Funding Source	Federal Amount	Local Amount	Total Amount
1 Electric Buses (Replacement) & Infrastructure (80% Fed/20% Local)	5339/CMAQ	682,400	170,600	853,000
Paratransit Vehicle (80% Fed/20% Local)	5310	72,800	18,220	91,020
Planning - Facilities Master Plan (13% Fed/87% Local)	5307	24,000	156,000	180,000
Total Capital Projects		779,200	344,820	1,124,020



MUTD Board Staff Report

To: Board of Directors
From: Dorothy Magnusen, Finance and Administrative Manager
Date: June 29, 2017

Subject: Adoption of the FY2018 MUTD Permissive Medical Levy.

Recommendation: Adopt Resolution 17-03 – Adoption of the FY2018 MUTD Permissive Medical Levy.

Attachments

1. Resolution 17-03

Background: The permissive medical levy was designed by the Montana legislature to address the steep rise in health insurance costs that were threatening to eat up the general fund budgets of every municipality and county in the state. By using a permissive medical levy, those increases can be met without diminishing the general fund.

Discussion: The Permissive Medical Levy revenues have been calculated using the form that was developed by the Department of Administration. This levy is in addition to the property tax mill levy.

Financial Impact: Permissive Medical Levy revenues are reflected in the FY2018 budget to cover the additional cost of providing medical insurance for employees. The FY2018 budget has \$293,921 in Permissive Medical Levy funds, though the actual amount received will not be known until later this year.

Resolution 17-03
Missoula Urban Transportation District
FY2018 Permissive Medical Levy

WHEREAS, The Missoula Urban Transportation District has deliberated on the Fiscal Year 2018 budget and necessary mill levy of property taxes;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MISSOULA URBAN TRANSPORTATION DISTRICT OF MISSOULA, MONTANA:

THAT the levies as detailed below be fixed and adopted for fiscal year 2018, based on the value of a mill for the Missoula Urban Transportation District as certified by the Department of Revenue.

Missoula Urban Transportation District	Maximum levy allowed by law
Permissive Medical Levy	\$293,921

AND BE IT FURTHER RESOLVED THAT the resolution be entered into the minutes of the meeting at which the resolution was adopted.

PASSED AND ADOPTED this 29th day of June 2017.

ATTEST:

Amy Cilimburg
Secretary
Missoula Urban Transportation District

APPROVED:

Andrea Davis
Chair
Missoula Urban Transportation District



Board Staff Report

To: Board of Directors
From: Dorothy Magnusen, Finance & Administrative Manager
Date: June 29, 2017

Subject: Program of Projects

Recommendation: Set a public hearing for the FY2018 Program of Projects to be held on July 27, 2017.

Discussion: The Fiscal Year 2018 Program of Projects legal notice will be submitted on July 3 and July 17 pending approval from board. This notice is standard for the Federal Transit Administration (FTA).

Attachments

1. Legal Notice

Legal Notice

FY 2018 Program of Project

Notice is hereby given that a public hearing will be held on July 27, 2017 at noon at the Missoula Urban Transportation District's offices, 1221 Shakespeare Street for the purpose of receiving public comment on MUTD's FY2018 Program of Projects prepared pursuant to Federal Transit Administration guidelines.

1. Operating assistance. The MUTD estimates \$1,553,465 in Section 5307 and \$292,000 in CMAQ funds.
2. Capital purchase for bus replacement estimates \$800,000 in Section 5339 funds. Capital purchase for one paratransit vehicle estimates \$72,880 in Section 5310 funds.

This Program of Projects is being published to provide the opportunity for public comment by interested citizens, private transportation providers, and locally elected officials. A copy of the Program of Projects is available for review at the MUTD offices at 1221 Shakespeare Street, Missoula, MT 59802. The Program of Projects is also posted on the MUTD website at www.mountainline.com under public notice. The MUTD invites interested parties the opportunity to submit comments, orally or in writing, regarding the Program of Projects and the overall performance of the MUTD. Any written or faxed comments must be submitted by the date of the proposed public hearing to 1221 Shakespeare Street, Missoula, MT 59802.

Unless amended, this Program of Projects will constitute the final Program of Projects.



MUTD Board Staff Report

To: Board of Directors
From: Vince Caristo, Project Management Specialist
For Board Meeting: June 29, 2017

Subject: Purchase of Two Servers and Two Network Switches

Attachments

1. Quote from First Call
2. Evaluation of Quotations

Recommendation: Approve the purchase of two (2) servers and two (2) network switches, including installation, from First Call Solutions of Missoula, MT, for a total price not to exceed \$20,525.09, plus a 3% contingency.

Discussion: The District operates a computer network at its administrative offices that serves its internal workstations and well as some outside vendor applications, such as our automated passenger counting system. The network hardware, comprised primarily of two (2) computer servers and two (2) network switches, is old and in need of replacement.

This procurement made use of an informal quotations method. Minimum specifications were developed for hardware, installation, and recycling/disposal of existing equipment. Quotations were solicited from three (3) vendors, and two (2) responses were received.

Typically, the award would be recommended to be given to the lowest price responsive quotation. However, in order to facilitate the equitable distribution of public funds, this award is recommended to be given to First Call Solutions. MUTD has given a long series of IT contract awards to Univision over First Call, and in this case, the price difference is negligible (< 2%). We are confident the District is getting a good value.

Financial Impact: This purchase will use Federal Section 5339 funding, which requires a 20 percent match of local funds. The local match is included in the capital reserve funds.

FirstCall



WE MAKE IT BETTER!

Phone: (406) 721-4592

Email: bryden.vukasin@firstsolution.com

Web: www.firstsolution.com

We have prepared a quote for you

Computer Server & Network Switch Replacement

Quote # 007564
Version 1

Prepared for:

Missoula Urban Transportation District

Vince Caristo
vcaristo@mountainline.com



WE MAKE IT BETTER!

Phone: (406) 721-4592

Email: bryden.vukasin@firstsolution.com

Web: www.firstsolution.com

Executive Summary

Missoula Urban Transportation District has provide First Call Computer Solutions a request for quote to replace two tower servers and two 48 port switches. This project will provide the hardware required to migration of these servers and switches. Onsite installation, software migration, data file migration, and network configurations will also be included as part of the solution. First Call will coordinate with Missoula Urban Transportation District's current managed service provider for the duration of the project. Missoula Urban Transportation District has also requested First Call securely dispose of the existing equipment.

Servers

First Call will hold a design meeting with Missoula Urban Transportation District's current MSP to determine design specifications of the servers. Once servers have been delivered First Call will unbox the servers, install latest firmware, install applications, and configure roles. Once all roles and applications install we will deliver the server onsite and integrate into the existing environment.

Applications will then configured per MUTD's current MSP specifications. Reconfiguration of PowerChute agents will then be implemented on all server agents. After applications have been configured. First Call will focus on migrating the guest operating systems to the new Hyper-V servers. Hyper-V on server 2008 r2 does not support live migrations to Hyper-V on Server 2012 or Server 2016. First Call will export the existing guest operating systems and import the guest operating systems on the new Hyper-V servers. Once the servers have been migrated First Call will configure the IP addressing and install required drivers on the guest operating systems. Please note, transfer times can very depending on the size of the virtual machines and network speed.

After application, file shares, and virtual machines have been migrated First Call will begin the decomission process of old servers. An initial test of powering off the old servers will be performed. If tests come back positive servers will be removed from the domain and removed from the environment. First Call will dispose of the hardware according to Missoula Urban Transportation District's specifications.

Switches

First Call will hold a design meeting with Missoula Urban Transportation District's current MSP to determine design specifications of the server. Once switches have been delivered. First Call will unbox the switches, install latest firmware, and configure switches based off the design meeting. Once the switches are 100% configured First Call will install the switches onsite.

Once the switches have been installed onsite. First Call will test the switches to verify all routing is working as expected. First Call will then coordinate the physical move of Ethernet cables.

After all physical moves have been completed First Call will begin the decomission process. First Call will remove the old switches and dispose of them according to Missoula Urban Transportation District's specifications.

Scope of Work



WE MAKE IT BETTER!

Phone: (406) 721-4592

Email: bryden.vukasin@firstsolution.com

Web: www.firstsolution.com

Deliverables to Resolve Issues

- Project Management
- (2) Tower Server
- (2) 48 port POE GBE managed switches with 10 GBE uplinks
- Onsite Installation of physical devices
- Update firmware on new equipment
- Server Hardware Configuration
- Switch Configuration
- Installation of Server 2016 Standard
- Installation and Configuration of Hyper-V
- Migration of specified software to new Hyper-V
 - PowerChute Business Edition Server
 - PowerChute Business Edition Agent
 - PowerChute Business Edition Console
- Migration of existing Hyper-V servers (Move virtual server files to new Hyper-V server)
- Secure disposal of two decommissioned servers
- Secure disposal of two decommissioned switches
- Basic Server and Switch configuration documentation

Exclusions for Implementation

- Work performed outside of the standard 8 AM - 5 PM (Monday - Friday) will incur additional hourly charges.
- Changes to the existing data file structure.
- Changes to Guest Operating System configurations
- If additional software packages beyond the above deliverables require migration. Additional charges will apply.
- Missoula Urban Transport District's current MSP will be required to provide the required switch configurations.
- Missoula Urban Transport District's current MSP will be required to provide software packages and configurations.
- Software agreements must be current to provide migration and troubleshooting assistance.
- Since size of virtual machines are unknown, anything over 4 hours of time to migrate the files will be billed at an hourly rate.
- Migration of SQL has not been included in this quote, Because Missoula Urban Transportation District is unsure if it's use. First Call cannot scope out migration if use is unknown. If SQL migration is required. Additional time to migrate will be billed at an hourly rate.



WE MAKE IT BETTER!

Phone: (406) 721-4592

Email: bryden.vukasin@firstsolution.com

Web: www.firstsolution.com

Computer Server & Network Switch Replacement



Prepared by:

First Call Computer Solutions

Bryden Vukasin
406-540-1895
Fax (406) 721-4551
bryden.vukasin@firstsolution.com

Prepared for:

Missoula Urban Transportation District

1221 Shakespeare
Missoula, MT 59802
Vince Caristo
(406) 543-8386
vcaristo@mountainline.com

Quote Information:


Quote #: 007564

Version: 1
Delivery Date: 06/23/2017
Expiration Date: 07/19/2017

These Project Labor Services are provided as a Fixed Price.

Labor Services - Fixed Price	Price	Qty	Ext. Price
IT Project Labor - Fixed Fee Professional IT Project Labor	\$5,980.00	1	\$5,980.00
Subtotal			\$5,980.00





Servers		Price	Qty	Ext. Price
Lenovo ThinkServer TD350 70DG - Server - tower - 4U - 2-way - 1 x Xeon E5-2620V4 / 2.1 GHz - RAM 16 GB - SAS - hot-swap 3.5"		\$1,944.42	2	\$3,888.84
				
Product Description	Lenovo ThinkServer TD350 - Xeon E5-2620V4 2.1 GHz - 16 GB - 0 GB			
Type	Server - tower			
Height (Rack Units)	4U			
Server Scalability	2-way			
Processor	1 x Intel Xeon E5-2620V4 / 2.1 GHz (3 GHz) (8-core)			
Processor Socket	LGA2011-v3 Socket			
Processor Main Features	Hyper-Threading Technology, Intel Turbo Boost Technology 2, Intel Smart Cache			
Cache Memory	20 MB			
Cache Per Processor	20 MB			
RAM	16 GB (installed) / 512 GB (max) - DDR4 SDRAM - ECC - PC4-19200			
Storage Controller	RAID (SATA 6Gb/s / SAS 12Gb/s) (ThinkServer RAID 720ix AnyRAID)			
Server Storage Bays	Hot-swap 3.5"			
Hard Drive	No HDD			
Graphics Controller	ASPEED AST2400			
Video Memory	16 MB			
Networking	GigE			
Power	AC 120/230 V (50/60 Hz)			





Phone: (406) 721-4592



Email: bryden.vukasin@firstsolution.com

Web: www.firstsolution.com

Servers		Price	Qty	Ext. Price
Lenovo ThinkServer 16 GB DDR4-2400 MHz (2Rx4) RDIMM - 16 GB - DDR4 SDRAM - 2400 MHz DDR4-2400/PC4-19200 - Registered - 288-pin - DIMM 		\$209.33	6	\$1,255.98
Product Description	Lenovo - DDR4 - 16 GB - DIMM 288-pin			
Product Type	RAM memory			
Capacity	16 GB			
Memory Type	DDR4 SDRAM - DIMM 288-pin			
Upgrade Type	System specific			
Data Integrity Check	ECC			
Speed	2400 MHz (PC4-19200)			
Features	Dual rank, registered			
Voltage	1.2 V			
Lenovo 600 GB 3.5" Internal Hard Drive - SAS - 10000rpm - Hot Swappable 		\$298.80	12	\$3,585.60
Product Description	Lenovo Gen5 Enterprise - hard drive - 600 GB - SAS 12Gb/s			
Type	Hard drive - hot-swap			
Capacity	600 GB			
Form Factor	3.5"			
Interface	SAS 12Gb/s			
Data Transfer Rate	1.2 GBps			
Spindle Speed	10000 rpm			



Servers		Price	Qty	Ext. Price
Lenovo ThinkServer Gen 5 750 W Platinum Hot Swap Power Supply - 750 W 		\$252.84	2	\$505.68
Product Description	Lenovo ThinkServer Gen 5 - power supply - hot-plug - 750 Watt			
Device Type	Power supply - hot-plug - plug-in module			
80 PLUS Certification	80 PLUS Platinum			
Weight	2.2 lbs			
Power Capacity	750 Watt			
Lenovo Windows Server 2016 Standard ROK - Base License and Media - 16 Core - Reseller Option Kit (ROK) - Multilingual - PC		\$637.34	2	\$1,274.68
Lenovo ThinkServer System Management Premium		\$84.04	2	\$168.08
Lenovo ThinkServer C13-NEMA_5-15P US 125 V 10 A 1.8 m Power Cable - For Server - 120 V AC Voltage Rating - 10 A Current Rating 		\$8.51	4	\$34.04
Subtotal				\$10,712.90

Switches		Price	Qty	Ext. Price
HP 1950-48G-2SFP+-2XGT-PoE+(370W) Switch - 48 Network, 2 Network, 2 Expansion Slot - Manageable - Twisted Pair, Optical Fiber - 3 Layer Supported - 1U High - Rack-mountable - Lifetime Limited Warranty 		\$1,740.86	2	\$3,481.72
HPE X240 Direct Attach Cable - network cable - 4 ft 		\$90.47	1	\$90.47
Subtotal				\$3,572.19

Disposal (Recycling)		Price	Qty	Ext. Price
IT Labor - Tier 2 Resource Recycle Components Professional IT Labor - Tier 2 Resource		\$130.00	2	\$260.00
Subtotal				\$260.00



WE MAKE IT BETTER!

Phone: (406) 721-4592

Email: bryden.vukasin@firstsolution.com

Web: www.firstsolution.com

* Optional

Disposal (Certificate of destruction)	Price	Qty	Ext. Price
IT Labor - Tier 2 Resource Wipe and Cert of Destruction Professional IT Labor - Tier 2 Resource	\$130.00	4	\$520.00
* Optional Subtotal			\$520.00

Quote Summary

Description	Amount
Labor Services - Fixed Price	\$5,980.00
Servers	\$10,712.90
Switches	\$3,572.19
Disposal (Recycling)	\$260.00
Total:	\$20,525.09

*Optional Expenses

Description	One-Time
Disposal (Certificate of destruction)	\$520.00
Optional Subtotal:	\$520.00

ALL PROJECT SERVICES:

- Project labor services (Fixed Price or Estimated Price) are invoiced at 50% of the total prior to work being scheduled.
- No project labor shall be scheduled prior to receipt of the down-payment invoice.
- Once the Project down-payment amount has been fully applied to actual project labor, monthly progress invoicing will begin and continue through the completion of the project.

WEB PROJECTS:

- Any code, copy or images developed for the customer, purchased/transferred domains and copyright of content created by First Call will be the property of First Call Computer Solutions until full payment for the project has been received.
- Upon full project payment, ownership of all web site content(text and images), domains and developed content copyright shall transfer to the client. The underlying content management system, theme code, plugins or database files are not provided to the client at any time and remain with First Call.
- Copyrights and Trademarks: The customer represents that any elements of content or any other intellectual property furnished to First Call for inclusion in web pages are owned by the customer, or that the customer has permission from the rightful owner to use each of these elements.

PRODUCTS:

- All product orders are invoiced prior to placement of the order.
- No product order shall be placed prior to receipt of order invoice payment.

GENERAL:



WE MAKE IT BETTER!

Phone: (406) 721-4592

Email: bryden.vukasin@firstsolution.com

Web: www.firstsolution.com

- A signed Master Customer Agreement must be on file before First Call is able to provide IT services to the customer.
- Should any conflict between the terms established in the Master Customer Agreement and the terms set forth in this proposal arise, the Terms set forth in this Proposal shall prevail.
- First Call reserve the right to cancel orders arising from pricing or other errors.
- Applicable taxes, shipping & handling, travel expenses and other fees are billable.
- Invoices are Due on Receipt.
- This proposal is valid for fifteen days from the Date Submitted and shall expire without execution.

First Call Computer Solutions

Missoula Urban Transportation District

Signature: Bryden Vukasin

Name: Bryden Vukasin

Title: Inside Sales Desk

Date: 06/23/2017

Signature: _____

Name: Vince Caristo

Date: _____

Server and Network Switch Upgrade

Evaluation of Quotes

6/26/2017

Firm	Date of Quote	Responsive?	Labor (Total)	Hardware	Recycling	Total Cost
First Call	6/23/2017	Yes	\$5,980.00	\$14,285.09	\$260.00	\$20,525.09
Univision	6/23/2017	Yes	\$1,701.00	\$18,462.74	\$0.00	\$20,163.74

Decision/Rationale

The award is recommended to be given to First Call, to facilitate the equitable distribution of public funds. MUTD has series of IT contract awards to Univision over First Call, and in this case, the price difference is negligible (< 2%) so that we are confident the District is getting a good value.

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MUTD Board Staff Report

To: Board of Directors
From: Vince Caristo, Project Management Specialist
For Board Meeting: June 29, 2017

Subject: Replacement of Computer Workstations

Attachments

1. Quote from Univision
2. Evaluation of Quotes

Recommendation: Approve the purchase of twenty (20) desktop computer workstations and assorted peripherals, from Univision Computers of Missoula, MT, for a price not to exceed \$29,884.43, plus a 3% contingency.

Discussion: Computer workstations at the District's administrative offices and the downtown transfer center are upgraded about every five (5) years. It was decided to upgrade all workstations to the same level of hardware specifications.

This procurement made use of an informal quotations method. Minimum specifications were developed for hardware, installation, and recycling/disposal of existing equipment. Quotations were solicited from three vendors, and two responses were received.

The quote from Univision Computers was the lowest price quote that was responsive to the specifications.

Financial Impact: This purchase will use Federal Section 5339 funding, which requires a 20 percent match of local funds. The local match is included in the capital reserve funds.



A Proposal For

MUTD RFQ

Computer Workstation Replacement

Due: 06.23.17

Presented By

Univision Computers
P.O. Box 4125
Missoula, MT 59806

Federal Tax ID: 81-0462696

Contact

Mark Stricklin
marks@univisioncomputers.com
(406) 721-8876 ext. 251
(406) 360-6434 mobile

The Proposal

Please find the attached UNIQ4164-A (proposal for workstations & monitors) and UNIQ4167 (proposal for removal /recycling/disposal of workstations & monitors), for pricing information and detailed specifications.

The workstations will be preconfigured and prepped offsite. Because Univision has intimate and ongoing working knowledge of the District's workstations, we are best able to deliver, install and roll-over from the existing workstations to the proposed workstations. We will do as much of the cut-over outside of peak business hours as possible. We will coordinate with the District to schedule the individual workstations.

Estimated date to begin the installation is 14 business days from receipt of signed proposal from the District. Estimated time to complete the installation of the new workstations & monitors (and removal of the existing workstations & monitors) is 21 business days.

Mark Stricklin
Regional Sales Manager
Univision, Inc.

Date

June 22, 2017

The Honorable Elaine Chao
Secretary
United States Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

Dear Secretary Chao:

This letter serves as evidence of the Missoula Urban Transportation District's (MUTD) cost share commitment to the joint project proposed in our application to the FY 2017 Low or No Emission Vehicle Grant Program.

MUTD and the Associated Students of the University of Montana – Office of Transportation (ASUM-OT) are requesting funds to immediately purchase five (5) electric buses and associated facilities and equipment, scalable up to a maximum of eight (8) buses. The total local match associated with the maximum request, including all federal sources, is \$1,291,058. Our agencies have agreed that the local match associated with MUTD's portion of this project will be \$844,338. These funds are currently available in our fleet reserves to be used for this project if it is selected for funding.

You should also receive an accompanying letter from ASUM-OT certifying the availability of the local match associated with their portion of the project.

We are grateful for the opportunity afforded to our agency by this grant program, and eager to quickly advance implementation if selected. Please contact me if you have any questions regarding our financial capacity to implement this project.

Sincerely,

A handwritten signature in blue ink that reads "Dorothy Magnusen".

Dorothy Magnusen
Finance Manager
(406) 543-8386

Sold To

Missoula Urban Transportation Distri
Vince Caristo
1221 Shakespeare St.
Missoula, MT 59807

Phone 406-543-8386
Fax

Ship To

Missoula Urban Transportation Distri
Vince Caristo
1221 Shakespeare St.
Missoula, MT 59807

Phone 406-543-8386
Fax

Your Sales Rep

Mark Stricklin
Missoula Regional Sales
2925 Stockyard Rd
Missoula, MT 59801
Phone: 406.721.8876 x251
Mobile: 406.360.6434
Email: marks@univisioncomputers.com

This is the proposal from Univision in response to your RFQ for Workstations and Monitors.

Qty	Description	Unit Price	Ext. Price
9	Workstation A	\$1,237.81	\$11,140.29

Lenovo ThinkStation P320 Workstation - 1 x Intel Core i7 (7th Gen) i7-7700 Quad-core (4 Core) 3.60 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Intel HD Graphics 630 Graphics - Windows 10 Pro 64-bit (English) - Small Form Factor - Raven Black - 1 Processor Support - 64 GB RAM Support - DVD-Writer - English Keyboard - Serial ATA/600 Controller - DisplayPort - 8 x Total USB Ports - 210 W

\$954.31 \$954.31



HIGH PERFORMANCE, PROFESSIONAL STRENGTH
With the P Series, you get highly usable design combined with powerful performance, flexible options, plenty of memory & storage, and the reliability you expect from ThinkStation.
ThinkStation P320 Small Form Factor Workstation
Powerful, customizable, and ultra stable, this small form factor (SFF) boasts next-gen processing muscle, the latest graphics, and lightning-fast storage. It's also ISV-certified and super energy efficient.

Qty	Description	Unit Price	Ext. Price
(3)	Professional Services Scope Of Work: - Pre-configure - Install Office - Install on-site - Add to domain	\$94.50	\$283.50

3	Workstation B	\$1,237.81	\$3,713.43
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	Lenovo ThinkStation P320 Workstation - 1 x Intel Core i7 (7th Gen) i7-7700 Quad-core (4 Core) 3.60 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Intel HD Graphics 630 Graphics - Windows 10 Pro 64-bit (English) - Small Form Factor - Raven Black - 1 Processor Support - 64 GB RAM Support - DVD-Writer - English Keyboard - Serial ATA/600 Controller - DisplayPort - 8 x Total USB Ports - 210 W	\$954.31	\$954.31
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HIGH PERFORMANCE, PROFESSIONAL STRENGTH
With the P Series, you get highly usable design combined with powerful performance, flexible options, plenty of memory & storage, and the reliability you expect from ThinkStation.

ThinkStation P320 Small Form Factor Workstation
Powerful, customizable, and ultra stable, this small form factor (SFF) boasts next-gen processing muscle, the latest graphics, and lightning-fast storage. It's also ISV-certified and super energy efficient.

(3)	Professional Services Scope Of Work: - Pre-configure - Install Office - Install on-site - Add to domain	\$94.50	\$283.50
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Qty	Description	Unit Price	Ext. Price
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4	Workstation C	\$1,078.90	\$4,315.60
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	Lenovo ThinkCentre M710s Desktop Computer - Intel Core i7 (7th Gen) i7-7700 3.60 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Windows 10 Pro 64-bit (English) - Small Form Factor - Black - DVD-Writer DVD±R/±RW - Intel HD Graphics 630 Graphics - English Keyboard - 8 x Total USB Port(s)	\$795.40	\$795.40
--	--	----------	----------

*Compact Enterprise Desktops
Dependable and productive, M Series SFFs are a boon to any IT team. These industry-leading business machines are compact, stable, and manageable, making them the perfect solution for any corporate rollout.*

(3)	Professional Services Scope Of Work: - Pre-configure - Install Office - Install on-site - Add to domain	\$94.50	\$283.50
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4	Workstation D	\$1,078.90	\$4,315.60
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Qty	Description	Unit Price	Ext. Price
	<p>Lenovo ThinkCentre M710s Desktop Computer - Intel Core i7 (7th Gen) i7-7700 3.60 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Windows 10 Pro 64-bit (English) - Small Form Factor - Black - DVD-Writer DVD±R/±RW - Intel HD Graphics 630 Graphics - English Keyboard - 8 x Total USB Port(s)</p> <p><i>Compact Enterprise Desktops</i> <i>Dependable and productive, M Series SFFs are a boon to any IT team. These industry-leading business machines are compact, stable, and manageable, making them the perfect solution for any corporate rollout.</i></p>	\$795.40	\$795.40
(3)	<p>Professional Services</p> <p>Scope Of Work:</p> <ul style="list-style-type: none"> - Pre-configure - Install Office - Install on-site - Add to domain 	\$94.50	\$283.50

Monitor A

9	<p>Asus VS238H-P 23" LED LCD Monitor - 16:9 - 2 ms - Adjustable Display Angle - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 50,000,000:1 - Full HD - HDMI - VGA - 27 W - Black - ENERGY STAR, WEEE, RoHS, EPEAT Silver</p>	\$126.03	\$1,134.27
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Superior Image Quality Meets Classic Elegant Design
Delicate touches make a monitor truly great, VS238H Full HD LED monitor, with 50,000,000:1 high contrast ratio and HDMI interface, is optimized for the finest image and color quality. This approach extends to the sturdy stand and slim profile without compromising style in ensuring stability and durability.

Splendid Video Intelligence Technology
The exclusive Splendid Video Intelligence Technology optimizes video performance and image fidelity by enhancing color, brightness, contrast, and sharpness. 6 preset video modes (Scenery, Theater, Game, Night View, sRGB and Standard) can be selected via a hot key.

Monitor B

Qty	Description	Unit Price	Ext. Price
4	Asus VE278H 27" LED LCD Monitor - 16:9 - 2 ms - Adjustable Display Angle - 1920 x 1080 - 16.7 Million Colors - 300 Nit - 1,200:1 - Full HD - Speakers - HDMI - VGA - 45 W - Black - WEEE, RoHS, J-Moss (Japanese RoHS), ErP, ENERGY STAR	\$166.36	\$665.44



*True-to-life Pictures Powered by LED
50,000,000:1 ASUS Smart Contrast Ratio
Dynamically enhances the display's contrast by adjusting the luminance of the backlight to achieve the darkest black and brightest white - delivering lifelike images.
2ms Response Time
Quick response time of 2ms (GTG) eliminates ghosting and tracers for more fluid video playback.
Full HD with dual HDMI ports
VE278H leads you to enter a big and spectacular world of colors with Full HD 1080p (1920x1080) support and dual HDMI ports.*

OPTIONS for Office Productivity Suite

Purchase = One time fee

1	Microsoft Office 2016 Home & Business - Box Pack - 1 License - Office Suite - Medialess - PC - English	\$229.99	\$229.99
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For 1 PCFull, installed versions of Outlook, Word, Excel, PowerPoint, and OneNoteStore files in the cloud with OneDrive

Subscription = Monthly recurring fee

1	CSP, Office 365 Business, Monthly	\$8.25	\$8.25
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NOTES: Because of Availability Challenges and minimal price differences, Univision is proposing the same workstation for A & B, and the same workstation for C & D.

SubTotal	\$25,514.62
Tax	\$0.00
Shipping	\$0.00
Total	\$25,514.62

I hereby accept the above quote. I agree that all work performed will be provided subject to the terms and conditions of the Univision Master Services Agreement.

Authorized By: _____ Date: _____



2925 Stockyard Rd., Suite A, Missoula, MT 59808
 t. 406-721-8876 f. 406-721-0810

QUOTE

Number UNIQ4167

Date Jun 23, 2017

Sold To

Missoula Urban Transportation Distri
 Vince Caristo
 1221 Shakespeare St.
 Missoula, MT 59807

Phone 406-543-8386
Fax

Ship To

Missoula Urban Transportation Distri
 Vince Caristo
 1221 Shakespeare St.
 Missoula, MT 59807

Phone 406-543-8386
Fax

Your Sales Rep

Mark Stricklin
 Missoula Regional Sales
 2925 Stockyard Rd
 Missoula, MT 59801
 Phone: 406.721.8876 x251
 Mobile: 406.360.6434
 Email: marks@univisioncomputers.com

This proposal is for the removal and recycling/disposal of the items listed in the District's RFQ at no cost to the District.

Qty	Description	Unit Price	Ext. Price
0	Professional Services Scope Of Work: - Remove from the District 19 PC Towers - Remove from the District 10 Computer Monitors - ReCycle 19 PC Towers - Dispose of 10 Computer Monitors	\$105.00	\$0.00

NOTE: This is a fixed price quote. Any changes to the scope of work may result in additional charges.

NOTES:

If Univision is the winning bidder for providing the District with 20 workstations and 13 Monitors, Then Univision will dispose of the items listed in this Proposal at no cost to the District.

Please take this into consideration as part of the total project cost when considering our proposal against the other bidders

SubTotal	\$0.00
Tax	\$0.00
Shipping	\$0.00
Total	\$0.00

I hereby accept the above quote. I agree that all work performed will be provided subject to the terms and conditions of the Univision Master Services Agreement.

Authorized By: _____ Date: _____



Computer Workstation Upgrade
Evaluation of Quotes
6/26/2017

Firm	Date of Quote	Responsive?	Labor	Hardware	MS Office	Recycling	Total Cost
First Call	6/23/2017	Yes	\$8,000.00	\$18,304.62	\$4,135.60	\$260.00	\$30,700.22
Univision	6/23/2017	Yes	\$5,670.00	\$19,614.63	\$4,599.80	\$0.00	\$29,884.43

Decision/Rationale

The award is recommended to be given to Univision, who provided lowest price responsive quotation.