



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

NOTICE AND AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS FOR THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Yuma County Intergovernmental Public Transportation Authority (“YCIPTA”) and to the general public that the Board of Directors will hold a meeting on:

MONDAY, March 25, 2024 – 1:30 PM
Yuma County Department of Development Services – Aldrich Hall
2351 West 26th Street -- Yuma, AZ, 85364

Pursuant to A.R.S. § 38-431.05, notice is hereby given to the members of the Yuma County Intergovernmental Transportation Authority (YCIPTA) and to the general public that YCIPTA as part of its regular meeting will hold a meeting open to the public as noted above.

Unless otherwise noted, meetings held at the above location are open to the public.

The Board of Directors may vote to go into executive session during the noticed meeting concerning any of the agenda items mentioned below. If authorized by the requisite vote of the Directors, the executive session will be held immediately after the vote and will not be open to the public. The executive session, if held, will be at the same meeting location set forth above. The discussion may relate to confidential matters permitted pursuant to A.R.S. §§ 38-431.03(A)(1)-(7). The Chairman or other presiding officer shall instruct the persons present at the executive session regarding the confidentiality requirements of the Open Meeting Laws.

Pursuant to the Americans with Disabilities Act, reasonable accommodation requests may be made by contacting the Transit Director at 928-539-7076, ext 101 (TTY/TDD - Arizona Relay Service 711). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

CALL TO ORDER

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

PLEDGE OF ALLEGIANCE

CALL TO PUBLIC: The public is invited to speak on any item or any area of concern that is within the jurisdiction of the YCIPTA Board of Directors. The Board is prohibited by the Arizona Open Meeting Law from discussing, considering, or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

CONSENT CALENDAR: The following items listed under the Consent Calendar will be considered as a group and acted upon by one motion with no separate discussion, unless a board member so requests. In that event, the item will be removed for separate discussion and action.

1. Adopt the January 22, 2024 regular session minutes. Action required. Pg. 4

DISCUSSION & ACTION ITEMS:

1. Discussion and or action regarding approval to release the Cardlock Fuel Services Request for Proposal. Action required. Pg. 10
2. Discussion and or action regarding the update to the YCIPTA Title VI Implementation Plan. Action required. Pg. 59
3. Discussion and or action regarding the increase and redistribution in Member Entity Dues for FY2024-2025. Action may be required. Pg. 88
4. Discussion and or action regarding YCIPTA Shelter and Bus Advertising Media kit. No action required. Pg. 91

PROGRESS REPORTS:

1. Operations Manager Report/Maintenance Update– Shane Bollar, General Manager – RATP Dev. *No action required.* Pg. 104
2. Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.* Pg. 105
3. Transit Ridership Report – Carol Perez, Transit Operations Manager. *No action required.* Pg. 114
4. Financial Report – Marcela Garcia, Finance Manager. *No action is required.* Pg. 118

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

April 22, 2024

ADJOURNMENT

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, January 22, 2024 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Mr. Jay Simonton called the meeting to order at 1:31 P.M

Members Present:

Jay Simonton/City of Yuma/Chair
Susanna M. Zambrano/Arizona Western College/Vice Chair
Ian McGaughey/ Yuma County/Secretary/Treasurer
Brain Golding, Sr./Quechan Tribe
Louie Galaviz/City of Somerton
Matias Rosales/City of San Luis
Richard Marsh/ Town of Wellton/ Via mobile phone

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Dayanna Banuelos/YCIPTA/Clerk I
Shane Bollar/RATP DEV/General Manager
Anabelle Teran/RATP DEV/Operations Manager

The Pledge of Allegiance was led by Mr. Simonton.

CALL TO PUBLIC:

There were no public comments made.

CONSENT CALENDAR:

No. 1: Adopt the December 18, 2023 regular session minutes. Action required.

Motion (Zambrano/Golding): To approve as presented.

Voice Vote: Motion Carries, 6-0 with Mr. Rosales being excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action the membership of Arizona Western College and future status of the Silver Route. Action required.

Mr. Simonton proposed to enter a contract for Arizona Western College (AWC) to pay \$78,000 which is equivalent to 13,000 students going into the next fiscal year. Mr. Simonton stated that it would be a 5-year contract with a mechanism of every couple of years or escalator in case if it were to go up to get additional funding for the Silver Route.

Mr. Golding questioned Mr. Simonton if it would be an inclusion or addition to their annual membership.

Mr. Simonton then responded that the annual fee would be eliminated, and the proposed contract would be similar to the high schools.

Mr. Golding mentioned that the high schools are not members of the Board.

Mr. Simonton then added that AWC would like to remain members of the Board.

Mr. Golding stated that voting members are due-paying members.

Mr. Rosales questioned what the due amount is.

Mr. Simonton stated that it was \$137,000 this year, which was double of what the Silver Route costs.

Mr. Golding stated that the by-laws and Intergovernmental Agreement (IGA) would have to be reviewed and if necessary, amended to reflect if AWC would be a member without having to pay a due like other members or designate a portion of the \$78,000 as their due.

Mr. Ross Poppenberger, AWC/Vice President, stated that those dollars would be the dues. He mentioned that they will raise their transportation fee by \$1 which would be \$6 per student. He mentioned that they are at 13,000 students per semester. He explained how those numbers equal \$78,000. Mr. Poppenberger stated that he would want the agreement to be written down and that it would be a pass-on fee.

Mr. Rosales then added that the collective fee that AWC collects yearly would become the annual membership due. This way it would continue on the same route without having to change by-laws.

Mr. Poppenberger stated that they would want to hold that membership fee for three (3) years and re-look at it every three (3) years and make an assessment in case of the need to increase the fee or not.

Mr. Rosales added that it would be ideal to start the process two and a half years before the 3-year mark to start looking at the fee to allow any adjustment.

Mr. Poppenberger mentioned to the Board that it takes his governing Board's approval to raise any fee.

Mr. Simonton stated that their dues would be AWC's annual contractual arrangement, and it will be adjusted based on the Silver Route cost with anticipation.

Mr. Simonton mentioned a new possible pass, in the future, that AWC students could use ranging from \$30-50 for a semester pass.

Motion (Rosales/McGaughey): To amend the membership dues to AWC to match the amount collected for the FY24-25 based on the transportation fee collected with three (3) year evaluation.

Voice Vote: Motion Carries, 7-0.

No. 2: Discussion and or action regarding the Election of Chairperson, Vice-Chairperson, and Secretary/Treasurer. Action required.

Ms. Kreger started by mentioning that at the beginning of each calendar year in January, there is an election of officers. Ms. Kreger mentioned that usually the vice chair takes the chair position, the secretary/treasurer takes the vice chair, and there is an elected secretary/treasurer. Ms. Kreger stated that it was an option but inquired as to how the Board would like to proceed.

Mr. Simonton questioned Mr. Poppenberger, if Ms. Zambrano would stay on the Board.

Mr. Poppenberger stated that he would be taking Ms. Zambrano's place on the Board.

Mr. Simonton then stated that Ms. Zambrano was now supposed to move up to be chair, based on previous historical elections.

Ms. Zambrano then added that since Mr. Poppenberger would be new to the Board, she requested to not have “that flow” this year and allow Mr. Poppenberger to settle into the Board first.

Mr. Simonton agreed with what Ms. Zambrano proposed.

Motion (Zambrano/Golding): To elect Ian McGaughey as Chairman.
Voice Vote: Motion Carries, 7-0.

Motion (Galaviz/McGaughey): To elect Matias Rosales as Vice Chair.
Voice Vote: Motion Carries 7-0.

Motion (Simonton/Galaviz): To elect Brian Golding as Secretary/Treasurer.
Voice Vote: Motion Carries, 7-0

No. 3: Discussion and or action to adopt Resolution 2024-001, authorizing the Transit Director to file for FTA funding for Fiscal Year 2023-2024. Action required.

Ms. Kreger presented to the Board that each year the Board adopts a resolution authorizing Ms. Kreger to apply for Federal Transit Administration (FTA) funding.

Ms. Kreger stated that the mentioned resolution is uploaded into the FTA website and mentioned that she will also be applying for a Surface Transportation Program (STP) grant and a resolution for the 5311 funding as well.

Motion (McGaughey/Galaviz): To approve as presented.
Voice Vote: Motion Carries, 7-0

No. 4: Discussion and or action regarding the Public hearing on the submission of the FTA Sections 5311 application to the Arizona Department of Transportation and authorize the Transit Director to submit the application. Action required.

Ms. Kreger presented to the Board that the Arizona Department of Transportation (ADOT) application is a two (2) year application process that is currently open and will close on February 21st that will fund from October 1st of the current year for two (2) years.

Ms. Kreger mentioned that there is still enough funding in the current 5311 grant that will fund until September.

Mr. Simonton questioned if this was reauthorization for a grant that had been previously received in the past.

Ms. Kreger confirmed.

Ms. Kreger stated that it requires holding a public hearing regarding the submission of the FTA 5311 application to ADOT and that this would be considered the first one and the second one would be with the actual application.

Mr. Simonton questioned if this would be considered the first public hearing.

Ms. Kreger confirmed.

Mr. Simonton then stated that there was no one from the public to speak regarding the matter.

Ms. Kreger then mentioned that it was advertised in the newspaper.

Discussion ensued regarding whether a motion was needed for this agenda number or if opening a public hearing was needed only.

Mr. Galaviz called a motion to approve the Transit Director to submit the application.

Mr. Galaviz struck the motion.

Mr. Rosales questioned if the agenda was posted in the newspaper or an actual announcement notifying people of the meeting.

Ms. Kreger confirmed there was an actual announcement in the newspaper.

Motion (Galaviz/Rosales): to open a public hearing.

Voice Vote: Motion carries, 7-0.

Mr. Simonton opened the public hearing at 1:47 PM.

No one from the public was present.

Mr. Simonton motioned to close the public hearing at 1:47 PM.

Motion (Rosales/McGaughey): to close the public hearing.

Voice Vote: Motion carries, 7-0.

No. 5: Discussion and or action regarding YCIPTA Shelter and Bus Stop permit status report. No action required.

Ms. Kreger updated the Board with the bus shelters and bus stop permits. Also, the advertising status report. She mentioned that an advertising agreement was signed with the Cocopah Indian Tribe and Yuma Investment Group that will begin in February and end in October.

Ms. Kreger mentioned that she had already promised these agencies the shelters but there would be a rise in advertising prices.

Ms. Kreger stated that an analysis was made in comparison with other agencies and the current charge per shelter for advertising is \$300 and other agencies are charging \$600 per shelter.

Ms. Kreger mentioned that she informed Cocopah and Yuma Investment Group that if there are any future agreements, they would be charged the \$600 per shelter.

Mr. Simonton questioned Ms. Kreger per the previous discussion that if all of the advertising places were used it could generate up to one (1) million dollars a year.

Ms. Kreger confirmed.

Mr. Simonton stated that it should be a priority to try to sell more of those advertising spaces and that would solve a lot of the financial problems.

Ms. Kreger stated that there is a new Excel format that has links that can take you directly to the picture that include measurements that can be shared with future advertising people and will help sell more of the advertising spaces.

Mr. Rosales questioned Ms. Kreger about how the outreach is done to sell those advertising spaces.

Ms. Kreger stated that the marketing plan is still in process. She added that it would be uploaded to the website or even have ads “of our own” in the shelter.

Ms. Zambrano questioned Ms. Kreger if when she mentioned the price increase to the agencies that currently have a contract if it looked like they were going to continue.

Ms. Kreger stated that they did not seem to be shocked.

No actions required. No action taken.

PROGRESS REPORTS:

No. 1: Operations Manager Report/Maintenance Update– Shane Bollar, General Manager – RATP Dev. *No action required.*

Mr. Bollar presented to the Board that there was one (1) preventable accident that took place on Atlantic where the bus hit a stop sign and caused minor damage to the sign and the bus.

Mr. Bollar stated that luckily it was not something big but continuously having the same issues is troubling.

Mr. Bollar updated the Board on the Maintenance Manager position by stating that there is a good candidate that should be starting on February 5th. He also mentioned that he is coming from Florida from Sun Trans.

No actions required. No action taken.

No. 2: Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.*

Ms. Kreger gave the Board a staffing update by stating that the Finance Manager position has been filled by Marcela Garcia. She mentioned that Ms. Garcia is coming from Western Arizona Council of Governments (WACOG) and is familiar with the financial processes.

Ms. Kreger stated that she has not received any response from ADOT regarding the Greyhound in kind and that she has reached out multiple times and has not heard back.

No actions required. No action taken.

No. 3: Transit Ridership Report – Carol Perez, Transit Operations Manager. *No action required.*

Ms. Perez presented the ridership report as contained in the member packet.

Mr. Simonton questioned if the ridership numbers were turning into positive numbers and almost back to pre-covid numbers.

Ms. Perez confirmed.

No actions required. No action taken.

No. 4: Financial Report – Marcela Garcia, Finance Manager. *No action is required.*

Ms. Kreger presented the financial report on behalf of Ms. Garcia as contained in the member packet.

Mr. Rosales questioned if the Greyhound balance was a collection of the total commissions.

Ms. Kreger stated that it was the commissions and Greyhound sales for the month. She mentioned that at the end of the month, a portion is transferred and the commissions stay in that account.

No actions required. No action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:00 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this _____, 2024, Agenda Item _____.

Carol Perez, Board Secretary



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.yciptaz.gov

March 16, 2024

Discussion and Action Item 1

To: Yuma County Intergovernmental Public Transportation Authority Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the approval to release Cardlock Fuel Services RFP

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors to authorize the Transit Director to release the Cardlock Fuel Services Request for Proposals.

Background and Summary: March 2012 was the last time an RFP was issued for cardlock fuel services. YCIPTA received a finding on our procurement process on large procurements, which fuel was one of them. When this procurement is finalized YCIPTA will send the FTA the complete procurement package so that they can review that we implemented our new procurement policies that was updated and approved at the November 14, 2022 Board meeting.

YCIPTA is also hoping to get a better fuel rate from releasing a new request for proposals and possibly saving additional operating costs.

EVALUATION CRITERIA

Proposals will be evaluated according to the most qualified in the opinion of the review committee. The review committee reserves the right to contact and evaluate the proposer's references; contact any proposer to clarify any response; contact any current clients of a proposer; solicit information from any available source deemed pertinent to the evaluation process. The review committee shall not be obligated to accept the lowest-priced proposal, but shall make an award in the best interests of YCIPTA.

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

All proposals will be rated by a panel of evaluators. The total points given to a proposal by the individual evaluators will be averaged to determine the proposals overall score. All proposals will be evaluated on the following basis:

Project Understanding/Approach (Proposed System) 20%

- A. The qualifications of the PROPOSER to perform the services required, as evidenced by the following information (20 points possible).
 - 1. Financial resources (5 points)
 - 2. Experience record (5 points)
 - 3. Operations and management personnel (5 points)
 - 4. Current client relationships (5 points)

Proposed Operating Plan 30%

- B. The proposed operating plan for fuel facilities management (30 points possible).
 - 1. Days and hours of operation (3 points)
 - 2. Location of fuel facility (3 points)
 - 3. Fuel card generation and delivery – promptness (3 points)
 - 4. Quality of facilities (3 points)
 - 5. Number of dispensers/hoses (3 points)
 - 6. Ease of ingress/egress (3 points)
 - 7. Tank system design and compliance with regulation (3 points)
 - 8. Billing criteria – frequency of billing, when payment is due, etc. (3 points)
 - 9. Invoice format (3 points)

Cost proposal 50%

- C. Price of unleaded gasoline proposed to YCIPTA as of **12:01 p.m.**, Friday, April 12, 2024. The method of determination: state **xx** cents above or below Yuma, AZ OPIS unbranded rack price **– attach copy of OPIS to submitted bid.** If selected, the Proposer shall apply this add-on or discount (**xx** cents) to the rack price during the duration of the Agreement. (50 points)

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

ESTIMATED TIME FRAME (Subject to change without notice)

Monday, March 25, 2024	Release date of RFP
Monday, April 8, 2024	Questions for RFP due to YCIPTA by 5:00 p.m., Arizona Time.
Wednesday, April 10, 2024	Responses to Questions posted at www.ycipta.org
Friday, May 10, 2024	RFP responses due no later than 4 P.M., Arizona Time.
Monday, May 13, 2024	RFP responses distributed to review committee.
Wednesday, May 15, 2024	Letters to firm selected and to firms not selected are faxed and mailed out.
Monday, May 27, 2024	Item goes before YCIPTA Board of Directors requesting approval of the RFP PROPOSER selected.
Monday, July 1, 2024	PROPOSER begins service.

Financial Impacts: TBD

Budgeted: N/A

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors to authorize the Transit Director to develop a contract with AWC to pay an annual fee equivalent to the local match for the cost to operate the route from San Luis to AWC. The current estimate for FY24-25 is \$78,210.

Legal Counsel Review: N/A

Attachments: Cardlock Fuel Services RFP

For information regarding this agenda item, please contact Shelly Kreger via email to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for submission:



Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director



REQUEST FOR PROPOSALS (RFP)
Cardlock Fuel Services

Release Date: Monday, March 25, 2024

Deadline for Submission: Friday, May 10, 2024

Contact Person: Shelly Kreger, Transit Director

YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY REQUEST FOR PROPOSALS

CARDLOCK FUEL SERVICES

RELEASE DATE: Monday, March 25, 2024

CLOSING DATE: Sealed proposals must be received by **Friday, May 10, 2024
by 4:00 P.M. Arizona Time** at the address listed below:

CONTACT PERSON: Shelly Kreger, Transit Director
Yuma County Intergovernmental Public Transportation
Authority
Mailing: 2715 East 14th Street, Yuma, AZ 85365
Phone: (928) 539-7076, ext 101, Fax (928) 783-0309

INTRODUCTION

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) formed on December 13, 2010 by the Yuma County Board of Supervisors to administer, plan, operate and maintain public transit services throughout Yuma County, including within the political jurisdictional boundaries of the Cities of Yuma, San Luis, Somerton, Town on Wellton and the unincorporated Yuma County areas.

Yuma County Area Transit (YCAT) is the marketing name for the YCIPTA and the fixed route transit system. YCAT OnCall is the marketing name for the demand responsive transit system. YCAT began in 2002 as a rebranded effort from what was previously known as Valley Transit. YCAT OnCall began in 1999 and was the county's first public transportation service. The Yuma Metropolitan Planning Organization (YMPO) has been the administrator of public transit service in Yuma County since 1999 utilizing Federal Transit Administration (FTA) funding that has been available to the Yuma Urbanized Area since 1980 when the urbanized area exceeded 50,000 in population.

YCAT operates eight fixed routes and a demand responsive service throughout the southwestern quadrant of Yuma County. YCAT operates Monday-Saturday from 6:00 am to approximately 6:00 pm with headways every 65 minutes. There is no service on Sundays or major holidays at this time. These services are provided under a contractual arrangement with RATP Dev. RATP Dev is a subsidiary of RATP Group, which is based in France.

YCAT operates 28 buses. 19 buses are powered by diesel and used on YCAT fixed routes. 9 cutaway buses are powered by gasoline and used on YCAT demand response. YCAT also operates 6 non-revenue vehicles, powered by gasoline, that are

used as relief vehicles. All vehicles are owned by YCIPTA and were purchased with Federal Transit Administration funding.

ABOUT YUMA COUNTY

Yuma County has a colorful history, which lives on today in a fast-growing, vibrant community. In 1540, just 48 years after Columbus discovered the New World, 18 years after the conquest of Mexico by Cortez, and 67 years before the settlement of Jamestown, Hernando de Alarcon visited the site of what is now the current YCIPTA of Yuma. He was the first European to visit the area and to recognize the best natural crossing of the Colorado River. Much of Yuma County's later development occurred because of this strategic location.

From the 1850's through the 1870's, steamboats on the Colorado River transported passengers and goods to various mines, military outposts in the area, and served the ports of Yuma, Laguna, Castle Dome, Norton's Landing, Ehrenberg, Aubry, Ft. Mohave and Hardyville. During this time stagecoaches also carried the mail and passengers on bone-jarring rides through the area.

For many years, Yuma served as the gateway to the new western territory of California, which brought thousands from around the world in search of gold, or those who had it. In 1870, the Southern Pacific Railroad bridged the river. Yuma became a hub for the railroad and was selected as the county seat in 1864.

Yuma County is one of four original counties designated by the first Territorial Legislature. It maintained its original boundaries until 1983 when voters decided to split Yuma County into La Paz County in the north and a new "Yuma County" in the south.

The Ocean-to-Ocean Bridge (or Old Highway 80 Bridge) was the first vehicle bridge across the Colorado River. Prior to the construction of the bridge, cars were ferried across.

Yuma County is larger than the state of Connecticut. Much of Yuma County's 5,522 square miles is desert land accented by rugged mountains. Several river valley regions, however, contain an abundance of arable land which is irrigated with water from the Colorado River.

These valley areas have some of the most fertile soils in the world, having received silt and mineral deposits from Colorado and Gila River floods until the rivers were tamed by an intricate series of dams and canals.

Farming, cattle raising, tourism, and two military bases, US Marine Corp Air Station (MCAS) and US Army Yuma Proving Ground (YPG) are Yuma County's principal industries.

Some of the major attractions in Yuma County are the historical Territorial Prison, the Yuma Crossing Historic Park. Other great places to visit are the Kofa Mountain Range and Wildlife Refuge, and Martinez and Mittry Lakes.

Hunting is a popular sport, as the county offers a variety of different types of game. Major rivers in Yuma County are the Gila and the Colorado, the two most historic rivers in the Southwest.

The Marine Corps Air Station (MCAS), shares one of the longest runways in the country with the Yuma International Airport. Yuma has some of the cleanest skies and best flying weather in the United States.

Yuma County is bordered by California on the West and Mexico on the South. Living close to the Mexican border offers a great opportunity to experience multi-cultural and international business opportunities.

Arizona Western College (AWC) is located in Yuma County. This is a two-year community college, which offers higher education to full-time and part-time on-campus and off-campus students. AWC shares its campus with a satellite campus of Northern Arizona University (NAU), offering a variety of two year, four year and post graduate programs.

Yuma County has a year-round population of 195,751 residents. During the winter, the population increases by about 90,000 due to the sun-seeking Winter Visitors affectionately known as "Snowbirds".

BACKGROUND OF RFP

YCIPTA is releasing a Request for Proposal (RFP) for the purposes of purchasing fuel and fueling services from a card lock fueling station in the YCIPTA of Yuma, Arizona. The fueling station shall be within 10 miles of the Yuma County Area Transit Bus Facility, located at 2715 East 14th Street, Yuma, AZ 85365.

Estimated annual purchases are 120,000 gallons of diesel and 52,500 gallons of regular unleaded gasoline. The primary users of the fuel service will be public transportation vehicles. Because YCIPTA is a public transportation operator, YCIPTA is exempt from state and federal taxes in relation to the use of fuel for public transportation purposes. The total estimated number of vehicles requiring use of the automated fuel services in the downtown area is 34.

The term of the Agreement is a three year period with two one-year options, commencing on Monday, July 1, 2024 continuing until June 30, 2027, with two one year options ending June 30, 2028 and June 30, 2029

Pre-Proposal Conference. No pre-proposal meeting will be held for this solicitation.

Questions & Comments. Any questions, requests for an interpretation or comments regarding the RFP must be submitted by facsimile, mail or email to Shelly Kreger, Transit Director, YCIPTA, 2715 East 14th Street, Yuma, AZ 85365, fax: (928) 783-0309, email: skreger@ycipta.az.gov no later than 5:00 p.m., Monday, April 8, 2024.

QUESTIONS OR COMMENTS WILL NOT BE RESPONDED TO OVER THE TELEPHONE. A response to questions and comments will be posted online at www.yciptaz.gov click on News on Wednesday, April 10, 2024 after receipt of said questions or request for an interpretation or comments by YCIPTA. PROPOSER shall rely only on written addenda provided by YCIPTA in submitting or revising proposals.

OBJECTIVE OF THIS RFP & SCOPE OF WORK

YCIPTA is seeking a PROPOSER providing cardlock fuel services to YCIPTA in a manner acceptable to YCIPTA and strict compliance with the Agreement. Specific tasks are listed below:

GENERAL: Fuel to be purchased should be dispensed from a point of sale located within an approximate ten (10) mile radius of Yuma County Area Transit Bus Facility, located at 2715 East 14th Street, Yuma, AZ 85365.

Fuel shall be available twenty-four (24) hours per day, seven (7) days per week, weekends and holidays included.

METHODS OF COMMUNICATIONS: YCIPTA prefers that the successful PROPOSER be available for contact via the Internet, e-mail, or telephone.

FACILITIES

The main facility must have a minimum of two (2) gasoline pumps and two (2) ultra-low sulfur red dye diesel fuel pumps to accommodate users. The facility should provide suitable all-weather access to YCIPTA's entire fleet, including buses, heavy trucks, and construction equipment.

TANK TESTING

If any underground tank tests and any shutdowns are required of the PROPOSER, the YCIPTA is to be notified three (3) days in advance so that all equipment can be fueled prior to the required downtime.

CARD ADMINISTRATION

The successful proposer shall be responsible for providing, at no cost to the YCIPTA, fuel cards to be issued in a quantity required by YCIPTA that will be used to activate the fuel pumps at the contractor's place of business and record the necessary information for YCIPTA fleet billing records. Records will be sent daily, in an electronic, importable format such as a Microsoft Excel spreadsheet, or equivalent, and provided to YCIPTA as requested. Currently, YCIPTA has approximately 40 cards. It is expected that the successful proposer will provide all initial cards and any lost or stolen cards at no cost to YCIPTA during the life of the Agreement. The cards shall be the same size and strength as a normal credit card and resistant to modification or tampering.

REPORTS

The successful proposer must have the ability to provide reports upon request by YCIPTA. The minimum information to be provided by the PROPOSER will be:

- a) Identity of vehicle
- b) Type of fuel
- c) Quantity of fuel
- d) Vehicle odometer MPG reading
- e) Date of Transaction
- f) Time of Transaction

g) Identity of card user (YCIPTA's general ledger number)

BILLING STATEMENT

The contractor must be able to provide YCIPTA a fleet report and a billing statement electronically, in an importable format such as a Microsoft Excel spreadsheet, or equivalent, that can be imported into our billing CMMS system. This shall include the accumulative fuel mileage of all vehicles.

The PROPOSER shall supply to YCIPTA an upgraded electronic file of all fuel card numbers, PINs, and employee names quarterly.

FUEL USAGE

For information purposes, the amount of ULTRA LOW SULFUR RED DYE DIESEL fuel used in the most recent twelve (12) month period was 120,000 gallons; the amount of UNLEADED gasoline was 52,500 gallons. There are currently:

- 9 buses using unleaded gasoline
- 6 other vehicles using unleaded gasoline
- 19 buses using diesel fuel

PRIMARY LOCAL POINT OF SALE

All products and services that are provided under this Agreement should be made available from at least one (1) facility located within approximately ten (10) miles of the YCAT Bus Facility. These facilities shall be known as the Primary Local Point of Sale and shall be identified by the proposer in Attachment A.

ADDITIONAL LOCAL POINT OF SALES (IF APPLICABLE)

Other fuel dispensing sites in the local area under the control of the PROPOSER may be designated by the proposer on Exhibit C as Additional Local Point of Sale. These designated Additional Local Points of Sale shall be subject to all of the provisions of this Agreement including pricing.

NON-LOCAL POINT OF SALES (IF APPLICABLE)

If available, the purchase of fuel at non-local points of sale is provided as a convenience to YCIPTA. Fuel purchased from non-local points of sale may be priced at the normal retail price at the place and time of purchase, including all local, state, and federal taxes. If offering a discount for these types of sales, please indicate.

GENERAL CONTRACT REQUIREMENTS

YCIPTA Responsibilities – The following services shall be furnished by YCIPTA:

- List of all vehicle unit identification numbers requiring fuel cards.
- List of all authorized employees requiring fuel cards.
- Payment of properly documented and formatted invoices within 30 days of receipt by YCIPTA.

- YCIPTA employees shall pump fuel into YCIPTA vehicles (if the successful contractor is a card-lock facility).

PROPOSER Responsibilities – YCIPTA desires to receive the following services from the PROPOSER:

- Provide vehicle and driver cards within 72 hours of receipt of request.
- Provide modern fueling facilities with adequate ingress, egress, and a sufficient number of dispensers to minimize customer queues.
- Provide tank/dispenser systems that meet current E.P.A. and D.E.Q. regulations governing underground fuel storage tank systems.
- Provide unleaded gasoline on a 24-hour/7-day schedule. YCIPTA estimates the annual requirement as 120,000 gallons of diesel and 52,500 gallons of unleaded gasoline.
- Invoice YCIPTA twice monthly for fuel used. The invoice shall include State fuel tax but not Federal fuel tax.
- Invoice shall include the following information for each fuel transaction. The invoice shall list all transactions for each vehicle separately in a date/time/unit number sequential order.
 - Vehicle Number (unit number)
 - Driver Name
 - Date/Time
 - Fuel Type
 - Odometer
 - Miles per Gallon (MPG)
 - Gallons Pumped
 - Price per Gallon
 - **Total Sale**
- Invoice shall include a summary for each vehicle showing total fuel pumped during the month and average MPG.
- Fuel transactions shall be submitted as an e-mail attachment along with a hard copy of the monthly invoice. E-mail attachments will include the information described above for each transaction. E-mail attachments shall be formatted in an Excel spreadsheet or any equivalent formatting.

PRICING

Bidders are to quote an adjustable above (+) or below (-) the weekly average price published in the OPIS PAD 4/5 Report for the type of fuel requested for the Yuma, AZ market area. The quoted adjustment is to include all delivery, handling, or other related charges, but is NOT to include government surcharges or taxes. The adjustment (differential) quoted is to be firm for the term of the Agreement.

COMPUTATION OF INVOICE PRICE-WEEKLY ADJUSTMENT

Invoiced prices are to be recomputed each week, based on the weekly average price published for the Yuma, AZ market area in the OPIS PAD 4/5 Report. Invoiced prices shall be computed as the published OPIS weekly average price for the Yuma, AZ market area, plus (+) or minus (-) the OPIS differential price, plus the specified federal, state, and local taxes, and shall be valid for seven (7) day period coinciding with the OPIS reporting period.

PROPOSER will be required to supply YCIPTA, at the PROPOSER's expense, a copy of the OPIS PAD 4/5 report for the Yuma, AZ area by e-mail on each Monday during the term of the Agreement for pricing verification purposes.

If OPIS does not report a weekly average market area price for a single week, the most recently published weekly average market price shall be used in computing the invoice price. If two (2) or more weeks pass without the publishing of prices, it shall be the PROPOSER's responsibility to notify YCIPTA. YCIPTA will then negotiate an interim price to be used until a current OPIS weekly average price is again published for the Yuma, AZ market area.

If the marketing publication is substantially modified or discontinued, YCIPTA reserves the right to reestablish the price mechanism of the bid or to cancel all or part of the Agreement without prejudice against any party to the Agreement.

PROPOSER shall pass along to YCIPTA any and all rebates, allowances, or other pricing reduction incentives being offered to customers of the PROPOSER, including any pass-through incentives from refineries.

SALES TAX

All applicable taxes must be **itemized** on the invoice. Invoices for fuel purchased at local points of sale shall include or exclude federal, state, and local taxes as follows:

Federal Excise Tax-Shall be **excluded** from the invoice
State Excise Tax- Shall be **excluded** from the invoice
State Sales (Use) Tax- Shall be **included** in the invoice
State Gas Tax- Shall be **included** in the invoice

The PROPOSER shall provide YCIPTA with written notice of changes in tax rates.

YCIPTA uses Federal Transit Administration (FTA) funds allocated to YCIPTA. As such, the entire Agreement shall be subject to applicable rules and regulations of Federal, State, and Local laws.

DESIRED QUALIFICATIONS

General Requirements

PROPOSER shall have a minimum of five (5) years of recent experience providing cardlock fueling services to a municipality or public agency in an operating environment similar to the Yuma area.

Contract Terms

Terms of Agreement to be those deemed acceptable by the YCIPTA Legal Counsel and shall adhere as closely as possible to the Professional Services Agreement attached.

RFP RESPONSE FORMAT

Sealed proposals must be submitted and delivered to attention: Shelly Kreger, Transit Director, 2715 E. 14th St., Yuma, AZ 85365, in the format specified in the Request for Proposal. The material should be in sequence and related to the RFP. YCIPTA shall not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the respondent's proposal.

****Important - Please submit your RFP response with topical discussions corresponding to the numbers in the outline below. Numbered and lettered items will assist the review committee in evaluating your firm's qualifications.***

The following items must be included in each proposal to be considered complete and responsive. PROPOSER should respond to these items in the order below. As part of the proposal, a cover letter shall be attached discussing a summary of the proposal, with contact information regarding the proposal and signed by the Chief Executive Officer, Owner or Chair of the PROPOSER.

1. Completed Price Proposal.
2. If the Proposal is made by an individual, it shall be signed with his/her full name and his/her address shall be given; if it is made by a partnership, it shall state the partnership name and be signed by a member of the partnership, who shall also list the name and address of each member; and if it is made by a corporation, it shall be signed by two officers or by one officer with the corporate name attested by the corporate seal.
3. Profile of the PROPOSER including the PROPOSER's name, business address, and telephone number as well as a brief description of the PROPOSER's size (nationally and locally), date of establishment, type of organization, and local organizational structure. Include a discussion of the firm's capabilities and resources.

4. A resume/portfolio describing the PROPOSER's history and experience with providing cardlock fuel services.
5. Five or more references, including at least one with whom the PROPOSER does business with (Exhibit C).
6. Any exceptions to the sample Agreement requested by the PROPOSER.
7. Completed Non-Collusion Affidavit for PROPOSER; Certification of Eligibility (Labor Standards); Certification Regarding Debarment; Lobby Restrictions Certification; and DBE/EEO Certification Forms: PROPOSER shall complete and sign the listed Certifications.
8. PROPOSER must provide documentation of insurance as a part of their proposal submission.
9. Completed Exhibit forms.

EVALUATION CRITERIA

Proposals will be evaluated according to the most qualified in the opinion of the review committee. The review committee reserves the right to contact and evaluate the proposer's references; contact any proposer to clarify any response; contact any current clients of a proposer; solicit information from any available source deemed pertinent to the evaluation process. The review committee shall not be obligated to accept the lowest-priced proposal, but shall make an award in the best interests of YCIPTA.

All proposals will be rated by a panel of evaluators. The total points given to a proposal by the individual evaluators will be averaged to determine the proposals overall score. All proposals will be evaluated on the following basis:

Project Understanding/Approach (Proposed System) 20%

- A. The qualifications of the PROPOSER to perform the services required, as evidenced by the following information (20 points possible).
 1. Financial resources (5 points)
 2. Experience record (5 points)
 3. Operations and management personnel (5 points)
 4. Current client relationships (5 points)

Proposed Operating Plan 30%

- B. The proposed operating plan for fuel facilities management (30 points possible).
 1. Days and hours of operation (3 points)

2. Location of fuel facility (3 points)
3. Fuel card generation and delivery – promptness (3 points)
4. Quality of facilities (3 points)
5. Number of dispensers/hoses (3 points)
6. Ease of ingress/egress (3 points)
7. Tank system design and compliance with regulation (3 points)
8. Billing criteria – frequency of billing, when payment is due, etc. (3 points)
9. Invoice format (3 points)

Cost proposal 50%

- C. Price of unleaded gasoline proposed to YCIPTA as of **12:01 p.m.**, Friday, April 12, 2024. The method of determination: state **xx** cents above or below Yuma, AZ OPIS unbranded rack price – **attach copy of OPIS to submitted bid.** If selected, the Proposer shall apply this add-on or discount (**xx** cents) to the rack price during the duration of the Agreement. (50 points)

YCIPTA also reserves the right to select a PROPOSER directly after review of the proposals, or it may determine it advisable to conduct interviews prior to the awarding of the Agreement.

YCIPTA also reserves the right to accept the PROPOSER fees or to enter into competitive negotiations with two or more qualified PROPOSER. If negotiations are conducted, all affected firms or individuals will be notified in writing when to submit their best and final offer.

PRICING EVALUATION CRITERIA

YCIPTA reserves the right to establish the method used for calculating the total cost to YCIPTA, including the price of fuel, but also considering factors such as the fully burdened cost of getting YCIPTA fleet vehicles/equipment to and from the PROPOSER's fueling stations/point of sale.

SELECTION PROCESS

If YCIPTA deems that the acceptance of the most responsible bid, it may accept that proposal. If proposal is not in the best interest of YCIPTA, YCIPTA may reject all proposal. If the Agreement is awarded, it shall be to the most responsible proposer whose proposal complies with all the requirements prescribed. Such award shall normally be made within thirty (30) days after proposal opening.

If the most responsible proposer refuses or fails to execute the Agreement, YCIPTA may award the Agreement to the second most responsible proposer. Such award will normally be made within sixty (60) days after opening of proposals. If the second most responsible proposer refuse or fails to execute the Agreement, YCIPTA may award the Agreement to the third most responsible proposer. Such award will normally be made

within seventy- five (75) days after the opening of proposals. The above time period may be changed by Agreement between YCIPTA and the proposer concerned.

Award of Agreement

It is anticipated that proposals will be reviewed by YCIPTA staff, in conjunction with the review committee. Interviews with selected proposers may be held. Notifications of acceptance or rejection by YCIPTA will be made in writing to all proposers.

The review committee shall score each proposal and shall make a recommendation to the YCIPTA Board of Directors based on the criteria set forth above. The YCIPTA Board of Directors shall make the ultimate selection of the PROPOSER. YCIPTA Board of Directors will make the award consistent with Federal guidelines in order to better assure funding, and may take into account both objective and subjective impressions gained from the evidence and arguments presented at the public hearing, and on the product of such individual investigation as Board Members may make prior to the final decision.

1. General: YCIPTA has published this Request for Proposals. It is the intent to award the Agreement to the PROPOSER that most closely meets the specific needs of YCIPTA, not solely on the basis of price.
2. Best Value: Proposals will be evaluated as “Best Value” per the FTA Best Practices Manual, defined as follows: "Best Value" is a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine (or derive) the offer deemed most advantageous and of the greatest value to the procuring agency.”
3. Initial Screening: YCIPTA’s Review Committee will make an initial evaluation of all proposals. Upon that initial evaluation, the Committee will rank the proposals received in general order of quality, and by how closely the proposals meet YCIPTA’s needs. YCIPTA reserves the right to award Agreement to other than the lowest cost proposal allowing for a more responsive proposal that addresses all of the above criteria and best satisfies YCIPTA’s needs. YCIPTA also reserves the right to reject all proposals. The Review Committee may consider criteria other than those listed below, as necessary, in the selection process.
4. Interviews, Inspections, Best and Final Offer (BAFO): PROPOSERS may be required, and shall be prepared to attend an interview with the Review Committee. The Project Manager must be available to answer questions at the interview. YCIPTA may choose, at its sole option, not to interview all PROPOSERS or conduct any interviews. YCIPTA may reject any or all proposals submitted, or at its sole discretion, award Agreement to the best PROPOSER without any interviews. YCIPTA may ask all PROPOSERS or only those

determined to be within the competitive range to submit a Best and Final Offer (BAFO). If this step is to be included, detailed instructions will be provided at the time of the request.

5. Selection Criteria: An initial screening of proposals for completeness, and to verify that minimum YCIPTA requirements are met will be undertaken, and YCIPTA will reject as non-responsive any proposal which does not include all the required documents or meet the minimum requirements, and no further evaluation of non-responsive proposals will be performed. YCIPTA may request additional information while reviewing proposals.

GENERAL TERMS AND CONDITIONS

RFP does not commit YCIPTA to award an Agreement, to pay any cost incurred in the preparation of the firm's RFP response or to procure or Agreement for services or supplies. YCIPTA reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Submission of a proposal means that the PROPOSER hereby agrees to all terms and conditions set forth in all the pages of this solicitation. The proposer must contain within the proposal, a description of those terms and/or conditions to which the proposer does not agree.

1. Award: The firms/entities chosen to provide transit operations and maintenance services may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. Agreements for services will be awarded to firms on this list based upon the availability of staff and cost of services. YCIPTA reserves the right to award a Agreement/select a service provider without discussion based upon the initial proposals received, without interviews.

YCIPTA reserves the right to introduce additional terms and conditions at the time the final Agreement is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFP language and or correcting defects, such as omissions or misstatements, which are discovered after the RFP, is issued.

2. Insurance: The PROPOSER is required to furnish evidence of insurance coverage including professional liability, and workers' compensation. The form of the insurance policy is subject to approval by YCIPTA and must be provided by insurers to transact insurance business in Arizona with a rating of "A" or better in the Best's Key Rating Guide, Property-Casualty, United States, 2000 Edition.

YCIPTA shall be furnished a copy of the policy **and** an endorsement that the "YCIPTA, its officers, employees, and agents are named as additional insureds"

prior to PROPOSER commencing duties under this Agreement. Said policy of liability insurance shall state, "coverage thereunder as applied to YCIPTA, its officers, employees, and agents shall be primary and non-contributing as to any other insurance and self-insurance as may be maintained by YCIPTA." The policy shall contain severability of interest, specifying that the coverage afforded by the policy applies separately to each insured thereunder. The policy shall be endorsed to expressly provide YCIPTA with thirty (30) calendar days advance written notice of cancellation, non-renewal, or material change in coverage.

4. Business License: A PROPOSER shall be required to obtain and maintain a current business license from the place of operation.
5. Professional Licensing: The PROPOSER, and any subproposers, shall possess any necessary license(s) relative to the work to be performed required by an appropriate licensing authority of the State of Arizona, and shall provide evidence of such to YCIPTA with their proposal or prior to commencement of the work in such form as YCIPTA shall require.
6. Assignment/Subcontracting: The selected PROPOSER shall not assign or subcontract services or responsibilities without the prior written consent of YCIPTA. YCIPTA acknowledges that subcontracting can be in YCIPTA's best interest, but reserves the right of final approval.

ADDITIONAL TERMS AND CONDITIONS

The following conditions apply to this RFP:

1. Solicitation & Withdrawal: YCIPTA reserves the right to withdraw this solicitation for a proposal at any time without prior notice. Further, YCIPTA makes no representations that any agreement will be awarded to any firm submitting a proposal.
2. Right of Rejection: YCIPTA reserves the right to reject any and all proposals submitted in response to this request and to reject any subproposers specified in any proposal pursuant to this RFP.
3. Pre-Contract Expenses: YCIPTA shall not be liable or responsible for any pre-agreement expenses incurred by any proposed or selected PROPOSER. PROPOSERS shall not include any such expenses as part of the price proposed set forth in its proposal. Pre-agreement expenses are defined as expenses incurred by PROPOSER in:
 - a. Preparing the proposal;
 - b. Submitting proposal to YCIPTA;
 - c. Negotiating with YCIPTA on any matter related to proposal; or

- d. Any other expenses incurred by PROPOSER or PROPOSER prior to date of award.
4. Verbal Agreements: No prior, current or post-award verbal agreement(s) with any officer, agent or employee of YCIPTA shall affect, modify or supersede any terms or modifications of this request for proposals or any written agreement or option resulting from this process.
5. Addenda: Any changes to the proposal requirements will be made by written addendum. All parts of the Request for Proposals, including any and all Addenda and any other supporting documents that may be included as part of this solicitation, shall be considered part of the Agreement between YCIPTA and selected PROPOSER, and shall be incorporated therein.
6. Irregularities: YCIPTA reserves the right to waive any minor irregularities, informalities or oversights in the RFP documents, or any corresponding proposals at its sole discretion. The term "minor" as used herein means any PROPOSER or YCIPTA irregularity, or oversight that does not materially affect or alter the intent and purpose of this RFP, and which is not in violation of any State of Arizona or Federal Government rules, laws and regulations that may apply to this procurement.

THIRD PARTY AGREEMENT REQUIREMENTS

1. Audits and Inspections of Records: Selected PROPOSER agrees that YCIPTA, the Comptroller General of the United States, or any of their duly authorized representatives, shall, for the purpose of audit and examination, be permitted to inspect all work materials, payrolls and other data and records with regard to the project, and to audit the books, records and accounts with regard to the project. Further, PROPOSER agrees to maintain all required records for at least three (3) years after YCIPTA makes final payments, and all other matters pending between PROPOSER and YCIPTA are closed.
2. Equal Employment Opportunity: In connection with the execution of Agreement, PROPOSER shall not discriminate against any employee or applicant for employment because of race, religious creed, pregnancy, sexual orientation, religion, color, gender, or national origin. Selected PROPOSER shall take affirmative action to ensure that applicants are employed, and that employees are tested during their employment, without regard to their race, religious creed, pregnancy, sexual orientation, religion, color, gender, or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. PROPOSER further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

3. Title VI - Civil Rights Act of 1964: During the performance of Agreement, PROPOSER, for itself, its assignees and successors in interest, agrees as follows:

PROPOSER shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time.

4. Fair Employment Practices: In connection with the performance of the work under Agreement, if the work is executed in the State of Arizona, PROPOSER shall certify compliance with the provisions of the State Fair Employment and Housing Act.
5. Interest of YCIPTA Personnel: By submitting a proposal, the PROPOSER represents and warrants that no Board Member, officer or employee of YCIPTA is in any manner interested directly or indirectly in the proposal or in Agreement which may be made under it, or in any expected profits to arise therefrom.
6. Disadvantaged Business Enterprise (DBE) Policy: YCIPTA receives financial assistance from the US Department of Transportation through the Federal Transit Administration (FTA). PROPOSERS are advised that, as required by federal law, the Arizona Department of Transportation (Department) has established a statewide overall DBE Program goal. The Department is required to report to the Federal Transit Administration (FTA) on DBE participation for all FTA-assisted contracts each year so that attainment efforts may be evaluated. In order to ascertain whether the statewide overall DBE goal is being achieved, the Department is tracking DBE participation on all federally assisted contracts.

This project is subject to Title 49, Part 26 of the Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." In order to ensure the Department achieves its federally mandated statewide overall DBE goal, the Department encourages the participation of DBEs, as defined in 49 CFR 26, in the performance of contracts financed in whole or in part with federal funds. The PROPOSER shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

PROPOSER or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. PROPOSER shall carry out the applicable requirements of 49 CFR, Part 26 in the award and administration of U.S. Department of Transportation assisted contracts.

Failure by PROPOSER to carry out these requirements is a material breach of Agreement, which may result in the termination of Agreement or other such remedy as YCIPTA may deem appropriate.

7. Debarment and Suspension: Each PROPOSER must certify and submit documentation (such as a notarized affidavit) showing that neither the PROPOSER

nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

8. Drug Free Workplace: PROPOSER must include with its proposal properly completed and executed certification of compliance with applicable state and federal Drug-Free Workplace Acts.
9. Restrictions on Lobbying: Each PROPOSER must include in its proposal a properly completed and executed certification regarding Restrictions on Lobbying in the form set forth as an exhibit hereto.
10. Interests of Members of, or Delegates to Congress: No members of, or delegates to, the Congress of the United States shall be admitted to any share or part of Agreement or to any benefit arising therefrom.
11. Laws to Be Observed: PROPOSER shall keep itself fully informed of all existing and future State and Federal laws, all municipal regulations of YCIPTA, and all such orders, decrees, ordinances and laws of bodies, or tribunals, including other municipalities or counties whether in the State of Arizona, or another State, having any jurisdiction or authority over which, in any manner, affect those engaged or employed in the work, or the materials used in the work, or in any way affect the conduct of the work.

Failure by PROPOSER to carry out these requirements is a material breach of Agreement, which may result in the termination of this Agreement or other such remedy as YCIPTA may deem appropriate.

12. Public Records Act: The Proposals received shall become the property of YCIPTA and are subject to public disclosure. Those parts of a Proposal which are defined by the PROPOSER as business or trade secrets and are reasonably marked "Trade Secrets", "Confidential", or "Proprietary" and placed in a separate envelope shall only be disclosed to the public if such disclosure is required or permitted under the Arizona Revised Statutes or otherwise by law. Proposers who indiscriminately and without justification identify most or their entire Proposal as exempt from disclosure may be deemed non-responsive. Proposals, excluding confidential information, will be available for review after posting of staff recommendation. Until YCIPTA's review committee announces its recommendation, no Proposals will be made available for public inspection.

PROTEST PROCEDURES

Protests Prior to Proposal Opening: Protests regarding any aspect of the attached materials and YCIPTA selection procedures must be submitted in writing (via mail, email or fax only) to Shelly Kreger, Transit Director, YCIPTA, 2715 East 14th Street, Yuma, AZ 85365, fax: (928) 783-0309, email: skreger@ycipta.az.gov, by 5:00 p.m.,

Arizona Time, Wednesday, May 7, 2024. The YCIPTA Transit Director will respond to these protests by Thursday, May 8, 2024 With an addendum to this RFP, by email and on YCIPTA's website. This action completes the pre-opening administrative protest remedy at the YCIPTA level.

Protests After Proposal Opening/Announcement of Award: Protests regarding YCIPTA's proposed selection of PROPOSER after proposal opening and award announcement must be submitted in writing (via mail, email or FAX) to Shelly Kreger, Transit Director, YCIPTA, 2715 East 14th Street, Yuma, AZ 85365, fax: (928) 783-0309, email: skreger@ycipta.az.gov, by 5:00 p.m., Arizona Time, Wednesday, May 29, 2024. The YCIPTA Transit Director will respond to these protests by Thursday, May 30, 2024 by email and/or FAX. This action completes the proposal opening/award announcement administrative protest remedy at the YCIPTA level.

Under certain limited circumstances, and after the protester has exhausted all administrative protest remedies made available to him at the YCIPTA level, an interested party may protest to the Federal Transit Administration (FTA) regarding the award of a Agreement pursuant to an FTA grant. The deadline for submitting protests to FTA prior to proposal opening is 5:00 p.m. Arizona Time, Thursday, May 9, 2024. The deadline for submitting protests to FTA after opening/announcement of award is 5:00 p.m. Arizona Time, Friday, May 31, 2024.

FTA review of any protest will be limited to:

- (1) Violations of Federal Law or Regulations: Violations of State or local law shall be under the jurisdiction of State or local authorities.
- (2) Violation of YCIPTA's protest procedures or YCIPTA's failure to review a complaint or protest.

The protest filed with FTA shall:

- (1) Include the name and address of the protester.
- (2) Identify YCIPTA as the party responsible for the RFP process.
- (3) Contain a statement of the grounds for protest and any supporting documentation. (The grounds for protest filed with FTA must be fully supported to the extent feasible. Additional materials in support of an initial protest will only be considered if authorized by the FTA regulations).
- (4) Include a copy of the protest filed with YCIPTA, and a copy of YCIPTA's decision, if any.
- (5) Indicate the ruling or relief desired from FTA.

Such protests should be sent to:

Federal Transit Administration Region IX, 201 Mission Street, Suite 1650
San Francisco, CA 94105

A copy of such protests should also be sent to the YCIPTA Transit Director.

PROPOSAL SUBMISSION

Price proposals must be sealed in an envelope and received, not postmarked, no later than **4:00 P.M. Arizona Time, Friday, May 10, 2024** at the YCIPTA administrative offices.

Mailed proposals should be sent to:

Shelly Kreger, Transit Director
Yuma County Intergovernmental Public Transportation
Authority
Mailing: 2715 East 14th Street, Yuma, AZ 85365

Proposals should be marked: **CARDLOCK FUEL SERVICES**

LATE PROPOSALS WILL NOT BE ACCEPTED.

ESTIMATED TIME FRAME (*Subject to change without notice*)

Monday, March 25, 2024	Release date of RFP
Monday, April 8, 2024	Questions for RFP due to YCIPTA by 5:00 p.m., Arizona Time.
Wednesday, April 10, 2024	Responses to Questions posted at www.yciptatransit.org
Friday, May 10, 2024	RFP responses due no later than 4 P.M., Arizona Time.
Monday, May 13, 2024	RFP responses distributed to review committee.
Wednesday, May 15, 2024	Letters to firm selected and to firms not selected are faxed and mailed out.
Monday, May 27, 2024	Item goes before YCIPTA Board of Directors requesting approval of the RFP PROPOSER selected.
Monday, July 1, 2024	PROPOSER begins service.

FEDERAL REQUIREMENTS

CONTRACTOR warrants and covenants that it shall fully and completely comply with all applicable Federal, State and local laws and ordinances, and all lawful orders, rules and regulations issued by YCIPTA with jurisdiction in all aspects of its performance of this Agreement.

This Agreement is subject to a financial assistance contract between YCIPTA and the United States of America (hereinafter "Federal Government"), acting through the Department of Transportation (hereinafter "U.S. DOT"), and Federal Transit Administration (hereinafter "FTA"). Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives including without limitation those listed directly or by reference in the procedures and directives including without limitation those listed directly or by reference in the FTA Master Agreement between YCIPTA and FTA, as amended, and are incorporated herein by this reference.

The PROPOSER shall comply with these FTA requirements and as they may be amended or promulgated from time to time during the term of this Agreement. The PROPOSER shall not perform any act, fail to perform any act, or refuse to comply with any YCIPTA directives, which would cause YCIPTA to be in violation of the FTA terms and conditions. PROPOSER'S failure to comply with these FTA requirements and YCIPTA directives shall constitute a material breach of this Agreement.

a) **Fly America.** (Transportation of persons or property by air)

The CONTRACTOR agrees to comply with 49 USC 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The CONTRACTOR shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The CONTRACTOR agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

b) **Charter Bus Requirements.** The CONTRACTOR agrees to comply with 49 USC 5323(d) and 49 CFR Part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except under one of the exceptions at 49 CFR 604.9. Any charter service

provided under one of the exceptions must be "incidental," i.e., it must not interfere with or detract from the provision of mass transportation.

- c) **School Bus Requirements.** Pursuant to 69 USC 5323(f) and 49 CFR Part 605, recipients and subrecipients of FTA assistance may not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating exclusive school bus service under an allowable exemption, recipients and subrecipients may not use federally funded equipment, vehicles, or facilities.
- d) **Cargo Preference (use of U. S. flag vessel).** The CONTRACTOR agrees: (a) to use privately owned United States-Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying contract to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels; (b) to furnish within 20 working days following the date of loading for shipments originating within the United States or within 30 working days following the date of leading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in the preceding paragraph to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to YCIPTA (through the CONTRACTOR in the case of a subcontractor's bill-of-lading.) (c) to include these requirements in all subcontracts issued pursuant to this Agreement when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.
- e) **Energy Conservation.** The CONTRACTOR agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- f) **Clean Water.** (1) The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. The CONTRACTOR agrees to report each violation to YCIPTA and understands and agrees that YCIPTA will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
(2) The CONTRACTOR also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
- g) **Clean Air.** (1) The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as

amended, 42 USC §§ 7401 et seq. The CONTRACTOR agrees to report each violation to YCIPTA and understands and agrees that YCIPTA will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The CONTRACTOR also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

h) **Recycled Products.** The CONTRACTOR agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 USC 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

i) **Lobbying.** (1) Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 USC 1352. Such disclosures are forwarded from tier to tier up to YCIPTA.

(2) The CONTRACTOR also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

j) **Access to Records and Reports.** (1) Where YCIPTA is the FTA Recipient or a sub-grantee of the FTA Recipient in accordance with 49 USC 5325(a) enters into a contract for a capital project or improvement (defined at 49 USC 5302(a) (1) through other than competitive bidding, the CONTRACTOR shall make available records related to the contract to YCIPTA, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

(2) The CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The CONTRACTOR agrees to maintain all books, records, accounts and reports required under this Agreement for a period of not less than

three years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case Contractor agrees to maintain same until YCIPTA, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i) (11).

(4) FTA does not require the inclusion of these requirements in subcontracts

k) Federal Changes. Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between YCIPTA and FTA, as they may be amended or promulgated from time to time during the term of this Agreement. Contractor's failure to so comply shall constitute a material breach of this Agreement.

l) No Obligation by the Federal Government. (1) YCIPTA and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to YCIPTA, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The CONTRACTOR agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

m) **Program Fraud and False or Fraudulent Statements or Related.**(1) The CONTRACTOR acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC §§ 3801 et seq and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31 apply to its actions pertaining to this Project. Upon execution of the underlying contract, the CONTRACTOR certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this Agreement work is being performed. In addition to other penalties that may be applicable, the CONTRACTOR further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the CONTRACTOR to the extent the Federal Government deems appropriate.

(2) The CONTRACTOR also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 USC § 5307, the Government reserves the right to impose the penalties of 18 USC § 1001 and 49 USC § 5307(n)(1) on the CONTRACTOR, to the extent the Federal Government deems appropriate.

(3) The CONTRACTOR agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

n) **Government-Wide Debarment and Suspension.** This Agreement is a covered transaction for purposes of 49 CFR Part 29. As such, the CONTRACTOR is required to verify that none of the CONTRACTOR, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The CONTRACTOR is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by YCIPTA. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to YCIPTA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and

throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

- o) Privacy Act.** The following requirements apply to the CONTRACTOR and its employees that administer any system of records on behalf of the Federal Government under any contract:

(1) The CONTRACTOR agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 USC § 552a. Among other things, the CONTRACTOR agrees to obtain the express consent of the Federal Government before the CONTRACTOR or its employees operate a system of records on behalf of the Federal Government. The CONTRACTOR understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

(2) The CONTRACTOR also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

- p) Civil Rights.** The following requirements apply to the underlying Agreement

(1) **Nondiscrimination:** In accordance with Title VI of the Civil Rights Act, as amended, 42 USC § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 USC § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 USC § 12132, and Federal transit law at 49 USC § 5332, the CONTRACTOR agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the CONTRACTOR agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) **Equal Employment Opportunity:** The following equal employment opportunity requirements apply to the underlying contract. (a) **Race, Color, Creed, National Origin, Sex:** In accordance with Title VII of the Civil Rights Act, as amended, 42 USC § 2000e, and Federal transit laws at 49 USC § 5332, the CONTRACTOR agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 USC § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that

may in the future affect construction activities undertaken in the course of the Project. The CONTRACTOR agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the CONTRACTOR agrees to comply with any implementing requirements FTA may issue. (b) **Age:** In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 USC § 623 and Federal transit law at 49 USC § 5332, the CONTRACTOR agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the CONTRACTOR agrees to comply with any implementing requirements FTA may issue. (c) **Disabilities:** In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 USC § 12112, the CONTRACTOR agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the CONTRACTOR agrees to comply with any implementing requirements FTA may issue.

(3) The CONTRACTOR also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

q) **Transit Employee Protective Agreements.** (1) The CONTRACTOR agrees to comply with applicable transit employee protective requirements as follows:

(a) **General Transit Employee Protective Requirements:** To the extent that FTA determines that transit operations are involved, the CONTRACTOR agrees to carry out the transit operations work on the underlying contract in compliance with terms and conditions determined by the U.S. Secretary of Labor to be fair and equitable to protect the interests of employees employed under this Agreement and to meet the employee protective requirements of 49 USC A 5333(b), and U.S. DOL guidelines at 29 CFR Part 215, and any amendments thereto. These terms and conditions are identified in the letter of certification from the U.S. DOL to FTA applicable to YCIPTA's project from which Federal assistance is provided to support work on the underlying contract. The CONTRACTOR agrees to carry out that work in compliance with the conditions stated in that U.S. DOL letter. The requirements of this subsection (1), however, do not apply to any contract financed with Federal assistance provided by FTA either for projects for elderly

individuals and individuals with disabilities authorized by 49 USC § 5310(a)(2), or for projects for nonurbanized areas authorized by 49 USC § 5311. Alternate provisions for those projects are set forth in subsections (b) and (c) of this clause.

(b) Transit Employee Protective Requirements for Projects Authorized by 49 USC: § 5310(a)(2) for Elderly Individuals and Individuals with Disabilities: If the contract involves transit operations financed in whole or in part with Federal assistance authorized by 49 USC § 5310(a)(2), and if the U.S. Secretary of Transportation has determined or determines in the future that the employee protective requirements of 49 USC § 5333(b) are necessary or appropriate for the state and YCIPTA for which work is performed on the underlying contract, the CONTRACTOR agrees to carry out the Project in compliance with the terms and conditions determined by the U.S. Secretary of Labor to meet the requirements of 49 USC § 5333(b), U.S. DOL guidelines at 29 CFR Part 215, and any amendments thereto. These terms and conditions are identified in the U.S. DOL's letter of certification to FTA, the date of which is set forth Grant Agreement or Cooperative Agreement with the state. The CONTRACTOR agrees to perform transit operations in connection with the underlying contract in compliance with the conditions stated in that U.S. DOL letter.

(c) Transit Employee Protective Requirements for Projects Authorized by 49 USC: § 5311 in Nonurbanized Areas: If the contract involves transit operations financed in whole or in part with Federal assistance authorized by 49 USC § 5311, the CONTRACTOR agrees to comply with the terms and conditions of the Special Warranty for the Nonurbanized Area Program agreed to by the U.S. Secretaries of Transportation and Labor, dated May 31, 1979, and the procedures implemented by U.S. DOL or any revision thereto.

(2) The CONTRACTOR also agrees to include the any applicable requirements in each subcontract involving transit operations financed in whole or in part with Federal assistance provided by FTA.

r) **Disadvantaged Business Enterprise (DBE)**

(1) Policy: It is YCIPTA's policy and objective to promote and maintain a level playing field for DBE's in YCIPTA and Federal-aid contracts. It is YCIPTA's policy to ensure nondiscrimination in the award and administration of U.S. DOT assisted contracts based on the requirements of 49 CFR Parts 21 and 26.

(2) DBE Obligation: The CONTRACTOR agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard all contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to

ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. CONTRACTOR shall not discriminate on the basis of race, creed, color, national origin, age, or sex in the award of and performance of DOT assisted contracts.

- s) **State and Local Law Disclaimer.** CONTRACTOR shall keep itself informed of, comply with, and shall cause all of its agents, employees, suppliers and subcontractors of any tier to observe and comply with all applicable State and local laws, regulations, and policies, including, but not limited to, all applicable terms and conditions prescribed for third party contracts by the U. S. Department of Transportation (DOT) and the Federal Transit Administration (FTA). It is the CONTRACTOR's responsibility to know and to comply with all state laws and regulations and local ordinances relating to public works projects which in any manner affect those engaged or employed in the work, or the materials used in the work, or which in any way affect the conduct of the work. If Contractor discovers any discrepancy or inconsistency between the plans, drawings, specifications, or contract for the work and any law, ordinance, regulation, order or decree; the CONTRACTOR shall immediately provide written notice to YCIPTA.

- t) **Incorporation of Federal Transit Administration (FTA) Terms.** The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E, dated June 19, 2003, as amended, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The CONTRACTOR shall not perform any act, fail to perform any act, or refuse to comply with any YCIPTA requests, which would cause YCIPTA to be in violation of the FTA terms and conditions.

- u) **Drug and Alcohol Testing.** The CONTRACTOR agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 653 and 654, produce any documentation necessary to establish its compliance with Parts 653 and 654, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of Arizona, or YCIPTA to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 653 and 654 and review the testing process. The CONTRACTOR agrees further to certify annually its compliance with Parts 653 and 654 before February 15th of each year and to submit the Management Information System (MIS) reports before February 15th to YCIPTA's Transit Director. To certify compliance the CONTRACTOR shall use the "Substance Abuse Certifications" in the "Annual List of

Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

v) **Equal Employment Opportunity/Basic Requirements.** In connection with the execution of this Agreement, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

w) **Labor Provisions.** (1) **Overtime Requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of eight hours in any calendar day or in excess of forty hours in such work week unless such laborer or mechanic receives compensation at rate not less than one and one-half times the basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such work week, whichever is greater.

(2) **Violation; Liability for Unpaid Wages; Liquidated Damages.** In the event of any violation of the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5, the CONTRACTOR and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such district or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5 in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of eight hours or in excess of the standard of work week of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5.

(3) **Withholding for Unpaid Wages and Liquidated Damages.** DOT or YCIPTA shall upon its own action or upon written request of an authorized

representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the CONTRACTOR or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b) (2) of 29 CFR Section 5.5.

(4) Nonconstruction Grants. The CONTRACTOR or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, YCIPTA shall require the contracting officer to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the CONTRACTOR or subcontractor for inspection, copying, or transcription by authorized representatives of DOT and the Department of Labor, and the CONTRACTOR or subcontractor will permit representatives to interview employees during working hours on the job.

(5) Subcontracts. The CONTRACTOR or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (5) of this paragraph and also a clause requiring subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraph (1) through (5) of this paragraph.

- x) **Conflict of Interest**. No employee, officer, or agent of YCIPTA shall participate in selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, an organization which employs, or is about to employ, has a financial or other interest in the firm selected for award.

YCIPTA's officers, employees, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties of subagreements.

- y) **Breaches and Dispute Resolution.** All contracts in excess of \$100,000 shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. This may include provisions for bonding, penalties for late or inadequate performance, retained earnings, liquidated damages or other appropriate measures.

Disputes arising in the performance of this Agreement which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of YCIPTA. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the CONTRACTOR mails or otherwise furnishes a written appeal to the YCIPTA Transit Director. In connection with any such appeal, the CONTRACTOR shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of YCIPTA Transit Director shall be binding upon the CONTRACTOR and the CONTRACTOR shall abide by the decision.

Unless otherwise directed by YCIPTA, CONTRACTOR shall continue performance under this Agreement while matters in dispute are being resolved.

Claims for Damages - Should either party to the Agreement suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between YCIPTA and the CONTRACTOR arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which YCIPTA is located.

Rights and Remedies - The duties and obligations imposed by YCIPTA Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by YCIPTA, or CONTRACTOR shall constitute a waiver of any right or duty afforded any of them under the Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

EXHIBIT A

“GASOLINE AND DIESEL FUEL CARD-LOCK FUELING SERVICES” PROPOSALS PRICING SHEET

(COMPLETE AND RETURN WITH PROPOSAL)

We, _____ Company, declare that we have carefully examined this Request For Proposals and proposed to furnish products and/or services in full accordance with the terms and conditions specified herein. We hereby offer to provide YCIPTA with the specified fuel at the following differential cost above the weekly average of prices quoted for the Yuma, AZ market by the Oil Price Information Service (taxes excluded).

FOR FUEL PURCHASED LOCALLY

OPIS PRICE DIFFERENTIAL
(\$0.000 per gallon)

First Year July 1, 2024 to June 30, 2025

Type of Fuel	Opis	Freight	Markup	Total
Unleaded Fuel	_____	_____	_____	\$ _____
	(not less than 87 octane)			

Ultra Low Sulfur Diesel	_____	_____	_____	\$ _____
-------------------------	-------	-------	-------	----------

Second Year July 1, 2025 to June 30, 2026

Type of Fuel	Opis	Freight	Markup	Total
Unleaded Fuel	_____	_____	_____	\$ _____
	(not less than 87 octane)			

Ultra Low Sulfur Diesel	_____	_____	_____	\$ _____
-------------------------	-------	-------	-------	----------

Third Year July 1, 2026 to June 30, 2027

Type of Fuel	Opis	Freight	Markup	Total
Unleaded Fuel	_____	_____	_____	\$ _____
	(not less than 87 octane)			

Ultra Low Sulfur Diesel	_____	_____	_____	\$ _____
-------------------------	-------	-------	-------	----------

EXHIBIT A

**“GASOLINE AND DIESEL FUEL CARD-LOCK FUELING SERVICES”
PROPOSALS PRICING SHEET**

Signature _____

Printed Signature _____

Title _____

Date _____

EXHIBIT 'B'

"GASOLINE AND DIESEL FUEL CARD-LOCK FUELING SERVICES"

SIGNATURE PAGE

(COMPLETE AND RETURN WITH PROPOSAL)

The undersigned hereby proposes and agrees to furnish and deliver the goods or services as quoted in accordance with the terms, conditions, specifications, and prices herein quoted.

Proposal is subject to a payment discount of _____ % _____ days.
(Less than 15 days will be considered net.)

Date: _____

Firm Name: _____

Signed By: _____

Title: _____

Address: _____

Phone No. _____

Fax No. _____

Federal Tax ID No. _____

E-Mail Addresses: _____

EXHIBIT C

“GASOLINE AND DIESEL FUEL CARD-LOCK FUELING SERVICES”

DESIGNATION OF LOCAL POINT OF SALES

(COMPLETE AND RETURN WITH PROPOSAL)

Primary Local Point of Sales

All products and service to be supplied should be made available from at least one (1) facility located within a ten (10) mile radius of YCAT Bus Facility. The location of the primary local point of sale as follows:

Primary Location: _____
Street Address

Distance from 2715 East 14th Street (one way) _____

Additional Local Point of Sales

Other fuel dispensing sites in the local area eligible for use under this contract may be designed below. Designation of additional local points of sale is optional. If no additional local points of sales are available, please specify “NONE”

Additional Location

1 _____
Street Address, City, State

Additional Location

2 _____
Street Address, City, State

Additional Location

3 _____
Street Address, City, State

Please attach a separate sheet if more than three (3) additional locations are to be designated as Additional Local Points of Sale.

Non-Local Points of Sale

If the PROPOSER is a member of a sales network utilizing the card lock system cards issued to YCIPTA under this Agreement, additional fuel may be made from non-local points of sale.

Please designate one of the following options:

_____ Fuel purchase from non-local points of sales are available utilizing card-lock system cards through the following network (optional):

Network Names, Description of Area Served by Network

_____ Fuel purchased from non-local points of sales are not available to YCIPTA (optional - designating this alternative will not detract from possibility of contract award).

“GASOLINE AND DIESEL FUEL CARD-LOCK FUELING SERVICES”

**PERFORMANCE REFERENCES
(COMPLETE AND RETURN WITH PROPOSAL)**

Indicate below, or on a separate sheet, at least five (5) references from accounts similar in size. Be sure to include for each reference: an account name, contract person, telephone number, and how long you have had the account.

1. Account Name: _____
Address: _____
Contract Person/Title: _____
Phone Number: _____
Number of years servicing this account: _____

2. Account Name: _____
Address: _____
Contract Person/Title: _____
Phone Number: _____
Number of years servicing this account: _____

3. Account Name: _____
Address: _____
Contract Person/Title: _____
Phone Number: _____
Number of years servicing this account: _____

4. Account Name: _____
Address: _____
Contract Person/Title: _____
Phone Number: _____
Number of years servicing this account: _____

5. Account Name: _____
Address: _____
Contract Person/Title: _____
Phone Number: _____
Number of years servicing this account: _____

EXHIBIT 'E'

QUESTIONNAIRE AND REQUESTED INFORMATION

(YOUR RESPONSE MAY BE ON SEPARATE ATTACHMENT)

(COMPLETE AND RETURN WITH PROPOSAL)

1. Please describe the process for which initial fuel cards and replacement cards will be provided:

2. Please list the types of standard reports your company has to offer pertaining to card lock usage and attach a sample of each report.

3. Please provide a detailed description of the services available at each site; including the number of islands and the number of nozzles for each type currently at each island.

4. Please provide a sample invoice.

5. Indicate below the name of the person that will be responsible for administrating the contract, if awarded. Also include the person's title, telephone number, address and Internet E-Mail address.

* Attach additional pages if needed

EXHIBIT 'F'

Insurance Requirements Certification

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in conjunction with the performance of the work hereunder by the Contractor, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

- Insurance Services Office Commercial General Liability Coverage (occurrence Form CG0001).
- Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
- Workers' Compensation insurance as required by the State of Arizona (A.R.S. 23-901) and Employer's Liability Insurance.
- Errors and Omissions Liability insurance appropriate to the contractor's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

General Liability \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability \$1,000,000 per accident for bodily injury and property damage.

Employer's Liability \$1,000,000 per accident for bodily injury or disease.

Errors and Omissions Liability \$1,000,000 per occurrence.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by YCIPTA, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects YCIPTA, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to YCIPTA guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain or be endorsed to contain, the following provisions:

1. YCIPTA, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects YCIPTA, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by YCIPTA, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to YCIPTA.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under the Arizona Revised Statutes.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to YCIPTA.

Verification of Coverage

The contractor shall furnish YCIPTA with the original certificates and amendatory endorsements affecting coverage required by this clause. The endorsements should be on forms provided by YCIPTA or on other than YCIPTA's forms provided those endorsements conform to YCIPTA requirements. All certificates and endorsements are to be received and approved by YCIPTA before work commences. YCIPTA reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Indemnification

The contractor shall indemnify and hold harmless YCIPTA and its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of YCIPTA.

I hereby certify that I have received, reviewed, and agreed to abide by the insurance requirements herein.

Date: _____

Contractor: _____

By: _____

Signature

COLLUSION AFFIDAVIT FOR CONTRACTOR

STATE OF ARIZONA

COUNTY OF YUMA

_____ declares and says:

1. That he/she is the (owner, partner, representative, or agent) of _____, hereinafter referred to as (contractor) or (subcontractor).
2. That he/she is fully informed regarding the preparation and contents of this proposal for certain work in Yuma County, State of Arizona.
3. That his/her proposal is genuine, and is not collusive or a sham proposal.
4. That any of its officers, owners, agents, representatives, employees, or parties in interest, including this affiliate, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other CONTRACTOR, firm, or person to submit a collusive or sham proposal in connection with such contract, or to refrain to submitting a proposal in connection with such contract, or has in any manner, directly or indirectly, sought by unlawful agreement or connivance with any other CONTRACTOR, firm, or person to fix the price or prices in said proposal, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against YCIPTA, or any person interested in the proposed contract; and,
5. That the price or prices quoted in the proposal are fair and proper, and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the CONTRACTOR, or any of its agents, owners, representatives, employees, or parties in interest, including this affiliate.

I certify (or declare) under penalty of perjury, that the foregoing is true and correct.

Dated this _____ day of _____, 20____, at _____, Arizona.

Signed: _____

Title: _____

CERTIFICATION OF ELIGIBILITY (LABOR STANDARDS)

The _____ (Name of CONTRACTOR) hereby certifies that it is not included on the United States Comptroller General's Consolidated List of Persons or Firms currently Debarred for Violations of Various Public Agreements Incorporating Labor Standard Provisions.

Signed: _____

Title: _____

Date: _____

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT,
SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant _____ (Name of CONTRACTOR)
certified to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not, within a three year period preceding this proposal, been convicted, or had a civil judgment rendered against them for commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false Statements, or receiving stolen property;
- c. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for default.

If the primary participant is unable to certify to any of the Statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT, _____ (Name of CONTRACTOR) CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 USC SECTIONS 3801 ET SEQUA ARE APPLICABLE THERETO.

Signature of Authorized Official: _____ Title: _____

The undersigned chief legal counsel (or corporate secretary) for the _____ hereby certifies that the _____ has authority under State and local law to comply with the subject assurances and that the certification above has been legally made.

Signature of Attorney/Secretary: _____
_____ Date: _____

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, _____, hereby certify on behalf of _____,
that:

a. No Federal appropriated funds have been paid or will be paid, by on or behalf of the undersigned, to any person for influencing, or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL "Disclosure Form to Report Lobbying", in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants, loans, and cooperative agreements) which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made, or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, of 20 ____

Signature of Authorized Official: _____

Title of Authorized Official: _____

**CERTIFICATION DISADVANTAGED BUSINESS ENTERPRISE PROGRAM/
EQUAL EMPLOYMENT OPPORTUNITY**

CONTRACTOR: _____

1. CONTRACTOR overall DBE participation rate: _____

2. Names/Locations of DBEs contacted by CONTRACTOR:

3. Names/Locations of DBEs selected by CONTRACTOR:

4. CONTRACTOR work force breakdown by race and gender:

TOTAL EMPLOYEES (as of _____): _____

JOB CATEGORIES

EMPLOYEES

	Male				Female					
	Wht	Blk	Hsp	Asn	Nat	Wht	Blk	Hsp	Asn	Nat
Officials & Managers:										
Professional:										
Technical:										
Sales:										
Office/Clerical:										
Craftsmen:										
Laborers:										
Service:										

Note: The above DBE/EEO Affidavit is part of CONTRACTOR Proposal. Signing this Proposal, on the signature portion thereof, shall also constitute signature of this DBE/EEO Affidavit.

By: _____ Title: _____

Date: _____



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

March 16, 2024

Discussion and Action Item 2

To: Yuma County Intergovernmental Public Transportation Authority Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the update to the YCIPTA Title VI Plan.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors to approve the update to the Title VI Plan.

Background and Summary: The Federal Transit Administration requires that a recipient of federal funds have in place a Board approved Title VI Plan. The Title VI Plan is then uploaded into TrAMS (FTA recipient website). The Plan is required to be updated every three years.

The highlighted items in the Plan is what has been updated, they are as follows:

- Page 17 – Ridership statistics
- Page 19 – changed word from “does not” to “does”.
- Page 20 – Recent Title VI training date
- Page 22 – Updated Organizational Chart
-

Financial Impacts: N/A

Budgeted: N/A

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors to approved the updated Title VI Plan.

Legal Counsel Review: N/A

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

Attachments: YCIPTA Title VI Plan

For information regarding this agenda item, please contact Shelly Kreger via email to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for submission:



Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority

Title VI Implementation Plan



YCIPTA Executive Board Approved
July, 24, 2017

Updated February 26, 2024

1 Executive Summary | Title VI Implementation Plan

Contents

Executive Summary	3
Title VI Policy Statement	4
Title VI Notice to the Public.....	5
Title VI Notice to the Public -Spanish	6
Discrimination ADA/Title VI Complaint Procedures	7
Discrimination ADA/Title VI Complaint Form.....	10
Discrimination ADA/Title VI Investigations, Complaints, and Lawsuits.....	12
Public Participation Plan.....	13
Limited English Proficiency Plan	15
Non-elected Committees Membership Table	18
Monitoring for Subrecipient Title VI Compliance.....	19
Title VI Training.....	20
Title VI Equity Analysis.....	21
Fixed Route Transit Provider Analysis	23
Organizational Chart.....	27

Executive Summary

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) formed on December 13, 2010 by the Yuma County Board of Supervisors to administer, plan, operate and maintain public transit services throughout Yuma County, including within the political jurisdictional boundaries of the Cities of Yuma, San Luis, Somerton, Town on Wellton and the unincorporated Yuma County areas.

Yuma County Area Transit (YCAT) is the marketing name for the YCIPTA and the fixed route transit system. YCAT OnCall, formerly known as Greater Yuma Area Dial-A-Ride is the marketing name for the demand responsive transit system. YCAT began in 2002 as a rebranded effort from what was previously known as Valley Transit. Greater Yuma Area Dial-A-Ride began in 1998 and was the county’s first public transportation service.

The Yuma Metropolitan Planning Organization (YMPO) had been the administrator of public transit service in Yuma County since 1999 utilizing Federal Transit Administration (FTA) funding that has been available to the Yuma Urbanized Area since 1980 when the urbanized area exceeded 50,000 in population. As of July 2012, YCIPTA is now the administrator of YCAT.

YCAT operates eleven fixed routes, a vanpool program and a demand response service throughout the southwestern quadrant of Yuma County and portions of eastern Imperial County with limited service to El Centro. YCAT generally operates Monday-Friday from 5:50 am to approximately 7:30 pm with headways every 45 to 60 minutes and on Saturday from 9:15 am to 6:30 pm with headways every 60 to 120 minutes. There is no service on Sundays or major holidays at this time. These services are provided under an contractual arrangement with RATP Dev, USA.

RATP Dev is also the contractor for YCAT OnCall beginning July 1, 2018 and Commute with Enterprise operating YCAT Vanpool. A total of 38,208 revenue vehicles service hours are operated, this consists of an allocation of 36,000 hours to YCAT and 2,208 hours to YCAT OnCall. YCIPTA is projecting 35 vanpools will operate in FY 2023-2024.

YCAT operates 28 buses. 18 buses are powered by diesel and used on YCAT fixed routes. Ten small buses are powered by gasoline and used on YCAT OnCall and neighborhood YCAT routes. All buses are owned by YCIPTA and were purchased with FTA funding.

What type of program fund(s) did you apply for?

- 5310
- 5311
- Other (please explain)_____

Type of Funding Requests? (Select all that apply)

- Vehicle Funds
- Operating Funds
- Other (please explain)_____

Non Discrimination Policy Statement

The Yuma County Intergovernmental Public Transportation Authority policy assures full compliance with Title VI of the Civil Rights act of 1964, the Restoration Act of 1987, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any Yuma County Intergovernmental Public Transportation Authority sponsored program or activity. There is no distinction between the sources of funding.

Yuma County Intergovernmental Public Transportation Authority also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, Yuma County Intergovernmental Public Transportation Authority will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When Yuma County Intergovernmental Public Transportation Authority distributes Federal-aid funds to another entity/person, Yuma County Intergovernmental Public Transportation Authority will ensure all subrecipients fully comply Yuma County Intergovernmental Public Transportation Authority Title VI Nondiscrimination Program requirements. The YCIPTA Transit Director, Title VI Program Coordinator, will oversee and implement FTA Title VI requirements.



Shelly Kreger, Transit Director

Non Discrimination Notice to the Public

Notifying the Public of Rights Under Title VI and ADA Yuma County Intergovernmental Public Transportation Authority

The Yuma County Intergovernmental Public Transportation Authority operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Yuma County Intergovernmental Public Transportation Authority.

For more information on the Yuma County Intergovernmental Public Transportation Authority's civil rights program, and the procedures to file a complaint, contact Shelly Kreger, Transit Director at (928)539-7076 ext 101, email: or visit our administrative office at 2715 E. 14th St, Yuma, AZ 85365. For more information, visit www.yciptat.org.

A complainant may file a complaint directly with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **ADOT**: ATTN: Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact YCAT (928)539-7076. Para información en Español llame: YCAT (928)539-7076

Non Discrimination Notice to the Public - Spanish

Aviso Público Sobre los Derechos Bajo el Título VI Y ADA Yuma County Intergovernmental Public Transportation Authority

Yuma County Intergovernmental Public Transportation Authority (y sus subcontratistas, si cualquiera) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la Yuma County Intergovernmental Public Transportation Authority programa de derechos civiles, y los procedimientos para presentar una queja, contacte **Shelly Kreger, Transit Director at (928)539-7076 ext 101, (TTY 771)**; o visite nuestra oficina administrativa en 2715 E. 14th St, Yuma, AZ 85365. Para obtener más información, visite www.yciptatransit.org.

El puede presentar una queja directamente con Arizona Department of Transportation (ADOT) o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: ADOT: ATTN Title VI Program Manager 206 S. 17th Ave MD 155A Phoenix AZ, 85007 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

The above notice is posted in the following locations:

YCAT Office, 2715 E. 14th St., Yuma, AZ, 85365

All vehicles in fleet

YCAT/YCIPTA website www.yciptatransit.org or www.ycat.org.

At a minimum it must be posted online and in the public areas of the agency's/transit provider's office(s). This notice should also be posted at stations, stops, and on transit vehicles

This notice is posted online at www.yciptatransit.org or www.ycat.org.

Non Discrimination Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by Yuma County Intergovernmental Public Transportation Authority, including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted Yuma County Intergovernmental Public Transportation Authority will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the Yuma County Intergovernmental Public Transportation Authority or submitted to the State or Federal authority for guidance.

- (7) Yuma County Intergovernmental Public Transportation Authority will notify the ADOT Civil Rights Office of ALL Discrimination complaints within 72 hours via telephone at 602-712-8946; or email at civilrightsoffice@azdot.gov.
- (8) Yuma County Intergovernmental Public Transportation Authority has 10 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (10) A copy of either the closure letter or LOF must be also be submitted to ADOT within 72 hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with Yuma County Intergovernmental Public Transportation Authority decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT**: ATTN ADA/Title VI Program Coordinator 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: www.ycipta.org or www.ycat.org.

If information is needed in another language, contact YCAT office at (928)539-7076. Para información en Español llame: YCAT office at (928)539-7076

Discrimination Complaint Form

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section III:		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
<input type="checkbox"/> Disability		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section VI:		
Have you previously filed a Discrimination complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____
 Federal Court: _____ State Agency: _____
 State Court : _____ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI:

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below.

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Shelly Kreger, Transit Director (Title VI Coordinator)
Yuma County Intergovernmental Public Transportation Authority
2715 E. 14th St.
Yuma, AZ 85365
(928)539-7076 Ext. 101
skreger@ycipta.az.gov

A copy of this form can be found online at www.ycipt.org or www.ycat.org.

Discrimination Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

Yuma County Intergovernmental Public Transportation Authority has not had any ADA nor Title VI Discrimination complaints, investigations, or lawsuits.

*Yuma County
Intergovernmental
Public Transportation
Authority
Public Participation
Plan*



INTRODUCTION

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) formed on December 13, 2010 by the Yuma County Board of Supervisors to administer, plan, operate and maintain public transit services throughout Yuma County, including within the political jurisdictional boundaries of the Cities of Yuma, San Luis, Somerton, Town of Wellton and the unincorporated Yuma County areas. Service is also provided on the Cocopah and Fort Yuma Indian Reservations as well as eastern Imperial County, including the unincorporated community of Winterhaven and El Centro, California. As part of this transportation planning process, YCIPTA desires and requests citizen input on the work, projects, and products proposed and created by YCIPTA.

YCIPTA recognizes the importance and necessity of the public participation process.

The following groups govern the activities of YCIPTA:

Within the YCIPTA Board of Directors, there are nine Board Members that consist of City, County, Town, Indian Tribe and educational institutional administrators from the member entities that set the overall policy for the transit system. Each member entity receives one vote on the Board of Directors. When financial contributions are discussed, the Board of Directors has opted towards a weighted voting structure to ensure that members that pay more into the system have fair representation. The Board of Directors meets on the 4th Monday of each month at 1:30 pm at Yuma County Development Services Building inside Aldrich Hall.

All meetings of YCIPTA Board of Directors are open to the public. Members of the public may request time on the agenda of the YCIPTA Board of Directors to comment on specific subjects of interest to the Board Members. A minimum of two weeks advance notice should be given for requested agenda time. Additional subcommittees and working groups may be appointed at any time by YCIPTA Chair to address specific transportation- related topics or areas of interest to YCIPTA.

GOALS AND OBJECTIVES

The public participation process required by 23 CFR 450 should "... provide complete information, timely public notice, full public access to key decisions, and support early and continuing participation of the public in developing plans and Transportation Improvement Programs..."

YCIPTA is committed to the availability of timely, complete information; to the notification of and public access to the decision-making process; and to ongoing public participation throughout the transportation planning process including, but not limited to, the development of the Program of Projects, the Five Year Short Range Transit Plan, the Transportation Improvement Program, review of transit services, fares and operating perimeters and Federal Transit Administration (FTA) civil rights issues such as Title VI, Disadvantage Business Enterprise (DBE), Equal

Opportunity Program (EEO) and Americans With Disabilities Act (ADA) and the Public Participation Process. Through this Public Participation Process, YCIPTA aims to identify methods for obtaining public input and encouraging public participation in the transportation planning process.

STAKEHOLDERS AND PUBLIC GROUPS

YCIPTA has identified the following groups and individuals as those having potential interest in public input and participation opportunities:

- ☐ Neighborhood organizations;
- ☐ Homeowner associations;
- ☐ Chamber of Commerce and other business groups;
- ☐ Groups representing travel modes - transit, bicycle, pedestrian, freight;
- ☐ Advocacy groups for the disadvantaged and/or minority groups;
- ☐ Media – newspapers, television, radio;
- ☐ Governmental agencies;
- ☐ Educational Institutions (school districts, community colleges, private schools, State universities);
- ☐ Organizations or individuals who have been notified of public hearings for major projects, or organizations and individuals who have submitted written comments relating to public hearings for major projects, service changes and plans. These individuals and organizations would remain on the mailing list as long as the major project is under development.

INFORMATION ACCESS

All planning and programming information of YCIPTA is available for public review. The information can be viewed at the YCIPTA Bus Facility, 2715 East 14th Street, Yuma, AZ 85365. Additional information will also be posted online at www.yciptaz.gov.

OUTREACH TECHNIQUES

Information about all YCIPTA meetings will be added to the existing Public Meeting Calendar that is produced weekly and that is distributed to local newspapers (Yuma Sun, San Luis News, El Noticia and Imperial Valley Press, as well as local radio stations in Yuma and El Centro, and is placed on YCIPTA's website. In addition, the agenda for the meetings will be posted in YCIPTA Bus Facility, each member agency posting boards and on the website, www.yciptaz.gov, a minimum of twenty-four hours prior to the meetings.

Meeting information will also be included in the YCIPTA's newsletter, Cat Tales, as appropriate. This newsletter is published quarterly and distributed to transit passengers. Regular meetings, as well as special activities related to transit planning, Title VI and project development would be included.

Press releases to area newspapers, television stations, and radio stations will also be used to notify citizens of upcoming activities of YCIPTA.

YCIPTA maintains an active participation in the local government access cable channel. Programs describing the activities of YCIPTA will be included in the programming.

YCIPTA's website, www.ycipta.az.gov, will be used to provide information about YCIPTA activities including information about the development of the Program of Projects, the Five Year Short Range Transit Plan, the Transportation Improvement Program and Federal Transit Administration (FTA) civil rights documents such as Title VI and others. YCIPTA representatives will be listed along with contact information.

Formal notices for public input meetings are published in the Yuma Sun.

INPUT MECHANISMS

YCIPTA accepts input and comments from the public through a variety of means:

- a) YCIPTA's website at www.ycat.az.gov or www.ycipta.az.gov.
- b) By mail to 2715 East 14th Street, Yuma, AZ 85365.
- c) By emailing to skreger@ycipta.az.gov.
- d) By faxing a request or letter to 928-783-0309.

Comment forms can also be obtained at www.ycat.az.gov or www.ycipta.az.gov, by calling 928-783-2235, ext 101 to have one mailed, by emailing a request to skreger@ycipta.az.gov or by faxing to 928-783-0309.

The public may submit comments to their respective YCIPTA Board of Directors members or direct to the Board itself. Comments on YCIPTA services, plans, reports, and programs may be made at public input meetings. YCIPTA ensures that all public input meeting locations are accessible in accordance with the Americans with Disabilities Act (ADA).

Members of the public, or a representative of a group, with expressed comments on a particular topic may request of YCIPTA Chairman an appointment to serve as a citizen representative on an appropriate subcommittee if one is activated.

Interested members of the public will be able to offer input to the committees at a public forum element of each agenda.

YCIPTA will consider and respond to all public input received during the planning and program development processes. If significant written or oral comments are received on transit services, FTA civil rights or plans, a summary, analysis, and report on the disposition of the comments will be made a part of the conclusion of the public participation process.

SCHEDULE

Notification and announcement of all upcoming public input meetings are made approximately 30 days in advance of the scheduled meeting through the methods described in the Outreach Techniques section of this plan. Legal notice of a scheduled public input meeting is published in the Yuma Sun approximately 30 days prior to the meeting.

Regularly scheduled public input meetings occur on an as needed basis based on specific subject matter such as the development of the Program of Projects, the Five Year Short Range Transit Plan, the Transportation Improvement Program, review of transit services, fares and operating perimeters and Federal Transit Administration (FTA) civil rights issues such as Title VI, Disadvantage Business Enterprise (DBE), Equal Opportunity Program (EEO) and Americans With Disabilities Act (ADA). Other public input meetings are held throughout the year, as necessary.

Updates and revisions to YCIPTA's Public Participation Plan require a 45-day comment period. YCIPTA Board of Directors will approve this document following the completion of the public comment period.

EVALUATION

YCIPTA will review this Public Participation Plan periodically in order to monitor the effectiveness of the procedures outlined in this document. Following evaluation of the outputs and outcomes of the Public Participation Plan, YCIPTA may revise these methods to incorporate new and innovative ways to involve the public in the transportation decision-making process.

CONTACT INFORMATION

YCIPTA believes firmly in the essential role of the public in the transportation planning process, welcoming any and all comments from citizens or groups concerning transportation issues.

YCIPTA may be contacted at the following:

Yuma County Intergovernmental Public Transportation Authority
2715 East 14th Street

Yuma, AZ 85365

Phone: (928) 783-2235

Fax: (928) 783-0309

Website: <http://www.ycipta.az.gov>

Yuma County Intergovernmental Public Transportation Authority is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, Yuma County Intergovernmental Public Transportation Authority made the following community outreach efforts:

- YCIPTA Executive Board Meeting – 4th Thursday of each month.
- Public Hearings held during board meeting regarding annual budget – yearly
- Public Hearings held during board meetings regarding grant applications – yearly
- Public Hearing notices in the Yuma Sun as needed as well as community outreach through interviews and PSA. – as needed.
- Chamber of Commerce transportation committee meeting on a monthly basis
- Public Hearings regarding Fare or Route changes as needed.
- Work with Chambers of Commerce, Catholic Charities, Goodwill, DES and others to provide transit passes for special events such as Job Fairs, employment events, job interviews, job training, and educational events.
- Attendance at quarterly Mobility management meetings
- City council meeting when transit issues are being discussed as part of the agenda.
- Attend Yuma Metropolitan Planning Organization meetings

In the upcoming year Yuma County Intergovernmental Public Transportation Authority will make the following community outreach efforts:

- YCIPTA Executive Board Meeting – 4th Thursday of each month.
- Public Hearings held during board meeting regarding annual budget – yearly
- Public Hearings held during board meetings regarding grant applications – yearly
- Public Hearing notices in the Yuma Sun as needed as well as community outreach through interviews and PSA – as needed
- Chamber of Commerce transportation committee meeting on a monthly basis
- Public Hearings regarding Fare or Route changes as needed.
- Work with Chambers of Commerce, Catholic Charities, Goodwill, DES and others to provide transit passes for special events such as Job Fairs, employment events, job interviews, job training, and educational events.
- Attendance at quarterly Mobility management meetings
- City council meeting when transit issues are being discussed as part of the agenda.
- Attend Yuma Metropolitan Planning Organization meetings

Yuma County Intergovernmental Public Transportation Authority

Limited English Proficiency Plan

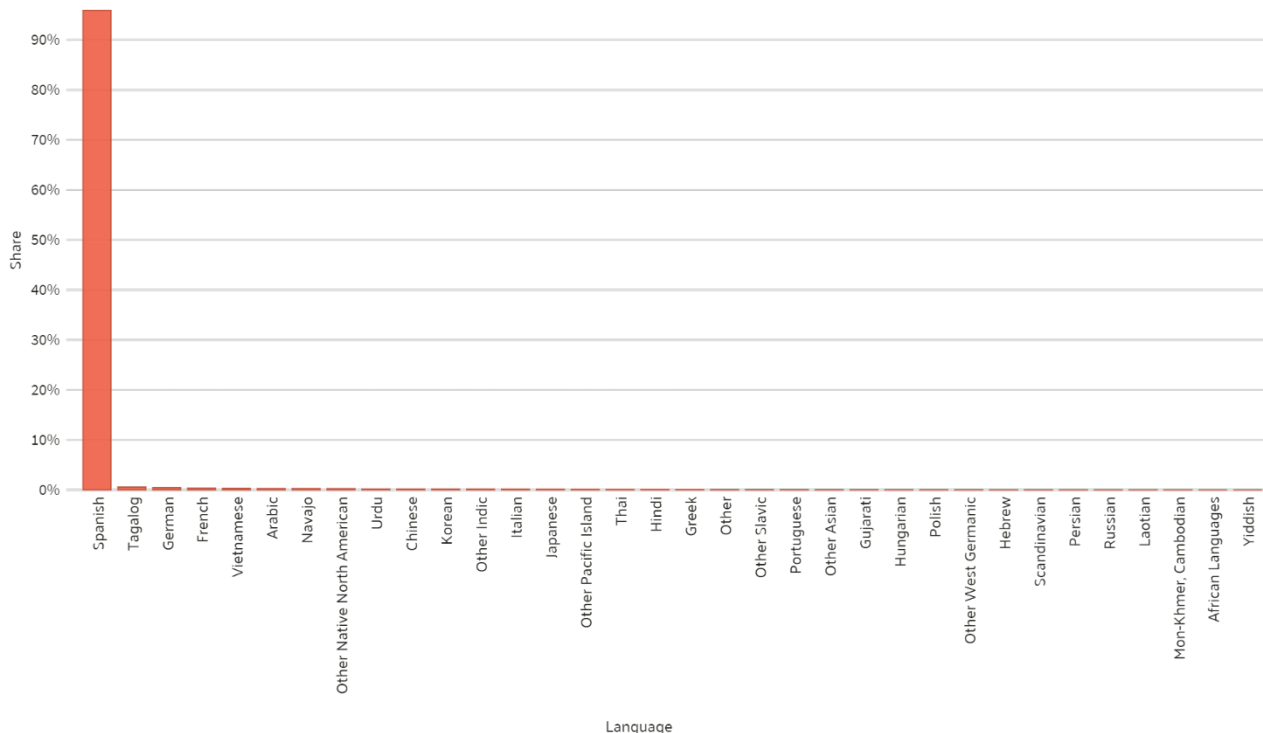


Yuma County Intergovernmental Public Transportation Authority has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to Yuma County Intergovernmental Public Transportation Authority services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the Yuma County Intergovernmental Public Transportation Authority’s extent of obligation to provide LEP services, the Yuma County Intergovernmental Public Transportation Authority undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the Yuma County Intergovernmental Public Transportation Authority service area who may be served or likely to encounter by Yuma County Intergovernmental Public Transportation Authority program, activities, or services;

Non-English Speakers in Yuma County, Az



Dataset: ACS 5-year Estimate
Source: Census Bureau

DATAUSA:

- 2) The frequency with which LEP individuals come in contact with a Yuma County Intergovernmental Public Transportation Authority services;

Ridership statistics across all Yuma County Area Transit services from July 1, 2022 – June 30, 2023 indicated a monthly average ridership of 29,271 and Saturday average of 2,641.

- 3) The nature and importance of the program, activities or services provided by the Yuma County Intergovernmental Public Transportation Authority to the LEP population; and

As an agency providing public transportation for the City of Yuma, Somerton, San Luis, Ton of Wellton, Cocopah Indian Tribe, Quechan Indian Tribe, Yuma County, and El Centro, CA , Yuma County Intergovernmental Public Transportation Authority participates heavily in public community outreach and strives to meet the needs of its client base to make sure that all segments of the population, including LEP persons, have the opportunity to be provided public transit.

Transit-related information is available in Spanish and posted on all buses. This information includes fares and policies and where to obtain YCAT passes and YCAT schedules if drivers do not have any, and courtesy rules for riding the bus.

Denial or delay of access to services or information provided by YCAT would not have life-threatening implications for a LEP individual. It is also believed that denial or delay of access to services or information provided by YCAT would not have serious implications on an LEP individual, in comparison to services such as health, emergency transportation, water, sewer, fire protection, police protection and other emergency services provided by other local governments or organizations.

- 4) The resources available to Yuma County Intergovernmental Public Transportation Authority and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

U.S. Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources may choose not to develop a written LEP plan.

A statement in Spanish will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

Safe Harbor Provision

Yuma County Intergovernmental Public Transportation Authority complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice
- (2) Complaint Procedures
- (3) Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital Documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings**

Non-elected Committees Membership Table

A subrecipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%

- X Yuma County Intergovernmental Public Transportation Authority does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

Monitoring for Subrecipient Title VI Compliance

X Yuma County Intergovernmental Public Transportation Authority **does** monitor subrecipients for Title VI compliance.

Title VI Training

LEP Training and Implementation by YCIPTA Staff

When a new hire starts employment with YCIPTA or its contractor, the LEP policy adopted by the YCIPTA Board of Directors will be provided to the new employee to help understand of the importance to outreach to and communication with limited-English speaking persons.

As new policies/procedures are developed, or existing policies/procedures are amended, these new documents are distributed to affected employees through various methods, including but not limited to paper distribution, electronic documents, postings in employee break rooms, and scheduled group or individual training sessions.

Vehicle operators, who are the most direct point of contact for LEP persons, have several methods to respond to an LEP individual. In many instances, LEP individuals are accompanied by a companion who speaks English and can translate for the customer. In addition, some vehicle operators are bilingual. If vehicle operators are not bilingual, they are instructed to ask for assistance from a bilingual passenger. In the few cases where there is no one on the bus who can offer language assistance, the vehicle operator contacts a dispatcher. Most of YCIPTA dispatchers speak Spanish, and they are available to assist vehicle operators in translating for their customers.

Title VI training has been done in several ways. The most common way is through ADOT sponsored training sessions that are given in conjunction with state conferences, such as AzTA Annual conference, or scheduled training that takes place in the various regions that have transit operations as subrecipients to FTA funds through ADOT. Additionally, the various COGs or MPO's will provide training, with ADOT, in their regions, that complements the training provided by ADOT.

The most recent training was in January 11, 2024 via virtual training with ADOT. Attending was the assistant to the Title VI coordinator and the Title VI coordinator. As a subrecipient of FTA 5311, this session was required for us to continue to receive those funds. During the session, the new template was introduced and new staff at the Civil Rights office for ADOT were also introduced.

All required training for Title VI and 5311 Grants will be attended by the following:

- 1) Title VI Coordinator or the Assistant to the Title VI Coordinator
- 2) Operations Manager
- 3) Additional staff as required.

Currently, we are not aware of any additional training that is upcoming. We will attend any training that is scheduled by ADOT or YMPO (Our regional planning organization) in regard to Title VI or 5311 Grant processes and procedures.

Title VI Equity Analysis

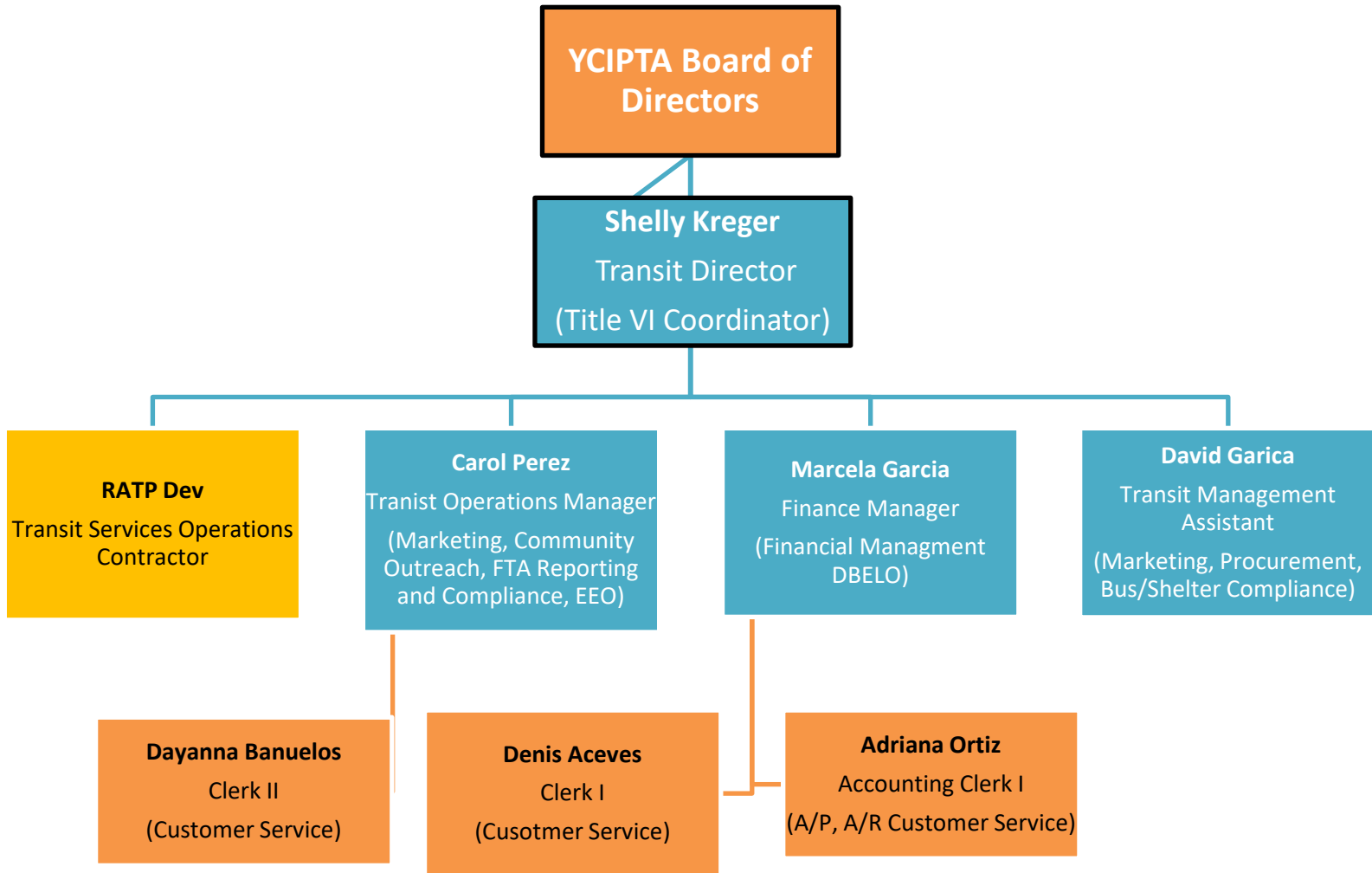
A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. “Facilities” in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.

Yuma County Intergovernmental Public Transportation Authority is anticipating plans to develop new transit facility covered by these requirements.

FY 2023-2024 Organizational Chart





Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.yciptaz.gov

March 16, 2024

Discussion and Action Item 3

To: Yuma County Intergovernmental Public Transportation Authority Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the increase and redistribution in Member Entity Dues for FY2024-2025.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve the increase and redistribution in Member Entity Dues for FY2024-2025.

Background and Summary: Staff is requesting Board approval on the increase in member entity dues for FY2024-2025. There are two reasons that this request is being made. First is the decrease in Arizona Western College's contribution. Dues decreased from \$133,880.54 to \$78,210, resulting in a loss of match of \$59,687.96. The second being the increase of 3% of the yearly dues.

The deficit (5.49%= \$59,687.96) was distributed among the remaining entities according to their current distribution percentage rates and then added the percentage of the AWC contribution. Leaving AWC contributing a flat rate. The new percentages are listed in the third column.

The 3% increase in the annual dues was calculated before the addition of the deficit from AWC.

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

Governmental Entity	Current Amount of Annual Contributions	New distribution %	New dues for FY24/25 (3% inc)	Deficit distribution of AWC if they pay only the match	New dues for FY24/25
Yuma County	\$276,413.00	29.99%	\$284,705.39	\$ 17,900.42	\$ 302,605.81
City of Yuma	\$356,754.01	38.70%	\$367,456.63	\$ 23,099.24	\$ 390,555.87
Town of Wellton	\$25,862.89	2.81%	\$26,638.77	\$ 1,677.23	\$ 28,316.00
City of San Luis	\$125,886.00	13.66%	\$129,662.58	\$ 8,153.38	\$ 137,815.96
City of Somerton	\$53,368.61	5.79%	\$54,969.67	\$ 3,455.93	\$ 58,425.60
Quechan Indian Tribe	\$10,269.17	1.11%	\$10,577.24	\$ 662.54	\$ 11,239.78
Cocopah Indian Tribe	\$73,189.87	7.94%	\$75,385.57	\$ 4,739.22	\$ 80,124.79
AWC	\$133,880.54		\$78,210.00		\$ 78,210.00
			\$1,027,605.86	\$ 59,687.96	\$ 1,087,293.82
Total	\$1,055,624.09	100.000%	\$ 1,087,292.82		\$ 1.00
		100%	\$ 1,027,604.86	\$ 59,687.96	Deficit
		0.00%	\$ 59,687.96		

Current dues

Governmental Entity			Current Amount of Annual Contributions FY23-24
Yuma County	\$263,250.48	26.18%	\$276,413.00
City of Yuma	\$339,765.72	33.80%	\$356,754.01
Town of Wellton	\$24,631.32	2.45%	\$25,862.89
City of San Luis	\$119,891.43	11.93%	\$125,886.00
City of Somerton	\$50,827.25	5.06%	\$53,368.61
Quechan Indian Tribe	\$9,780.16	0.97%	\$10,269.17
Cocopah Indian Tribe	\$69,704.64	6.93%	\$73,189.87
AWC	\$127,505.28	12.68%	\$133,880.54
Total	\$1,005,356.28	100.000%	\$1,055,624.09

Financial Impacts: Total increase of member entity dues of \$31,668.73 from FY2024, with a redistribution of \$59,687.96.

Budgeted: N/A

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors to approve the increase and redistribution in Member Entity Dues for FY2024-2025.

Legal Counsel Review: N/A

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
 Ian McGaughy – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
 Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
 Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
 Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

Attachments: N/A

For information regarding this agenda item, please contact Shelly Kreger via email to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for submission:



Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

March 16, 2024

Discussion and Action Item 4

To: Yuma County Intergovernmental Public Transportation Authority Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the YCIPTA Shelter and Bus Advertising Media Kit.

Requested Action: N/A

Background and Summary: Progress is being made on the advertising on shelters, at this time Cocopah Casino and Yuma Investment Group are advertising and a contract was just signed with AZDES for 18 shelters.

The media kit is now completed and attached for your review. Also attached is the current locations and ad placements.

Staff met to discuss either the possibility of hiring a part-time staff member to go out and meet with prospective companies/organizations to sell ad space. One of our Office Clerks, Dayanna Banuelos has expressed the interest in doing more than just customer service. After speaking with my management team, we decided to see if she was interested in giving this a try. She was excited with the opportunity and Carol will begin the training and mentoring next week. Dayanna has already been compiling an email listing to distribute the media kits.

Financial Impacts: TBD

Budgeted: N/A

Recommended Motion: N/A

Legal Counsel Review: N/A

Attachments: YCIPTA Media Kit and current shelter location/ad placements

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

For information regarding this agenda item, please contact Shelly Kreger via email to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for submission:



Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Ian McGaughey – Chairman – Yuma County, Matias Rosales – Vice Chairman – City of San Luis
Brian Golding, Sr.- Sec/Treas - Quechan Tribe Jay Simonton - City of Yuma,
Ross Poppenberger – Arizona Western College, Vacant – Cocopah Tribe,
Richard Marsh – Town of Wellton, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director



Transit Advertising





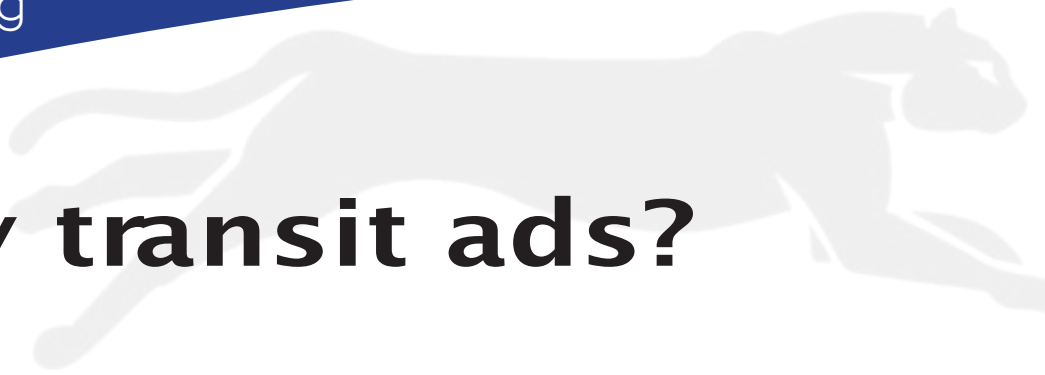
About YCAT

YCAT operates seven fixed routes and a demand-responsive service throughout the southwestern quadrant of Yuma County. YCAT operates Monday– Saturday from 6:00 am to approximately 6:00 pm with headways every 65 minutes. There is no service on Sundays or major holidays which include New Year’s Day, Dr. Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Buses travel along US Highway 95, Business Loop 8, and State Route 195 as well as through City streets in Yuma, Somerton, San Luis, and the Town of Wellton. Buses have stops located in high-traffic areas such as malls, schools, and other employment and retail areas.

34,900 revenue vehicle service hours operate on an annual basis.

Last year in 2023, YCAT carried 390,000 passengers with an average daily passenger count of 1,287.



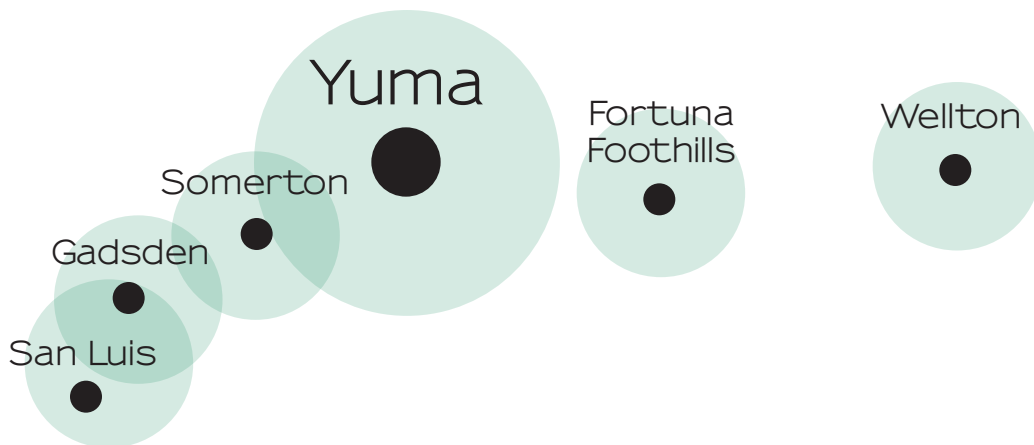
Why transit ads?

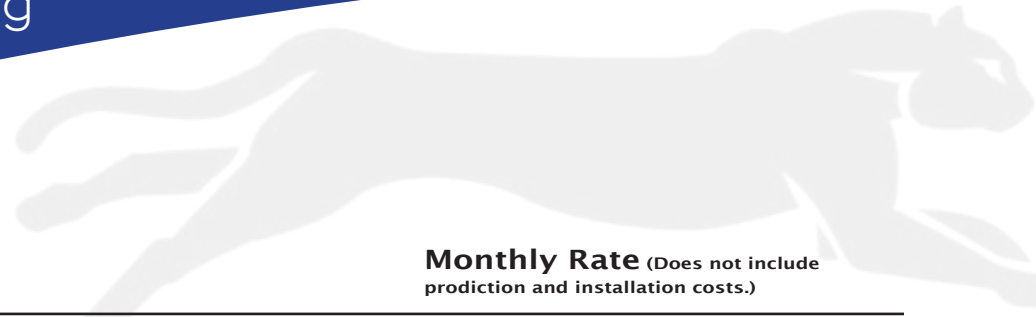
They are cost-effective compared to TV, radio, newspaper or billboards.

Transit advertisements are also known as billboards on wheels that can be seen throughout the city by pedestrians and vehicle drivers.

No other advertising technique can give you this amount of exposure at this price.

YCAT Service Area:





Arboc

Location

Monthly Rate (Does not include production and installation costs.)

- | | |
|---|-------------|
| 1. FULL BUS WRAP (ONE SIDE) | \$ 1,200.00 |
| 88 1/2" HEIGHT X 35 FT WIDTH | |
| 2. SUPER KING BUS WRAP (DRIVER SIDE) | \$ 650.00 |
| 88 1/2" HEIGHT X 160" WIDTH | |
| 3. SUPER QUEEN BUS WRAP (PASSENGER SIDE) | \$ 650.00 |
| 88 1/2" HEIGHT X 110" WIDTH | |
| 4. SUPER KING AD PANEL | \$ 350.00 |
| 48" HEIGHT X 160" WIDTH | |
| 5. SUPER QUEEN AD PANEL | \$ 300.00 |
| 48" HEIGHT X 110" WIDTH | |
| 6. WINDOWS (PASSENGER OR DRIVER'S SIDE) | \$ 700.00 |
| 37 3/4" HEIGHT X 288 1/2" WIDTH | |
| 7. TAILLIGHT BUS PANEL | \$ 350.00 |
| 32 1/4" HEIGHT X 82 1/4" WIDTH | |



1. FULL BUS WRAP (ONE SIDE)



2. SUPER KING BUS WRAP (DRIVER SIDE)



3. SUPER QUEEN BUS WRAP (PASSENGER SIDE)



4. SUPER KING AD PANEL



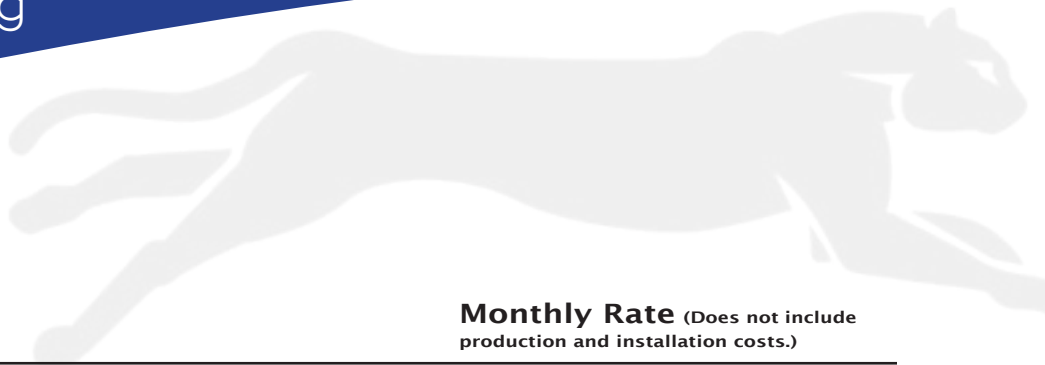
5. SUPER QUEEN AD PANEL



6. WINDOWS (PASSENGER OR DRIVER'S SIDE)



7. TAILLIGHT BUS PANEL



Gillig

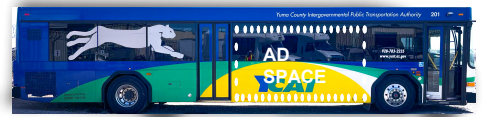
Location

Monthly Rate (Does not include production and installation costs.)

- | | |
|--|-------------|
| 1. FULL BUS WRAP (ONE SIDE) | \$ 1,200.00 |
| 100" HEIGHT X 42 FT WIDTH | |
| 2. SUPER KING BUS WRAP (DRIVER SIDE) | \$ 650.00 |
| 100" HEIGHT X 230" WIDTH | |
| 3. SUPER QUEEN BUS WRAP (PASSENGER SIDE) | \$ 650.00 |
| 100" HEIGHT X 145" WIDTH | |
| 4. SUPER KING AD PANEL | \$ 350.00 |
| 43" HEIGHT X 230" WIDTH | |
| 5. SUPER QUEEN AD PANEL | \$ 300.00 |
| 43" HEIGHT X 145" WIDTH | |
| 6. FULL WINDOW ADVERTISING (PASSENGER OR DRIVER'S SIDE) | \$ 700.00 |
| 40" HEIGHT X 28 FT WIDTH | |
| 7. TAILLIGHT AD PANEL | \$ 350.00 |
| 34" HEIGHT X 84" WIDTH | |



2. SUPER KING BUS WRAP (DRIVER SIDE)



3. SUPER QUEEN BUS WRAP (PASSENGER SIDE)



4. SUPER KING AD PANEL



5. SUPER QUEEN AD PANEL



6. FULL WINDOW ADVERTISING (PASSENGER OR DRIVER'S SIDE)



7. FULL BACK TAIL WRAP



8. TAILLIGHT AD PANEL



Paratransit

Location	Monthly Rate (Does not include production and installation costs.)
1. FULL BUS WRAP (ONE SIDE) 100" HEIGHT X 250" WIDTH	\$ 600.00
2. WINDOWS (PASSENGER OR DRIVER'S SIDE)	\$ 300.00
3. KING BUS PANEL (DRIVER SIDE) 25" HEIGHT X 55" WIDTH	\$ 150.00
4. QUEEN BUS PANEL (PASSENGER SIDE) 25" HEIGHT X 50" WIDTH	\$ 150.00
5. TAILLIGHT FULL WRAP	\$ 400.00
6. TAILLIGHT PANEL #1 21" HEIGHT X 63" WIDTH	\$ 200.00
7. TAILLIGHT PANEL #2 36" HEIGHT X 68" WIDTH	\$ 250.00



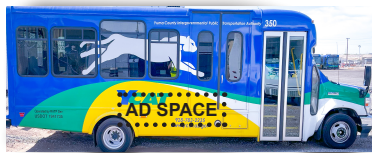
1. FULL BUS WRAP (ONE SIDE)



2. WINDOWS (PASSENGER OR DRIVER'S SIDE)



3. KING BUS PANEL (DRIVER SIDE)



4. QUEEN BUS PANEL (PASSENGER SIDE)



5. TAILLIGHT FULL WRAP



6. TAILLIGHT PANEL #1



7. TAILLIGHT PANEL #2



Interior Bus Advertising

- 11"x17" laminated sheet full color, design and installation cost included.
- 1,287 riders per day 6 days a week

Monthly Rate

-
1. Two ads per bus on a total of 17 buses..... \$475
 2. Two ads per bus on a total of 17 buses..... \$575
with interchangeable ads every 15 days



Bus Stop / Shelters

Rate (per month)

- 1. ONE SHELTER WITH INTERCHANGEABLE ADS (47" WIDE x 69" HIGH)\$ 600.00
- 2. ONE SHELTER WITH INTERCHANGEABLE ADS (18"WIDE x 64" HIGH)\$ 300.00

SET UP AND REMOVAL FEES ARE NOT INCLUDED. THIS APPLIES TO ALL SIZES.

Shelter Locations

Yuma

- Castle Dome Ave at Yuma Palms Parkway
- 12th St at Harkins Theater
- 4th Ave at 17th St
- 24th St at 6th Ave
- 24th St at Ave A
- 26th St at 23rd Ave Walmart Ave B (West)
- 26th St at 23rd Ave Walmart Ave B (Middle)
- 26th St at 23rd Ave Walmart Ave B (East)
- 24th St at YRMC ER Entrance
- 24th St at 8th Ave
- Yuma International Airport at Baggage Claim
- Pacific Ave at Palo Verde St
- AWC, NAU, UA at Parking Lot
- 24th St at Yuma Education Consortium Yard
- 24th St at Desert Mesa Elem/Ave 7 1/2E
- 23rd Ave at 28th St
- 21st Dr at Yuma Co Library District (South)
- 21st Dr at Yuma Co Library District (North)
- Pacific Ave at Palo Verde St
- 16th St at 31st Dr
- 1st Ave at 3rd St/City Hall
- 16th St at Arizona Ave
- 24th St at Yuma Community Food Bank
- 4th Ave at 16th Street

Wellton

- Arizona Ave at William St
- Los Angeles St at Fresno St
- Los Angeles St at William St
- Arizona Ave at William St

Cocopah Reservations (East, West & North)

- Cocopah Casino Main Entrance (South)
- Cocopah Casino Main Entrance (North)
- Chapay St at Quail Run Lp
- Cottonwood Park Lp at Head Start School
- Veterans Dr at Veterans Wy
- Centre Ave at Steamboat St
- Centre Avenue Across Kwapa Apartments

Somerton

- Main St at Columbia Ave
- Main St at State Ave
- Main St at Cesar Chavez
- Main St at Bingham Ave

Gadsden

- Main St at 4th Ave
- Main St at 5th Ave

San Luis

- Main St at Juan Sanchez
- Juan Sanchez Blvd at 8th Ave
- Ave F at Los Olivos Dr
- Williams Brook Ave at B St
- Williams Brook Ave at B St



1. ONE SHELTER WITH INTERCHANGEABLE ADS
47" WIDE x 69" HIGH



2. ONE SHELTER WITH INTERCHANGEABLE ADS
18"WIDE x 64" HIGH

Stop	Location	Area	Direction of Travel	Coordinates	Size	Space A (Trail)	Space B (Lead)	Space C (Trail)	Space D (Lead)
1	Castle Dome Ave at Yuma Palms Parkway	Yuma	North	P93V+M3 Yuma, Arizona	69" x 47"				
1-B	Castle Dome Ave at Yuma Palms Parkway				69" x 47"		Cocopah Casino		
2	12th St at Harkins Theater	Yuma	East	P94X+77 Yuma, Arizona	64" x 18"				
2-B	12th St at Harkins Theater				64" x 18"			DES	
2-C	12th St at Harkins Theater				64" x 18"				
2-D	12th St at Harkins Theater				64" x 18"				Cocopah Casino
24	4th Ave at 17th St	Yuma	South	M9XG+53 Yuma, Arizona	64" x 18"				
24-B	4th Ave at 17th St				64" x 18"				
24-C	4th Ave at 17th St				64" x 18"				
24-D	4th Ave at 17th St				64" x 18"				
28	24th St at 6th Ave	Yuma	West	M9MC+JXC Yuma, Arizona	69" x 47"	Cocopah Casino			
28-B	24th St at 6th Ave				69" x 47"		City of Yuma		
28-C	24th St at 6th Ave				64" x 18"				
28-D	24th St at 6th Ave				64" x 18"				
30	24th St at Ave A	Yuma	West	M9M8+J9G Yuma, Arizona	69" x 47"	City of Yuma			
30-B	24th St at Ave A				69" x 47"		Cocopah Casino		
30-C	24th St at Ave A				64" x 18"				
30-D	24th St at Ave A				64" x 18"				
34	26th St at 23rd Ave Walmart Ave B (West)	Yuma	West	M9J3+54F Yuma, Arizona	69" x 47"				
34-B	26th St at 23rd Ave Walmart Ave B (West)				69" x 47"				
34-C	26th St at 23rd Ave Walmart Ave B (West)				64" x 18"			DES	
34-D	26th St at 23rd Ave Walmart Ave B (West)				64" x 18"				
34-2	26th St at 23rd Ave Walmart Ave B (Middle)	Yuma	West		69" x 47"				
34-2-B	26th St at 23rd Ave Walmart Ave B (Middle)				69" x 47"				
34-2-C	26th St at 23rd Ave Walmart Ave B (Middle)				64" x 18"				
34-2-D	26th St at 23rd Ave Walmart Ave B (Middle)				64" x 18"				
34-3	26th St at 23rd Ave Walmart Ave B (East)	Yuma	West		69" x 47"				
34-3-B	26th St at 23rd Ave Walmart Ave B (East)				69" x 47"		Cocopah Casino		
34-3-C	26th St at 23rd Ave Walmart Ave B (East)				64" x 18"				
34-3-D	26th St at 23rd Ave Walmart Ave B (East)				64" x 18"				
38	24th St at YRMC ER Entrance	Yuma	East	M9M7+GM Yuma, Arizona	69" x 47"	Cocopah Casino			
38-B	24th St at YRMC ER Entrance				69" x 47"		Yuma Investment Group		
40	24th St at 8th Ave	Yuma	East	M9MC+HM4, Yuma, AZ	69" x 47"	Cocopah Casino			
40-B	24th St at 8th Ave				69" x 47"		City of Yuma		
40-C	24th St at 8th Ave				64" x 18"				
40-D	24th St at 8th Ave				64" x 18"				DES
48	Yuma International Airport at Baggage Claim	Yuma	East	MC92+CM5, Yuma, AZ	64" x 18"				
48-B	Yuma International Airport at Baggage Claim				64" x 18"		DES		
48-C	Yuma International Airport at Baggage Claim				64" x 18"				
48-D	Yuma International Airport at Baggage Claim				64" x 18"				Cocopah Casino
50	Pacific Ave at Palo Verde St	Yuma	North	MCG2+QG Yuma, Arizona	69" x 47"				
50-B	Pacific Ave at Palo Verde St				69" x 47"				
50-C	Pacific Ave at Palo Verde St				64" x 18"				
50-D	Pacific Ave at Palo Verde St				64" x 18"				DES
68	AWC, NAU, UA at Parking Lot	Yuma	West	MGP3+WJ Yuma, Arizona	64" x 18"				
68-B	AWC, NAU, UA at Parking Lot				64" x 18"				
68-C	AWC, NAU, UA at Parking Lot				64" x 18"				Cocopah Casino
68-2	AWC, NAU, UA at Parking Lot	Yuma	West		64" x 18"				
68-2B	AWC, NAU, UA at Parking Lot								
68-3	AWC, NAU, UA at Parking Lot	Yuma	West		64" x 18"				
68-3-B	AWC, NAU, UA at Parking Lot								
68-3-C	AWC, NAU, UA at Parking Lot								Cocopah Casino
96	24th St at Yuma Education Consortium Yard	Yuma	West	MGP7+29 Yuma, Arizona	64" x 18"				
96-B	24th St at Yuma Education Consortium Yard				64" x 18"		DES		
96-C	24th St at Yuma Education Consortium Yard				64" x 18"				
96-D	24th St at Yuma Education Consortium Yard				64" x 18"				Cocopah Casino
99	24th St at Desert Mesa Elem/Ave 7 1/2E	Yuma	West	MFMW+XV7, Yuma, AZ	64" x 18"				

99-B	24th St at Desert Mesa Elem/Ave 7 1/2E				64" x 18"				
99-C	24th St at Desert Mesa Elem/Ave 7 1/2E				64" x 18"				
99-D	24th St at Desert Mesa Elem/Ave 7 1/2E				64" x 18"				Cocopah Casino
120	23rd Ave at 28th St	Yuma	South	M9G2+RP Yuma, Arizona	64" x 18"				
120-B	23rd Ave at 28th St				64" x 18"				
120-C	23rd Ave at 28th St				64" x 18"				
120-D	23rd Ave at 28th St				64" x 18"				Cocopah Casino
122	21st Dr at Yuma Co Library District	Yuma	South	M9F3+CH Yuma, Arizona	64" x 18"				
122-B	21st Dr at Yuma Co Library District				64" x 18"				
122-C	21st Dr at Yuma Co Library District				64" x 18"				
122-D	21st Dr at Yuma Co Library District				64" x 18"				Cocopah Casino
126	Cocopah Casino Main Entrance (South)	Somerton	South	J85X+4CV Somerton, Arizona	64" x 18"				
126-B	Cocopah Casino Main Entrance (South)				64" x 18"				
126-C	Cocopah Casino Main Entrance (South)				64" x 18"		DES		
126-2	Cocopah Casino Main Entrance (North)	Somerton	South		64" x 18"				
126-2-B	Cocopah Casino Main Entrance (North)				64" x 18"				
126-2-C	Cocopah Casino Main Entrance (North)				64" x 18"				
129	Main St at Columbia Ave	Somerton	West	H7WV+PJ Somerton, Arizona	64" x 18"				
129-B	Main St at Columbia Ave				64" x 18"				
129-C	Main St at Columbia Ave				64" x 18"				
129_d	Main St at Columbia Ave				64" x 18"				
131	Main St at State Ave	Somerton	West	H7WQ+MF Somerton, Arizona	64" x 18"				
131-B	Main St at State Ave				64" x 18"				
131-C	Main St at State Ave				64" x 18"				
131-D	Main St at State Ave				64" x 18"				Cocopah Casino
136	Main St at 4th Ave	Yuma Co	South	H648+J2F, Gadsden, AZ	64" x 18"				
136-B	Main St at 4th Ave				64" x 18"				
136-C	Main St at 4th Ave				64" x 18"				
136-D	Main St at 4th Ave				64" x 18"				Cocopah Casino
146	Main St at Juan Sanchez	San Luis	North	F6V8+WF8, San Luis, AZ	69" x 47"				
146-B	Main St at Juan Sanchez				69" x 47"		DES		
152	Main St at 5th Ave	Yuma Co	North	H648+R48 Gadsden, Arizona	64" x 18"				
152-B	Main St at 5th Ave				64" x 18"		DES		
152-C	Main St at 5th Ave				64" x 18"				
152-D	Main St at 5th Ave				64" x 18"				Cocopah Casino
155	Main St at Cesar Chavez	Somerton	East	32.596498, -114.717535	69" x 47"				
155-B	Main St at Cesar Chavez						DES		
159	Main St at Bingham Ave	Somerton	East	H7WW+J4 Somerton, Arizona	64" x 18"				
159-B	Main St at Bingham Ave				64" x 18"				
159-C	Main St at Bingham Ave				64" x 18"				
159-D	Main St at Bingham Ave				64" x 18"				
165	21st Dr at Yuma Co Library District	Yuma	North	M9F3+CM Yuma, Arizona	64" x 18"				
165-B	21st Dr at Yuma Co Library District				64" x 18"				
165-C	21st Dr at Yuma Co Library District				64" x 18"				
165-D	21st Dr at Yuma Co Library District				64" x 18"				Cocopah Casino
178	Pacific Ave at Palo Verde St	Yuma	South	MCG2+HC Yuma, Arizona	69" x 47"				
178-B	Pacific Ave at Palo Verde St				69" x 47"				
178-C	Pacific Ave at Palo Verde St				64" x 18"				
178-D	Pacific Ave at Palo Verde St				64" x 18"				
208	16th St at 31st Dr	Yuma	East	M8XV+85 Yuma, Arizona	64" x 18"				
208-B	16th St at 31st Dr				64" x 18"		DES		
208-C	16th St at 31st Dr				64" x 18"				
208-D	16th St at 31st Dr				64" x 18"				Cocopah Casino
229	Chapay St at Quail Run Lp	Cocopah	North	P7JX+G7 Steam, Arizona	64" x 18"				
229-B	Chapay St at Quail Run Lp				64" x 18"		DES		
229-C	Chapay St at Quail Run Lp				64" x 18"				
229-D	Chapay St at Quail Run Lp				64" x 18"				Cocopah Casino
257	Cottonwood Park Lp at Head Start School	Cocopah	South	H88G+VPQ, Somerton, AZ	64" x 18"		DES		

257-B	Cottonwood Park Lp at Head Start School				64" x 18"			
257-C	Cottonwood Park Lp at Head Start School				64" x 18"			
257-D	Cottonwood Park Lp at Head Start School				64" x 18"			Cocopah Casino
261	Veterans Dr at Veterans Wy	Cocopah	East	J68M+F5 Somerton, Arizona	64" x 18"			
261-B	Veterans Dr at Veterans Wy				64" x 18"			
261-C	Veterans Dr at Veterans Wy				64" x 18"			
261-D	Veterans Dr at Veterans Wy				64" x 18"			Cocopah Casino
263	Centre Ave at Steamboat St	Cocopah	North	J6FM+PG Somerton, Arizona	69" x 47"			
263-B	Centre Ave at Steamboat St				69" x 47"			
263-C	Centre Ave at Steamboat St				64" x 18"			
263-D	Centre Ave at Steamboat St				64" x 18"			DES
301	Arizona Ave at William St	Wellton	East	MVC5+87 Wellton, Arizona	69" x 47"	DHS		
301-B	Arizona Ave at William St				69" x 47"			Cocopah Casino
305	Los Angeles St at Fresno St	Wellton	West	MVF6+H75, Wellton, AZ 85356	69" x 47"			
305-B	Los Angeles St at Fresno St				69" x 47"			Cocopah Casino
306	Los Angeles St at William St	Wellton	West	MVF4+GX Wellton, Arizona	64" x 18"			
306-B	Los Angeles St at William St				64" x 18"			
306-C	Los Angeles St at William St				64" x 18"			
306-D	Los Angeles St at William St				64" x 18"			
310	Arizona Ave at William St	Wellton	East	MVC5+83 Wellton, Arizona	69" x 47"	DHS		
310-B	Arizona Ave at William St				69" x 47"			Cocopah Casino
330	Juan Sanchez Blvd at 8th Ave	San Luis	West	F6VQ+QG San Luis, Arizona	69" x 47"			
330-B	Juan Sanchez Blvd at 8th Ave				69" x 47"			
330-C	Juan Sanchez Blvd at 8th Ave				64" x 18"			
330-D	Juan Sanchez Blvd at 8th Ave				64" x 18"			
383	1st Ave at 3rd St/City Hall	Yuma	North	P9FH+2MW, Yuma, AZ	69" x 47"	City of Yuma		
383-B	1st Ave at 3rd St/City Hall				69" x 47"			Cocopah Casino
383-C	1st Ave at 3rd St/City Hall				64" x 18"			
383-D	1st Ave at 3rd St/City Hall				64" x 18"			DES
389	16th St at Arizona Ave	Yuma	South	M9XM+8V Yuma, Arizona	69" x 47"			
389-B	16th St at Arizona Ave				69" x 47"			Cocopah Casino
389-C	16th St at Arizona Ave				64" x 18"			
389-D	16th St at Arizona Ave				64" x 18"			
399	Ave F at Los Olivos Dr	San Luis	South	F7MJ+VV San Luis, Arizona	69" x 47"			
399-B	Ave F at Los Olivos Dr				69" x 47"			
399-C	Ave F at Los Olivos Dr				64" x 18"			
399-D	Ave F at Los Olivos Dr				64" x 18"			DES
415	24th St at Yuma Community Food Bank	Yuma	West	MCM4+PG Yuma, Arizona	69" x 47"			
415-B	24th St at Yuma Community Food Bank				69" x 47"			Cocopah Casino
415-C	24th St at Yuma Community Food Bank				64" x 18"			
415-D	24th St at Yuma Community Food Bank				64" x 18"			DES
464	Williams Brook Ave at B St	San Luis	North	F6Q9+7H San Luis, Arizona	64" x 18"			
464-B	Williams Brook Ave at B St				64" x 18"			
464-C	Williams Brook Ave at B St				64" x 18"			
464-D	Williams Brook Ave at B St				64" x 18"			Cocopah Casino
464-2	Williams Brook Ave at B St	San Luis	North	F6Q9+7H San Luis, Arizona	69" x 47"			
464-2-B	Williams Brook Ave at B St				69" x 47"			Cocopah Casino
498	Centre Avenue Across Kwapa Apartments	Cocopah	North	J6CM+5J Somerton, Arizona	69" x 47"			
498-B	Centre Avenue Across Kwapa Apartments				69" x 47"			
498-C	Centre Avenue Across Kwapa Apartments				64" x 18"			
498-D	Centre Avenue Across Kwapa Apartments				64" x 18"			
555	4th Ave at 16th Street	Yuma	North	M9XG+G5 Yuma, Arizona	64" x 18"			
555-B	4th Ave at 16th Street				64" x 18"			
555-C	4th Ave at 16th Street				64" x 18"			
555-D	4th Ave at 16th Street				64" x 18"			DES



Monthly YCIPTA Board Meeting Report RATP Dev

Shane Bollar GM RATP Dev USA

03/15/2024

This monthly report is intended to summarize any operations, maintenance, management, finance, or other actions that fall outside of normal operations for YCAT public transit.

- **Safety Update:** Since the last board meeting, we have had one preventable and 2 non-preventable accidents, none of which had any injuries. The preventable was minor damage caused by our operator hitting a parked vehicle while approaching a bus stop. The operator has since received re-training and progressive discipline. We are currently over 40 days "At-Fault" accident and Injury free.
- **Special Events:** We were available for shuttling for the "**Kids at Hope**" Charity Event that took place on Saturday, February 17th, and the "Midnight at the Oasis" on March 1st and 2nd. We also provided shuttling for the Yuma Air Show on March 9th and had an outstanding ridership total of over 6,000 passengers.
- **Update on Maintenance Manager Position:** Our new Maintenance Manager, Max Isbell started on February 5th. He is highly qualified and will be a great addition to our team.



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.yciptaz.gov

Transit Directors Report

- Staffing update – Welcome Marcela Garcia, new Finance Manager
- Completed the National Transit Database Report for RY2023
- Carol, Marcela and I attended National Transit Database training.
- I have been assisting HeinfeldMeech with our FY23 Single Audit that will be presented to the Board at the April meeting.
- Completed and submitted the 5311 ADOT grant and will be having budget discussion with ADOT on March 26, 2024
- Provided a support letter to Imperial County, CA in support of a grant for the Picacho Bridge replacement project. This bridge has caused the YCAT Blue Route 5, constant detours and late runs due to the detour it must take around the Picacho Bridge. Currently the bridge is functionally obsolete and the weight restriction does not allow our 28-30ft vehicles to cross.
- Participated with the City of Yuma to finalize the Memorandum of Agreement with the Arizona State Historic Preservation Officer concerning the Hotel del Sol Multi-Modal Transportation Center Project.
- Transported 7, 900 passengers for the MCAS Air Show

Yuma County Intergovernmental Public Transportation Authority Board Of Directors

Jay Simonton - Chairman – City of Yuma, Susan M. Zambrano – Vice Chairman – Arizona Western College
Ian McGaughey – Sec/Treas – Yuma County, Allen Heck – Cocopah Tribe, Richard Marsh – Town of Wellton,
Brian Golding, Sr.-Quechan Tribe, Matias Rosales – City of San Luis, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director



February 2024 - YCAT

The following information is based on the services and analyses performed by Solutions for Transit for YCIPTA for the month of February 2024.

Solutions for Transit completed its monthly review and sent a final review document to YCIPTA staff on March 06, 2024.

OPERATIONS

Fixed Route

Following are the actual miles and hours reported by the contractor vs. scheduled:

	Reported	Scheduled	Difference
Revenue Hours	2,821.2	2,787.1	34.1
Total Hours	3,129.5	3,118.2	11.3
Revenue Miles	59,362	59,579	(217)
Total Miles	67,086	67,857	(771)
Passengers per Revenue Hour		12.6	
Passengers per Revenue Mile		0.6	

A Special Event ran for a total of 3 hours.

Demand Response

Following are the actual miles and hours reported by contractor:

Revenue Hours	310.6
Total Hours	403.1
Revenue Miles	4,681
Total Miles	6,909
Average Weekday Revenue Hours	13.9
Passengers per Revenue Hour	1.8
Passengers per Revenue Mile	0.1

OPERATIONS DATABASE

Analysis of Contractor Invoice Data for Accuracy: Solutions for Transit reviewed the entries using a 5% tolerance to determine if the entries need to be corrected or commented. The Over/Under Report represents the **125** entries outside of the tolerance that were adequately commented to explain the difference. All others outside the tolerance were corrected. There were **0** unreported roadcalls.

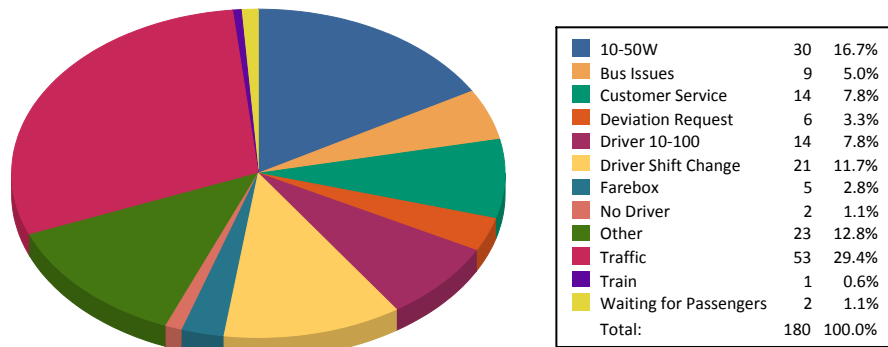
These errors were corrected before we submitted a final review to YCIPTA for billing authorization purposes.

Late to First Stop: There were **133** occurrences where the operator was late to the first stop by 5 minutes or more, resulting in delayed service.

Logging Out Early: There were **5** occurrences where the operator logged off before the end of revenue service.

Delays: During the month of February, **180** delays were reported by the contractor. The average delay was **20** minutes. The delays are broken down as follows:

Delays by Category



Customer Comments: During the month of February, **9** complaints were called in. Of these the contractor followed up on **9**. In addition, **0** commendations were called in.

MAINTENANCE

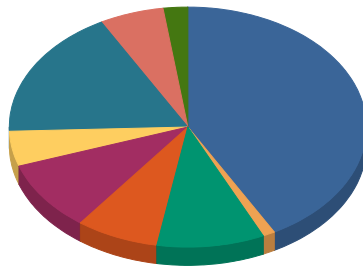
PMIs Completed: There were **16** PMIs completed during the month of February. Of these, **0** were completed late based on the information entered into The Reporting Solution.

Roadcalls: There were 37 roadcalls/bus exchanges for the month of February.

- o 33 of these are roadcalls as defined by NTD (the bus did not complete its scheduled service)
- o 2,293 miles between roadcalls as defined by NTD
- o The industry standard for miles between roadcalls is 6,000 miles

Work Orders Created:

Work Orders by Type



DVIR Defect	\$89	42.0%
DVIR	\$2	0.9%
Farebox	\$21	9.9%
PMI	\$16	7.5%
PMI Defect	\$20	9.4%
Pullout Complaint	\$10	4.7%
Roadcall	\$37	17.5%
Safety Inspection	\$12	5.7%
Safety Inspection Defect	\$5	2.4%
Total:	\$212	100.0%

Open Work Orders:

There were 36 open work orders.

REPORTS

Monthly Reports: The following Monthly Reports are attached:

- o Fixed Route Operating Summary - Systemwide
- o Ridership and Fares
- o Miles and Hours by Route
- o On Call Operating Summary
- o PMIs Completed

IT SUPPORT

Back-up: Solutions for Transit is backing up the data entered into The Reporting Solution daily. It is being placed on the Solutions for Transit home server in Lodi.

WEBSITE MODIFICATIONS

Added cascading dropdowns to the Fixed Route Entry Screen

OTHER ITEMS OF NOTE

UTA has stopped working on 13 vehicles. Maintenance was notified



OPERATING SUMMARY - Systemwide Fiscal Year 2024

Systemwide

	Quarter				Quarter				Quarter			YTD
	Jul-23	Aug-23	Sep-23	Qtr Total	Oct-23	Nov-23	Dec-23	Qtr Total	Jan-24	Feb-24	Qtr Total	
Weekday Ridership	19,868	32,408	33,934	86,210	38,683	35,397	28,975	103,054	32,111	32,898	65,010	254,274
Saturday Ridership	2,183	1,790	2,656	6,629	2,548	1,777	3,161	7,486	2,441	2,621	5,062	19,177
Total Ridership	22,051	34,198	36,590	92,839	41,231	37,174	32,136	110,540	34,552	35,519	70,072	273,451
Weekday Revenue Hours	2,493.3	2,887.3	2,580.1	7,960.8	2,853.5	2,665.9	2,582.9	8,102.3	2,745.0	2,608.5	5,353.5	21,416.6
Saturday Revenue Hours	258.3	205.2	258.9	722.4	225.4	155.0	260.9	641.4	205.4	209.7	415.1	1,778.9
Total Revenue Hours	2,751.6	3,092.5	2,839.0	8,683.2	3,078.9	2,820.9	2,843.8	8,743.7	2,950.4	2,818.2	5,768.6	23,195.4
Weekday Total Hours	2,730.9	3,167.5	2,857.7	8,756.2	3,169.3	2,960.3	2,854.7	8,984.3	3,042.5	2,891.1	5,933.5	23,674.0
Saturday Total Hours	288.5	229.5	288.1	806.1	254.5	173.2	291.9	719.6	229.8	235.0	464.8	1,990.6
Total Hours	3,019.5	3,397.0	3,145.8	9,562.3	3,423.8	3,133.5	3,146.6	9,703.9	3,272.2	3,126.1	6,398.3	25,664.6
Weekday Revenue Miles	52,927	60,854	55,104	168,885	60,837	56,663	54,424	171,924	58,043	55,123	113,166	453,975
Saturday Revenue Miles	5,212	4,181	5,279	14,672	4,272	3,115	5,205	12,592	4,228	4,239	8,467	35,731
Total Revenue Miles	58,139	65,035	60,383	183,557	65,109	59,778	59,629	184,516	62,271	59,362	121,633	489,706
Weekday Total Miles	58,245	67,587	61,755	187,587	68,202	63,768	61,218	193,188	65,370	62,277	127,647	508,422
Saturday Total Miles	5,935	4,760	6,029	16,724	5,001	3,546	5,911	14,458	4,787	4,800	9,587	40,769
Total Miles	64,180	72,347	67,784	204,311	73,203	67,314	67,129	207,646	70,157	67,077	137,234	549,191
# Operating Weekdays	20	23	20	63	22	21	20	63	21	20	41	167
# Operating Saturdays	5	4	5	14	4	3	5	12	4	4	8	34
# Total Operating Days	25	27	25	77	26	24	25	75	25	24	49	201
Avg Weekday Ridership	993.4	1,409.1	1,696.7	1,368.4	1,758.3	1,685.6	1,448.7	1,635.8	1,529.1	1,644.9	1,585.6	1,522.6
Avg Saturday Ridership	436.6	447.5	531.2	473.5	637.0	592.3	632.2	623.8	610.3	655.3	632.8	564.0
Avg Daily Ridership	882.0	1,266.6	1,463.6	1,205.7	1,585.8	1,548.9	1,285.4	1,473.9	1,382.1	1,480.0	1,430.0	1,360.5
Wkday Ridership/Rev Hr	8.0	11.2	13.2	10.8	13.6	13.3	11.2	12.7	11.7	12.6	12.1	11.9
Sat Ridership/Rev Hr	8.5	8.7	10.3	9.2	11.3	11.5	12.1	11.7	11.9	12.5	12.2	10.8
Avg Weekday Rev Hours	124.7	125.5	129.0	126.4	129.7	126.9	129.1	128.6	130.7	130.4	130.6	128.2
Avg Saturday Rev Hours	51.7	51.3	51.8	51.6	56.4	51.7	52.2	53.4	51.3	52.4	51.9	52.3
Avg Weekday Rev Miles	2,646	2,646	2,755	2,681	2,765	2,698	2,721	2,729	2,764	2,756	2,760	2,718
Avg Saturday Rev Miles	1,042	1,045	1,056	1,048	1,068	1,038	1,041	1,049	1,057	1,060	1,058	1,051



RIDERSHIP AND FARES

Period: 2/1/2024 to 2/29/2024

Route	Cash Fares			Day Passes Sold		Passes Accepted				Free				Special Revenues					Statistics			Total Pax
	Basic Cash	Disc Cash	Deviations	Day Passes	Disc Day	Day Passes	31-Day Passes	10 Ride Passes	Single-Ride	< 5 & PCAs	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopa	Vista	WC	Bikes	Guides	
Orange 2	638	346	0	57	27	225	112	4	0	21	1	0	22	0	2	1,108	20	57	2	59	0	2,640
Green 4	377	324	1	80	94	658	322	25	0	31	0	0	41	1	74	238	95	668	12	64	0	3,028
Green 4A	263	325	0	60	51	337	181	35	0	31	0	0	36	2	1	163	63	479	14	31	0	2,027
Blue 5	310	153	1	95	80	395	179	0	0	33	0	0	22	0	0	67	36	0	16	95	0	1,370
Purple 6	384	253	0	73	44	249	114	10	0	40	0	1	37	4	1	97	1,228	72	40	49	0	2,607
Gold 8	28	20	11	14	11	18	31	0	0	0	0	0	1	0	3	176	3	11	0	3	0	316
Silver 9	72	31	0	5	2	8	66	1	0	1	0	0	4	2	0	1,272	1	8	1	31	0	1,473
Turquoise 10	183	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	185
Yellow 95	8,897	5,504	0	616	208	1,732	1,776	187	0	229	0	1	134	27	76	1,804	263	417	58	296	1	21,871
Specials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total:	11,152	6,956	13	1,000	517	3,623	2,781	262	0	386	1	2	298	36	157	4,925	1,709	1,712	143	629	1	35,517

REVENUE:

Total Revenue: \$34,859.17
 Unclassified Revenue: \$836.03
 As a % of Total: 2.40%



TOTAL MILES AND HOURS BY ROUTE February 2024

Route	Revenue Hours	Non-Rev Hours	Total Hours	Revenue Miles	Non-Rev Miles	Total Miles
Orange Route 2	338.4	40.0	378.4	6,368	288	6,656
Brown Route 3						
Green Route 4	273.6	12.9	286.6	4,494	208	4,702
Green Route 4A	222.5	13.1	235.6	3,724	183	3,907
Blue Route 5	248.2	9.1	257.3	5,916	156	6,072
Purple Route 6	469.7	35.8	505.5	10,354	811	11,165
Gold Route 8	63.1	32.3	95.4	1,865	880	2,745
Silver Route 9	90.0	77.9	167.9	2,909	2,304	5,213
Turquoise Route 10	63.8	7.5	71.3	2,750	133	2,883
Yellow Route 95	1,045.9	78.8	1,124.7	20,982	2,743	23,725
Specials	3.0	0.4	3.4	0	9	9

Totals for February 2024			
Total Hours	3,126.08	Total Miles	67,077
Revenue Hours	2,818.22	Revenue Miles	59,362
Non-Revenue Hours	307.87	Non-Revenue Miles	7,715



OPERATING SUMMARY - On-Call Fiscal Year 2024

	Quarter				Quarter				Quarter			YTD
	Jul-23	Aug-23	Sep-23	Qtr	Oct-23	Nov-23	Dec-23	Qtr	Jan-24	Feb-24	Qtr	
Weekday Ridership	459	562	469	1,490	573	571	504	1,648	562	508	1,070	4,208
Saturday Ridership	17	54	65	136	27	28	58	113	70	46	116	365
Total Ridership	476	616	534	1,626	600	599	562	1,761	632	554	1,186	4,573
Weekday Revenue Hours	231.7	283.8	236.3	751.7	280.0	286.5	287.8	854.3	326.6	277.3	603.9	2,209.9
Saturday Revenue Hours	43.2	28.5	41.7	113.4	18.8	21.5	34.4	74.7	38.4	33.3	71.7	259.8
Total Revenue Hours	274.9	312.3	278.0	865.2	298.7	308.0	322.3	929.0	365.0	310.6	675.6	2,469.7
Weekday Total Hours	301.3	367.8	316.6	985.7	361.9	368.7	368.2	1,098.8	422.0	360.5	782.5	2,867.0
Saturday Total Hours	55.0	36.6	59.4	150.9	28.0	29.2	52.3	109.5	53.3	42.7	96.0	356.5
Total Hours	356.2	404.4	376.0	1,136.7	390.0	398.0	420.4	1,208.4	475.4	403.1	878.5	3,223.5
Weekday Revenue Miles	3,276	4,160	3,125	10,561	3,854	4,070	4,024	11,948	4,865	3,993	8,858	31,367
Saturday Revenue Miles	936	613	838	2,387	442	412	768	1,622	823	688	1,511	5,520
Total Revenue Miles	4,212	4,773	3,963	12,948	4,296	4,482	4,792	13,570	5,688	4,681	10,369	36,887
Weekday Total Miles	4,988	6,344	5,014	16,346	5,724	6,166	6,047	17,937	6,963	5,982	12,945	47,228
Saturday Total Miles	1,389	894	1,197	3,480	765	632	1,152	2,549	1,148	927	2,075	8,104
Total Miles	6,377	7,238	6,211	19,826	6,489	6,798	7,199	20,486	8,111	6,909	15,020	55,332
# Operating Weekdays	20	23	20	63	22	21	20	63	21	20	41	167
# Operating Saturdays	5	4	5	14	4	3	5	12	4	4	8	34
# Total Operating Days	25	27	25	77	26	24	25	75	25	24	49	201
Avg Weekday Ridership	23.0	24.4	23.5	23.7	26.0	27.2	25.2	26.2	26.8	25.4	26.1	25.2
Avg Saturday Ridership	3.4	13.5	13.0	9.7	6.8	9.3	11.6	9.4	17.5	11.5	14.5	10.7
Avg Daily Ridership	19.0	22.8	21.4	21.1	23.1	25.0	22.5	23.5	25.3	23.1	24.2	22.8
Wkday Ridership/Rev Hr	2.0	2.0	2.0	2.0	2.0	2.0	1.8	1.9	1.7	1.8	1.8	1.9
Sat Ridership/Rev Hr	0.4	1.9	1.6	1.2	1.4	1.3	1.7	1.5	1.8	1.4	1.6	1.4
Avg Weekday Rev Hours	11.6	12.3	11.8	11.9	12.7	13.6	14.4	13.6	15.6	13.9	14.7	13.2
Avg Saturday Rev Hours	8.6	7.1	8.3	8.1	4.7	7.2	6.9	6.2	9.6	8.3	9.0	7.6
Avg Weekday Rev Miles	164	181	156	168	175	194	201	190	232	200	216	188
Avg Saturday Rev Miles	187	153	168	171	111	137	154	135	206	172	189	162



PMIs COMPLETED

Period: 2/1/2024 - 2/29/2024

Bus #	Interval	Mileage at Previous PMI	Mileage at PMI	Miles Since Last PMI	On-Time	PMI
123	4000 miles	357,114	360,771	3,657	On Time	C
134	4000 miles	93,871	97,515	3,644	On Time	A-3
153	5000 miles	144,996	149,629	4,633	On Time	A-4
207	6000 miles	90,936	96,634	5,698	On Time	A-2
208	6000 miles	78,118	83,659	5,541	On Time	C
209	6000 miles	102,481	108,170	5,689	On Time	B
210	6000 miles	73,485	79,269	5,784	On Time	A-6
212	6000 miles	84,694	90,187	5,493	On Time	A-1
251	6000 miles	68,134	73,898	5,764	On Time	C
301	4000 miles	213,351	217,053	3,702	On Time	A-6
302	4000 miles	146,846	150,536	3,690	On Time	A-4
303	4000 miles	96,199	99,834	3,635	On Time	A-3
350	4000 miles	170,820	174,559	3,739	On Time	B-2
351	4000 miles	188,081	191,908	3,827	On Time	A-6
1101	4000 miles	126,564	130,266	3,702	On Time	A-7
1102	4000 miles	114,319	118,066	3,747	On Time	A-5

PMIs Completed: 16

On Time: 16 100.0%

Early: 0 0.0%

Late: 0 0.0%

Note: "On Time" is based on mileage not days.



RIDERSHIP AND FARES

Period: 1/1/2023 to 1/31/2023

Route	Cash Fares			Day Passes Sold		Passes Accepted				Free				Special Revenues					Statistics			Total Pax
	Basic Cash	Disc Cash	Deviations	Day Passes	Disc Day	Day Passes	31-Day Passes	10 Ride Passes	Single-Ride	< 5 & PCAs	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes	Guides	
	5	4	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	1	0	10
Orange 2	909	403	0	75	15	277	156	8	0	22	0	2	22	1	29	675	19	53	5	83	1	2,666
Green 4	390	287	0	51	53	499	317	17	0	16	0	0	35	0	57	93	71	824	1	57	0	2,710
Green 4A	188	228	0	43	42	266	104	9	0	22	1	0	21	1	31	56	61	459	3	41	0	1,532
Blue 5	177	121	0	68	73	281	186	3	0	23	0	0	38	0	14	20	44	1	17	130	0	1,049
Purple 6	252	186	0	51	52	161	56	8	0	85	1	1	38	0	12	58	1,077	72	25	47	0	2,110
Gold 8	51	31	9	25	13	30	22	0	0	3	0	0	0	0	1	58	0	15	4	0	0	249
Silver 9	60	20	0	3	0	0	44	0	0	0	0	0	0	0	1	602	0	7	1	25	0	737
Turquoise 10	116	3	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	7	0	121
Yellow 95	6,829	4,704	0	459	186	1,201	1,658	108	0	217	1	15	94	6	87	693	252	563	49	302	0	17,073
Grand Total:	8,979	5,987	9	775	434	2,715	2,543	153	0	391	3	18	248	8	232	2,255	1,524	1,994	107	693	1	28,259

REVENUE:

Total Revenue: \$28,416.64
 Unclassified Revenue: \$760.20
 As a % of Total: 2.68%



RIDERSHIP AND FARES

Period: 1/1/2024 to 1/31/2024

Route	Cash Fares			Day Passes Sold		Passes Accepted				Free				Special Revenues					Statistics			Total Pax
	Basic Cash	Disc Cash	Deviations	Day Passes	Disc Day	Day Passes	31-Day Passes	10 Ride Passes	Single-Ride	< 5 & PCAs	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopa	Vista	WC	Bikes	Guides	
Orange 2	593	333	0	48	19	221	141	14	0	30	0	0	7	1	4	765	28	28	3	34	0	2,232
Green 4	430	336	0	97	95	667	315	30	0	50	0	0	37	3	49	193	105	452	16	34	0	2,859
Green 4A	251	317	0	60	71	413	145	37	0	51	0	0	28	2	5	146	111	397	25	39	0	2,034
Blue 5	267	144	2	73	81	350	218	0	0	34	0	0	36	0	0	34	49	0	15	131	0	1,286
Purple 6	363	255	0	70	38	271	73	1	0	64	0	0	33	1	0	99	1,669	57	22	52	0	2,994
Gold 8	31	24	8	12	14	24	29	0	0	1	0	0	3	0	0	108	6	5	0	5	0	257
Silver 9	67	45	0	7	0	19	40	0	0	1	0	0	5	0	0	892	8	1	0	21	0	1,085
Turquoise 10	161	0	1	0	0	2	1	0	0	4	0	0	1	0	0	0	0	0	0	1	0	169
Yellow 95	8,698	5,815	2	602	270	1,693	1,595	205	0	403	4	0	158	41	57	1,442	370	284	42	317	2	21,637
Grand Total:	10,860	7,269	13	969	588	3,660	2,557	287	0	638	4	0	308	48	115	3,679	2,346	1,224	123	634	2	34,552

REVENUE:

Total Revenue: \$34,577.52
 Unclassified Revenue: \$814.67
 As a % of Total: 2.36%



RIDERSHIP AND FARES

Period: 2/1/2023 to 2/28/2023

Route	Cash Fares			Day Passes Sold		Passes Accepted				Free				Special Revenues					Statistics			Total Pax
	Basic Cash	Disc Cash	Deviations	Day Passes	Disc Day	Day Passes	31-Day Passes	10 Ride Passes	Single-Ride	< 5 & PCAs	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopa	Vista	WC	Bikes	Guides	
Orange 2	851	405	0	59	6	261	161	7	0	17	0	3	15	1	3	972	30	108	6	69	0	2,899
Green 4	368	251	0	53	67	387	294	32	0	9	0	0	36	0	158	142	50	921	7	61	0	2,768
Green 4A	199	247	0	52	32	274	122	15	0	45	0	0	22	4	10	128	22	728	20	39	0	1,900
Blue 5	244	105	0	55	64	249	159	0	0	28	0	0	35	2	1	18	20	0	14	96	0	980
Purple 6	310	187	0	66	36	160	49	10	0	24	0	0	41	4	14	11	720	74	20	30	0	1,706
Gold 8	45	27	26	10	5	12	16	0	0	2	0	0	2	0	5	80	0	16	5	1	0	220
Silver 9	36	10	0	1	0	4	62	0	0	0	0	0	0	0	3	881	0	0	0	28	0	997
Turquoise 10	99	1	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	5	0	102
Yellow 95	6,732	4,360	1	495	189	1,241	1,768	121	0	134	2	12	94	9	87	933	167	751	66	301	0	17,095
Specials	0	0	0	0	0	0	0	0	0	0	0	48	0	0	0	0	0	0	0	0	0	48
Grand Total:	8,885	5,593	27	791	399	2,589	2,631	186	0	259	2	63	245	20	281	3,165	1,009	2,598	138	630	0	28,716

REVENUE:

Total Revenue: \$27,879.77
 Unclassified Revenue: \$522.27
 As a % of Total: 1.87%



RIDERSHIP AND FARES

Period: 2/1/2024 to 2/28/2024

Route	Cash Fares			Day Passes Sold		Passes Accepted				Free				Special Revenues					Statistics			Total Pax
	Basic Cash	Disc Cash	Deviations	Day Passes	Disc Day	Day Passes	31-Day Passes	10 Ride Passes	Single-Ride	< 5 & PCAs	Greyhound	Promo	On Call ID	Aztec	YPIC	Colleges	Cocopa-h	Vista	WC	Bikes	Guides	
Orange 2	601	333	0	53	27	215	108	4	0	20	1	0	21	0	2	1,053	20	53	2	57	0	2,511
Green 4	364	308	1	74	88	625	303	25	0	30	0	0	40	1	71	227	93	622	12	63	0	2,871
Green 4A	249	304	0	58	49	316	171	33	0	29	0	0	34	2	1	157	60	455	13	29	0	1,918
Blue 5	302	143	1	91	77	383	172	0	0	33	0	0	20	0	0	65	35	0	16	91	0	1,321
Purple 6	375	246	0	70	41	237	110	10	0	40	0	1	35	4	1	89	1,197	69	40	49	0	2,525
Gold 8	26	19	10	12	10	17	28	0	0	0	0	0	1	0	3	170	3	10	0	3	0	299
Silver 9	66	29	0	3	1	8	64	1	0	1	0	0	4	2	0	1,189	1	7	1	26	0	1,376
Turquoise 10	183	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	185
Yellow 95	8,498	5,268	0	596	199	1,660	1,678	175	0	222	0	0	126	27	68	1,719	258	386	57	286	1	20,880
Specials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total:	10,663	6,650	12	957	492	3,462	2,634	248	0	375	1	1	282	36	146	4,669	1,667	1,602	141	605	1	33,885

REVENUE:

Total Revenue: \$33,318.19
 Unclassified Revenue: \$799.52
 As a % of Total: 2.40%



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

Summary Financial Report for February 2024

February 29 – 1st Bank Yuma Reconciled Account Balances

Greyhound \$6,180.06
General \$102,795.39
Payroll \$5,846.90
Fare Revenue \$47,066.76

February 29– Treasurers Account

YC Treasurers \$162,378.61

Greyhound Commissions

February commissions \$320.96

Fare Revenue

February fare revenue \$37,448.75

Accounts payable as of 02/29/2024 is \$1,539,133.90 which includes October, November and December RATP Dev. Accounts receivable is \$473,905.65

Yuma County Intergovernmental Public Transportation Authority Board Of Directors

Jay Simonton - Chairman – City of Yuma, Susan M. Zambrano – Vice Chairman – Arizona Western College
Ian McGaughey – Sec/Treas – Yuma County, Allen Heck – Cocopah Tribe, Richard Marsh – Town of Wellton,
Brian Golding, Sr.-Quechan Tribe, Matias Rosales – City of San Luis, Louie Galaviz- City of Somerton

Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Auth.

A/P Aging Detail
As of February 29, 2024

Type	Num	Name	Due Date	Aging	Open Balance
Current					
Bill	168560447968	Commute with Enterprise	03/01/2024		10,500.00
Bill	24-0205YCIPTA	Solutions for Transit	03/01/2024		2,916.66
Bill	CL6478	Sellers Petroleum	03/01/2024		23,477.26
Bill	0036478-IN	Sellers Petroleum	03/01/2024		957.27
Bill	7602	Big Cat Advertising	03/01/2024		2,554.54
Bill	01OYU24	RATP DEV	03/01/2024		355,036.06
Bill	2024-00000074	City of Yuma (Health Ins)	03/02/2024		6,096.00
Bill	February 2024	Purchase Power	03/09/2024		181.00
Bill	106194	Heinfeld, Meech Co., P.C.	03/09/2024		5,723.50
Bill	676472479	Century Link Business Services	03/13/2024		2.87
Bill	February 2024	Century Link.	03/14/2024		267.93
Bill	February 2024	Tap That Water Co.	03/16/2024		185.00
Bill	7185	Arizona Transit Association	03/17/2024		3,440.00
Bill	0010466021624	Time Warner Cable	03/17/2024		129.98
Bill	151152-001-01-2024	1st Bank Yuma	03/17/2024		20.00
Bill	110963	Hoppstetter's Office Products, Inc	03/23/2024		170.43
Bill	654829432	ADP	03/24/2024		93.14
Bill	Stmnt End 2/25/24	U.S. Bank Corporate Payment Center	03/26/2024		1,029.80
Bill	Stmnt End 02/25/2024	U.S. Bank Corporate Payment Center	03/26/2024		2,739.94
Bill	Stmnt End 02/25/24	Corporate Payment Systems - 4365	03/26/2024		207.24
Bill	3106531500	Pitney Bowes.	03/30/2024		70.40
Bill	0466-002502649	Republic Services	03/30/2024		268.46
Bill	February 2024	City of Yuma Utility Services	03/30/2024		93.85
Bill	0163	Rtell Printing LLC	03/30/2024		551.09
Bill	151152-002-02-2024	FlixBus	03/30/2024		2,817.48
Bill	7621	Big Cat Advertising	03/30/2024		1,767.54
Bill	2024-00000010	City of Yuma	03/30/2024		41,032.00
Bill	24-0305YCIPTA	Solutions for Transit	03/30/2024		2,916.66
Bill	February 2024	APS	03/30/2024		1,052.09
Bill	6941	San Luis News	03/30/2024		442.85
Total Current					466,741.04
1 - 30					
Bill	12OYU23	RATP DEV	01/30/2024	30	350,380.35
Bill	CL35988	Sellers Petroleum	02/14/2024	15	16,889.40
Bill	0035988-IN	Sellers Petroleum	02/14/2024	15	749.94
Bill Pmt -Check WIRE FEE		1st Bank Yuma			-20.00
Total 1 - 30					367,999.69
31 - 60					
Total 31 - 60					
61 - 90					
Bill	11OYU23	RATP DEV	12/30/2023	61	345,933.14
Total 61 - 90					345,933.14
> 90					
Bill	10OYU23	RATP DEV	11/30/2023	91	358,460.03
Total > 90					358,460.03
TOTAL					1,539,133.90

Yuma County Intergovernmental Public Transportation Auth.
A/R Aging Detail
As of February 28, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Terms</u>	<u>Aging</u>	<u>Open Balance</u>
Current							
	Invoice	01/31/2024	QITJAN24	Quechan Indian Tribe (c)	Net 30		39,590.19
	Invoice	02/28/2024	VIST-SPRG24	YUHS - Vista Highschool	Net 15		13,750.00
Total Current							<u>53,340.19</u>
1 - 30							
	Invoice	01/31/2024	CITJAN24	Cocopah Tribe (c)	Due on receipt	28	31,059.34
	Invoice	02/01/2024	YPIC23-24	YPIC		27	1,500.00
	Invoice	01/23/2024	FCJAN2024	Food City #127	Net 15	21	707.75
	Invoice	02/07/2024	FCJFEB2024	Food City #127	Net 15	6	491.62
	Invoice	11/30/2023	NOV23-5311	ADOT 5311		2	95,171.61
Total 1 - 30							<u>128,930.32</u>
31 - 60							
	Invoice	12/31/2023	FTADEC23-01	FTA		59	35,298.00
	Invoice	12/31/2023	FTADEC23-02	FTA		59	22,696.00
	Invoice	12/31/2023	FTADEC23-03	FTA		59	2,785.00
	Invoice	01/09/2024	DESC-010924	Arizona Department of Economic Security		50	10,000.00
	Payment	01/09/2024	TR#175459-175460	Quechan Indian Tribe (c)			-8.92
Total 31 - 60							<u>70,770.08</u>
61 - 90							
	Invoice	11/28/2023	FCNOV23	Food City #127	Net 15	77	629.37
Total 61 - 90							<u>629.37</u>
> 90							
	General Journal	06/30/2014	SKFY14 EOY	Genral Journal Entry			-0.01
	General Journal	06/30/2016	SKFY14 EOYR	Genral Journal Entry			0.01
	General Journal	06/30/2018	CM18JUN19	Creative Bus Sales, Inc-A/R			28,242.34
	General Journal	07/01/2018	CM19JUL09	Creative Bus Sales, Inc-A/R			-28,242.34
	Invoice	10/31/2023	OCTads24	Project X Media, Inc.		120	762.01
	Invoice	10/31/2023	OCT24-5311	ADOT 5311		120	116,630.68
	Invoice	10/31/2023	OCT23-4	FTA		120	54,137.00
	Invoice	10/31/2023	OCT23-5	FTA		120	48,706.00
Total > 90							<u>220,235.69</u>
TOTAL							<u><u><u>473,905.65</u></u></u>

Yuma County Intergovernmental Public Transportation Auth.

Executive Board P&L

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense					
Income					
40000 · Intergovernmental					
40700 · Miscellaneous Revenues					
40799-3 · Advertising Sales	39,349.76	23,320.00	16,029.76	168.74%	34,980.00
40799-4 · Greyhound Commisions - YCIPTA	2,688.81	2,666.68	22.13	100.83%	4,000.00
40799-5 · Interest	3,241.86	2,520.00	721.86	128.65%	3,780.00
40799-6 · Miscellaneous Revenues	2,277.05	1,668.00	609.05	136.51%	2,500.00
40700 · Miscellaneous Revenues - Other	198.70				
Total 40700 · Miscellaneous Revenues	47,756.18	30,174.68	17,581.50	158.27%	45,260.00
40900 · Local Funding					
40900-1 · Local Cash Match	3,940.74	245,422.92	-241,482.18	1.61%	368,134.92
40900-2 · Local Transit Dues	921,743.55	921,744.00	-0.45	100.0%	921,744.00
40900-4 · Contributions Public Entities	191,480.54	148,633.00	42,847.54	128.83%	148,633.00
40900-5 · Tribal Route Income	574,619.99	346,382.00	228,237.99	165.89%	519,573.00
Total 40900 · Local Funding	1,691,784.82	1,662,181.92	29,602.90	101.78%	1,958,084.92
41101 · State Grants					
41101-1 · ADOT 5311	300,813.62	1,135,293.00	-834,479.38	26.5%	1,702,937.00
41101-5 · RTAP Reimbursment	0.00	0.00	0.00	0.0%	0.00
Total 41101 · State Grants	300,813.62	1,135,293.00	-834,479.38	26.5%	1,702,937.00
41300 · Federal Grant Revenue					
41399-1 · FTA 5307	939,669.00	2,106,729.99	-1,167,060.99	44.6%	3,160,093.99
41399-4 · STP Capital Grant	0.00	287,635.00	-287,635.00	0.0%	575,270.00
Total 41300 · Federal Grant Revenue	939,669.00	2,394,364.99	-1,454,695.99	39.25%	3,735,363.99
Total 40000 · Intergovernmental	2,980,023.62	5,222,014.59	-2,241,990.97	57.07%	7,441,645.91
41000 · Charges for Service					
40100 · Fare Revenue					
40101 · YCAT Fares	297,884.21	243,336.00	54,548.21	122.42%	365,000.00
40190 · On Call Fares	2,740.67	3,668.00	-927.33	74.72%	5,500.00
40191 · Fare Revenue - Other	0.00	0.00	0.00	0.0%	0.00
40100 · Fare Revenue - Other	825.00				
Total 40100 · Fare Revenue	301,449.88	247,004.00	54,445.88	122.04%	370,500.00
Total 41000 · Charges for Service	301,449.88	247,004.00	54,445.88	122.04%	370,500.00

Yuma County Intergovernmental Public Transportation Auth.

Executive Board P&L

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget	Annual Budget
Total Income	3,281,473.50	5,469,018.59	-2,187,545.09	60.0%	7,812,145.91
Gross Profit	3,281,473.50	5,469,018.59	-2,187,545.09	60.0%	7,812,145.91
Expense					
50100 · Salaries and Wages					
50102 · Regular Salaries and Wage	217,224.20	295,208.00	-77,983.80	73.58%	442,812.00
50104 · Regular Salaries Paid Leave	35,538.05	0.00	35,538.05	100.0%	0.00
Total 50100 · Salaries and Wages	252,762.25	295,208.00	-42,445.75	85.62%	442,812.00
50200 · Fringe Benefits					
50201 · FICA- SS & Medicare	19,827.79	32,801.00	-12,973.21	60.45%	49,201.00
50202 · ASRS	29,226.98	36,282.00	-7,055.02	80.56%	54,422.00
50203 · Health Insurance	35,774.00	52,080.00	-16,306.00	68.69%	78,120.00
50204 · FUTA	0.00	1,960.00	-1,960.00	0.0%	2,940.00
50205 · Life Insurance	602.60	450.00	152.60	133.91%	675.00
50207 · State Unemployment	0.00	7,800.00	-7,800.00	0.0%	10,400.00
50208 · Workers Compensation Ins	828.00	1,000.00	-172.00	82.8%	1,000.00
Total 50200 · Fringe Benefits	86,259.37	132,373.00	-46,113.63	65.16%	196,758.00
50300 · Services					
50301-1 · ADA Paratransit	120,609.98	120,290.00	319.98	100.27%	180,430.00
50301-2 · Accounting & Audit	5,723.50	0.00	5,723.50	100.0%	35,000.00
50301-3 · Vanpool Subsidy	73,500.00	84,000.00	-10,500.00	87.5%	126,000.00
50302 · Advertising	31,212.58	33,336.00	-2,123.42	93.63%	50,000.00
50303-1 · Legal Services	7,000.00	10,000.00	-3,000.00	70.0%	15,000.00
50303-2 · Cash Handel/Payroll Processing	2,039.78	1,668.00	371.78	122.29%	2,500.00
50303-3 · IT Support/Web Development	17,550.00	26,668.00	-9,118.00	65.81%	40,000.00
50305-0 · Bus Contractor	2,336,708.34	2,653,766.00	-317,057.66	88.05%	3,980,649.00
50305-1 · Contract Costs	26,583.28	19,336.00	7,247.28	137.48%	29,000.00
50305-2 · Equipment Maintenance	2,085.02	2,000.00	85.02	104.25%	3,000.00
50305-3 · Office Equip Repair	966.67	1,000.00	-33.33	96.67%	1,500.00
50305-4 · Vehicle Repair & Maintance	5,031.45	53,336.00	-48,304.55	9.43%	80,000.00
50305-5 · Building Repairs & Maintance	9,990.68	8,000.00	1,990.68	124.88%	12,000.00
50305-6 · Communications/Radio Service	19,021.05	25,000.00	-5,978.95	76.08%	25,000.00
50305-7 · Grounds Keeping/Pest Control	467.40	500.00	-32.60	93.48%	500.00
50305-8 · Software Updates/Maintenance	2,439.58	30,000.00	-27,560.42	8.13%	45,000.00

Yuma County Intergovernmental Public Transportation Auth.

Executive Board P&L

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget	Annual Budget
50306-1 · Bus Cleaning Services	0.00	0.00	0.00	0.0%	0.00
50307 · Security Services	0.00	1,000.00	-1,000.00	0.0%	1,000.00
Total 50300 · Services	2,660,929.31	3,069,900.00	-408,970.69	86.68%	4,626,579.00
50400 · Materials and Supplies					
50401 · Fuel, Oil, Lubricants	391,281.68	466,668.00	-75,386.32	83.85%	700,000.00
50499-1 · Office Supplies	1,856.42	6,668.00	-4,811.58	27.84%	10,000.00
50499-2 · Postage	735.59	668.00	67.59	110.12%	1,000.00
50499-3 · Printing	11,432.47	16,668.00	-5,235.53	68.59%	25,000.00
50499-4 · Misc Materials & Supplies	1,549.87	1,000.00	549.87	154.99%	1,500.00
50400 · Materials and Supplies - Other	17.28				
Total 50400 · Materials and Supplies	406,873.31	491,672.00	-84,798.69	82.75%	737,500.00
50500 · Utilities					
50501 · Electricity	9,746.73	10,000.00	-253.27	97.47%	15,000.00
50502-1 · Refuse Disposal	2,241.11	2,000.00	241.11	112.06%	3,000.00
50502-2 · Water - Offices	1,186.63	1,000.00	186.63	118.66%	1,500.00
50502-3 · Water-Land	1,840.75	1,336.00	504.75	137.78%	2,000.00
Total 50500 · Utilities	15,015.22	14,336.00	679.22	104.74%	21,500.00
50600 · Casualty and Liability Insuranc					
50608-1 · Gen Liab Insurance	5,024.00	5,000.00	24.00	100.48%	5,000.00
50608-2 · Prof. Liability Insurance	7,099.13	5,500.00	1,599.13	129.08%	5,500.00
50608-3 · Automobile Insurance	5,757.00	4,000.00	1,757.00	143.93%	4,000.00
50608-4 · Property Insurance	500.00	600.00	-100.00	83.33%	600.00
Total 50600 · Casualty and Liability Insuranc	18,380.13	15,100.00	3,280.13	121.72%	15,100.00
50900 · Miscellaneous Expenses					
50901 · Memberships/Dues/Subscriptions	18,939.79	10,000.00	8,939.79	189.4%	15,000.00
50902 · Travel Expenses	22,067.89	10,000.00	12,067.89	220.68%	15,000.00
50906 · Finance Charges/Penalties	116.02	66.64	49.38	174.1%	100.00
50999-1 · License and Permits	98.00	300.00	-202.00	32.67%	300.00
50999-2 · Training/Education	6,058.33	10,000.00	-3,941.67	60.58%	15,000.00
50999-3 · Other Misc Expense	1,829.11	1,668.00	161.11	109.66%	2,500.00
50999-4 · Miscellaneous Consumables	354.89				
50999-5 · Telephone/Internet	4,829.70	8,000.00	-3,170.30	60.37%	12,000.00
50900 · Miscellaneous Expenses - Other	0.00	0.00	0.00	0.0%	0.00

Yuma County Intergovernmental Public Transportation Auth.

Executive Board P&L

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget	Annual Budget
Total 50900 · Miscellaneous Expenses	54,293.73	40,034.64	14,259.09	135.62%	59,900.00
51200 · Leases and Rentals					
51212-1 · Building Lease	35,200.00	36,800.00	-1,600.00	95.65%	55,200.00
51212-2 · Leases Rental Equipment	211.20	262.50	-51.30	80.46%	350.00
51212-4 · Lease	16,000.00	12,000.00	4,000.00	133.33%	12,000.00
Total 51200 · Leases and Rentals	51,411.20	49,062.50	2,348.70	104.79%	67,550.00
51600 · Capital Outlay					
51600-3 · Buildings/Mutli Modal Center	41,032.00	811,721.60	-770,689.60	5.06%	1,217,577.60
51600-5 · Automobiles	12,753.20	0.00	12,753.20	100.0%	0.00
51600-6 · Furniture and Equipment	3,481.33	706,184.91	-702,703.58	0.49%	1,059,277.31
Total 51600 · Capital Outlay	57,266.53	1,517,906.51	-1,460,639.98	3.77%	2,276,854.91
Total Expense	3,603,191.05	5,625,592.65	-2,022,401.60	64.05%	8,444,553.91
Net Ordinary Income	-321,717.55	-156,574.06	-165,143.49	205.47%	-632,408.00
Other Income/Expense					
Other Income					
70000 · In Kind Contributions	0.00	421,605.00	-421,605.00	0.0%	632,408.00
Total Other Income	0.00	421,605.00	-421,605.00	0.0%	632,408.00
Net Other Income	0.00	421,605.00	-421,605.00	0.0%	632,408.00
Net Income	-321,717.55	265,030.94	-586,748.49	-121.39%	0.00