



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, OCTOBER 11, 2018– 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary’s telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, November 15, 2018, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Administrative & Finance Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

Disclosure – Note agenda items contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation in the appropriate item.

N/A

E. DISCUSSION ITEMS

- | | |
|--|----|
| 1. Approve Administrative & Finance Committee Minutes – August 9, 2018 | 2 |
| 2. Receive and Forward to the Board of Directors Omnitrans Draft Transit Asset Management (TAM) Policy – <i>Don Walker</i> | 6 |
| 3. Recommend the Board of Directors Authorize the CEO/General Manager to Execute Funding Agreements between Omnitrans as the Consolidated Transportation Services Agency, and Five Existing Program Partners for Two Years – <i>Doug Stanley</i> | 12 |
| 4. Recommend the Board of Directors Adopt Proposed Change to Policy #404, Advancement, Promotion and Salary Adjustments All Management Confidential Employees - <i>Suzanne Pfeiffer</i> | 14 |
| 5. Recommend the Board of Directors Authorize Award – FIN19-12, Armored Vehicle and Fare Collection Counting Services – <i>Eugenia Pinheiro</i> | 17 |

F. ADJOURNMENT

ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, AUGUST 9, 2018**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, August 9, 2018.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair
Council Member Ron Dailey, City of Loma Linda
Mayor Carey Davis, City of San Bernardino
Mayor Pro Tem John Roberts, City of Fontana
Supervisor Curt Hagman, County of San Bernardino
Mayor Pro Tem Alan Wapner, City of Ontario

Committee Members Absent

Council Member David Avila, City of Yucaipa
Mayor Pro Tem Sylvia Robles, City of Grand Terrace

Omnitrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Trischelle Baysden, Director of Rail
Diane Caldera, Director of Operations
Suzanne Pfeiffer, Director of Human Resources
Samuel Gibbs, Director of Internal Audit Services
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Contracts Manager
Connie Raya, Director of Maintenance
Doug Stanley, Director Special Transit Services
Wendy Williams, Director of Marketing-Planning
Jeremiah Bryant, Service Planning Manager
Melissa Castillo, Customer Service Manager
Nicole Ramos, Marketing Manager
Misty Tshilonda, Human Resources Analyst
Julienne Overland-Villegas, Executive Assistant to the CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

There were no announcements or presentations.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – June 14, 2018

M/S (Wapner/Hagman) that approved the Committee Minutes of June 14, 2018. Motion was passed unanimously by Members present.

2. Receive and Forward to the Board of Directors, Management Plan Strategic Initiatives and Key Performance Indicators Fiscal Year 2018 Fourth Quarter Reports

CEO/General Manager, P. Scott Graham, provided a brief overview of the Management Plan Strategic Initiatives and the Key Performance Indicators for the FY18 Fourth Quarter.

Supervisor Hagman referred to Strategic Initiative #2, Special Transit Services, and asked that Omnitrans contact Inland Empire Health Plan (IEHP) to discuss a potential partnership. Director of Marketing-Planning, Wendy Williams, stated that Omnitrans staff met with IEHP personnel last week and are working together to develop a plan.

The Committee received and forwarded this item to the Board of Directors.

3. Receive and Forward to the Board of Directors, Internal Audit Workplan and Schedule FY2019

Director of Internal Audit, Samuel Gibbs, provided a brief background on this item as detailed in the staff report.

The Committee received and forwarded this item to the Board of Directors.

4. Recommend the Board of Directors Approve the Proposed Policy Change to Policy 406 – Out of Classification Assignments.

Director of Human Resources, Suzanne Pfeiffer, provided a brief background on this item as detailed in the staff report.

M/S (Hagman/Dailey) that recommended the Board of Directors approve the proposed policy changes to Policy 406 Out-of-Classification Assignments with an effective date of September 5, 2018. Motion was passed unanimously by Members present.

5. Recommend the Board of Directors Approve the Reclassification of an Employee from Fleet Analyst Position, Level VIII to a Sr. Fleet Analyst Position, Level VII and Approve the Proposed Revisions to Personnel Policy 402, Salary Ranges, Management Confidential Classifications.

Director of Human Resources, Suzanne Pfeiffer, provided a brief background on this item as detailed in the staff report.

M/S (Hagman/Davis) that recommended:

1. The Board of Directors approve the reclassification of an employee from the position of Fleet Analyst, Level VIII to the position of Sr. Fleet Analyst at Level VII effective September 5, 2018, and adjust the salary accordingly. The additional cost to the FY19 budget would be \$3,031.80.
2. Eliminating Procedure IIB, which allows for the CEO to increase the range to accommodate salary in lieu of providing an agency vehicle.
3. The Board of Directors approve the proposed revisions to Personnel Policy 402, Salary Ranges, Management Confidential Classifications, for Motions 1 and 2 above.

Motion was passed unanimously by Members present.

6. Recommend the Board of Directors Authorize the CEO/General Manager to Extend the Current Lease Agreement with H&S Properties, Inc. for the Brooks Street Maintenance Facility.

M/S (Hagman/Dailey) that recommended the Board of Directors authorize the CEO/General Manager to extend the current lease agreement for five (5) years with H&S Properties, Inc. for the Brooks Street Maintenance Facility located at 1044 Brooks Street, Ontario, California, ending no later than September 30, 2023, in a not-to-exceed amount of \$331,642.36. Motion was passed unanimously by Members present.

F. ADJOURNMENT

Member Davis announced that the Little League World Series Championship games would be held in the City San Bernardino the week of August 5-11.

Committee Chair Spagnolo stated that Omnitrans provides useful information via their social media sites and encouraged everyone to join and get access to the updates.

The Administrative and Finance Committee meeting adjourned at 8:41 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, September 13, 2018, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant



1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7100
www.omnitrans.org

ITEM # E2

DATE: October 11, 2018

TO: Committee Chair Sam Spagnolo and
Members of the Omnitrans Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

**SUBJECT: OMNITRANS DRAFT TRANSIT ASSET MANAGEMENT (TAM)
POLICY**

FORM MOTION

Recommend to the Board of Directors to approve the Omnitrans' Draft Transit Asset Management (TAM) Policy.

BACKGROUND

The Federal Transit Administration (FTA) has published a final rule defining the term of State of Good Repair (SGR) and established minimum Federal requirements for Transit Asset Management (TAM). These regulations will apply to all recipients and sub-recipients of Chapter 53 funds that own, operate, or manage public transportation capital assets.

The purpose of the TAM Policy is to communicate to the Board of Directors, management, staff and external stakeholders Omnitrans' commitment to maintain its system in a SGR; and foster a culture of continuous improvement in asset management planning and performance. All Omnitrans Board Members, staff, and members of the public are affected since the TAM Policy provides direction needed to assess, fund and maintain Omnitrans' assets in a SGR.

The final rule requires public transportation providers to develop and implement a TAM Plan. The Plan must include an asset inventory, condition assessment of inventoried assets, and a prioritized list of investments to improve the SGR of their capital assets. Transit providers are required to set performance targets for their capital assets based on SGR measures and report their targets, as well as information related to the condition of their capital assets to the National Transit Database (NTD).

A draft TAM Plan was forwarded to the San Bernardino County Transportation Authority (SBCTA) prior to the October 1, 2018 deadline. The final TAM Plan is under internal review and will be vetted at the Administrative and Finance Committee meeting on November 15, 2018.

CONCLUSION

Recommending to the Board of Directors approval of Omnitrans' Draft Transit Asset Management (TAM) Policy.

PSG:DW

Attachments: Draft TAM Policy



BOARD POLICY

POLICY PAGE 1 OF 4
Attachment A

SUBJECT

Transit Asset Management Policy

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: November 7, 2018

I. PURPOSE

OmniTrans is committed to effectively manage its capital assets and maintain its system in a State of Good Repair (SGR) to support safe, efficient, and reliable transit system. This Directive outlines the Agency's overall asset management approach in a manner consistent with current federal regulations (49 U.S. Code § 5326) and sets the direction for establishing and following through with transit asset management strategies and plans that are achievable with available funds. This Directive complies with the Federal Transit Administration (FTA) Transit Asset Management (TAM) Final Ruling on July 26, 2016.

The purpose of the TAM Policy is to communicate to the Board of Directors, management, staff, and external stakeholders the Agency's commitment to maintain its system in a State of Good Repair; and foster a culture of continuous improvement in asset management planning and performance.

This Policy is specific to the management of OmniTrans' capital assets, as defined by the FTA, which has a value of \$15,000 or more and are included in the Agency's Transit Asset Inventory maintained in the SAP Asset Management System.

II. PERSONS AFFECTED

All Board Members, staff and the public are affected since the TAM Policy provides direction needed to assess, fund and maintain Agency assets in a State of Good Repair.

III. DEFINITIONS

"Transit Asset Management Plan (TAM Plan)" means the Plan through which OmniTrans will document its' asset base, asset conditions, backlog and document the condition of State of Good Repair, Asset Management Policy, TAM goals and objectives, governance structure for asset management, strategy for capital asset funding and prioritization, and key priorities for asset management.

"Transit Asset" as defined by the FTA, means both fixed long-life infrastructure assets (including, for example, structures, tunnels, facilities, and maintenance of way) and equipment (bus, rail, and paratransit rolling stock).



BOARD POLICY

POLICY PAGE 2 OF 4
Attachment A

SUBJECT

Transit Asset Management Policy

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: November 7, 2018

“State of Good Repair (SGR)” means a condition which assets are fit for the purpose for which they were intended.

“TAM Final Ruling” means a set of federal regulations that sets out minimum asset management practices for transit providers to bring all of the nation’s transit assets into a State of Good Repair.

“Capital Improvement Plan (CIP)” means a short-range plan, usually four to ten years, which identifies capital projects and equipment purchases, provides a planning schedule, and identifies alternatives for funding the Plan.

“Tier I Agency” as defined by the FTA, means agencies that operate rail, or with 101 vehicles or more across all fixed-route modes, or with 101 vehicles or more in one non-fixed route mode. Tier I agencies must develop their own TAM Plan.

IV. POLICY

A. Commitment to Maintaining Assets in a State of Good Repair

1. Omnitrans is committed to maintaining assets in a State of Good Repair through financial stewardship and reinvestment, transparency, and collaboration with its funding partners; promoting a culture that supports asset management across the organization; and by focusing on high quality data-driven asset condition and performance information to provide safe, reliable, sustainable service for the communities served.
2. The Agency’s asset management program supports the timely implementation of projects and programs which maintain assets in a State of Good Repair.

B. TAM Vision

Omnitrans TAM Vision is an extension of its mission statement. It sets the direction for establishing and continually improving asset management strategies and plans, including setting goals, objectives, and measures to monitor and continually improve performance.



BOARD POLICY

POLICY
Attachment A

PAGE 3 OF 4

SUBJECT

Transit Asset Management Policy

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: November 7, 2018

C. Lifecycle Management

1. A data-driven set of activities will be used to evaluate the cost, condition, and performance of each class of assets over their entire lifecycle.

D. Optimizing Use of Funds Across Asset Lifecycle

1. The Capital Improvement Plan (CIP) will be aligned with TAM investment priorities:
 - Public and employee safety
 - Optimized useful life and/or maintenance of existing assets
 - Replace assets in accordance with TAM targets
 - Leverage available funds and optimize use of financial resources
 - Improve system-wide reliability
 - Meet environmental sustainability goals

E. TAM Plan Elements

The FTA regulation defines Omnitrans as a Tier I agency and, as such, requires the Agency to implement a TAM Plan that includes the nine TAM Elements listed below.

1. Inventory of assets – A register of capital assets and information about those assets
2. Condition assessment – A rating of the assets' physical state or condition
3. Decision support tool – Analytic process or tool to assist in capital asset investment prioritization needs
4. Prioritized list of investments – A prioritized list of projects or programs to manage or improve the SGR of capital assets



BOARD POLICY

POLICY PAGE 4 OF 4
Attachment A

SUBJECT

Transit Asset Management Policy

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: November 7, 2018

1. TAM and SGR Policy – Executive-level direction regarding expectations for transit asset management (see Attachment A – Draft Transit Asset Management Plan)
2. Implementation strategy – Operational actions to achieve TAM goals and policies
3. Key annual activities – Describe the key TAM activity four-year plan
4. Identification of resources – List resources needed to carry out the TAM Plan
5. Evaluation plan – Monitor and update to support continuous TAM improvement

V. AUTHORITY

A. Board Authority

The Board of Directors has the authority to approve and amend Omnitrans' TAM Policy.

B. General Manager Authority

The General Manager or designee will have overall responsibility for overseeing the development of asset management plans and procedures, in cooperation with the Senior Leadership Team, and reporting to the Board on the status of asset management for the Agency. In accordance with this policy, implementation of the TAM Policy will be a shared responsibility for all departments within Omnitrans regarding expectations and mandatory requirements.

VI. ATTACHMENTS

None



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 San Bernardino, CA 92411
 909-379-7100
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ITEM # E3

DATE: October 11, 2018

TO: Committee Chair Sam Spagnolo and
 Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Douglas L. Stanley, Director of Special Transportation Services

**SUBJECT: CONSOLIDATED TRANSPORTATION SERVICES AGENCY (CTSA)
 FUNDING AGREEMENTS**

FORM MOTION

Recommend the Board of Directors authorize the CEO/General Manager to execute Funding Agreements between Omnitrans, as Consolidated Transportation Services Agency, and five existing program partners for two years in the not-to-exceed amounts listed in Table 1.

BACKGROUND

Omnitrans, as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley sub-area, is allocated Measure I CTSA funds to improve mobility and/or coordination of transportation services for seniors and/or persons with disabilities in the San Bernardino Valley sub-area.

Omnitrans has existing funding agreements with the each of the Agencies and the new funding agreements will allow these existing program partners to continue the operation of their projects transporting and enhancing mobility for seniors and/or individuals with disabilities residing in the Omnitrans service area. Funding for each of these agreements is available.

Table 1

<u>AGENCY</u>	<u>PROJECT</u>	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>NET AMOUNT</u>
City of Grand Terrace	Senior Transp. Program	\$ 38,600.28	\$ 39,952.67	\$ 78,552.95
City of Redlands	Senior Transp. Program	\$ 56,255.55	\$ 56,847.80	\$ 113,103.35
Community Sr. Svcs	WV Volunteer Drv. Reimb.	\$ 129,167.44	\$ 178,731.12	\$ 307,898.56
OPARC	OPARC Connect	\$ 61,852.00	\$ 62,790.00	\$ 124,642.00
Anthesis	AIM	\$ 283,960.00	\$ 303,461.50	\$ 587,421.50
TOTAL		\$ 569,835.27	\$ 641,783.09	\$ 1,211,618.36

CONCLUSION

With the Committee's recommendation, this item will be forwarded to the Board of Directors to authorize the CEO/General Manager to execute Funding Agreements for the City of Grand Terrace, City of Redlands, Community Senior Services, OPARC, and Anthesis in the not-to-exceed amounts listed in Table 1.

PSG: DS



1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7100
www.omnitrans.org

ITEM # E4

DATE: October 11, 2018

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Suzanne Pfeiffer, Director of Human Resources

**SUBJECT: PROPOSED CHANGE TO POLICY 404, ADVANCEMENT,
PROMOTION AND SALARY ADJUSTMENTS ALL MANAGEMENT
CONFIDENTIAL EMPLOYEES**

FORM MOTION

Recommend the Board of Directors adopt the proposed change to Policy 404.

BACKGROUND

In August 2018, a CalPERS audit was completed and it was noted that Policy 404 was not clear on the start date of pay changes other than the six-month probationary increase. The Policy has been updated to add language stating that any change to pay occurs on the first day of the pay period of the event giving rise to the change.

CONCLUSION

Staff requests the Committee recommend adoption of the proposed change to the Board of Directors.

PSG:SP

Attachment A: Policy 404



PERSONNEL POLICY MANUAL

POLICY 404 PAGE 1 OF 1

SUBJECT

**Advancement, Promotion and Salary Adjustments
All Management & Confidential Employees**

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: May 3, 2006

EFFECTIVE: ~~July 1, 2006~~ October 11, 2018

I. Purpose

To state Omnitrans' policy on compensation, advancement, promotion and salary adjustments.

II. Scope

All Departments

III. Procedure

- A. Employees are considered for annual compensation adjustments within their respective compensation ranges based on their seniority date in their position. For example, an employee's hire date may be February 24, 2000. They were then promoted into another position effective April 1, 2002. April 1st is the seniority date in their current position and will be the effective date of their evaluations.
- B. Approved increases are effective from the first day of the pay period following the completion of the requisite six (6) months probation. Compensation adjustment time can, upon the approval of the CEO/General Manager, be accelerated or delayed in cases of employees exceeding or not meeting performance standards.
- C. New or open positions will be posted a minimum of five (5) days and an external search may be conducted simultaneously. All manager and director positions will be simultaneously advertised internally and externally when an opening occurs.
- D. Newly hired, transferred or promoted employees must be employed for a period of six (6) months before becoming eligible for transfer or promotion outside of their department. This may be waived upon approval of the CEO/GM.
- E. Merit salary increases will be granted in accordance with the following guidelines:

Increase following probationary period = 2%

Below Standards = 0%
Needs Development = 0%
Meets Standards = 3%
Exceeds = 4%
Outstanding = 5%



PERSONNEL POLICY MANUAL

POLICY 404 PAGE 2 OF 1

SUBJECT

**Advancement, Promotion and Salary Adjustments
All Management & Confidential Employees**

**APPROVED BY OMNITRANS
BOARD OF DIRECTORS**

DATE: May 3, 2006

EFFECTIVE: ~~July 1, 2006~~ October 11, 2018

- F. All pay adjustments are effective the first day of the pay period of the event giving rise to the change.

ITEM # E5

DATE: October 11, 2018

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – FIN19-12
ARMORED VEHICLE AND FARE COLLECTION COUNTING
SERVICES**

FORM MOTION

Recommend to the Board of Directors to authorize the CEO/General Manager to award Contract FIN19-12 to Los Angeles Federal Armored Services, Inc. (LAFA) of Los Angeles, CA, for the provision of Armored Vehicle and Fare Collection Counting Services for a three (3) year base period beginning January 8, 2019 with two (2) single option years ending no later than January 7, 2024, in the amount of \$591,000, plus a ten percent contingency of \$59,100 for a total not-to-exceed amount of \$650,100.

BACKGROUND

Omnitrans requires the services of a qualified firm to provide armored vehicle and fare collection services between Omnitrans' facilities, the contractor's counting facility, and the bank. Omnitrans' on-board cash revenue exceeds \$8.7 million per year. As buses are serviced, fare collection data is downloaded and the secured cashboxes are removed from the fareboxes and transferred into receiver vaults. Omnitrans has a total of five (5) receiver vaults and each vault weighs approximately 1,200 pounds. Due to the size of the vaults, a large specialized armored truck is required. The current Contract FIN14-38 expires January 7, 2019.

On June 6, 2018, Omnitrans' Board of Directors approved release of Request for Proposals RFP-FIN19-12. The solicitation was posted on Omnitrans' online bidding system. One (1) proposal was received by the July 10, 2018 deadline and was found to be responsive.

In accordance with Omnitrans Procurement Policy 2010, Section 2.2.4, awarding a contract in response to a single bid is allowed when it can be determined that the lack of competition was not due to unfavorable terms and conditions or unduly restrictive scopes of work or technical specifications. Staff surveyed firms that were notified of the solicitation but chose not to submit

bids. As a result of the survey, staff determined that the limited number of responses was unrelated to any term or specification and deemed the process valid.

The evaluation committee evaluated the proposal based upon the criteria set forth in the RFP.

Criteria	Total Points Possible	Lafa of Los Angeles, CA
Qualifications of Firm	35	29.63
Quality of Work	25	20.42
Experience	25	22.50
Technical Total	85	72.55
Cost/ Price	15	15.00
Total Score	100	87.55

Staff requested a Best and Final Offer (BAFO) and pricing remained the same. Lafa, the incumbent contractor, was found to be responsible and offers over 20 years of experience in providing similar services in the transit industry. The firm’s workplan is comprehensive and illustrated Lafa’s ability to provide armored vehicle and fare collection counting services.

The total annual cost is identified below:

	Annual Totals
Base Year 1	\$ 114,000
Base Year 2	\$ 114,000
Base Year 3	\$ 117,442
Option 1	\$ 120,965
Option 2	\$ 124,593
Total	\$ 591,000

Award is recommended to Lafa in the amount of \$591,000. A detailed cost analysis was performed and the price is deemed fair and reasonable.

This procurement meets the requirements of Omnitrans’ Procurement Policies and Procedures.

FUNDING SOURCE

The cost associated with this procurement is budgeted in the Finance Department’s Operating budget as follows:

Department Number 1800
 Expenditure Codes 503260

_____ Verification of Funding Sources and Availability of Funds.
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A

CONCLUSION

By proceeding with this award, Omnitrans will ensure required armored vehicle and fare collection counting services continue.

PSG:EFP:KNT