

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

Gary J. Rosenfeld
Chief Executive Officer
Board of Commissioners

John Vergos – **Acting Chair**

Martin Lipinski – **Vice Chair**
Shelia Williams
Roquita Williams
Kristen Bland

Janice Holder
Michael Fulton
Tommy Pacello
Robert Clark

AGENDA

Board of Commissioners Meeting
May 30, 2019 - Hollywood Community Center
1560 N. Hollywood Street
3:30p.m.

- | | | |
|-------|---|------------------|
| I. | Call to Order | John Vergos |
| II. | Board Roll Call | Linda Eskridge |
| III. | Approval of April 23, 2019 Board Minutes | |
| IV. | CEO Report | Gary Rosenfeld |
| V. | Consent Agenda Item(s) | John Vergos |
| | a) Resolution to Rescind Resolution No. 08 for Award of Contract to Innovation in Transportation, Inc. to Purchase a Next Generation Fare System – Res. No. 19-20 | |
| VI. | Procurement Agenda Item(s) | John Vergos |
| | a) Resolution to Award a Three-Year Contract to McGriff Insurance Services for Benefit Brokerage Service – Res. No. 19-21 | |
| | b) Resolution to Award a Three-Year Contract to Walden Security for Security Guard Service – Res. No. 19-22 | |
| | c) Resolution to Award a Three-Year Contract to K&J Safety, Security Consulting Service, LLC for On-Call Safety, Security and Training Consulting Services – Res. No. 19-23 | |
| VII. | Finance Agenda Item(s) | |
| | a) Financial Report | Bernhard Rudolph |
| VIII. | Speaker(s) Acknowledgement | Lawson Albritton |
| IX. | Old/New Business | John Vergos |
| X. | Adjournment | John Vergos |
-

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

CALL TO ORDER: A regular meeting of the MATA Board of Commissioners was called to order by Acting Chair, John Vergos at 3:30 p.m. on Tuesday, April 23, 2019 at 1370 Levee Road Board Room.

BOARD ROLL CALL:

Present: John Vergos; Martin Lipinski; Tommy Pacello; Kristen Bland; Janice Holder; Roquita Williams; Robert Clark

Absent: Shelia Williams; Michael Fulton

Quorum: Yes

Staff: Lawson Albritton, Senior Administrative Officer; Linda Eskridge, Executive Office Manager; Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Maury Miles, Director of Grants and Procurement; Alvin Pearson, Chief Operations Officer; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer

Guests: Theryn C. Bond; Nicole Bowen, PCA for Pearly Bowen, MATAplus Customer; Alan Dow, MICAH; Steven Edwards, City of Memphis; Bobby Fields, STAC; Beauregard Frierson, Rider; Johnnie Mosley, Citizens for Better Services; Betty Robinson, MBRU; Sandy Sweagelsky, MICAH; Alvan Sanchez; Memphis MPO; Nick Warren, Memphis MPO;

Minutes of the March 26, 2019 Board Meeting were unanimously approved.

CEO Report – Gary Rosenfeld

- MATA had a busy with the press this past month:
Channel 24, Mike Mathis, did a piece on issues going on with transit in Memphis.
Channel 3 did a nice safety piece on MATA
The Commercial Appeal featured a nice editorial article
Memphis Flyer featured an update on trolley ridership
Otis Sanford did an editorial with Gary on funding public transit
Gary was featured as a guest on Live at 9:00 on the 901 Ride Choice Program
Gary attended a meeting at the Civil Rights Museum and Justin Davis with MBRU was present as well and gave a big shout out for public transit. Gary stated that every speaker spoke about the need to invest in public transit as a solution.
- Gary was in Washington, DC in April with the AGAPE group and they presented to the National Association of Workforce Boards. The group will be coming to the MATA Board in June to do a

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road
Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

presentation on the results. Gary was proud to share that 75% of the participants in the program are using the transit piece.

- April is National Distracted Driver Awareness month. Alvin Pearson was the keynote speaker for this group. Tennessee Dept. of Safety and local law enforcement agencies rode the bus to find distracted drivers.
- A pedestrian tunnel was built at Central Station from Main Street to the back of the property with a CMAQ grant. The trolley station is taking shape. The latest projection to have the hotel completed and open is August 2019.
- Mayor Strickland announced a \$2.5MM increase for MATA city budget. MATA will make its budget presentation to committee on May 2nd.
- Ongoing workplace violence training going on.
- MATA had to move two trolley stops in the downtown area due to construction on the Convention Center. The stops went into effect on 4/23/19.
- MATA had its spring cookout on March 29th and we were visited by Councilwomen Gerrie Curry and Cheyenne Johnson.
- MATA is preparing for Memphis in May. Last year we had 50,000 people and we are hoping to beat that this year.

On time Performance:

27 operators; 12 trolley operators; and 37 MATAplus operators received 90% and above OTP.

Gary gave an update on the Statistical Report and updated the Board on future projects and calendar events.

Consent Agenda Items

- a) Resolution to Award a Contract for Pressure Washing at American Way and Hudson Transit Centers – Res. No. 19-15
- b) Resolution to Award a Contract for a Three-Year Supply of Batteries - Res. No. 19-16
- c) Resolution to Award a Contract for the Purchase of Decorative Poles, Bases, and Equipment for MATA's Rail Line – Res. No. 19-17
- d) Resolution to Award a Contract for Installation of Bus Shelters and Bike Racks – Res. No. 19-18
- e) Resolution Authorizing the Disposal of Surplus/Obsolete Parts – Res. No. 19-19

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

Mr. Rosenfeld asked if there were any items that need to be removed from the Consent Agenda for questions. After hearing none, Mr. Pacello moved that item Nos. 19-15 thru 19-19 be approved. Ms. Coleman-Williams seconded the motion. **Resolutions Passed**

Service and Development Item(s)

- Next Generation Fare System (NGFS) Update

Mr. Rosenfeld stated that the Board authorized the general manager to enter into negotiations to come up with a contract with INIT to provide us with the next generation fare collection system. Mr. Rosenfeld stated that MATA is not happy with how the discussions are going. MATA will have an onsite meeting with INIT senior leadership on May 3rd and he will be coming in from Germany. At that point MATA will make a final determination as to whether we are able to enter into an agreement. We will keep the Board advised. This would be a 12-year relationship with this company and our concern is that INIT is not getting off to a good start. The good news is we have a great consultant working on this project and he has already identified potential vendors, However, this is not where we want to go with this as it puts us way behind. Hopefully with the face to face meeting we will get their attention and we will have a better understanding of their needs as well as them better understanding our needs. Questions: *Mr. Vergos asked if we are comfortable that this is not the way they do business.* Mr. Rosenfeld said potentially, but with the groups that are working on our end, we are sure that we will get what we want. Our goal is to look out for the organization.

Procurement Agenda Item(s)

None

Financial Agenda Item(s)

Financial Report – March 2019

Mr. Rudolph reported that we are on budget on the Expense side. We are \$2.2MM ahead of budget on the Revenue side due to the \$2 1/2MM Improve Act Funds for service cuts. At present we are \$2.2MM ahead on the operating margin. Passenger Fares were about \$50,000 under for the month. On a cash basis we just received a \$6.7MM Bridge Loan from the city, which will carry us through until the new Fiscal Year. Mr. Rosenfeld explained the purpose of the Bridge Loan, which is to get us through as we draw down our Federal Funds and as soon as we draw those down, we will pay the city back the \$6.7MM.

Speaker(s) Acknowledgement

Mr. Vergos had to leave the meeting and Vice Chair Lipinski presided over the remainder of the meeting.

- 1) **Nicole Bowen**, 1137 Kney St. Memphis, TN 38107 – RE: MATApplus Safety

Ms. Bowen stated that she is still requesting someone to meet with her about the proper placement of her mother on a wheelchair. She encountered an incident with a new operator

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

driving over speed bumps and the back of her mom's chair popped out of place and they had to call the paramedics. Ms. Bowen stated that MATA has a lot of operators who are doing things their own way. Again, another issue is there is a problem getting through to a reservationist. These are all repeated issues.

- 2) **Mr. Beauregard Frierson**, Memphis, TN – RE: Later Bus Service on Sundays
He would like for the MATA Bus to have later service on Sundays. He would like to attend church at night sometimes and there is not a bus that runs late. Mr. Bouregard also stated that the bus drivers need security on buses to help control people.

- 3) **Justin Davis**, 382 Collins Street, Memphis, TN 38112 – RE: The Minor Service Change Policy
Mr. Davis mentioned that some of the people had some concerns about implications of creating a process where service changes will take place without having a public comment period. For some of the riders, the public comment period is the only time they have to give their opinion about some of the services. He needed to let MATA know that this is a concern with some of the people.

Old/New Business

- Mr. Rosenfeld called for a motion from the Finance Committee to receive the 2018 Fiscal Audit Report. Ms. Coleman-Williams motioned that the Finance Committee receive and accept the findings of the Audit Report. Mr. Pacello seconded the motion. **Motion Passed**
- MATA's next Board Meeting will be May 30, 2019 at 3:30pm at the Hollywood Community Center.
- Mr. Rosenfeld stated that there is a program in the City called bike-to-work day where they requested that MATA provide free bus passes to those that utilize bikes to get to work on that day. He stated It is a small number and would take it from an allotment to the general manager on an annual basis rather than a full-blown resolution. Mr. Rosenfeld stated that he will be supporting that effort to get people to use their bikes for that first/last mile and use public transportation. The bike-to-work date will be May 17, 2019.

The Meeting was adjourned by Vice Chair, Martin Lipinski.

John Vergos, Acting Chairman

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 19-20

**RESOLUTION TO RESCIND RESOLUTION 19-08 FOR AWARD OF CONTRACT TO INNOVATION IN
TRANSPORTATION, INC. TO PURCHASE A NEXT GENERATION FARE SYSTEM**

WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners awarded a contract on February 26, 2019 under Resolution No. 19-08 to Innovations in Transportation, Inc. (INIT) for the purchase of a portion of the Next Generation Fare System (NGFS); and

WHEREAS, MATA's Staff and INIT failed to reach an agreement on the proposed contract; and

WHEREAS, MATA's Staff recommends that the contract awarded to INIT for the NGFS be rescinded; and

WHEREAS, MATA's Staff will resolicit for the portion of the NGFS that was awarded to INIT.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That Resolution No. 19-08 for awarding a contract INIT for providing a portion of the NGFS is hereby rescinded.

BE IT FURTHER RESOLVED That MATA's Staff is authorized to resolicit for the portion of the NGFS that INIT was to provide.

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 19-21

**RESOLUTION TO AWARD THREE-YEAR CONTRACT TO MCGRUFF INSURANCE SERVICES FOR BENEFIT
BROKERAGE SERVICES**

WHEREAS, The Memphis Area Transit Authority (MATA) maintains employee health and supplemental benefits insurance coverage in the following areas:

- Medical
- Dental
- Vision
- Voluntary Benefits (i.e., Accident, Cancer, Short/Long Term Disability, etc.)

WHEREAS, Staff solicited proposals from insurance brokerage services for providing the brokerage services listed in the request for proposal; and

WHEREAS, Four responsive proposals were received in response to MATA's procurement and were evaluated by Evaluation Committee; and

WHEREAS, The Evaluation Committee determined McGriff Insurance Services, Inc. to be the lowest and best proposer; and

WHEREAS, Evaluation Committee recommends that a three-year contract be awarded to McGriff Insurance Services, Inc. at an annual cost of \$45,000 for a total cost not to exceed \$135,000 for all three years.

WHEREAS, Operating funds are available for this procurement; and

NOW, THEREFORE BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a three-year contract be awarded to McGriff Insurance Services, Inc. at an annual cost of \$45,000 for a total cost not to exceed \$135,000 for all three years.

BE IT FURTHER RESOLVED, That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice Chairman is authorized to execute any and all documents necessary to process this contract.

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com



TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
SUBJECT: IFB 19-16-2 Three-Year Benefit Brokerage Service
DATE: May 30, 2019

This memo summarizes the procurement process for the purchase of Three-Year Benefit Brokerage Services to maintain MATA employee health and supplemental benefits.

The RFP was sent to seven vendors, formally advertised and posted to MATA's website. The DBE goal was set at 10.33% for this procurement.

Five proposals were received. One proposal was found to be non-responsive for not being able to meet DBE requirements. MATA's Evaluation Committee reviewed the four responsive proposals and discussed their findings based on the criteria set forth in the procurement.

The proposers could receive a maximum of 400 points. The results of the evaluation committee's evaluations were as follows:

Vendor	Total points		Cost for three years
McGriff	400	\$	135,000
Lockton	331	\$	262,500
Willis towers	313	\$	240,000
Gallagher	315	\$	420,000

The Evaluation committee recommends a three-year contract to be awarded to McGriff Insurance Services, Inc. at an annual cost of \$45,000 for a total cost not to exceed \$135,000.

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 09-22

RESOLUTION TO AWARD A THREE-YEAR CONTRACT TO WALDEN SECURITY FOR SECURITY GUARD SERVICE

WHEREAS, The Memphis Area Transit Authority (MATA) requires the services of a professional security service company to protect its passengers, personnel, equipment and facilities; and

WHEREAS, MATA advertised and solicited proposals for a three-year contract in accordance with MATA's Procurement Manual; and

WHEREAS, Three responsive proposals were received and were evaluated by the Evaluation Committee; and

WHEREAS, Walden Security was the highest rated responsive and responsible proposer; and

WHEREAS, The hourly rates proposed by the company are attached; and

WHEREAS, The Evaluation Committee recommends awarding a three-year contract to Walden Security for security guard services at a cost not to exceed \$2,733,433.29 plus \$955 per month plus fuel for the security vehicle for the period of August 1, 2019 – July 31, 2022; and

WHEREAS, Funds are available for this service in the operating budget; and

WHEREAS, The DBE goal has been exceeded.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a three-year contract be awarded to Walden Security for security guard services at a cost not to exceed \$2,733,433.29 plus \$955 per month plus fuel for the security vehicle for the period of August 1, 2019 – July 31, 2022.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief Administrator Officer, Chairman or Vice-Chairman be authorized to execute the necessary contract.

* * * * *

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

WALDEN SECURITY HOURLY RATES

ARMED SERVICE

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Sunday Hourly Rate	\$16.98	\$16.98	\$16.98
Weekday Hourly Rate	\$16.98	\$16.98	\$16.98
Saturday Hourly Rate	\$16.98	\$16.98	\$16.98
Holiday Hourly Rate	\$25.48	\$25.48	\$25.48
Special Events Rate	\$25.48	\$25.48	\$25.48
Option			
Contractor Vehicle	\$955/month + fuel each year		

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com



TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, CEO
SUBJECT: Three-Year Security Guard Service
DATE: May 30, 2019

This memo summarizes the procurement and evaluation process for Security Guard Services for a three-year contract for the period of August 1, 2019 – July 31, 2022. This procurement covers security services

for various MATA facilities including:

- Operations, Maintenance, and Administration Facilities (1330-1370 Levee Road, 1364 and 1370 Watkins Street)
- William Hudson Transit Center (444 North Main Street)
- American Way Transit Center (3921 American Way)

MATA sent the Request for Proposal to 28 vendors, formally advertised and placed on MATA's website.

The Disadvantaged Business Enterprise (DBE) goal was 8.2%. MATA received three responsive and responsible proposals.

The Evaluation Committee consisted of five MATA staff members. The following technical criteria were established for evaluating proposals:

- a. Experience and Past Performance
- b. Qualifications of Employees
- c. Understanding of the Project
- d. Price
- e. Conformance with the Request for Proposal

The Best Value method was used in the evaluation process. The hourly rates for armed guards over the three-year period were used as the primary measure of cost.

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

The Evaluation Committee reviewed and rated the three responsive proposals on each of the four technical criteria with Experience and Past Performance having a maximum score of 30 points; Qualifications of Employees having a maximum score of 25 points; Understanding of the Project having a maximum score of 20 points, and Price have a maximum score of 20 points and Conformance to the RFP having a maximum score of five points.

After compiling the technical scores and considering cost, Walden Security had the highest score. Out of a possible maximum score of 500 points Walden Security received 500 points, Allied Universal Security Services received 435 points and Global Security received 363 points.

Walden Security's hourly rates for the three-year period for armed security service are as follows:

<u>Weekday, Saturday, Sunday</u>	<u>Holiday</u>	<u>Special Events</u>
\$16.98	\$25.48	\$25.48

Walden also provided their monthly cost for providing a security vehicle. This rate is \$955 per month plus fuel for each of the three years.

Walden exceeded the DBE goal at 19% by proposing to use Class A Security for a portion of the security work.

The Evaluation Committee recommends that a three-year contract be awarded to Walden Security for security guard services at a cost not to exceed \$2,733,433.29 plus \$955 per month plus fuel for the security vehicle for the period of August 1, 2019 – July 31, 2022.

Please let me know if you would like to discuss.

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 19-23

RESOLUTION TO AWARD THREE-YEAR CONTRACT TO K&J SAFETY & SECURITY CONSULTING SERVICE, LLC FOR ON-CALL SAFETY, SECURITY & TRAINING CONSULTING SERVICES

WHEREAS, The Memphis Area Transit Authority (MATA) must ensure that all safety, security & training policies and procedures are up-to-date; and

WHEREAS, Staff solicited proposals from Safety, Security & Training Consulting Firms for providing the safety, security & training services listed in the request for proposal; and

WHEREAS, Two responsive proposals were received in response to MATA's procurement and were evaluated by the Evaluation Committee; and

WHEREAS, The Evaluation Committee determined K&J Safety & Security Consulting Service, LLC to be the lowest and best proposer; and

WHEREAS, The Evaluation Committee recommends that a five-year contract be awarded to K&J Safety & Security Consulting Service, LLC at the rates show in Exhibit A for a total cost not to exceed \$500,000 for all five years.

WHEREAS, MATA staff is requesting board approval to issue task orders to K&J Safety & Security Consulting Service, LLC up to a total cost not to exceed \$500,000 for the five-year period.

WHEREAS, Operating funds are available for this procurement.

NOW, THEREFORE BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a five-year contract be awarded to K&J Safety & Security Consulting Service, LLC at the hourly rates shown in Exhibit A.

BE IT FURTHER RESOLVED, That staff authorized to issue task orders to K&J Safety & Security Consulting Service, LLC up to a total cost not to exceed \$500,000 for the five-year period.

BE IT FURTHER RESOLVED, That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice Chairman is authorized to execute any and all documents necessary to process this contract.

* * * * *



TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
SUBJECT: IFB 19-17 On-call Safety, Security & Training
DATE: May 30, 2019

This memo summarizes the procurement process for the services associated with On-Call Safety, Security & Training to ensure that all policies and procedures for MATA facilities, infrastructure, vehicles and employees are up-to-date and current with FTA regulations.

The RFP requested prices for five-year period and was sent to four vendors, formally advertised and posted to MATA's website. The DBE goal was set at 4% for this procurement.

Two responsive and responsible proposals were received. MATA's Evaluation Committee reviewed the two responsive proposals and discussed their findings based on the criteria set forth in the procurement. The proposers could receive a maximum of 400 points. The results of the evaluation committee's evaluations were as follows:

Vendor	Total points
K&J Safety & Security Consulting Services, Inc.	388
ADS System Safety Consulting, LLC	354

The Evaluation Committee recommends a five-year contract be awarded to K&J Safety & Security Consulting Service, LLC at the hourly rates shown on Exhibit A. MATA Staff will issue task orders as services are needed, and the total of the task orders will not exceed the total cost of \$500,000 over the five-year period.

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

EXHIBIT A

K&J Safety & Security Consulting Service, Inc.

CLASSIFICATION	YEAR 1 2019-2020	YEAR 2 2020-2021	YEAR 3 2021-2022	YEAR 4 2022-2023	YEAR 5 2023-2024
Principal/Program Manager	\$ 100.19	\$ 100.19	\$ 100.19	\$ 100.19	\$ 100.19
Senior Project Manager	\$ 96.35	\$ 96.35	\$ 96.35	\$ 96.35	\$ 96.35
Project Manager	\$ 92.89	\$ 92.89	\$ 92.89	\$ 92.89	\$ 92.89
Senior Planner	-	-	-	-	-
Planner	-	-	-	-	-
Senior Specialist	\$ 88.66	\$ 88.66	\$ 88.66	\$ 88.66	\$ 88.66
Specialist	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00
Senior Trainer	\$ 76.94	\$ 76.94	\$ 76.94	\$ 76.94	\$ 76.94
Trainer	\$ 58.28	\$ 58.28	\$ 58.28	\$ 58.28	\$ 58.28
Inspector	-	-	-	-	-
Technician	\$ 57.89	\$ 57.89	\$ 57.89	\$ 57.89	\$ 57.89
Quality Control/Quality Assurance	-	-	-	-	-
Field Technician	\$ 58.28	\$ 58.28	\$ 58.28	\$ 58.28	\$ 58.28
Secretary/Administrative Assistant	\$ 38.85	\$ 38.85	\$ 38.85	\$ 38.85	\$ 38.85
Other (Please specify)	-	-	-	-	-
Training (Flat Rate per hour)	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
Class Type: FEMA	-	-	-	-	-
Class Type: Safety (SMS, Hazard Management)	-	-	-	-	-
Class Type: OSHA (EH&S)	-	-	-	-	-
Class Type: Security (TSA, DHS)	-	-	-	-	-
Class Type: Environmental	-	-	-	-	-
Overhead	125%	125%	125%	125%	125%
Profit	10%	10%	10%	10%	10%
Telephone, Printing (other than Bid Documents), Local Travel, Reproduction, Allocated cost based on salary plus overhead	-	-	-	-	-
Retainage when required on specific task orders	-	-	-	-	-