

## ADDENDUM TO RFP DOCUMENTS

### REQUEST FOR PROPOSAL # 23-02: Transit Management Services

#### ADDENDUM #1

**DATE ISSUED:** Monday, September 11, 2023

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To All Potential Vendors: This addendum is issued for informational purpose to address questions received in accordance with *Section 2.6 Pre-Proposal Conference* of the RFP and is hereby made a part of the RFP documents. Please attach this addendum to the documents in your possession. Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their proposal.

#### Questions from the Optional, Pre-proposal Meeting

1. Does the current structure have to be retained?

**Response:** The RFP speaks to the current structure but allows flexibility for a revised structure so long as the proposed is of equal or greater benefit to RCT. Proposer can include a revised structure and justification in their proposal.

2. Is the Contractor responsible for maintaining the County website?

**Response:** No. The County website is independent of the RCT Buses website; contractor is responsible for maintaining the RCT Buses website. Website currently hosted by a third party.

3. Does the Transit Development Manager handle all procurements?

**Response:** No. Items/products like janitorial supplies are purchased through an MSA with the County. Any of the major procurements including buses, insurance, CAD/AVL, radio replacement fall under her purview. Most purchases conducted from the Transit Development Manager's office are over the \$10,000 micro-purchase threshold. The contractor/operator purchases supplies, fluids, parts, etc.

4. What are the KPIs for the system?

**Response:** RCT is currently engaged in a 10-year Transit Development Plan (TDP). Discussions on performance measures are underway as part of the planning effort. Performance indicators are referenced in the RFP; however, incentives and penalties (liquidated damages) are not defined in the solicitation. As referenced, the RCTB reserves the right to revisit during the term of the contract. The draft TDP outlines technology enhancements for the near-, mid-, and long-term. The implementation of near-term technology upgrades are underway which will replace manual systems and increase the reliability of data used in the monitoring of contractor performance. Additional information regarding the planning effort can be obtained from the project website, RCT Vision: <https://www.rctvision.com/>.

5. Is RCT using Ecolane as their scheduling and dispatching platform for demand response service? If so, please confirm the version?

**Response:** RCT uses Ecolane Evolution for demand response service. Advanced reservation was required in the past but RCT implemented same day service on September 5, 2023

6. Will the County consider extending the proposal due date?

**Response:** The County is unable to extend the proposal due date. The due date for proposals remains as Thursday, September 21, 2023.

7. Can you please provide a copy of the current transit management contract?

**Response:** Copy of the current transit management contract enclosed.

8. Can you please provide the last three months of invoices regarding transit management services?

**Response:** Copy of the last three months of invoices regarding transit management services enclosed.

## **MANAGEMENT AGREEMENT**

This Agreement is made and entered into this 13th day of March, 2019, by and among the Richland County Transit Board (hereinafter referred to as the "Client" or "RCTB"), First Transit, Inc., a Delaware corporation (hereinafter referred to as "FIRST TRANSIT") and Transit Management of Richland, an Ohio corporation and wholly-owned subsidiary of FIRST TRANSIT (hereinafter referred to as "TMR").

### **1. ACCEPTANCE OF THE AGREEMENT**

The Client hereby engages FIRST TRANSIT as an independent contractor to manage the operation of the public transit system in the Richland County urban area, including additions to and extensions thereof, (the "Transit System"), as provided herein. FIRST TRANSIT agrees to supply such services.

### **2. DESIRED RESULT**

The desired result to be achieved by FIRST TRANSIT is management of the Transit System under the Client's policies, and in a way which will provide the quality and quantity of service as determined from time to time by the Client. FIRST TRANSIT will not, however, be expected to achieve results beyond the limits of the funding and other resources that are made available for the management and operation of the system and general upkeep of the equipment of the RCTB.

### **3. SCOPE OF SERVICES OF FIRST TRANSIT**

FIRST TRANSIT will furnish management services as reasonably required by the Client and necessary for the efficient operation of the Transit System under the policies, standards, and procedures established by the Client, according to TMR's Standard Operating Procedures, and within the scope of FIRST TRANSIT's proposal. The management to be furnished includes, but shall not be limited to, carrying out the functions of transit planning, real estate management, equipment and building utilization and maintenance, security, route scheduling, fare evaluation and collection, service standards, purchasing, accounting, budgeting, safety initiatives, insurance and claims,

employee selection and training, employee relations, labor negotiations (excluding interest arbitration), equipment selection, and all other normal managerial functions reasonably required in the day to day operation of the transit system, and assisting the client in marketing, public relations, grant applications, financial and ridership reporting.

In 2019, at no additional cost FIRST TRANSIT will conduct a Service Analysis to objectively review the efficiency and effectiveness of the current transit services.

At the request of the Client, under separate contract and for an additional fee, FIRST TRANSIT will supply special project assistance. Special projects include but are not limited to, Bus Line Inspections (BLI) (except at the Gillig factory where BLI shall be provided free of any additional charge), completion of rolling stock Buy America requirements, Comprehensive Operational Analysis (COA), Transit Development Programs (TDP), MIS Projects, or any other special programs requested of FIRST TRANSIT during the term of this Agreement. Special projects are not within the scope of the day-to-day management services provided for herein. For each special project, the parties shall mutually agree upon the cost, the work task plan, timeline for completion, and a tracking and reporting plan.

#### **4. COMMENCEMENT AND TERM**

This agreement will become effective on the 1<sup>st</sup> day of January, 2019, and will continue for a term of five calendar years from the effective date.

Should the combined amount of federal, state, and local government funding and other locally derived income available to the Client for the purpose of operating transit services decline by 25% or more from one fiscal year to the next, the Client shall have the ability to request that the parties negotiate changes in the scope of services, management team, and compensation of First Transit. In the event the parties are unable to reach an agreement on a negotiated rate, either party has the right to terminate this Agreement.

**5. FIRST TRANSIT PERSONNEL**

FIRST TRANSIT will furnish a General Manager and an Assistant General Manager (hereinafter referred to and defined as “Management Team” or “First Transit”) who shall be selected with the approval of the RCTB, which approval shall not be unreasonably withheld. At a minimum, and for the duration of the Agreement, at least one (1) of the resident management team must possess the required licensure to have the ability to operate RCTB owned vehicles on the premises, and to and from the premises for the purpose of road testing and travel to/from locations where maintenance services may be purchased.

The Management Team will serve at the expense of FIRST TRANSIT and shall provide the active management of the Transit System for and on behalf of the RCTB. Unless otherwise agreed upon, management of the Transit System shall be the full time job of the Management Team. In the event that any member of the Management Team should be replaced, such replacement must be with the consent of the RCTB.

**6. ADVISORY AND TECHNICAL ASSISTANCE**

At no additional cost, FIRST TRANSIT will furnish advisory and technical assistance, at the Transit System or elsewhere, as may be reasonably required to assist the Management Team in the management of the Transit System. Such advisory and technical assistance shall include, but will not be limited to, those relating to the managerial functions that are identified in Section 3 of this agreement. In conjunction with this technical assistance, the Regional Vice President will provide a minimum of four (4) location visits per year, and other corporate support persons will provide a minimum of two (2) location visits per year. If FIRST TRANSIT fails to perform the scheduled location visits within any contract year, FIRST TRANSIT will re-pay \$10,000 to the RCTB not later than sixty (60) days from the end of the effected contract year.

**7. COMPENSATION**

FIRST TRANSIT will provide a monthly invoice which will include a breakdown of the expenses that are incurred in the provision of the three core service areas that are provided by the Management Team; these core service areas being management of operations, transit planning, and oversight for maintenance services.

FIRST TRANSIT's annual fee for the services to be rendered pursuant to this Agreement will be as follows:

<b><u>PERIOD</u></b>	<b><u>ANNUAL FEE</u></b>
<b>1/1/2019 – 12/31/2020</b>	<b>\$178,550</b>
<b>1/1/2020 – 12/31/2020</b>	<b>\$182,253</b>
<b>1/1/2021 – 12/31/2021</b>	<b>\$186,552</b>
<b>1/1/2022 – 12/31/2022</b>	<b>\$190,969</b>
<b>1/1/2023 – 12/31/2023</b>	<b>\$195,510</b>

If the monthly invoice is received by the 10<sup>th</sup> of the month, payment will be made by the RCTB to FIRST TRANSIT on or before the 30th day of each month for the current month's management fee on a pro rata basis of the annual fee. In the event this Agreement becomes effective or terminates during a calendar month, the fee due FIRST TRANSIT will be prorated on a daily basis. The Client will pay interest at a rate of **1.5% per month** on any balance that is outstanding beyond the thirty (30) day period that is noted in this section.

**8. FIRST TRANSIT EMPLOYEES**

FIRST TRANSIT will be solely responsible for the compensation, including wages, fringe benefits, and related matters, of the Management Team.

**9. EMPLOYEE HONESTY**

FIRST TRANSIT shall maintain an insurance policy which is issued by an insurance company that is licensed to do business in Ohio, with a limit of at least \$1,000,000, to insure against dishonest or fraudulent acts of employees of FIRST TRANSIT's

Management Team. Verification of this insurance will be provided to the RCTB at the inception of this agreement, and at each renewal period.

**10. OPERATING PERSONNEL**

TMR will be the employer and assume the employment of all employees, other than FIRST TRANSIT personnel, and all labor and contractual obligations necessary for the operation of the Transit System. All collective bargaining agreements or other employment agreements and amendments thereto negotiated by FIRST TRANSIT will be submitted to RCTB for consultation.

**11. WORK FUNDS**

The RCTB shall reimburse TMR for the net operating expenses that are incurred for the operation and maintenance of the transit system, and such amount shall be based upon the expense and revenue report that is received from TMR. The Management Team shall meet monthly with RCTB to review the year-to-date budget and, in the event that a year-to-date expense line item exceeds by more than 5% the corresponding year-to-date budget line item, First Transit shall provide a detailed explanation for such overage and a list of corrective steps to address the overage. If, at the end of the fiscal year, the operating net expenses have exceeded the budget by more than 5%, RCTB shall not be responsible for such excess expenses. Payment will be made by Board action following the receipt of the report. These funds will be deposited in the bank accounts of TMR and shall be used to pay all operating expenses of the transit system under the procedures and controls that are adopted by the RCTB. The ownership of said funds will remain with the RCTB.

As used herein, the term "operating expenses" of the Transit System shall mean and include, but not be limited to, all wages, fringe benefits, and pension benefits of all personnel that are employed by TMR; all payroll, social security, property and all other taxes pertaining to the operation of the Transit System, all rentals, utilities, association dues, insurance premiums and deductibles, cost of fuel, supplies and parts, repairs,

uninsured losses, judgments, settlements, awards and all other charges, costs and expenses pertaining to the operation of the Transit System, provided that these other charges, costs and expenses are within the guidelines of OMB Uniform Guidance and are allowable by the Federal Transit Administration, and are within the established purchasing guidelines of the RCTB.

Should the Management Team determine that there may be a shortfall of operating funds prior to the next scheduled reimbursement for expenses, the Management Team will notify the RCTB Fiscal Officer to request a partial advance reimbursement of funds normally due for the prior month expenses. The Board may take action, at a special meeting that will be convened for that purpose, to provide partial reimbursement of operating funds to TMR.

## **12. EQUIPMENT, FACILITIES AND SERVICES**

The RCTB will furnish, at its expense and without cost to FIRST TRANSIT, the use of all necessary office space, utilities, furniture, equipment, supplies, materials, communication services, postage, secretarial and clerical help, and such automobile transportation and related parking as may be reasonably necessary for the management of the Transit System. A minimum of one (1) vehicle will be made available for the purpose of the Management Team responding to accidents, road calls, or for travel that is reasonably necessary, including but not limited to procurement of parts and supplies, and travel to and/or from meetings or training.

## **13. REVENUE**

Any and all revenue derived from the operation of the Transit System, whether from passengers or from other sources, shall be and remain from the initial receipt thereof, the absolute property of the RCTB. The handling and treatment of such revenue, including the banking thereof, and the accounting therefore, shall be as directed by the RCTB.

FIRST TRANSIT on behalf of the RCTB, shall receive, collect and deposit all of the aforesaid revenue collected in its operations in the manner directed by the Client. FIRST TRANSIT shall keep and maintain the local financial records of the operation of the Transit System in conformity with the requirements, and at the direction of the RCTB. FIRST TRANSIT shall render and certify to the RCTB such full and complete monthly or other operating reports and financial statements as described in section 14 of this agreement and as the RCTB shall reasonably require.

**14. REPORTING**

First Transit shall supply the RCTB with the reports that are described in Appendix A of this Agreement, as least as frequently and as timely as is stated therein, and any other reports as shall be reasonably requested.

**15. TITLE TO PROPERTY**

All real estate, buildings, equipment, buses, motor vehicles and all materials and supplies reasonably necessary for the operation of the Transit System shall be furnished by the Client and shall remain the property of the Client. All property of any type, real, personal, or mixed, hereinafter acquired and reasonably necessary for performance of the Transit System operations shall be acquired at the RCTB's expense and shall become the property of the RCTB.

**16. PURCHASING OF EQUIPMENT AND SUPPLIES**

FIRST TRANSIT shall advise the RCTB from time to time regarding the types and amounts of materials, supplies, tools and equipment, including buses, needed for use in the operation or maintenance of the Transit System. FIRST TRANSIT shall make recommendations as to type, quantity and amount of materials, supplies and equipment to be purchased, and such purchases shall be made pursuant to the RCTB's purchasing policies.

**17. AUDIT AND INSPECTION OF RECORDS**

FIRST TRANSIT shall permit the authorized representatives of the RCTB to inspect and audit all local data and records of FIRST TRANSIT or TMR, that are reasonably related to this agreement. To the extent that federal or state funds are involved, the right to inspection and audit shall extend to authorized representatives of the United States Department of Transportation, the Comptroller General of the United States and the applicable state offices, if any.

**18. BUDGETS AND PROJECTIONS**

FIRST TRANSIT agrees to prepare or assist in the preparation of the necessary annual budgets, to be submitted by November 1<sup>st</sup> of each year for the following calendar year, and any other cost projections as are reasonably requested by the RCTB. The annual TMR budget will be formulated and provided to reflect the expected expenses for each month separately. FIRST TRANSIT shall make its best effort to operate the transit system within the budget that is established by the RCTB, said budget to be reviewed monthly by the management team.

**19. FARES AND SCHEDULES**

First Transit agrees to furnish semi-annual reports and recommendations to the RCTB relating to service extensions or reductions, route planning, fare structure, and service related policies.

**20. THIRD PARTY LIABILITY**

In the event that FIRST TRANSIT, its parent, subsidiaries (including but not limited to TMR), affiliates, officers, directors, shareholders, agents, servants, employees and assigns should be named in a lawsuit or claim arising out of or related to the management or operation of the Transit System that falls within RCTB's insurance coverage/policies, such lawsuit and/or claim will be handled and paid for under the Client's insurance coverage/policies, as described in Section 21 of this Agreement.

FIRST TRANSIT covenants and agrees to indemnify and hold RCTB and its respective agents harmless against any loss, claim, cause of action, damages, liability (including without limitation, strict or absolute liability in tort or imposed by statute), charge cost or expense (including without limitation counsel fees to the extent provided by law) caused by FIRST TRANSIT's grossly negligent or criminal actions including such actions or failures to act of any subcontractors or other agents of FIRST TRANSIT acting on behalf of FIRST TRANSIT under this Agreement. In no event shall FIRST TRANSIT or any of its employee, agents, contractors and subcontractors be considered agents or employees of RCTB, ODOT, or US DOT except as specifically set forth otherwise herein. FIRST TRANSIT agrees that none of its employees, agents, contractors or subcontractors will hold themselves out as, or claim to be agents, officers, or employees of RCTB, ODOT, or FTA, and will not by reason of any relationship with RCTB, ODOT, or FTA make any claim, demand or application to an agent, officer or employee of RCTB, ODOT, or FTA including but not limited to rights and privileges concerning workers' compensation benefits, social security coverage, or retirement membership or credit.

## **21. INSURANCE**

In furtherance of its obligations under Section 20 above and not in limitation thereof, the RCTB shall furnish and maintain, at its sole cost and expense, at all times during the term of this Agreement and any renewal or extension thereof, (i) a standard policy of automobile liability insurance having a combined single limit of not less than \$5,000,000 per occurrence for the ownership, maintenance, use or operation of the buses and other vehicles used in connection with the management and operation of the Transit System or in any way associated with this contract, (ii) a standard policy of general liability insurance having a combined single limit of not less than \$5,000,000 per occurrence, in connection with the management and operation of the Transit System pursuant to this Agreement and (iii) a standard policy of workers' compensation insurance covering all employees utilized in the operation of the Transit System in accordance with applicable law.

In the event RCTB fails to furnish and maintain the insurance policies required by this section, FIRST TRANSIT may, at its sole option, furnish such policy or policies without prejudice to any other remedy FIRST TRANSIT may have, and the cost and expense of furnishing and maintaining such policy or policies shall be deemed an operating expense of the transit system payable in accordance with the provisions of Section 11 above. The foregoing shall not, however, apply to criminal penalties or fraud committed by the First Transit management team.

**22. LEGAL COUNSEL**

It shall be the responsibility of the RCTB to handle all legal matters of the Transit System not covered by insurance. Whenever legal counsel is required for the benefit of the Transit System and such counsel is not provided by the RCTB, FIRST TRANSIT shall have the right, with prior approval of the RCTB, to retain counsel that is reasonably acceptable to the RCTB and charge the cost thereof as an operating expense of the Transit System.

**23. FORCE MAJEURE**

FIRST TRANSIT and TMR shall not be liable to the RCTB for any failure, delay or interruption of service or for any failure or delay in the performance of any obligation under this Agreement due to acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty, unavailability of fuel or parts, or other similar acts beyond the reasonable control of FIRST TRANSIT or TMR.

**24. NO PERSONAL LIABILITY**

No officer, director, or employee of FIRST TRANSIT, or of TMR shall be personally liable for the fulfillment of the conditions of this Agreement.

**25. DEFAULT AND TERMINATION**

In case of a breach of any material provision hereunder, the nonbreaching party shall give the other party prompt written notice of such breach, setting forth the facts in reasonable

detail. In the event that the breaching party has not cured such breach within thirty (30) days (or in case of breaches which require a longer period to cure, has failed to commence upon such cure within said period and thereafter to diligently proceed with the same to completion), the nonbreaching party shall have the right to terminate this agreement without further notice. This Agreement shall also be terminable for cause at the option of the other party if any party is adjudicated bankrupt; is subjected to the appointment of a receiver and fails to have such a receiver removed within ninety (90) days; has any of its property attached and fails to remove such attachment within ninety (90) days; becomes insolvent; or, for a period of ninety (90) days, is unable to pay its debts as the same become due, upon ninety (90) days' notice.

Either party shall have the ability to terminate the contract at its convenience for any reason by giving sixty (60) days written notice to the other party.

**26. INTEREST OF PUBLIC OFFICIALS**

No member, officer or employee of any public body, during his tenure, or for one year thereafter, shall have any interest direct or indirect in this Agreement or the benefits thereof.

**27. INTEREST OF MEMBERS OF CONGRESS**

No member of, or delegate to, the Congress of the United States shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.

**28. NON-DISCRIMINATION**

In connection with the carrying out of this Agreement, FIRST TRANSIT and TMR shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, sexual preference, disability or national origin. FIRST TRANSIT and TMR will take affirmative action to promote employment and treatment during employment, without regard to race, creed, color, sex, age, sexual preference, disability or national origin. Such action shall include, but not be limited to the following:

employment and promotion; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay, other forms of compensation; and selection for training including apprenticeship. The applicable provisions of the Presidential Executive Order 11246, as amended, relating to Equal Employment Opportunity are incorporated by reference herein.

## **29. STATUS OF TMR EMPLOYEES UPON TERMINATION OR EXPIRATION**

Upon the expiration or termination of this agreement, TMR shall not be responsible for its employees who were employed immediately prior to such expiration or termination. Upon expiration or termination of this agreement, RCTB or its designee may, at RCTB's option, assume employment and associated liabilities of TMR's employees who were employed immediately prior to termination or expiration of this agreement.

## **30. SEVERABILITY AND INTENT**

Should any part of this Agreement be declared to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision will not affect the validity of the remainder of this Agreement, which will continue in full force and effect. Except as is expressly provided herein, this Agreement is not intended to be a third party beneficiary Agreement and confers no rights on anyone other than the RCTB, FIRST TRANSIT and TMR.

## **31. ASSIGNMENT**

This Agreement shall not be assigned, transferred, hypothecated or pledged by either party without the prior written consent of the other party. However, this Agreement shall be binding upon the successors or assigns of the respective parties.

## **32. NOTICE**

Notice to FIRST TRANSIT means notice in writing addressed to FIRST TRANSIT's local General Manager at the local address of the Transit System, and to the Vice President of Transit Management, FIRST TRANSIT and delivered to the office of FIRST

TRANSIT at 600 Vine Street, STE 1400, Cincinnati, Ohio 45202. Notice to the RCTB means notice in writing, addressed to the Board Chairperson, at 19 N. Main Street, Mansfield, OH 44902.

**33. APPLICABLE LAW**

Subject to the required federal regulations as set forth in **Appendix B** of this contract, this agreement shall be governed by the laws of the State of Ohio without regard to conflict of law principles.

**34. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties, with respect to the subject matter, and supersedes any previous understandings, representations, commitments or agreements, oral or written.

No provision of this Agreement may be waived except by a writing signed by the party to be charged, nor may this Agreement be amended except by a writing executed by both parties. If any provisions, or portion thereof, of this Agreement is, or becomes invalid under any applicable statute or rule of law, it is to be deemed stricken, and the rest of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

**For Richland County Transit Board**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

  
Witness

**For FIRST TRANSIT, INC.**

By:  \_\_\_\_\_

Title: SENIOR VICE PRESIDENT

Date: 3/20/19

  
Witness

**For Transit Management of Richland**

By:  \_\_\_\_\_

Title: SENIOR VICE PRESIDENT

Date: 3/20/19

First Transit  
was provided w/  
RCTB Signature  
on 3.13.19 by  
K. Adams

**FIRST TRANSIT, INC.**

RICHLAND, TRANSIT MANAGEMENT O 52654  
232 NORTH MAIN STREET  
MANSFIELD, OH 44902

Phone: 419-522.4504  
Fax: 419-522.3157

**INVOICE #**

11896527

Invoice Date

06/06/2023

Terms

Net 30 Days

Customer Number

2654

Purchase Order #

**Customer Information**

Name TRANSIT MANAGEMENT OF RICHLAND  
Address 35 N. Park St.

MANSFIELD, OH 44902


Service Description	Location	Account	Amount
Management Fee June 2023	52654	43610	\$6,517.00
Maintenance Fee June 2023	52654	43610	\$6,517.00
Planning Fee June 2023	52654	43610	\$3,258.50

## Comments

Invoice Sub-Total	16,292.50
TAX EXEMPT	
Sales Tax	0.00
Total	16,292.50
Deposits	0.00
Balance Due	16,292.50

Please detach bottom portion to be returned with remittance

Location Number	52654
Customer Number	2654
Invoice Number	11896527
Invoice Total	16,292.50

APPROVED FOR  
PAYMENT  


**Remit to:**

FIRST TRANSIT, INC.  
22192 Network Place  
Chicago, IL 60673-1221  
USA

00000526540000002654001189652700016292502

# INVOICE #5-23

DATE:

31-May-23

REMIT PAYMENT TO:

TRANSIT MANAGEMENT OF RICHLAND  
232 N. MAIN ST.  
MANSFIELD, OHIO 44902

4419

SERVICES RENDERED TO:

RICHLAND COUNTY TRANSIT BOARD  
19 N. Main ST.  
MANSFIELD, OHIO 44902

RCT PUBLIC TRANSIT OPERATION

Total Expenses for May 2023 (QB #805)	\$123,418.63
Passenger Rev. (QB #60)	\$8,755.16
Other Misc. Rev.	\$0.00
Total Revenue	\$8,755.16
NET Expenses	\$114,663.47

TOTAL DUE

\$114,663.47

APPROVED:   
First Transit Management Team

Date

6/7/2023



**FIRST TRANSIT, INC.**

RICHLAND, TRANSIT MANAGEMENT O 52654  
232 NORTH MAIN STREET  
MANSFIELD, OH 44902

Phone: 419-522.4504  
Fax: 419-522.3157

**INVOICE #**

11907862

Invoice Date

07/11/2023

Terms

Net 30 Days

Customer Number

2654

Purchase Order #

**Customer Information**

Name TRANSIT MANAGEMENT OF RICHLAND  
Address 35 N. Park St.  
MANSFIELD, OH 44902

Service Description	Location	Account	Amount
Management Fee July 2023	52654	43610	\$6,517.00
Maintenance Fee July 2023	52654	43610	\$6,517.00
Planning Fee July 2023	52654	43610	\$3,258.50

**Comments**

Invoice Sub-Total

16,292.50

TAX EXEMPT

Sales Tax

0.00

Total

16,292.50

Deposits

0.00

Balance Due

16,292.50

APPROVED  
PAYMENT

Please detach bottom portion to be returned with remittance

Location Number	52654
Customer Number	2654
Invoice Number	11907862
Invoice Total	16,292.50

**Remit to:**

FIRST TRANSIT, INC.  
22192 Network Place  
Chicago, IL 60673-1221  
USA

00000526540000002654001190786200016292509

PO 4483

# INVOICE #6-23

DATE:

30-Jun-23

REMIT PAYMENT TO:

TRANSIT MANAGEMENT OF RICHLAND  
232 N. MAIN ST.  
MANSFIELD, OHIO 44902

SERVICES RENDERED TO:

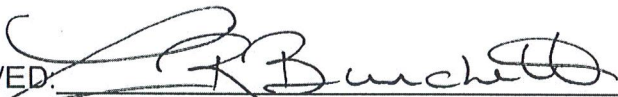
RICHLAND COUNTY TRANSIT BOARD  
19 N. Main ST.  
MANSFIELD, OHIO 44902

RCT PUBLIC TRANSIT OPERATION

Total Expenses for June 2023 (QB #805)	\$199,583.69	- 48101 =
Passenger Rev. (QB #60)	\$8,197.06	
Other Misc. Rev.	\$0.00	
Total Revenue	\$8,197.06	
NET Expenses	\$191,386.63	
Less Advance on 5/11 for BWC payment	(\$48,101.00)	
TOTAL DUE	\$143,285.63	

APPROVED:

First Transit Management Team



Date

7/7/23

RCTB  
APPROVED FOR  
PAYMENT



**FIRST TRANSIT, INC.**

RICHLAND, TRANSIT MANAGEMENT O 52654  
232 NORTH MAIN STREET  
MANSFIELD, OH 44902

Phone: 419-522.4504  
Fax: 419-522.3157

**Customer Information**

Name TRANSIT MANAGEMENT OF RICHLAND  
Address 35 N. Park St.  
MANSFIELD, OH 44902

**INVOICE #**

11912574

Invoice Date

08/07/2023

Terms

Net 30 Days

Customer Number

2654

Purchase Order #

Service Description	Location	Account	Amount
Management Fee August 2023	52654	43610	\$6,517.00
Maintenance Fee August 2023	52654	43610	\$6,517.00
Planning Fee August 2023	52654	43610	\$3,258.50

## Comments

Invoice Sub-Total

16,292.50

TAX EXEMPT

Sales Tax

0.00

Total

16,292.50

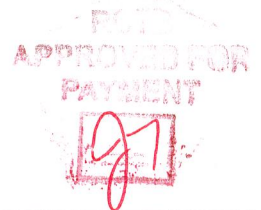
Deposits

0.00

Balance Due

16,292.50

Please detach bottom portion to be returned with remittance



Location Number	52654
Customer Number	2654
Invoice Number	11912574
Invoice Total	16,292.50

**Remit to:**

FIRST TRANSIT, INC.  
22192 Network Place  
Chicago, IL 60673-1221  
USA

00000526540000002654001191257400016292509

# INVOICE #7-23

DATE:

31-Jul-23

REMIT PAYMENT TO:

TRANSIT MANAGEMENT OF RICHLAND  
232 N. MAIN ST.  
MANSFIELD, OHIO 44902

4509

SERVICES RENDERED TO:

RICHLAND COUNTY TRANSIT BOARD  
19 N. Main ST.  
MANSFIELD, OHIO 44902

RCT PUBLIC TRANSIT OPERATION

Total Expenses for July 2023 (QB #805)	\$129,322.89
Passenger Rev. (QB #60)	\$7,499.36
Other Misc. Rev.	\$0.00
Total Revenue	\$7,499.36
NET Expenses	\$121,823.53

APPROVED: Sarah K. Burchell  
First Transit Management Team

8/8/23  
Date

RCTB  
APPROVED FOR  
PAYMENT  
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