

TO: Interested Parties
FROM: Sheila J. Gombita, Executive Director *SJG*
DATE: February 28, 2024
RE: RFP – Non-Electronic / Non-Registering Transit Bus Fareboxes - #1-2024

Addendum #1 for the Washington County Transportation Authority's RFP – Non-Electronic / Non-Registering Transit Bus Fareboxes – Project #1-2024 is attached.

Contents include:

- Responses to Questions (Pages 1 – 2)

Addendum #1 shall become part of the contract documents and shall be included and considered in the preparation of the proposal.

This is considered the final addendum for the project.

Questions and Answers

- 1. Is the current vaulting system stand-alone, or through-the-wall (to the counting facility)?**

It is a stand-alone system.

- 2. Does each agency maintain its own vaulting system / process? Are they similar or different - please explain.**

Each agency maintains its own vaulting system and processes.

Freedom Transit manages its processes independent of its subcontractor. Freedom Transit staff retrieve fareboxes and empty them into a vault as needed, typically every 2-3 weeks. Freedom Transit staff empties the vault once per month, counts the cash and prepares bank deposits.

BTA has its subcontractor manage its vaulting system whereby the subcontractor retrieves and empties the fareboxes daily during its post-trip inspections. After BTA's subcontractor empties the cash boxes into the vault, a BTA employee retrieves the money from the vault and moves it into the BTA Finance Manager's office to be counted daily by BTA staff. After counting and reconciliation, a BTA employee transports the money to the bank for deposit.

- 3. Who is the manufacturer of the existing vaulting equipment?**

The current system and vaulting equipment used by both Freedom Transit and BTA is manufactured by Scheidt & Bachmann.

- 4. Would a potential solution include have a spare cashbox for each farebox, so that cashboxes can be swapped and the full cashboxes transported to the routing facility for processing, without the need for a vault?**

The capacity of the cashbox would need to be large enough to allow for storage of cash and coins for an extended period of time. And enough spare cashboxes would be required with this solution to allow for the full cashboxes to be placed in safekeeping until such time they can be counted.

5. Does Freedom / Butler have a preference for system with a vaulting solution versus swapping cashboxes, from a process point-of-view, or is price the only determinant?

As stated in the RFP, II., A., “Although a method similar to the current vaulting procedure is desired, proposers may offer different solutions to vaulting as long as they do not involve operators or maintenance staff having direct access to cash or coin.” It further states “WCTA and BTA understand that a replacement farebox system may involve facility changes to accommodate the need to store empty cash boxes and/or install a different safety deposit vault. The impact of those changes will be evaluated in the selection process. If swapping cashboxes is proposed by a vendor, the cost of an adequate supply of extra cashboxes must be included in the proposal.”

6. Can we provide a price quote for BOTH options - with a vaulting solution and without? The pricing forms are not really set up to accommodate this, but could modify the form to show the two options?

WCTA and BTA will accept two different price proposals from one vendor, one proposal that identifies a vaulting solution with cost detailed in the “Safe Deposit Equipment” line item and one proposal that does not include a vaulting solution with any cost in the “Safe Deposit Equipment” line item.