



# EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

## AGENDA

Board of Directors Meeting

June 17<sup>th</sup>, 2021 @ 9:15 AM

[Zoom](#)

Meeting ID: 885 6484 1695

### **Chair**

Geoffrey Sears,  
Wareham Development

### **Vice Chair**

Bobby Lee, At-Large  
Residential Member

### **Secretary**

Betsy Cooley, At-Large  
Residential Member

### **Treasurer**

Andrew Allen  
At-Large Business  
Member

### **Directors**

Peter Schreiber,  
Pixar

Colin Osborne

At-Large Business  
Member

Kassandra Kappelos  
Public Market

Zack McGahey  
Zymergen

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the April 15<sup>th</sup>, 2021 Board of Directors Meeting (Attachment)
4. Appointment of Officers
  - A. Chair
  - B. Vice Chair
  - C. Secretary
  - D. Treasurer
5. Executive Directors Report
  - A. Status Update on Mandela Site
    - i. Progress Report
    - ii. Budget vs. Cost Report
  - B. Ridership Review
6. Business Items
  - A. 2022 Preliminary Budget & Levy Recommendation (Attachment)
  - B. Review and Consider Approval of Amendment 3 with MV Transportation, Inc for Shuttle Operations and Maintenance Services (Attachment)
  - C. Authorize staff to continue operating the 8 to Go Paratransit Service with a Notice to Proceed Letter from the City of Emeryville (Attachment)
  - D. Review and Considers Approval of Amendment 4 to Transportation Agreement with Berkeley Gateway TMA to revert to the initial agreement term through December 31<sup>st</sup>, 2021 (Attachment)
  - E. Review of On-Site Security Proposals and Authorize Staff to Execute an Agreement for services through August 2021 (Attachment)
7. Confirm date of Next Meeting – August 19<sup>th</sup>, 2021
8. Adjournment

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Board of Directors Meeting

May 20, 2021

**LOCATION: VIDEO CONFERENCE**

*Directors Present: Geoffrey Sears, Chair (Wareham Development)*

*Bobby Lee, Vice Chair (Residential Member)*

*Betsy Cooley, Secretary (Residential Member)*

*Peter Schreiber (Pixar)*

*Andrew Allen (Residential Member)*

*Others Present: Roni Hatstrup, Executive Director*

*Karen Boggs, Operations Director*

*Debi Lawrence, Executive Assistant*

*Brad Farmer, Finance Director (City of Emeryville)*

1. Call to Order

*Geoffrey Sears called the meeting to order at 9:17 AM.*

2. Public Comment

*There were no comments from the public.*

3. Approval of the Minutes of the April 15<sup>th</sup>, 2021 Board of Directors Meeting

*Betsy Cooley motioned for approval of the meeting minutes. Geoffrey Sears seconded the motion. Andrew Allen abstained.*

*This item was approved by a majority vote.*

*Yes: 4*

*No: 0*

*Abstain: 1*

4. Executive Directors Report

A. Status Update on Mandela Site

- i. *Progress report – Roni provided an overview of the progress report provided by the construction management team, noting that the site is now paved and landscaping has been completed. Roni also went over the latest change orders for removal of underground items and the addition of the truncated ADA domes.*

*Roni noted that Mobile Modular claims we are still on track to receive the office trailer the second or third week of July (week of 7/12 or 7/19). Once the office is delivered, we will be able to get the camera system installation scheduled.*

*Geoff raised his concern about the potential of graffiti being likely. Geoff asked what we can do to mitigate this. Roni offered to reach out to the bus painters to see what options/solutions there are that can help if this were to happen. Roni also added that we need to be out of the current bus yard by June 30. There will be a 3-4 week period where the busses will be on the new site without the cameras being activated. Roni is looking at*

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Board of Directors Meeting

May 20, 2021

*a 3<sup>rd</sup> party on-site security guard to monitor the bus yard during this period of time. Andrew raised up the concern about the Catalytic Converter theft.*

ii. *Budget vs. Cost report – Roni provided an overview of the project budget, noting that the costs were still within budget and that a contingency of over \$400,000 remained.*

B. *Ridership Review – Roni reported that the ridership is still increasing month by month. Roni stated that the team is following the other transit agencies and CDC for health requirements and guidelines. Roni is hoping that by the end of June, the capacity will be increased due to the change in restrictions by the County. Bobby raised the suggestion that if we do open up more capacity, we want to relook at the APTA clean standard and see what has changed. Geoff asked what the employers are thinking about for timing and want people to feel that our service levels will keep up. Peter says that they are hoping to get about a quarter of population back in July, but it looks as though it would still be a skeleton crew through the end of the year. Geoff asked Roni to keep monitoring the levels of passengers. Roni confirmed that we are ready to launch more service when needed.*

5. Business Items

A. Review and Consider Approval of Video Monitoring Service Proposal by Centralized Vision and Authorize Chair to Execute Services Agreement

*Roni provided an overview of proposals received for Video Monitoring Services. Roni noted that two proposals were received, and that the committee selected Centralized Vision. Centralized Vision proposal works with the equipment provided and integrates with the system from Ojo Technologies, and the cost was quite reasonable. Roni stated that the committee recommends Option #3 of Centralized Vision's proposal, which covers Mon-Fri and Sat and Sun. Roni made note of a few changes to the Services Agreement to add a cap to fee increases; and change payment terms to 30 days. Roni requested Board approval of the services agreement, contingent upon the changes noted.*

*Andrew motioned to authorize Roni to execute the agreement with Centralized Vision. Geoff seconded the motion.*

*This item was approved by a unanimous vote.*

*Yes: 5*

*No: 0*

*Abstain: 0*

B. Review and Consider Adoption of draft changes to Policy Manual

*Roni requested Board approval of the proposed policy changes detailing the process and requirements for the establishment of Electronic Funds Transfer (EFT) payments.*

*Betsy Cooley motioned for approval to adopt these changes. Bobby Lee seconded the motions.*

*This item was approved by a unanimous vote of the Board.*

*Yes: 5*

*No: 0*

*Abstain: 0*

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

**ACTION SUMMARY MINUTES**

Board of Directors Meeting

May 20, 2021

- C. Review and Consider Approval budget augmentation request from Gray-Bowen-Scott for Project Oversight of the Mandela Fleet Parking Facility and authorize Chair to execute an Amendment

*Roni reviewed the email sent to the Bus yard committee. The efforts and time spent is higher than originally expected, and Roni expects this to continue through July. After that time, the effort should be reduced. At this time, Roni is requesting a budget augmentation of \$9,000.*

*Andrew Allen motioned for approval of the budget augmentation request. Peter Schreiber seconded the motion.*

*This item was approved by a unanimous vote of the Board.*

*Yes: 5*

*No: 0*

*Abstain: 0*

- D. Review of 1<sup>st</sup> Quarter Financial Reports

*Roni reviewed the 1<sup>st</sup> Qtr 2021 Financial Report. The operations contract is about 20%. The budget accounted for increasing services in the Spring, which hasn't happened. Roni reported that we are trending below budget. Roni stated that our revenue was just received in April since it went to City Council late. The Direct Bill invoices have been sent out so we expect that revenue to come in shortly.*

*No formal action required by the Board.*

6. Confirm date of Next Meeting

*The meeting date was confirmed for June 17<sup>th</sup>, 2021.*

7. Adjournment

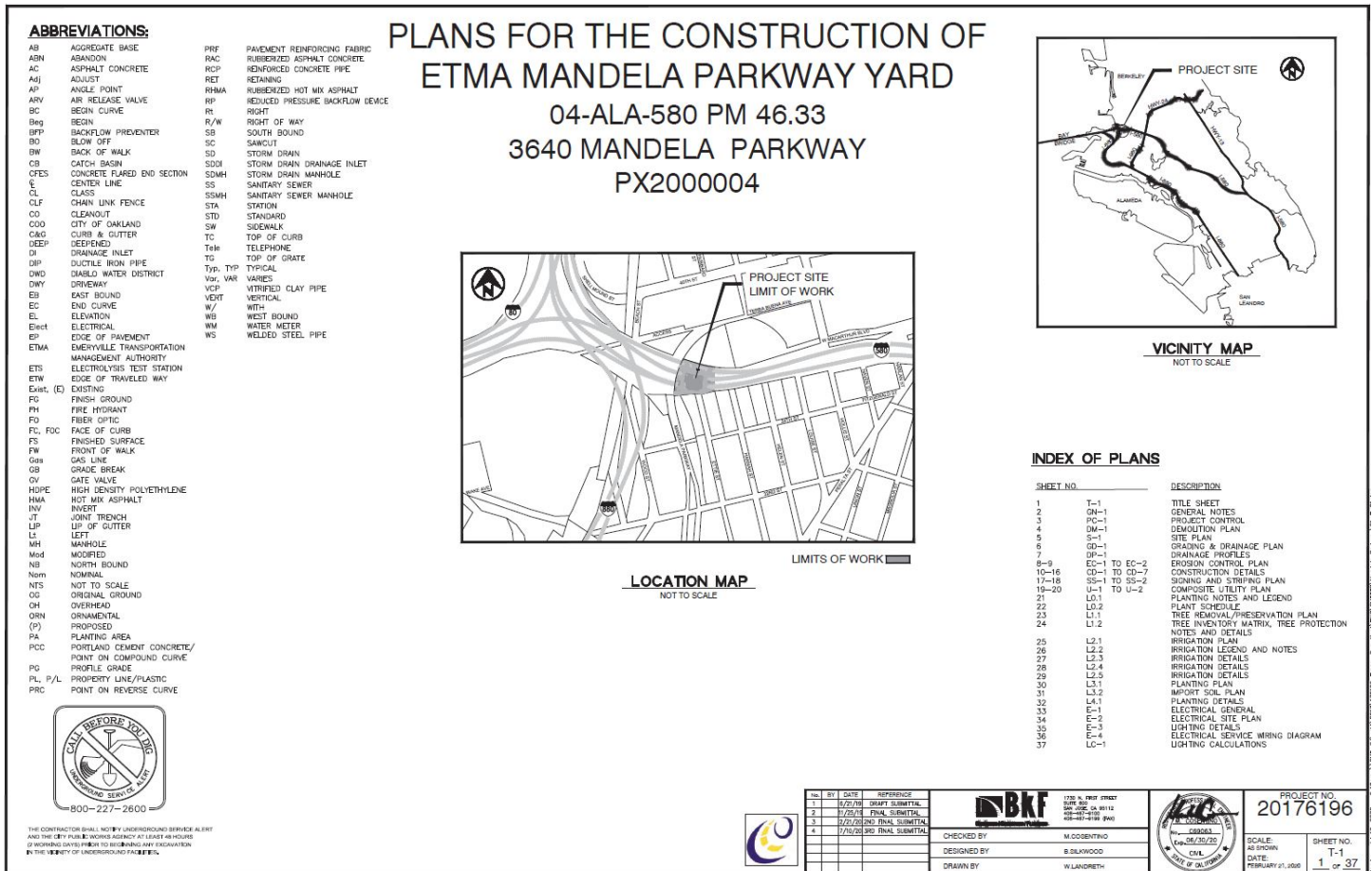
*The meeting adjourned at approx. 10:07 AM.*





# Mandela Bus Yard Construction Progress

Bus Yard Committee Meeting June 8<sup>th</sup>, 2021 9:00AM



Prepared by Zoon Engineering



**Construction Status Summary** - Construction began December 14<sup>th</sup> and is scheduled for completion on July 13, 2021. OC Jones has completed final grading work and the site was paved on May 10<sup>th</sup> and May 11<sup>th</sup>. ADA pathway has been completed (truncated domes forthcoming) and landscape planting is completed. Work remaining includes site fencing, striping, bollards, ADA Domes, Trailer Installation, and punch list. All site work should be completed during the week of June 21<sup>st</sup>, 2021 – updated schedule forthcoming.

Truncated dome procurement and installation will be a contract change order because they were not shown on the plans. Current schedule below.

Upcoming  
Work

O.C. Jones & Sons, Inc.

Project: Emeryville Transportation Management Association, Emeryville, CA

Owner: Emeryville Transportation Management Association

Project Schedule

Job #220520

		1	2	3	4	5	6
5/6/2021	RESP	3-May	10-May	17-May	24-May	31-May	7-Jun
<b>GENERAL</b>							
USA	OCJ						
POTHOLE	OCJ						
SWPPP	OCJ						
REMOVE TREES	OCJ						
TRAFFIC CONTROL PLAN	OCJ						
<b>CONSTRUCTION</b>							
FINISH AGGREGATE BASE	OCJ	X					
ELECTRICAL - ERECT POLES & INSTALL WIRE	BEAR	BEAR	BEAR	BEAR			
IRRIGATION AND PLANTING	MARINA	MARINA	MARINA				
PLACE HMA	OCJ		X				
INSTALL FENCE	GOLDEN BAY			GOLDEN	GOLDEN		
STRIPING & SIGNS	STRIPING GRAPHICS					STRIPING	
PUNCHLIST	OCJ						X

**Budget Summary** – CCO5 approved. CCO6 estimate for temporary irrigation control until PG&E power established. CCO7 for truncated dome procurement and placement. CCO8 to cover additional paving in Oakland ROW per City of Oakland inspector.

COST			CONTRACT BALANCE		
Construction Cost	Amount	Line	Progress Payment (PP) Request	Pay Request	Line
OC Jones & Sons - Base Bid Contract	\$ 1,934,135.00	A	PP 1 - December 2020 Bill	\$ 262,913.89	
Change Order #1 - Debris Removal	\$ 21,298.89	B	PP 2 - January 2021 Bill	\$ 350,050.00	
Change Order #2 - Horizon Extra Work	\$ 4,285.60		PP 3 - February 2021 Bill	\$ 119,335.60	
Change Order #3 - Fire Plans/Extra Work	\$ 4,865.30		PP 4 - March 2021 Bill	\$ 334,370.30	
Change Order #4 - Fencing (all 10-foot + deletion)	\$ (33,725.00)		PP 5 - April 2021 Bill	\$ 291,437.48	
Change Order #5 - Aggregates Previous CCOs	\$ 28,248.55		PP 6 - May 2021 Bill	\$ 364,732.02	
<b>OC Jones &amp; Sons - Revised Contract (Line A + Line B)</b>	<b>\$ 1,959,108.34</b>	<b>C</b>	PP 7 - June 2021 Bill		
<b>RISK &amp; CONTINGENCY</b>		<b>Line</b>	<b>Subtotal Pay Requests</b>	<b>\$ 1,722,839.29</b>	<b>G</b>
<b>Future Change Order Estimates</b>	<b>Amount</b>		<b>Retention Withheld to date (5%)</b>	<b>\$ 86,141.96</b>	<b>H</b>
Change Order #6 - Irrigation Temp Controller	\$ 2,982.35		<b>Total Payments (Line G - Line H)</b>	<b>\$ 1,636,697.33</b>	<b>I</b>
Change Order #7 - ADA Domes	\$ 10,000.00		<b>Total Contract (From Line C)</b>	<b>\$ 1,959,108.34</b>	<b>J</b>
Change Order #8 - Oakland Bike Lane Paving	\$ 5,000.00				
<b>Subtotal Potential Change Order Costs</b>	<b>\$ 17,982.35</b>	<b>D</b>			
<b>Estimated ETMA Obligation (Line C + Line D)</b>	<b>\$ 1,977,090.69</b>	<b>E</b>			
<b>Project Budget</b>	<b>\$ 2,051,680.00</b>	<b>F</b>			
<b>Project Contingency (Line F - Line E)</b>	<b>\$ 74,589.31</b>				



## **Construction Issues – Future CCOs**

**CCO6 – Temporary Irrigation Controller Assembly and Hand-Watering** – PG&E refused to turn on power due to “meter group” citing pedestal orientation and lack of AHJ certification letter. Battery operated irrigation controller (one-time cost) will provide irrigation control until resolved.

**CCO7 – ADA Truncated Dome Procurement and Placement** – “Stick Down” domes will be purchased and installed along the new pathway at extra work – Time and Materials. This is estimated to cost \$10,000. **Extra Unit Cost for Concrete Sidewalk – ADA Pathway Construction** – OC Jones was directed to pour the ADA Pathway at unit pricing. The actual square footage in place was 942 Square Feet at \$9/SF bid price = \$8,478. Agreement with OC Jones was to split this cost and the April Progress Payment reflects an additional  $942/2 = 471$  SF of Bid Item 31 – Minor Concrete Sidewalk. Actual cost increase \$4,239. Asphalt quantity for paving this area will be less and will partially offset this cost.



**CCO8 – Additional Paving in Oakland Right-of-Way** – Oakland inspector requiring additional paving outside the plan limits to provide “no paving joint” in bike lane fronting ETMA lot entrances/exits. OC Jones will proceed at Time and Materials. This is estimated to be approximately \$5,000.



### **Construction Issues Resolved**

1. Irrigation Contractor RFI (Conflict with ACFC box culvert) – Resolved and OC Jones provided with new elevations ahead of staking, so no delays or extra costs.
2. OC Jones missed the need for Oakland Fire Knox Boxes at gates for emergency access - \$4K cost to OC Jones, no cost to ETMA.
3. Minor relocation (1-foot south) of light pole location for parking lot lighting to avoid abandoned PG&E conduit.
4. \$9K savings for deletion of double backflow device at Fire Service meter on Ettie Street. Seek credit from OC Jones via deductive Change Order – credit in CCO3.
5. Relocated Irrigation Back Flow preventer and service line to conform with EBMUD approvals. No extra work costs.
6. Landscape (Irrigation) Contractor RFI last week (upsized backflow preventer) – No cost change.
7. Delete Northern Ornamental Fence – \$33,725 Project Credit.
8. ADA Pathway – split cost with OC Jones - \$4,329 savings.
9. Concrete Subcontractor missed planned improvements, will fix at no cost to ETMA.



**LOT PAVED**



**POWER PEDESTAL AND ETTIE STREET GATE**





**ENTRANCE GATE**





**MANDELA ENTRANCE - CONTRACTOR ERROR**





**MANDELA EXIT**





**MANDELA ENTRANCE**

Mandela Site - Project Budget Status

Date: 5/11/21 (costs to date through April/May 2021)

Project Management Oversight	Project Budget	Total Authorized Budget	Cost to Date	Remaining Balance	% of Work Completed	% of Budget Expended
Gray Bowen Scott - Through PS&E Completion		\$ 133,000.00	\$ 134,196.86	\$ (1,196.86)	100%	101%
Gray Bowen Scott - Owners Rep During Construction		\$ 49,000.00	\$ 38,528.01	\$ 10,471.99	82%	79%
Total Project Management Oversight	\$ 173,000.00	\$ 182,000.00	\$ 172,724.87	\$ 9,275.13		
	Balance	\$ (9,000.00)	\$ 9,275.13			

Project Engineering & Permitting	Project Budget	Total Authorized Budget	Cost to Date	Remaining Balance	% of Work Completed	% of Budget Expended
Feasibility Study - Mandela Turn Pocket		\$ 5,000.00	\$ 4,995.77	\$ 4.23	100%	100%
Conceptual Site Plan		\$ 48,771.00	\$ 46,036.35	\$ 2,734.65	100%	94%
Design & Environmental		\$ 270,752.00	\$ 268,158.51	\$ 2,593.49	100%	99%
Design Support During Construction		\$ 29,500.00	\$ 11,292.00	\$ 18,208.00	82%	38%
Permitting & Other Expenses (see breakdown below)		\$ 182,605.20	\$ 106,105.46	\$ 76,499.74	90%	100%
Total Project Engineering	\$ 400,000.00	\$ 536,628.20	\$ 436,588.09	\$ 100,040.11		
	Balance	\$ (136,628.20)	\$ 100,040.11			

Construction Oversight - Zoon Engineering	Project Budget	Total Authorized Budget	Costs to Date	Remaining Balance	% of Work Completed	% of Budget Expended
Construction Oversight & Inspections		\$ 264,380.00	\$ 232,570.00	\$ 31,810.00	82%	88%
Total Construction Oversight	\$ 190,000.00	\$ 264,380.00	\$ 232,570.00	\$ 31,810.00		
	Balance	\$ (74,380.00)	\$ 31,810.00			

Total Management & Engineering Costs	\$ 590,000.00	\$ 983,008.20
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Modular Office	Project Budget	Estimated Budget	Cost to Date
Mobile Office Unit, delivery & ADA Ramp (and taxes)		\$ 190,609.27	\$ 171,197.14
Total	\$ 175,000.00	\$ 190,609.27	\$ 171,197.14
	Balance	\$ (15,609.27)	\$ 19,412.13

Construction Cost	Project Budget	Authorized Bid Amount & CCOs	Pending CCO's	Cost to Date
OC Jones & Sons - Base Bid Amount		\$ 1,934,135.00	\$ -	\$ 1,697,874.95
Change Order #1 - Debris Removal		\$ 21,298.00	\$ -	\$ 21,289.89
Change Order #2 -Horizon Extra Work - footing removal @		\$ 4,285.60	\$ -	\$ 4,285.60
Change Order #3 - Fire Service Plans & Fees		\$ 4,865.30	\$ -	\$ 4,865.30
Change Order #4 - All 10 foot chain link fence (estimate)		\$ (33,725.00)	\$ -	\$ (33,725.00)
Change Order #5 - Aggregates Previous CCO's		\$ -	\$ 28,248.55	\$ 28,248.55
Change Order #6 - Irrigation Temp Controller		\$ -	\$ 2,982.35	
Change Order #7 - ADA Domes (estimate)		\$ -	\$ 10,000.00	\$ -
Change Order #8 - Oakland Bike Lane		\$ -	\$ 5,000.00	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Retention Held to Date (5%)		\$ -	\$ -	\$ (86,141.96)
TOTAL	\$ 2,051,680.00	\$ 1,930,858.90	\$ 46,230.90	\$ 1,636,697.33
	Balance	\$ 120,821.10	\$ 74,590.20	\$ 294,161.57

Contingency Balance (see below)	\$ 600,000.00	\$ 438,972.73
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	Project Budget	Authorized Budget	Costs to Date	Remaining Balance
TOTAL PROJECT BUDGET/COST	\$ 3,589,680.00	\$ 3,543,449.10	\$ 2,649,777.43	\$ 893,671.67

Contingency Summary	
Original Project Contingency	\$ 600,000.00
Remaining Budget - Construction oversight	\$ (83,380.00)
Remaining Budget - Construction	\$ 120,821.10
Permitting & Other Expenses	\$ (136,628.20)
Office Trailer	\$ (15,609.27)
Pending Contract Change Orders	\$ (46,230.90)
Contingency Balance	\$ 438,972.73

Permitting Fees & Other Site Expenses	Total Estimated Costs	Actual Costs To Date	Remaining Balance
Video Security System	\$ 70,000.00	\$ -	
Cable/WiFi	\$ 500.00	\$ -	
Office Furniture	\$ 5,000.00	\$ -	
Water Meter/EBMUD	\$ 58,448.00	\$ 58,448.00	
PGE Application Fee	\$ 5,515.58	\$ 5,515.58	
Fire Service	\$ 2,500.00	\$ 1,609.74	
Sewer Fee	\$ 1,277.19	\$ 1,277.19	
Other misc expenses (plan printing,etc.)	\$ 1,500.00	\$ 1,390.52	
Permit Fees (Caltrans, Oakland Planning, Building Permit, Encroachment Permit).			
Caltrans Encroachment Permits & Permit Extensions	\$ 1,148.00	\$ 1,148.00	
Oakland Planning Permit	\$ 8,510.52	\$ 8,510.52	\$ -
Oakland px Permit	\$ 28,205.91	\$ 28,205.91	
Subtotal - Other Site Expenses	\$ 182,605.20	\$ 106,105.46	\$ -



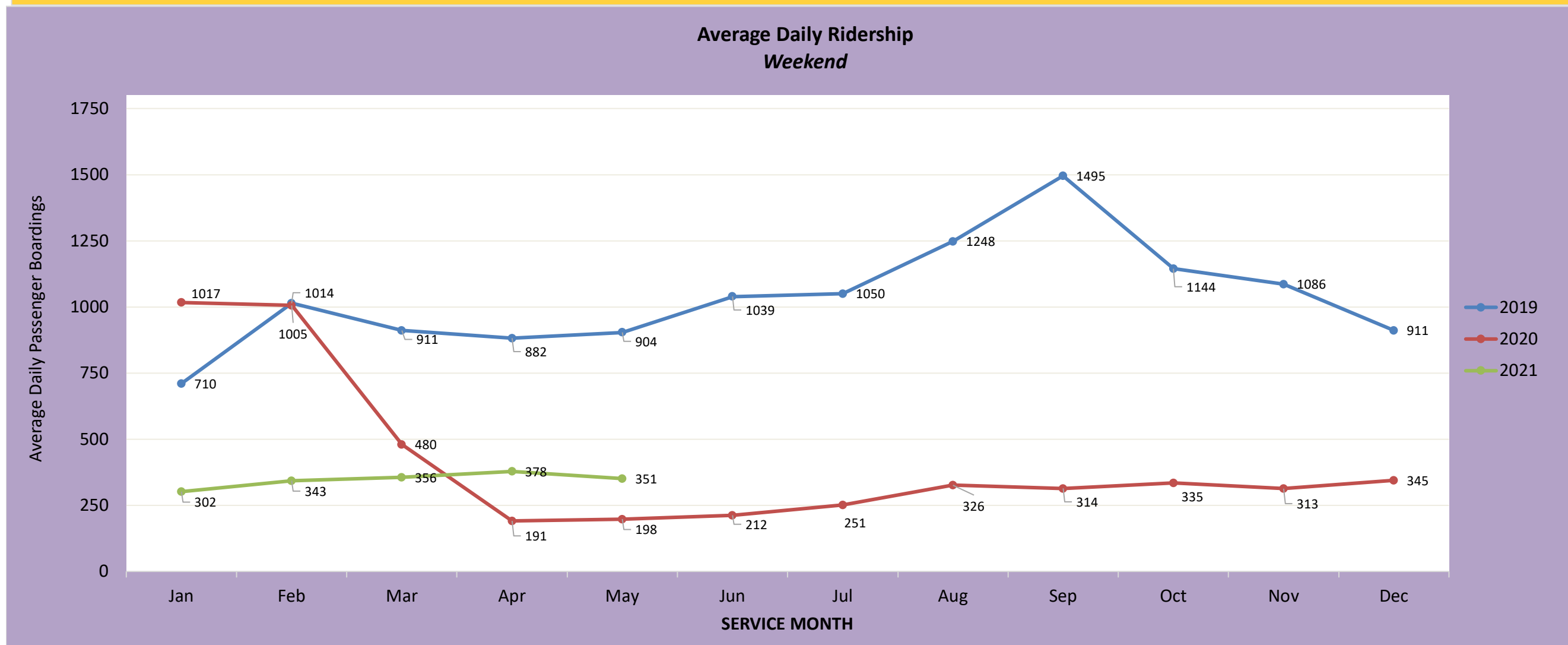
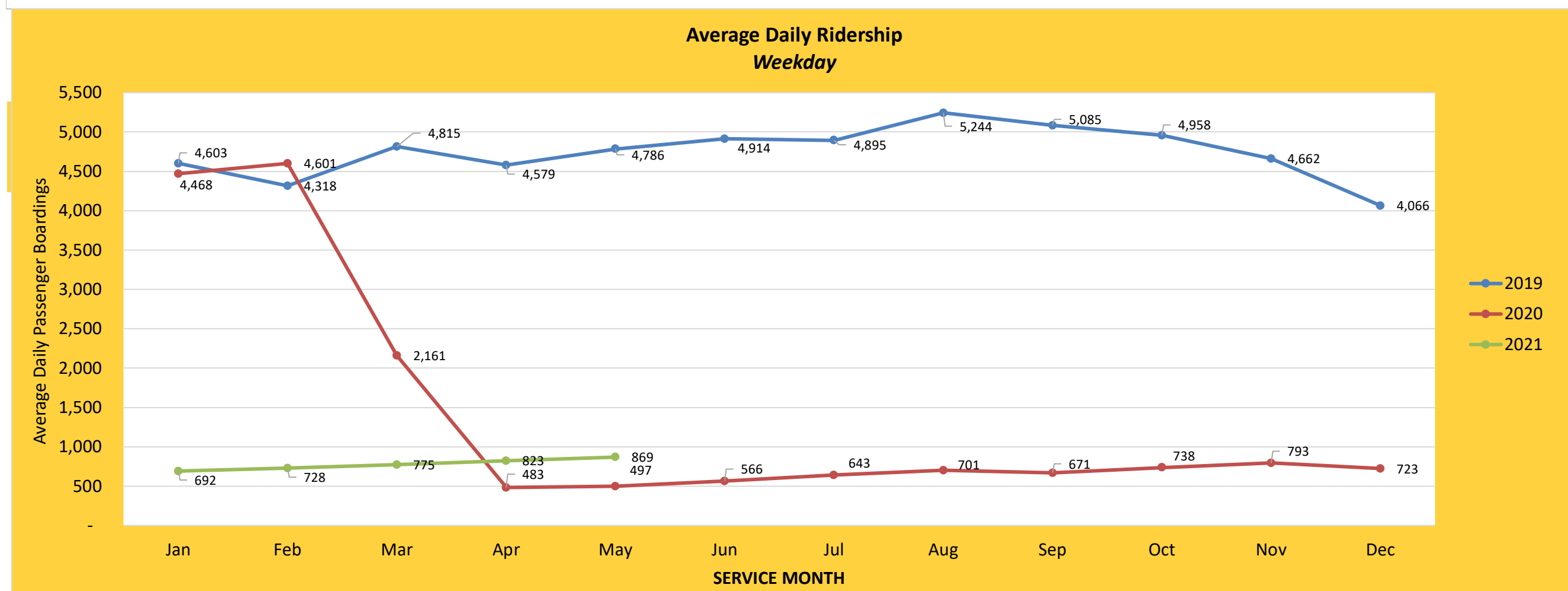
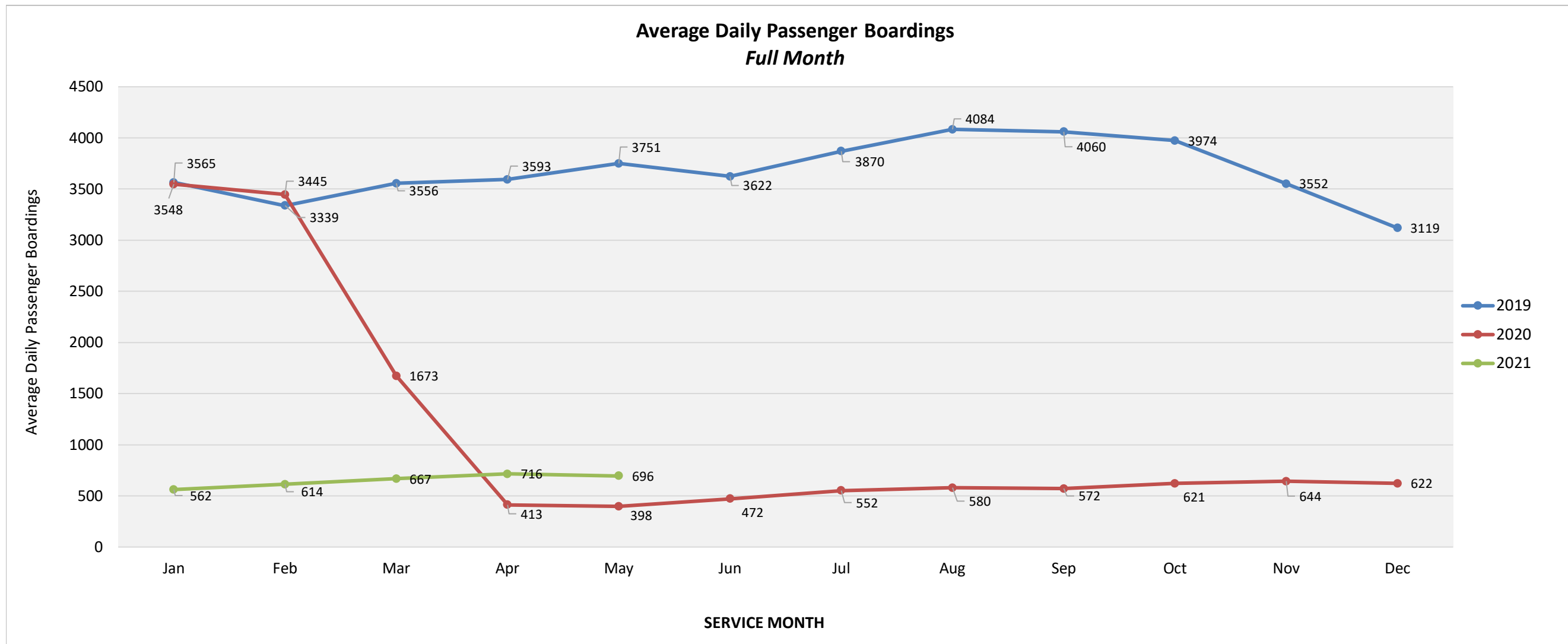


# ANNUAL RIDERSHIP SUMMARY (YTD)/COMPARISON

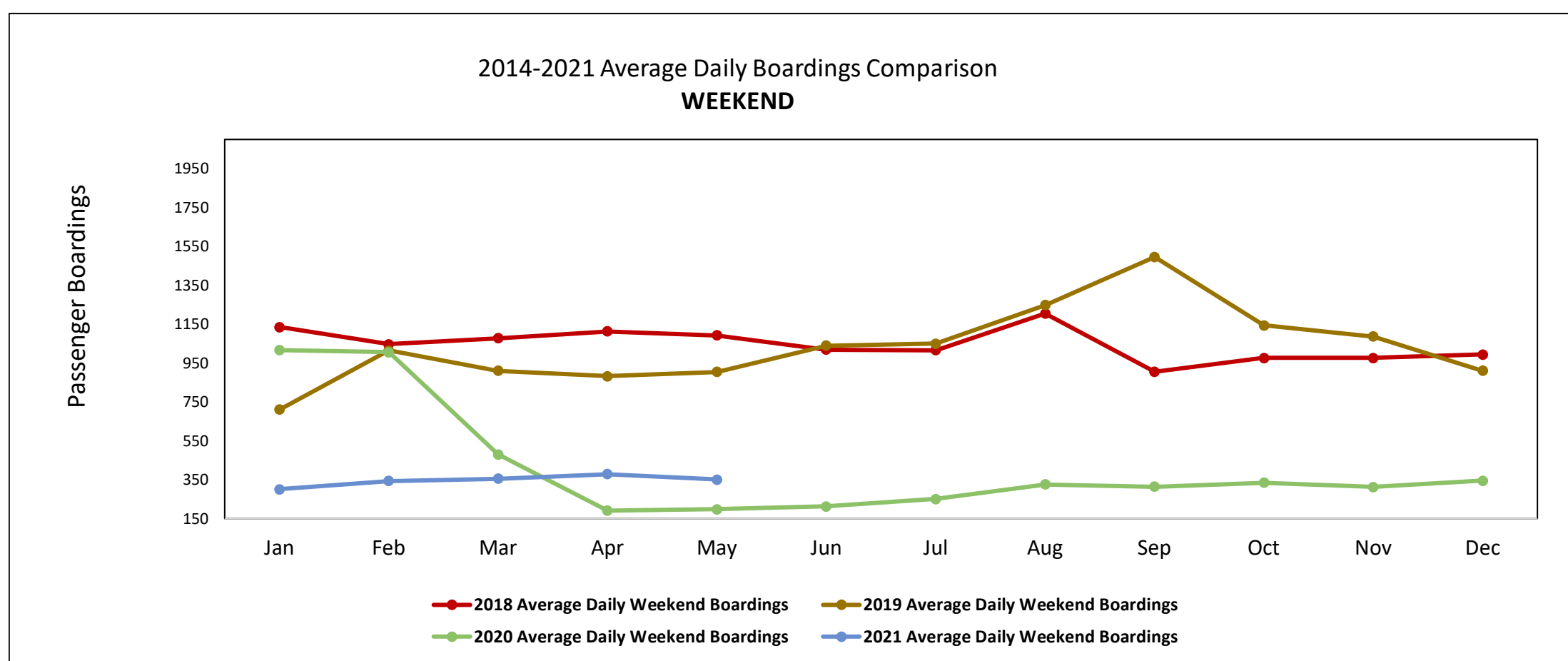
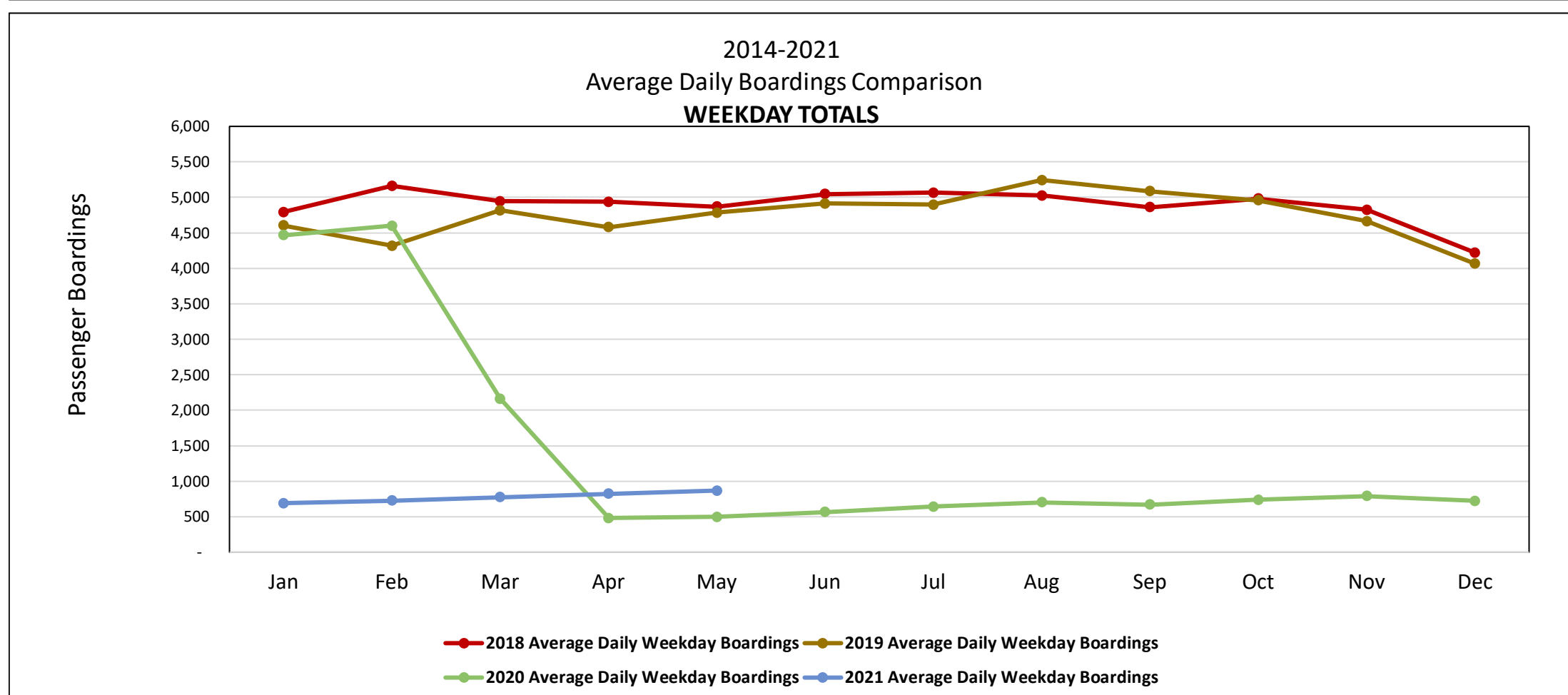
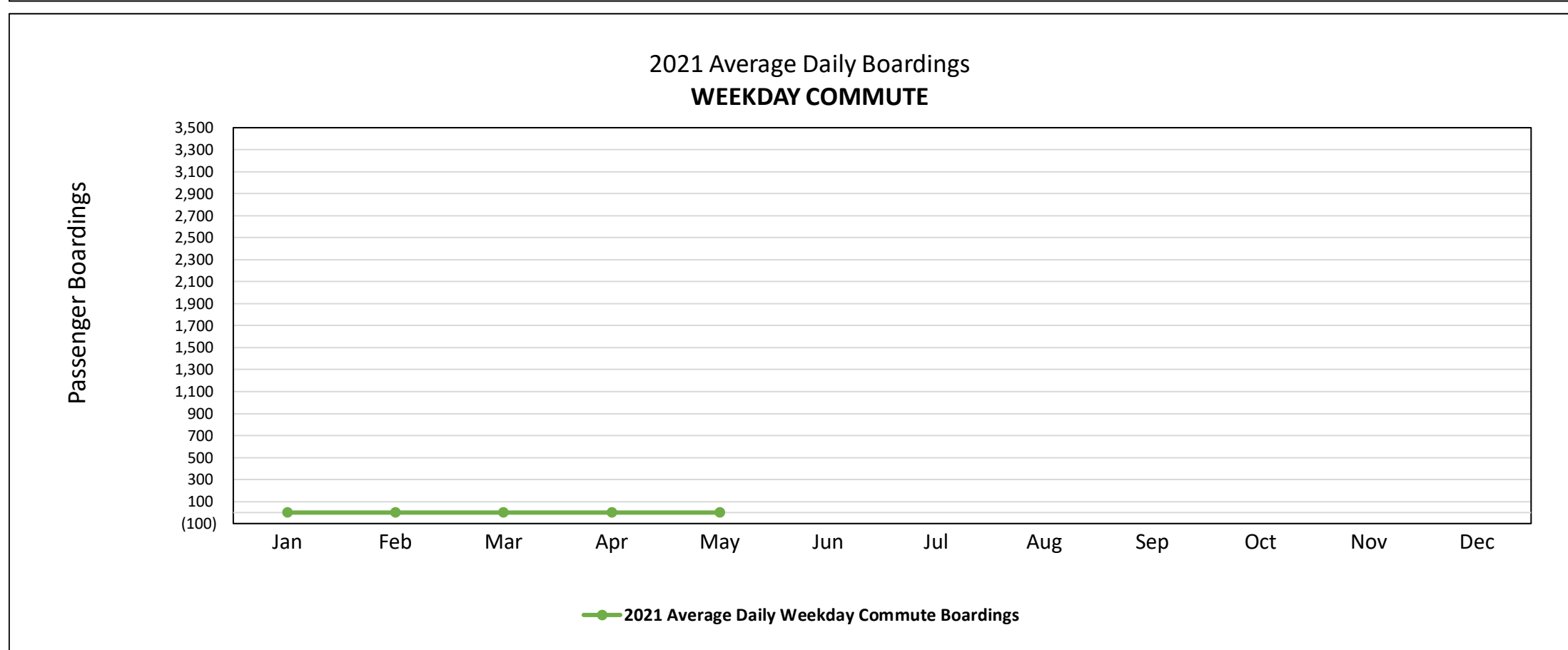
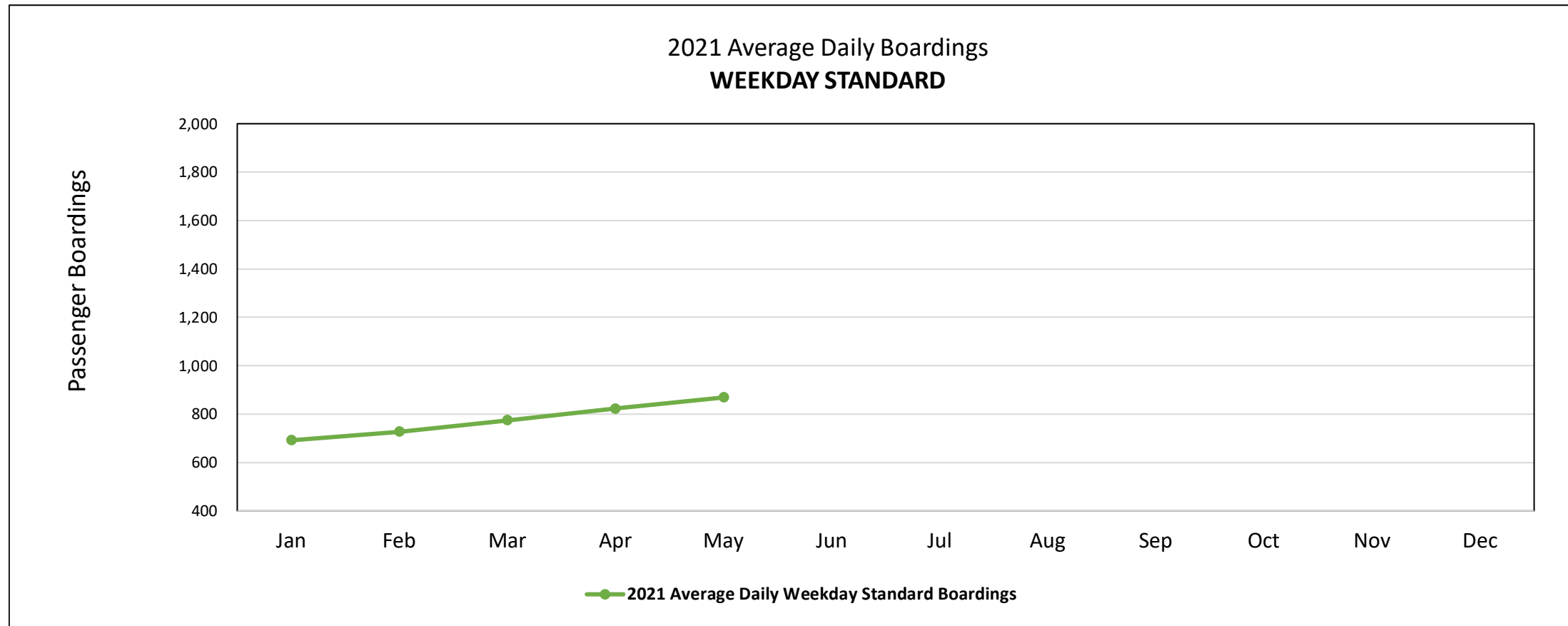
WEEKDAY RIDERSHIP													
2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Weekday Ridership	13,836	13,825	17,822	18,108	17,377								80,968
# of Operating Days	20	19	23	22	20								104
Average Daily Ridership	692	728	775	823	869								779
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Weekday Ridership	98,297	87,424	47,538	10,629	9,944	12,449	14,786	14,727	14,087	16,230	15,860	15,897	357,868
# of Operating Days	22	19	22	22	20	22	23	21	21	22	20	22	256
Average Daily Ridership	4468	4601	2161	483	497	566	643	701	671	738	793	723	1,398
% Increase/Decrease from 2020 to 2021	-85%	-84%	-64%	70%	75%								-44%
% Increase/Decrease from Prior Month	-4%	5%	6%	6%	6%								
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Ridership	101,269	82,033	101,123	100,741	105,288	98,279	107,689	115,375	101,706	114,041	93,248	85,381	1,206,173
# of Operating Days	22	19	21	22	22	20	22	22	20	23	20	21	254
Average Daily Ridership	4603	4318	4815	4579	4786	4914	4895	5244	5085	4958	4662	4066	4,749
% Increase/Decrease from 2019 to 2020	-3%	7%	-55%	-89%	-90%	-88%	-87%	-87%	-87%	-85%	-83%	-82%	-71%
% Increase/Decrease from Prior Month	10%	3%	-53%	-78%	3%	14%	14%	9%	-4%	10%	7%	-9%	

WEEKEND RIDERSHIP													
2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Weekend Ridership	3,016	2,746	2,847	2,647	3,506								14,762
# of Operating Days	10	8	8	7	10								43
Average Daily Ridership	302	343	356	378	351								343
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Weekend Ridership	8,132	9,048	4,324	1,337	1,981	1,698	1,759	3,258	2,512	3,011	2,816	2,756	42,632
# of Operating Days	8	9	9	7	10	8	7	10	8	9	9	8	102
Average Daily Ridership	1017	1005	480	191	198	212	251	326	314	335	313	345	418
% Increase/Decrease from 2020 to 2021	-70%	-66%	-26%	98%	77%								-18%
% Increase/Decrease from Prior Month	-12%	14%	4%	6%	-7%								
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Ridership	5681	8,112	9,110	7,055	7,230	10,393	8,402	11,231	11,963	9,153	9,774	8,197	106,301
# of Operating Days	8	8	10	8	8	10	8	9	8	8	9	9	103
Average Daily Ridership	710	1014	911	882	904	1039	1050	1248	1495	1144	1086	911	1,032
% Increase/Decrease from 2019 to 2020	43%	-1%	-47%	-78%	-78%	-80%	-76%	-74%	-79%	-71%	-71%	-62%	-60%
% Increase/Decrease from Prior Month	12%	-1%	-52%	-60%	4%	7%	18%	30%	-4%	7%	-6%	10%	

COMBINED RIDERSHIP													
2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Ridership	16,852	16,571	20,669	20,755	20,883	-	-	-	-	-	-	-	95,730
# of Operating Days	30	27	31	29	30	-	-	-	-	-	-	-	147
Average Daily Ridership	562	614	667	716	696								651
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Ridership	106,429	96,472	51,862	11,966	11,925	14,147	16,545	17,985	16,599	19,241	18,676	18,653	400,500
# of Operating Days	30	28	31	29	30	30	30	31	29	31	29	30	358
Average Daily Ridership	3,548	3,445	1,673	413	398	472	552	580	572	621	644	622	1,119
% Increase/Decrease from 2020 to 2021	-84%	-82%	-60%	73%	75%								-42%
% Increase/Decrease from Prior Month	-10%	9%	9%	7%	-3%								
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Monthly Ridership	106,950	90,145	110,233	107,796	112,518	108,672	116,091	126,606	113,669	123,194	103,022	93,578	1,312,474
# of Operating Days	30	27	31	30	30	30	30	31	28	31	29	30	357
Average Daily Ridership	3,565	3,339	3,556	3,593	3,751	3,622	3,870	4,084	4,060	3,974	3,552	3,119	3,676
% Increase/Decrease from 2019 to 2020	0%	3%	-53%	-89%	-89%	-87%	-86%	-86%	-86%	-84%	-82%	-80%	-70%
% Increase/Decrease from Prior Month	14%	-3%	-51%	-75%	-4%	19%	17%	5%	-1%	8%	4%	-3%	



Total Passenger Boardings per Year/Quarter						
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	% inc/dec from prior year
2021 Ridership	54,092	57,995				
2020 Ridership	254,763	38,038	51,129	56,570	400,500	-69.5%
2019 Ridership	307,328	328,986	356,366	319,794	1,312,474	-2.9%
2018 Ridership	339,458	343,628	342,100	325,897	1,351,083	-1.9%
2017 Ridership	348,530	348,438	345,946	334,970	1,377,884	-10.1%
2016 Ridership	371,644	398,192	388,902	374,593	1,533,331	-7.7%
2015 Ridership	387,583	403,515	448,244	421,174	1,660,516	-1.2%
2014 Ridership	381,216	425,010	457,239	416,392	1,679,857	



# EMERY GO-ROUND ANNUAL RIDERSHIP SUMMARY

2021	Jan-21	Feb-21	Mar-21	Apr-21	May-21	TOTAL (YTD)
Hollis	4,351	4,299	5,740	6,356	6,109	26,855
Shellmound/Powell	9,485	9,526	12,082	11,752	11,268	54,113
<b>Subtotal Weekday Standard Ridership</b>	<b>13,836</b>	<b>13,825</b>	<b>17,822</b>	<b>18,108</b>	<b>17,377</b>	<b>80,968</b>
North Hollis	-	-	-	-	-	-
South Hollis	-	-	-	-	-	-
North Shellmound	-	-	-	-	-	-
South Shellmound/Powell	-	-	-	-	-	-
Watergate Express	-	-	-	-	-	-
<b>Subtotal Weekday Commute Ridership</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Weekend Shellmound/Powell	3,016	2,746	2,847	2,647	3,506	14,762
<b>Total</b>	<b>16,852</b>	<b>16,571</b>	<b>20,669</b>	<b>20,755</b>	<b>20,883</b>	<b>95,730</b>

2021 Service Days	Jan-21	Feb-21	Mar-21	Apr-21	May-21	
Weekdays	20	19	23	22	20	
Weekends	10	8	8	7	10	
<b>Boardings</b>						
Average Daily Weekday <b>Standard</b> Boardings	692	728	775	823	869	<b>777.25</b>
Average Daily Weekday <b>Commute</b> Boardings	-	-	-	-	-	<b>0.00</b>
Total Average Daily <b>Weekday</b> Boardings	692	728	775	823	869	<b>777.25</b>
Average Daily <b>Weekend</b> Boardings	302	343	356	378	351	<b>1729.47</b>

2020	Jan-20	Feb-20	Mar-20	Apr-20	May-20	TOTAL (YTD)
Hollis	10,531	10,107	5,689	3,048	2,946	65,602
Shellmound/Powell	17,591	14,931	10,145	7,581	6,998	128,001
<b>Subtotal Weekday Standard Ridership</b>	<b>28,122</b>	<b>25,038</b>	<b>15,834</b>	<b>10,629</b>	<b>9,944</b>	<b>193,603</b>
North Hollis	15,632	14,938	7,319	-	-	37,889
South Hollis	17,932	14,873	8,296	-	-	41,101
North Shellmound	9,424	10,057	4,484	-	-	23,965
South Shellmound/Powell	14,357	12,573	7,222	-	-	34,152
Watergate Express	12,830	9,945	4,383	-	-	27,158
<b>Subtotal Weekday Commute Ridership</b>	<b>70,175</b>	<b>62,386</b>	<b>31,704</b>	<b>-</b>	<b>-</b>	<b>164,265</b>
Weekend Shellmound/Powell	8,132	9,048	4,324	1,337	1,981	42,632
<b>Total</b>	<b>106,429</b>	<b>96,472</b>	<b>51,862</b>	<b>11,966</b>	<b>11,925</b>	<b>400,500</b>

2020 Service Days	Jan-20	Feb-20	Mar-20	Apr-20	May-20	
Weekdays	22	19	22	22	20	
Weekends	8	9	9	7	10	
<b>Boardings</b>						
Average Daily Weekday <b>Standard</b> Boardings	1,278	1,318	720	483	497	<b>760.86</b>
Average Daily Weekday <b>Commute</b> Boardings	3,190	3,283	1,441	-	-	<b>659.53</b>
Total Average Daily <b>Weekday</b> Boardings	4,468	4,601	2,161	483	497	<b>1,420.38</b>
Average Daily <b>Weekend</b> Boardings	1,017	1,005	480	191	198	<b>415.55</b>

2022 Preliminary Budget - DRAFT  
EMERY GO-ROUND

Revenue	2022			Notes
	Anticipated Revenue (0% Increase)	Anticipated Revenue (3% Increase)	Anticipated Revenue (5% Increase)	
<b>PBID Revenue</b>				
PBID Revenue	4,178,547	4,303,903	4,387,474	1.7% of assessment to County Assessor + \$24,500 to City for legal and administrative fees.
District Related Costs	(95,535)	(97,666)	(99,087)	
<b>Net PBID</b>	<b>4,083,012</b>	<b>4,206,237</b>	<b>4,288,387</b>	
<b>Non-PBID Revenue</b>				
City of Emeryville - General Benefit Contribution	606,573	606,573	606,573	Assumed 12.29% of Total Budget (excluding capital cost for construction of operations facility).
City of Emeryville - Emery Go Round Bus Yard (CIP)	-	-	-	
ETMA Billed Revenue	109,578	112,865	115,057	
BGTMA Revenue	20,000	20,000	20,000	
Misc. Revenue (Charter services, interest income, etc.)	3,000	3,000	3,000	
<b>Subtotal Non-PBID Revenues</b>	<b>739,151</b>	<b>742,438</b>	<b>744,630</b>	
<b>Total Revenue</b>	<b>4,822,163</b>	<b>4,948,675</b>	<b>5,033,017</b>	

Expenditures	2022			ASSUMPTIONS
	Estimated Expenditures			
<b>Direct Costs</b>				
Bus Leases/Purchases	500,000			Assumes the acquisition of 2 replacement vehicles.
Bus Maintenance	350,000			
Operations Contract	2,920,000			Assumes commute service plan is reinstated by 2022.
Fuel	320,000			
Communications	55,000			Annual fees for real-time tracking system, driver radios & automated passenger counter's. Route guides, bus stop sign replacements, rider alert postings, etc.
Miscellaneous Operating Costs	8,500			
<b>Subtotal Direct Costs</b>	<b>4,153,500</b>			
<b>Indirect Costs</b>				
Professional Services	530,000			Includes all management, accounting, website & legal service contracts. New site lease, utilities, yard maintenance expenses.
Occupancy (Bus Yard, Site Expenses)	180,000			
Site Development - Long Term Bus Yard	-			Annual Report, Annual Membership Meeting Invitations & Rider Satisfaction Survey. Allowance for implementation of new transit enhancements. Commercial, Directors & Officers and Special Form Property Coverage. Shuttle Operations Workshop, office equipment and expenses, etc.
Membership & Public Outreach Materials	15,000			
Pilot Projects and Research	25,000			
TMA Insurance	22,000			
Conferences, Meetings, Office Expenses	10,000			
<b>Subtotal Indirect Costs</b>	<b>782,000</b>			
<b>TOTAL BUDGET/EXPENSES</b>	<b>4,935,500</b>			

Estimated Balance/Overrun (113,337) 13,175 97,517

Reserve Balance Summary (2021-2022)	0% Increase	3% Increase	5% Increase
Carryover Reserve Balance (as of Jan 1, 2021)	\$ 4,277,529	\$ 4,277,529	\$ 4,277,529
2021 Estimated Budget Overrun	\$ (2,004,542)	\$ (2,004,542)	\$ (2,004,542)
Projected Cash Balance on Dec 31, 2021	\$ 2,272,987	\$ 2,272,987	\$ 2,272,987
<b>2022 Projected Shortfall</b>	<b>\$ (113,337)</b>	<b>\$ 13,175</b>	<b>\$ 97,517</b>
Total Projected Cash Balance on Dec 31, 2022	\$ 2,159,650	\$ 2,286,162	\$ 2,370,504

Note: Minimum Operating Reserve is 15% of Operating Expenses (\$740k for 2022).

**AMENDMENT TO SHUTTLE OPERATIONS AND MAINTENANCE AGREEMENT BETWEEN  
EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION AND  
MV TRANSPORTATION, INC.**

**THIS AMENDMENT NO. 3** ("Amendment") is to the Shuttle Operations and Maintenance Agreement dated February 12<sup>th</sup>, 2018 between the Emeryville Transportation Management Association, a California non-profit corporation, ("ETMA"), and MV Transportation, Inc. ("Contractor")

**RECITALS**

WHEREAS, ETMA retained Contractor for shuttle operation and vehicle maintenance services through December 31<sup>st</sup>, 2020; and

WHEREAS, ETMA approved Amendment 1 to extend the term of the agreement one (1) month, to January 31<sup>st</sup>, 2021, while services and pricing for services through December 31<sup>st</sup>, 2022 were negotiated by both parties; and

WHEREAS, ETMA authorized a short term extension to the Agreement to June 30<sup>th</sup>, 2021, while Contractors proposed pricing was further evaluated, and modified the compensation limits per Contractors proposed pricing pages for calendar year 2021 services; and

WHEREAS, Contractor has provided modified pricing for shuttle operations and maintenance services through December 31<sup>st</sup>, 2022; and

WHEREAS, ETMA wishes to further extend the term of the Agreement to December 31<sup>st</sup>, 2022 and to modify the compensation limits per the modified pricing pages, which are attached as Exhibit A and incorporated herein.

NOW, THEREFORE, BE IT MUTUALLY AGREED that Section 2 of the Agreement be amended to extend the term of the agreement to December 31<sup>st</sup>, 2022 and Section 4 of the Agreement be amended to the pricing pages, attached as Exhibit A.

IN WITNESS WHEREOF, the ETMA approved Amendment No. 3 to the Shuttle Operations and Maintenance Agreement on the \_\_\_ day of \_\_\_\_\_ 2021.

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION

MV, TRANSPORTATION, INC.

By: \_\_\_\_\_  
**Chair**

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



**COST FORMS**  
**FORM 1.1 - EMERY GO-ROUND OPERATIONS FIXED COST WORKSHEET**

PAGE 1 OF 9

**FIXED COSTS - OPERATIONS**

	2021	2022
<b>PERSONNEL</b>		
<u>Annual Wages (itemize by position below)</u>		
Project Manager	\$ 72,969	\$ 71,840
Dispatcher	\$ 66,435.42	\$ 65,681.44
IT Support	\$ -	\$ -
Safety & Road Supervisors	\$ 48,673.19	\$ 47,475.17
Other Support Staff (describe below)	\$ -	\$ -
Payroll Taxes	\$ 17,156.44	\$ 16,848.04
Fringe Benefits @ _6%__	\$ 11,640.68	\$ 11,991.78
Description of Other Support Staff:		
<b>BUS STORAGE AND ADMINISTRATION FACILITY</b>		
Office Equipment	\$ 4,548.18	\$ 3,990.93
Office Supplies	\$ 2,317.08	\$ 2,292.35
Printing/Copying/Postage	\$ 102.84	\$ 101.75
<b>VEHICLE</b>		
Vehicle Cleaning (interior & exterior) EXCLUDING	\$ 38,206.48	\$ 37,798.80
Spare Vehicle (including maintenance)	\$ -	\$ -
<b>INSURANCE &amp; LICENSING</b>		
Business Liability	\$ 3,558.93	\$ 3,883.94
Auto Liability	\$ 99,278.09	\$ 108,796.17
Workers Compensation	\$ 1,532.21	\$ 1,531.32
Other Insurance or Licensing (please describe below)	\$ 2,737.64	\$ 2,708.43
Description of Other Insurance & Licensing: Business License		
<b>OTHER OVERHEAD</b>		
Recruitment, License Testing, Drug Testing, etc.	\$ 9,965.67	\$ 10,657.03
Uniforms/Uniform Laundering	\$ 2,360.10	\$ 2,605.63
Other Overhead, if Any (please itemize below)	0	0
Personal Protection Equipment & Supplies <sup>1</sup>	\$ -	\$ -
Communication Expenses	\$ -	\$ -
DriveCam Expenses	\$ 6,066.55	\$ 6,001.81
Corporate Support	\$ 20,185.22	\$ 20,464.18
Interest Expense	\$ 16,155.61	\$ 15,078.80
<b>PROFIT</b>		
Profit @ _5%__	\$ 21,194.48	\$ 21,487.39
<b>TOTAL FIXED COSTS - OPERATIONS</b>		
Total Annual Costs	\$ 445,084.18	\$ 451,235.28
No. Months per Year	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months Per Year <sup>1</sup>	\$ 37,090.35	\$ 37,602.94

1. PPE Expenses to be billed to ETMA at cost.

**COST FORMS****FORM 1.2 - EMERY GO-ROUND OPERATIONS VARIABLE COST WORKSHEET**

PAGE 2 of 9

**VARIABLE COSTS - OPERATIONS**

	2021	2022
<b>PERSONNEL - show detail in FORM 1.3</b>		
<u>Drivers:</u>		
Annual Wages (During Service Hours)	\$ 1,416,855.34	\$ 1,564,937.44
Annual Wages (During Training & Other Non Service Hour Timeframes)	\$ 36,881.21	\$ 40,872.67
Payroll Taxes	\$ 132,609.61	\$ 146,244.32
Fringe Benefits @ __30%__	\$ 436,329.84	\$ 481,022.51
<b>OTHER OPERATIONS COSTS</b>		
Other Costs, if Any (please itemize below)		
Corporate Support	\$ 101,133.80	\$ 111,746.93
<b>PROFIT</b>		
Profit @ __5%__	\$ 107,384.56	\$ 117,368.45
<b>TOTAL VARIABLE COSTS - OPERATIONS</b>		
Total Annual Costs	\$ 2,231,194.35	\$ 2,462,192.33
Annual Service Hours <sup>1</sup>	43,800	47,800
<b>COST PER SERVICE HOUR = Total Annual Cost ÷ Annual Service Hours</b>	<b>\$ 50.94</b>	<b>\$ 51.51</b>

1. Annual service hours include deadhead time to/from the bus yard. The cost of fueling time should be calculated into the cost per service hour. Annual service hours are estimated based on the anticipated level of service for each calendar year.

**COST FORMS****FORM 1.3 - EMERY GO-ROUND OPERATIONS PERSONNEL COST DETAIL**

PAGE 3 OF 9

**VARIABLE PERSONNEL COST DETAIL**

		2021		2022	
PERSONNEL ITEM					
Drivers		During Service Hours	During Non-Service Hours	During Service Hours	During Non-Service Hours
(list below by hourly rate of pay)					
START	\$ 18.50	\$ 49,436.63	\$ 1,304.35	\$ 299,864.69	\$ 7,930.99
6 MONTHS	\$ 19.75	\$ 49,436.63	\$ 1,304.35	\$ 35,278.20	\$ 933.06
1 Year	\$ 19.75	\$ 247,183.14	\$ 6,521.73	\$ 35,278.20	\$ 933.06
2 Years	\$ 21.00	\$ 247,183.14	\$ 6,521.73	\$ 229,308.30	\$ 6,064.88
3 Years	\$ 22.20	\$ 49,436.63	\$ 1,304.35	\$ 211,669.20	\$ 5,598.35
4 Years	\$ 23.93	\$ 148,309.88	\$ 3,913.04	\$ 35,278.20	\$ 933.06
5 Years	\$ 24.60	\$ -	\$ -	\$ 158,751.90	\$ 4,198.76
6 Years	\$ 24.93	\$ 98,873.26	\$ 2,608.69	\$ -	\$ -
7 Years	\$ 25.25	\$ 98,873.26	\$ 2,608.69	\$ 88,195.50	\$ 2,332.65
8 Years	\$ 25.58	\$ -	\$ -	\$ 88,195.50	\$ 2,332.65
9 Years	\$ 25.92	\$ 49,436.63	\$ 1,304.35	\$ -	\$ -
10 Years	\$ 26.25	\$ 197,746.51	\$ 5,217.38	\$ 52,917.30	\$ 1,399.59
11 Years	\$ 31.77	\$ -	\$ -	\$ 211,669.20	\$ 5,598.35
12 Years	\$ 31.77	\$ 49,436.63	\$ 1,304.35	\$ -	\$ -
13 Years	\$ 31.77	\$ 49,436.63	\$ 1,304.35	\$ 52,917.30	\$ 1,399.59
14 Years	\$ 31.77	\$ 49,436.63	\$ 1,304.35	\$ 52,917.30	\$ 1,399.59
15 Years	\$ 31.77	\$ 148,309.88	\$ 3,913.04	\$ 211,669.20	\$ 5,598.35
Total Driver Wages		\$ 1,532,535.45	\$ 40,434.73	\$ 1,763,909.97	\$ 46,652.90

**COST FORMS****FORM 1.4 - EMERY GO-ROUND OPERATIONS FIXED COST WORKSHEET****PAGE 4 OF 9****MAINTENANCE COSTS****MAINTENANCE**

<b>LABOR:</b>	<b>2021</b>	<b>2022</b>
Billing Rates (list hourly billing per year by classification)		
MECHANIC	\$ 55.74	\$ 57.14

**VEHICLE DISINFECTING<sup>1</sup>**

<b>LABOR:</b>	<b>2021</b>	<b>2022</b>
Billing Rates (list hourly billing per year by classification)		
Staff	\$ 35.25	\$ 36.19

<b>PARTS (% of mark up)</b>	<b>5.00%</b>	<b>5.00%</b>
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1. Vehicle disinfecting services to be billed at an hourly rate based on actual hours worked. Level of service may change throughout the contract term.

**COST FORMS****FORM 2.1 WEST BERKELEY SHUTTLE OPERATIONS FIXED COST WORKSHEET****PAGE 5 OF 9**

<b>FIXED COSTS - OPERATIONS</b>		
	<b>2021</b>	<b>2022</b>
<b>PERSONNEL</b>		
Annual Wages (itemize by position below)		
Project Manager	\$ 4,514	\$ 6,842
Dispatcher	\$ 2,594.47	\$ 4,415.43
IT Support	\$ -	\$ -
Safety & Road Supervisors	\$ 2,594.47	\$ 4,415.43
Other Support Staff (describe below)	\$ -	\$ -
Payroll Taxes	\$ 885.14	\$ 1,427.37
Fringe Benefits @ _6%_	\$ 453.30	\$ 709.05
Description of Other Support Staff:		
<b>BUS STORAGE AND ADMINISTRATION FACILITY</b>		
Office Equipment	\$ 281.39	\$ 380.10
Office Supplies	\$ 143.35	\$ 218.32
Printing/Copying/Postage	\$ 6.36	\$ 9.69
<b>VEHICLE</b>		
Vehicle cost (including 2 buses, fuel, cleaning and maintenance) EXCLUDING DAILY DISINFECTING	\$ 47,502.16	\$ 63,892.69
<b>INSURANCE &amp; LICENSING</b>		
Business Liability	\$ 220.18	\$ 369.91
Auto Liability	\$ 6,142.13	\$ 10,361.79
Workers Compensation	\$ 59.91	\$ 90.80
Other Insurance or Licensing (please describe below)	\$ 169.37	\$ 257.95
Description of Other Insurance & Licensing: Business License		
<b>OTHER OVERHEAD</b>		
Recruitment, License Testing, Drug Testing, etc.	\$ 616.56	\$ 1,014.98
Uniforms/Uniform Laundering	\$ 146.01	\$ 248.16
Other Overhead, if Any (please itemize below)	0	0
Personal Protection Equipment & Supplies <sup>1</sup>	\$ -	\$ -
Communication Expenses	\$ -	\$ -
DriveCam Expenses	\$ 375.32	\$ 571.62
Corporate Support	\$ 3,385.21	\$ 4,833.08
Interest Expense	\$ 999.51	\$ 1,436.11
<b>PROFIT</b>		
Profit @ _5%_	\$ 3,554.47	\$ 5,074.73
<b>TOTAL FIXED COSTS - OPERATIONS</b>		
Total Annual Costs	\$ 74,643.80	\$ 106,569.31
No. Months per Year	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months Per Year <sup>1</sup>	\$ 6,220.32	\$ 8,880.78

1. PPE Expenses to be billed to ETMA at cost.

**COST FORMS****FORM 2.2 WEST BERKELEY SHUTTLE OPERATIONS VARIABLE COST WORKSHEET**

PAGE 6 of 9

**VARIABLE COSTS - OPERATIONS**

	2021	2022
<b>PERSONNEL - show detail in FORM 1.3</b>		
<u>Drivers:</u>		
Annual Wages (During Service Hours)	\$ 86,482.23	\$ 147,181.08
Annual Wages (During Training & Other Non Service Hour Timeframes)	\$ 2,281.77	\$ 3,892.73
Payroll Taxes	\$ 8,097.04	\$ 13,758.59
Fringe Benefits @ <u>30%</u>	\$ 26,994.83	\$ 45,812.78
<b>OTHER OPERATIONS COSTS</b>		
Other Costs, if Any (please itemize below)		
Corporate Support	\$ 6,192.79	\$ 10,532.26
<b>PROFIT</b>		
Profit @ <u>5%</u>	\$ 6,755.91	\$ 10,898.59
<b>TOTAL VARIABLE COSTS - OPERATIONS</b>		
Total Annual Costs	\$ 136,804.57	\$ 232,076.03
Annual Service Hours <sup>1</sup>	2,500	4,200
<b>COST PER SERVICE HOUR = Total Annual Cost ÷ Annual Service Hours</b>	<b>\$ 54.72</b>	<b>\$ 55.26</b>

**VEHICLE DISINFECTING SERVICES<sup>2</sup>**

LABOR:	2021	2022
Billing Rates (list hourly billing per year by classification)		
	\$ 35.25	\$ 36.19

1. Annual service hours include deadhead time to/from the bus yard. The cost of fueling time should be calculated into the cost per service hour. Annual service hours are estimated based on the anticipated level of service for each calendar year.
2. Vehicle disinfecting services to be billed at an hourly rate based on actual hours worked. Level of service may change throughout the contract term.

**COST FORMS****FORM 3.1 8 TO GO PARATRANSIT OPERATIONS FIXED COST WORKSHEET****PAGE 7 OF 9**

<b>FIXED COSTS - OPERATIONS</b>		
	<b>2021</b>	<b>2022</b>
<b>PERSONNEL</b>		
Annual Wages (itemize by position below)		
Project Manager	\$ 2,516	\$ 3,318
Dispatcher	\$ 1,446.04	\$ 2,140.95
IT Support	\$ -	\$ -
Safety & Road Supervisors	\$ 1,446.04	\$ 2,140.95
Other Support Staff (describe below)	\$ -	\$ -
Payroll Taxes	\$ 493.34	\$ 692.10
Fringe Benefits @ _6%_	\$ 252.65	\$ 343.80
Description of Other Support Staff:		
<b>BUS STORAGE AND ADMINISTRATION FACILITY</b>		
Office Equipment	\$ 156.83	\$ 184.30
Office Supplies	\$ 79.90	\$ 105.86
Printing/Copying/Postage	\$ 3.55	\$ 4.70
<b>VEHICLE</b>		
Vehicle Cleaning (interior & exterior)	\$ 446.25	\$ 468.56
Spare Vehicle (including maintenance)	\$ -	\$ -
<b>INSURANCE &amp; LICENSING</b>		
Business Liability	\$ 122.72	\$ 179.36
Auto Liability	\$ 3,423.35	\$ 5,024.22
Workers Compensation	\$ 33.39	\$ 44.03
Other Insurance or Licensing (please describe below)	\$ 94.40	\$ 125.08
Description of Other Insurance & Licensing: Business License		
<b>OTHER OVERHEAD</b>		
Recruitment, License Testing, Drug Testing, etc.	\$ 343.64	\$ 492.14
Uniforms/Uniform Laundering	\$ 81.38	\$ 120.33
Other Overhead, if Any (please itemize below)	0	0
Personal Protection Equipment & Supplies <sup>1</sup>	\$ -	\$ -
Communication Expenses	\$ -	\$ -
DriveCam Expenses	\$ 209.19	\$ 277.16
Corporate Support	\$ 585.30	\$ 817.87
Interest Expense	\$ 557.09	\$ 696.34
<b>PROFIT</b>		
Profit @ _5%_	\$ 614.56	\$ 858.77
<b>TOTAL FIXED COSTS - OPERATIONS</b>		
Total Annual Costs	\$ 12,905.78	\$ 18,034.12
No. Months per Year	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months Per Year <sup>1</sup>	\$ 1,075.48	\$ 1,502.84

1. PPE Expenses to be billed to ETMA at cost.

**COST FORMS**

FORM 3.2 8 TO GO PARATRANSIT OPERATIONS VARIABLE COST WORKSHEET

PAGE 8 of 9

**VARIABLE COSTS - OPERATIONS**

	2021	2022
<b>PERSONNEL - show detail in FORM 1.3</b>		
<u>Drivers:</u>		
Annual Wages (During Service Hours)	\$ 37,700.00	\$ 56,753.00
Annual Wages (During Training & Other Non Service Hour Timeframes)	\$ 994.69	\$ 1,497.39
Payroll Taxes	\$ 3,528.96	\$ 5,312.44
Fringe Benefits @ <u>30%</u>	\$ 11,768.55	\$ 17,716.20
<b>OTHER OPERATIONS COSTS</b>		
Other Costs, if Any (please itemize below)		
Corporate Support	\$ 2,699.61	\$ 4,063.95
<b>PROFIT</b>		
Profit @ <u>5%</u>	\$ 2,871.90	\$ 4,323.31
<b>TOTAL VARIABLE COSTS - OPERATIONS</b>		
Total Annual Costs	\$ 59,563.71	\$ 89,666.29
Annual Service Hours <sup>1</sup>	1,300	1,900
<b>COST PER SERVICE HOUR = Total Annual Cost ÷ Annual Service Hours</b>	<b>\$ 45.82</b>	<b>\$ 47.19</b>

1. Annual service hours include deadhead time to/from the bus yard. The cost of fueling time should be calculated into the cost per service hour. Annual service hours are estimated based on the anticipated level of service for each calendar year.



**COST FORMS**

FORM 3.3 8 TO GO PARATRANSIT MAINTENANCE COST WORKSHEET

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**MAINTENANCE COSTS****MAINTENANCE**

<b>LABOR:</b>	<b>2021</b>	<b>2022</b>
Billing Rates (list hourly billing per year by classification)		
MECHANIC	\$ 55.74	\$ 57.14

**VEHICLE DISINFECTING<sup>1</sup>**

<b>LABOR:</b>	<b>2021</b>	<b>2022</b>
Billing Rates (list hourly billing per year by classification)		
Staff	\$ 35.25	\$ 36.19

	<b>2021</b>	<b>2022</b>
<b>PARTS (% of mark up)</b>	5.00%	5.00%

1. Vehicle disinfecting services to be billed at an hourly rate based on actual hours worked. Level of service may change throughout the contract term.

**FIXED COSTS - OPERATIONS**

	2018	2019	%	2020	%	2021	%	2022	%
PERSONNEL									
Annual Wages (itemize by position below)									
Project Manager	\$ 59,702.42	\$ 60,719.01	2%	\$ 61,896.35	2%	\$ 72,969.37	18%	\$ 71,840.31	-2%
Dispatcher	\$ 36,751.26	\$ 38,665.28	5%	\$ 39,438.71	2%	\$ 66,435.42	68%	\$ 65,681.44	-1%
IT Support	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Safety & Road Supervisors	\$ 36,751.26	\$ 38,665.28	5%	\$ 39,438.71	2%	\$ 48,673.19	23%	\$ 47,475.17	-2%
Other Support Staff (describe below)	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Payroll Taxes	\$ 11,269.14	\$ 11,678.99	4%	\$ 11,909.46	2%	\$ 17,156.44	44%	\$ 16,848.04	-2%
Fringe Benefits @ _6%	\$ 9,649.13	\$ 10,502.91	9%	\$ 11,449.49	9%	\$ 11,640.68	2%	\$ 11,991.78	3%
Description of Other Support Staff:									
BUS STORAGE AND ADMINISTRATION FACILITY									
Office Equipment	\$ 2,795.02	\$ 1,461.52	-48%	\$ 1,473.91	1%	\$ 4,548.18	209%	\$ 3,990.93	-12%
Office Supplies	\$ 1,930.91	\$ 1,984.25	3%	\$ 2,037.59	3%	\$ 2,317.08	14%	\$ 2,292.35	-1%
Printing/Copying/Postage	\$ 437.39	\$ 448.06	2%	\$ 458.72	2%	\$ 102.84	-78%	\$ 101.75	-1%
VEHICLE									
Vehicle Cleaning (interior & exterior) EXCLUDING DAILY VEHICLE DISINFECTING	\$ 28,611.62	\$ 29,337.05	3%	\$ 30,403.85	4%	\$ 38,206.48	26%	\$ 37,798.80	-1%
Spare Vehicle (including maintenance)						\$ -		\$ -	
INSURANCE & LICENSING									
Business Liability	\$ 1,720.20	\$ 1,810.18	5%	\$ 1,860.29	3%	\$ 3,558.93	91%	\$ 3,883.93	9%
Auto Liability	\$ 74,408.00	\$ 75,152.09	1%	\$ 75,906.86	1%	\$ 99,278.09	31%	\$108,796.17	10%
Workers Compensation	\$ 2,709.94	\$ 2,811.31	4%	\$ 2,867.53	2%	\$ 1,532.21	-47%	\$ 1,531.32	0%
Other Insurance or Licensing (please describe below)	\$ 2,394.97	\$ 2,516.76	5%	\$ 2,586.99	3%	\$ 2,737.64	6%	\$ 2,708.43	-1%
Description of Other Insurance & Licensing: Business License									
OTHER OVERHEAD									
Recruitment, License Testing, Drug Testing, etc.	\$ 11,084.03	\$ 10,651.23	-4%	\$ 10,945.88	3%	\$ 9,965.67	-9%	\$ 10,657.03	7%
Uniforms/Uniform Laundering	\$ 2,814.05	\$ 2,880.26	2%	\$ 2,946.47	2%	\$ 2,360.10	-20%	\$ 2,605.63	10%
Other Overhead, if Any (please itemize below)									
Personal Protection Equipment & Supplies	\$ -	\$ -	0%	\$ -	0%	\$ -	NEW	\$ -	#DIV/0!
Employee Vehicles (non-shuttle)	\$ 6,759.08	\$ 6,903.99	2%	\$ 7,052.45	2%	\$ -	-100%	\$ -	N/A
Communication Expenses	\$ 743.56	\$ 757.43	2%	\$ 778.77	3%	\$ -	-100%	\$ -	#DIV/0!
DriveCam Expenses	\$ 7,379.60	\$ 7,475.61	1%	\$ 7,573.40	1%	\$ 6,066.55	-20%	\$ 6,001.81	-1%
Corporate Support	\$ 19,074.42	\$ 19,602.08	3%	\$ 20,144.11	3%	\$ 20,185.22	0%	\$ 20,464.18	1%
Interest Expense	\$ 9,037.59	\$ 8,907.79	-1%	\$ 8,689.10	-2%	\$ 16,155.61	86%	\$ 15,078.80	-7%
PROFIT									
Profit @ 5%	\$ 12,716.24	\$ 13,068.09	3%	\$ 13,429.38	3%	\$ 21,194.48	58%	\$ 21,487.39	1%
TOTAL FIXED COSTS - OPERATIONS									
Total Annual Costs	\$338,739.83	\$345,999.17	2%	\$353,288.02	2%	\$445,084.18	26%	\$451,235.28	1%
No. Months per Year	12	12		12		12		12	
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months Per Year1	\$ 28,228.32	\$ 28,833.26	2%	\$ 29,440.67	2%	\$ 37,090.35	26%	\$ 37,602.94	1%

**Notes**

Avg annual = 5%.

Includes addition of 1/2 FTE

Avg annual = 7%. Includes staff promotion for seniority.

Payroll taxes increased from 8.4 to 9.12% of wages.

Fringe Benefits decreased from 8% to 6% of wages.

Includes pro-rated portion of equipment for new office.

Avg increase = 5%

Pricing reduced

Business Insurance increased appx. 100% over 2 years.

Auto Ins. Increased 40% over 2 years.

Workers comp decreased 47%

Licensing fees increased 5%.

Cancelled contract item.

Pricing eliminated. ETMA now providing dispatch and manager radios.

Pricing reduced due to reduced depreciation.  
Overhead decreased from 6% to 5%.

Interest Expense increased 80% due to delay in AR.

Profit increased from 4% to 5%.  
Calculated based on total costs - less profit.

Overall increase decreased from 48% to 34%.

# COST FORMS

## FORM 1.2 - EMERY GO-ROUND OPERATIONS VARIABLE COST WORKSHEET

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### VARIABLE COSTS - OPERATIONS

	2018	2019	%	2020	%	2021	%	2022	%
<b>PERSONNEL - show detail in FORM 1.3</b>									
<u>Drivers:</u>									
Annual Wages (During Service Hours)	\$ 1,198,354.56	\$ 1,259,756.16	5%	\$ 1,287,898.56	2%	\$ 1,416,855.34	10%	\$ 1,564,937.44	10%
Annual Wages (During Training & Other Non Service Hour Timeframes)	\$ 50,309.77	\$ 52,210.25	4%	\$ 53,235.42	2%	\$ 36,881.21	-31%	\$ 40,872.67	11%
Payroll Taxes	\$ 118,809.37	\$ 122,201.13	3%	\$ 125,028.95	2%	\$ 132,609.61	6%	\$ 146,244.32	10%
Fringe Benefits @ 30%	\$ 251,646.07	\$ 280,814.15	12%	\$ 296,837.44	6%	\$ 436,329.84	47%	\$ 481,022.51	10%
<b>OTHER OPERATIONS COSTS</b>									
Other Costs, if Any (please itemize below)									
Corporate Support	\$ 81,942.04	\$ 86,685.30	6%	\$ 89,086.42	3%	\$ 101,133.80	14%	\$ 111,746.93	10%
<b>PROFIT</b>									
Profit @ 5%	\$ 54,627.86	\$ 57,790.39	6%	\$ 59,390.83	3%	\$ 107,384.56	81%	\$ 117,368.45	9%
<b>TOTAL VARIABLE COSTS - OPERATIONS</b>									
Total Annual Costs	\$ 1,755,689.67	\$ 1,859,457.38	6%	\$ 1,911,477.62	3%	\$ 2,231,194.35	17%	\$ 2,462,192.32	10%
Annual Service Hours <sup>1</sup>	47,303	47,303	-	47,303	0%	43,800	-7%	47,800	9%
COST PER SERVICE HOUR = Total Annual Cost ÷ Annual Service Hours	\$ 37.12	\$ 39.31	6%	\$ 40.41	3%	\$ 50.94	26%	\$ 51.51	1.1%

### Notes

Annual wages increased appx. 16% due to improved driver retention (senior wages). Improved driver retention = less training.

Calculated @ 9.12% of wages. Fringe benefits increased 7% from 23% to 30% of wages.

Corporate support remains at 5%.

Profit increased from 3% to 5%, due to loss profit on prior term.

1. Annual service hours include deadhead time to/from the bus yard. The cost of fueling time should be calculated into the cost per service hour. Annual service hours are estimated based on the anticipated level of service for each calendar year.

# COST FORMS

## FORM 1.3 - EMERY GO-ROUND OPERATIONS PERSONNEL COST DETAIL

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### VARIABLE PERSONNEL COST DETAIL

	2021		2022	
PERSONNEL ITEM				
Drivers	During Service Hours	During Non-Service Hours	During Service Hours	During Non-Service Hours
(list below by hourly rate of pay)				
START \$ 18.50	\$ 49,436.63	\$ 1,304.35	\$ 299,864.69	\$ 7,930.99
6 MONTHS \$ 19.75	\$ 49,436.63	\$ 1,304.35	\$ 35,278.20	\$ 933.06
1 Year \$ 19.75	\$ 247,183.14	\$ 6,521.73	\$ 35,278.20	\$ 933.06
2 Years \$ 21.00	\$ 247,183.14	\$ 6,521.73	\$ 229,308.30	\$ 6,064.88
3 Years \$ 22.20	\$ 49,436.63	\$ 1,304.35	\$ 211,669.20	\$ 5,598.35
4 Years \$ 23.93	\$ 148,309.88	\$ 3,913.04	\$ 35,278.20	\$ 933.06
5 Years \$ 24.60	\$ -	\$ -	\$ 158,751.90	\$ 4,198.76
6 Years \$ 24.93	\$ 98,873.26	\$ 2,608.69	\$ -	\$ -
7 Years \$ 25.25	\$ 98,873.26	\$ 2,608.69	\$ 88,195.50	\$ 2,332.65
8 Years \$ 25.58	\$ -	\$ -	\$ 88,195.50	\$ 2,332.65
9 Years \$ 25.92	\$ 49,436.63	\$ 1,304.35	\$ -	\$ -
10 Years \$ 26.25	\$ 197,746.51	\$ 5,217.38	\$ 52,917.30	\$ 1,399.59
11 Years \$ 31.77	\$ -	\$ -	\$ 211,669.20	\$ 5,598.35
12 Years \$ 31.77	\$ 49,436.63	\$ 1,304.35	\$ -	\$ -
13 Years \$ 31.77	\$ 49,436.63	\$ 1,304.35	\$ 52,917.30	\$ 1,399.59
14 Years \$ 31.77	\$ 49,436.63	\$ 1,304.35	\$ 52,917.30	\$ 1,399.59
15 Years \$ 31.77	\$ 148,309.88	\$ 3,913.04	\$ 211,669.20	\$ 5,598.35
Total Driver Wages	\$ 1,532,535.45	\$ 40,434.73	\$ 1,763,909.97	\$ 46,652.90

COST FORMS

FORM 1.4 - EMERY GO-ROUND OPERATIONS FIXED COST WORKSHEET

MAINTENANCE COSTS

MAINTENANCE									
LABOR:	2018	2019	%	2020	%	2021	%	2022	%
Billing Rates (list hourly billing per year by classification)									
MECHANIC	\$ 48.25	49.32	2%	50.52	2%	\$ 55.74	10%	\$ 57.14	3%
VEHICLE DISINFECTING <sup>1</sup>									
LABOR:	2018	2019	%	2020	%	2021		2022	
Billing Rates (list hourly billing per year by classification)									
Staff	\$ -	\$ -	N/A	\$ -	N/A	\$ 35.25	NEW	\$ 36.19	3%
PARTS (% of mark up)	5%	5%		5%		5.00%		5.00%	

Notes

Average annual increase of 4%.

Not applicable. Services will be outsourced by ETMA.

1. Vehicle disinfecting services to be billed at an hourly rate based on actual hours worked. Level of service may change throughout the contract term.

FIXED COSTS - OPERATIONS										Notes
	2018	2019	%	2020	%	2021	%	2022	%	
<b>PERSONNEL</b>										
Annual Wages (itemize by position below)										
Project Manager	\$ 4,583.87	\$ 4,497.86	-2%	\$ 4,551.13	1%	\$ 4,514.47	-1%	\$ 6,842	52%	Pricing adjusted due to % allocation from 3% to 5%. Calculated at % of driver wages.
Dispatcher	\$ 4,076.12	\$ 4,288.41	5%	\$ 4,374.19	2%	\$ 2,594.47	-41%	\$ 4,415.43	70%	Calculated 3% of driver wages.
IT Support	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	
Safety & Road Supervisors	\$ 4,076.12	\$ 4,288.41	5%	\$ 4,374.19	2%	\$ 2,594.47	-41%	\$ 4,415.43	70%	Calculated 3% of driver wages.
Other Support Staff (describe below)	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	
Payroll Taxes	\$ 1,077.48	\$ 1,106.12	3%	\$ 1,125.14	2%	\$ 885.14	-21%	\$ 1,427.37	61%	Payroll taxes are calculated @ 9.12% of wages.
Fringe Benefits @ 6%	\$ 1,237.56	\$ 1,348.85	9%	\$ 1,460.26	8%	\$ 453.30	-69%	\$ 709.05	56%	Fringe benefits decreased by 3%, from 9% to 6%.
Description of Other Support Staff:										
<b>BUS STORAGE AND ADMINISTRATION FACILITY</b>										
Office Equipment	\$ 162.05	\$ 162.05	0%	\$ 163.43	1%	\$ 281.39	72%	\$ 380.10	35%	
Office Supplies	\$ 361.96	\$ 220.01	-39%	\$ 225.93	3%	\$ 143.35	-37%	\$ 218.32	52%	
Printing/Copying/Postage	\$ 48.50	\$ 49.68	2%	\$ 50.86	2%	\$ 6.36	-87%	\$ 9.69	52%	
<b>VEHICLE</b>										
Vehicle cost (including 2 buses, fuel, cleaning and maintenance) EXCLUDING DAILY DISINFECTING	\$ 79,276.43	\$ 84,200.86	6%	\$ 89,232.15	6%	\$ 47,502.16	-47%	\$ 63,892.69	35%	Vehicle costs decreased 39% due to reduced vehicle depreciation and lower fuel due to reduced LOS.
<b>INSURANCE &amp; LICENSING</b>										
Business Liability	\$ 190.73	\$ 200.71	5%	\$ 206.27	3%	\$ 220.18	7%	\$ 369.91	68%	
Auto Liability	\$ 8,250.28	\$ 8,332.78	1%	\$ 8,416.47	1%	\$ 6,142.13	-27%	\$ 10,361.79	69%	Insurance cost decrease in 2021 due to lower LOS, then increases in 2022
Workers Compensation	\$ 300.48	\$ 311.71	4%	\$ 317.95	2%	\$ 59.91	-81%	\$ 90.80	52%	
Other Insurance or Licensing (please describe below)	\$ 265.55	\$ 279.06	5%	\$ 286.84	3%	\$ 169.37	-41%	\$ 257.95	52%	
Description of Other Insurance & Licensing:	Business License									
<b>OTHER OVERHEAD</b>										
Recruitment, License Testing, Drug Testing, etc.	\$ 1,228.99	\$ 1,181.00	-4%	\$ 1,213.67	3%	\$ 616.56	-49%	\$ 1,014.98	65%	Decreased due to improved driver retention.
Uniforms/Uniform Laundering	\$ 312.02	\$ 319.36	2%	\$ 326.70	2%	\$ 146.01	-55%	\$ 248.16	70%	
Other Overhead, if Any (please itemize below)										
Personal Protection Equipment & Supplies	\$ -	\$ -	N/A	\$ -	N/A	\$ -		\$ -		
Employee Vehicle (non-shuttle)	\$ 749.44	\$ 765.51	2%	\$ 781.97	2%	\$ -	-100%	\$ -	#DIV/0!	Pricing item removed in 2021-2022.
Communication Expenses	\$ 82.45	\$ 83.98	2%	\$ 86.35	3%	\$ -	-100%	\$ -	#DIV/0!	Pricing item removed in 2021-2022.
DriveCam Expenses	\$ 818.24	\$ 828.89	1%	\$ 839.73	1%	\$ 375.32	-55%	\$ 571.62	52%	
Corporate Support	\$ 2,114.95	\$ 2,173.46	3%	\$ 2,233.56	3%	\$ 3,385.21	52%	\$ 4,833.08	43%	Corporate support % increased from 2% to 5%.
Interest Expense	\$ 1,002.08	\$ 987.69	-1%	\$ 963.45	-2%	\$ 999.51	4%	\$ 1,436.11	44%	
<b>PROFIT</b>										
Profit @ 5%	\$ 1,409.86	\$ 1,448.98	3%	\$ 1,489.04	3%	\$ 3,554.47	139%	\$ 5,074.73	43%	Profit increased from 1% to 5%.
<b>TOTAL FIXED COSTS - OPERATIONS</b>										
Total Annual Costs	\$ 111,625.16	\$ 117,075.38	5%	\$ 122,719.28	5%	\$ 74,643.79	-39%	\$ 106,569.31	43%	
No. Months per Year	12	12		12		12		12		
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months Per Year	\$ 9,302.10	\$ 9,756.28	5%	\$ 10,226.61	5%	\$ 6,220.32	-39%	\$ 8,880.78	43%	

**COST FORMS**

**FORM 2.2 WEST BERKELEY SHUTTLE OPERATIONS VARIABLE COST WORKSHEET**

**VARIABLE COSTS - OPERATIONS**

	2018	2019	%	2020	%	2021	%	2022	%
<b>PERSONNEL - show detail in FORM 1.3</b>									
<b>Drivers:</b>									
Annual Wages (During Service Hours)	\$ 132,557.20	\$ 139,349.20	5%	\$ 142,462.00	2%	\$ 86,482.23	-39%	\$ 147,181.08	70%
Annual Wages (During Training & Other Non Service Hour Timeframes)	\$ 5,565.07	\$ 5,775.29	4%	\$ 5,888.69	2%	\$ 2,281.77	-61%	\$ 3,892.73	71%
Payroll Taxes	\$ 13,146.15	\$ 13,521.45	3%	\$ 13,834.34	2%	\$ 8,097.04	-41%	\$ 13,758.59	70%
Fringe Benefits @ 30%	\$ 27,832.15	\$ 31,058.49	12%	\$ 32,830.84	6%	\$ 26,994.83	-18%	\$ 45,812.78	70%
<b>OTHER OPERATIONS COSTS</b>									
Other Costs, if Any (please itemize below)									
Corporate Support	\$ 9,064.10	\$ 9,588.78	6%	\$ 9,854.38	3%	\$ 6,192.79	-37%	\$ 10,532.26	70%
<b>PROFIT</b>									
Profit @ 5%	\$ 6,042.72	\$ 6,392.54	6%	\$ 6,569.58	3%	\$ 6,755.91	3%	\$ 10,898.59	61%
<b>TOTAL VARIABLE COSTS - OPERATIONS</b>									
Total Annual Costs	\$ 194,207.39	\$ 205,685.75	6%	\$ 211,439.83	3%	\$ 136,804.57	-35%	\$ 232,076.03	70%
Annual Service Hours <sup>1</sup>	5,502	5,502	0%	5,502		2,500	-55%	4,200	68%
COST PER SERVICE HOUR = Total Annual Cost ÷ Annual Service Hours	\$ 35.30	\$ 37.38	6%	\$ 38.43	3%	\$ 54.72	42%	\$ 55.26	1%

**VEHICLE DISINFECTING SERVICES<sup>2</sup>**

<b>LABOR:</b>				2021	2022	
Billing Rates (list hourly billing per year by classification)						
				\$ 35.25	\$ 36.19	

Annual wages decreased due to lower LOS. Actual driver wages increased due senior wages.

Decreased due to driver retention - less training.

Calculated at 9.12%  
Fringe benefits increased from 21% to 30%.

Corporate support remains @ 5% of total cost, less profit.

Profit increased from 3% to 5%.

Not applicable. Services will be outsourced by ETMA.

1. Annual service hours include deadhead time to/from the bus yard. The cost of fueling time should be calculated into the cost per service hour. Annual service hours are estimated based on the anticipated level of service for each calendar year.
2. Vehicle disinfecting services to be billed at an hourly rate based on actual hours worked. Level of service may change throughout the contract term.



**COST FORMS**  
**FORM 3.1 8 TO GO PARATRANSIT OPERATIONS FIXED COST WORKSHEET**

**FIXED COSTS - OPERATIONS**

	2018	2019	%	2020	%	2021	%	2022	%
PERSONNEL									
Annual Wages (itemize by position below)									
Project Manager	\$ 2,677.64	\$ 2,871.72	7%	\$ 2,958.12	3%	\$ 2,516	-15%	\$ 3,318	32%
Dispatcher	\$ 1,587.35	\$ 1,718.84	8%	\$ 1,770.40	3%	\$ 1,446.04	-18%	\$ 2,140.95	48%
IT Support	\$ -	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A
Safety & Road Supervisors	\$ 1,587.35	\$ 1,718.86	8%	\$ 1,770.40	3%	\$ 1,446.04	-18%	\$ 2,140.95	48%
Other Support Staff (describe below)									
Payroll Taxes	\$ 830.33	\$ 903.68	9%	\$ 930.43	3%	\$ 493.34	-47%	\$ 692.10	40%
Fringe Benefits @ _6%_	\$ 87.88	\$ 92.95	6%	\$ 106.34	14%	\$ 252.65	138%	\$ 343.80	36%
Description of Other Support Staff:									
BUS STORAGE AND ADMINISTRATION FACILITY									
Office Equipment	\$ 20.43	\$ 20.43	0%	\$ 20.60	1%	\$ 156.83	661%	\$ 184.30	18%
Office Supplies	\$ 45.63	\$ 27.74	-39%	\$ 28.48	3%	\$ 79.90	181%	\$ 105.86	32%
Printing/Copying/Postage	\$ 6.11	\$ 6.26	15%	\$ 6.41	2%	\$ 3.55	-45%	\$ 4.70	32%
VEHICLE									
Vehicle Cleaning (interior & exterior)	\$ 399.95	\$ 410.09	3%	\$ 425.00	4%	\$ 446.25	5%	\$ 468.56	5%
Spare Vehicle (including maintenance)								\$ -	
INSURANCE & LICENSING									
Business Liability	\$ 24.05	\$ 25.30	5%	\$ 26.00	3%	\$ 122.72	372%	\$ 179.36	46%
Auto Liability	\$ 1,040.12	\$ 1,050.53	1%	\$ 1,061.08	1%	\$ 3,423.35	223%	\$ 5,024.22	47%
Workers Compensation	\$ 37.88	\$ 39.30	4%	\$ 40.08	2%	\$ 33.39	-17%	\$ 44.03	32%
Other Insurance or Licensing (please describe below)	\$ 33.48	\$ 35.18	5%	\$ 36.18	3%	\$ 94.40	161%	\$ 125.08	33%
Description of Other Insurance & Licensing: Business License	Business License								
OTHER OVERHEAD									
Recruitment, License Testing, Drug Testing, etc.	\$ 154.94	\$ 148.89	-4%	\$ 153.01	3%	\$ 343.64	125%	\$ 492.14	43%
Uniforms/Uniform Laundering	\$ 39.34	\$ 40.26	2%	\$ 41.19	2%	\$ 81.38	98%	\$ 120.33	48%
Other Overhead, if Any (please itemize below)									
Personal Protection Equipment & Supplies	\$ -	\$ -	N/A	\$ -	N/A	\$ -		\$ -	
Employee Vehicles (non-shuttle)	\$ 94.48	\$ 96.51	2%	\$ 98.58	2%	\$ -	-100%	\$ -	#DIV/0!
Communication Expenses	\$ 10.39	\$ 10.59	2%	\$ 10.89	3%	\$ -	-100%	\$ -	#DIV/0!
DriveCam Expenses	\$ 103.17	\$ 104.50	1%	\$ 105.87	1%	\$ 209.19	98%	\$ 277.16	32%
Corporate Support	\$ 266.64	\$ 274.02	3%	\$ 281.60	3%	\$ 585.30	108%	\$ 817.87	40%
Interest Expense	\$ 126.34	\$ 124.52	-1%	\$ 121.47	-2%	\$ 557.09	359%	\$ 696.34	25%
PROFIT									
Profit @ _5%_	177.76	182.67	3%	187.73	3%	\$ 614.56	227%	\$ 858.77	40%
TOTAL FIXED COSTS - OPERATIONS									
Total Annual Costs	\$ 9,351.26	\$ 9,902.84	6%	\$ 10,179.86	3%	\$ 12,905.79	27%	\$ 18,034.12	40%
No. Months per Year	12	12		12		12		12	
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months Per Year1	\$ 779.27	\$ 825.24	6%	\$ 848.32	3%	\$ 1,075.48	27%	\$ 1,502.84	40%

Allocated at 5% of Driver Wages.

Allocated at 3% of Driver Wages.

Allocated at 3% of Driver Wages.

Payroll taxes decreased from 14% to 9.12% of wages.

Increased from 2% to 5% of wages..

Adjusted allocation of costs.

Adjusted allocation of costs.

Increase due to premiums.

Increase due to premiums.

Adjusted allocation % from other services.

Increased allocation for two drivers.

Increased allocation for two drivers.

New item due to COVID.

Removed from pricing.

Removed from pricing.

Increased % allocation from 3% to 5% of total costs, less profit.

Profit increased 2% to 5%.



## COST FORMS

FORM 3.2 8 TO GO PARATRANSIT OPERATIONS VARIABLE COST WORKSHEET

PAGE 8 of 9

### VARIABLE COSTS - OPERATIONS

	2018	2019	%	2020	%	2021	%	2022	%
<b>PERSONNEL - show detail in FORM 1.3</b>									
<b>Drivers:</b>									
Annual Wages (During Service Hours)	\$ 53,186.82	\$ 55,912.02	5%	\$ 57,161.07	2%	\$ 37,700.00	-34%	\$ 56,753.00	51%
Annual Wages (During Training & Other Non Service Hour Timeframes)	\$ 2,232.91	\$ 2,317.26	4%	\$ 2,362.76	2%	\$ 994.69	-58%	\$ 1,497.39	51%
Payroll Taxes	\$ 5,269.44	\$ 5,419.87	3%	\$ 5,545.29	2%	\$ 3,528.96	-36%	\$ 5,312.44	51%
Fringe Benefits @ __30%__	\$ 11,172.59	\$ 12,467.24	12%	\$ 13,178.49	6%	\$ 11,768.55	-11%	\$ 17,716.20	51%
<b>OTHER OPERATIONS COSTS</b>									
Other Costs, if Any (please itemize below)									
Corporate Support	\$ 3,636.85	\$ 3,847.37	6%	\$ 3,953.94	3%	\$ 2,699.61	-32%	\$ 4,063.95	51%
<b>PROFIT</b>									
Profit @ __5%__	\$ 2,424.56	\$ 2,564.92	6%	\$ 2,635.96	3%	\$ 2,871.90	9%	\$ 4,323.31	51%
<b>TOTAL VARIABLE COSTS - OPERATIONS</b>									
Total Annual Costs	\$ 77,923.17	\$ 82,528.68	6%	\$ 84,837.51	3%	\$ 59,563.71	-30%	\$ 89,666.29	51%
Annual Service Hours <sup>1</sup>	1,956	1,956	0%	1,956	0%	1,300	-34%	1,900	46%
COST PER SERVICE HOUR = Total Annual Cost ÷ Annual Service Hours	\$ 39.84	\$ 42.19	6%	\$ 43.37	3%	\$ 45.82	6%	\$ 47.19	3%

### NOTES

Driver wages increased appx. 20% due to senior wages. Reduced - less training due to staff retention.

Calculated @ 9.12% of wages.

Increased from 21% to 30% of wages.

Calculated @ 5% of cost (less profit)

Increased from 3% to 5% of total cost, less profit.

1. Annual service hours include deadhead time to/from the bus yard. The cost of fueling time should be calculated into the cost per service hour. Annual service hours are estimated based on the anticipated level of service for each calendar year.

# COST FORMS

FORM 3.3 8 TO GO PARATRANSIT MAINTENANCE COST WORKSHEET

PAGE 9 OF 9

## MAINTENANCE COSTS

### MAINTENANCE

LABOR:	2021	2022
Billing Rates (list hourly billing per year by classification)		
MECHANIC	\$ 55.74	\$ 57.14

### VEHICLE DISINFECTING<sup>1</sup>

LABOR:	2021	2022
Billing Rates (list hourly billing per year by classification)		
Staff	\$ 35.25	\$ 36.19

	2021	2022
PARTS (% of mark up)	5.00%	5.00%

1. Vehicle disinfecting services to be billed at an hourly rate based on actual hours worked. Level of service may change throughout the contract term.

FIXED COSTS - OPERATIONS			2021	2022							
<b>PERSONNEL</b>					2021	2022	2021 Difference	2022 Difference	Explanation		
Annual Wages (itemize by position below)											
Project Manager	\$	72,969	\$	71,840	\$	72,969	\$	71,840	\$ -	\$ -	
Dispatcher	\$	66,435.42	\$	65,681.44	\$	66,435.42	\$	65,681.44	\$ -	\$ -	
IT Support	\$	-	\$	-	\$	-	\$	-	\$ -	\$ -	
Safety & Road Supervisors	\$	48,673.19	\$	47,475.17	\$	48,673.19	\$	47,475.17	\$ -	\$ -	
Other Support Staff (describe below)	\$	-	\$	-	\$	-	\$	-	\$ -	\$ -	
Payroll Taxes	\$	16,656.53	\$	16,624.79	\$	17,156.44	\$	16,848.04	\$ 500	\$ 223	Revised to 9.12%.
Fringe Benefits @ _6%_	\$	11,640.68	\$	11,991.78	\$	11,640.68	\$	11,991.78	\$ -	\$ -	
Description of Other Support Staff:											
<b>BUS STORAGE AND ADMINISTRATION FACILITY</b>											
Office Equipment	\$	4,548.18	\$	3,990.93	\$	4,548.18	\$	3,990.93	\$ -	\$ -	
Office Supplies	\$	2,317.08	\$	2,292.35	\$	2,317.08	\$	2,292.35	\$ -	\$ -	
Printing/Copying/Postage	\$	102.84	\$	101.75	\$	102.84	\$	101.75	\$ -	\$ -	
<b>VEHICLE</b>											
Vehicle Cleaning (interior & exterior) EXCLUDING	\$	79,497.35	\$	82,215.98	\$	38,206.48	\$	37,798.80	\$ (41,291)	\$ (44,417)	Removed vehicle disinfecting and other misc. maintenance.
Spare Vehicle (including maintenance)	\$	-	\$	-	\$	-	\$	-	\$ -	\$ -	
<b>INSURANCE &amp; LICENSING</b>											
Business Liability	\$	3,691.83	\$	3,979.88	\$	3,558.93	\$	3,883.93	\$ (133)	\$ (96)	
Auto Liability	\$	99,278.09	\$	108,796.17	\$	99,278.09	\$	108,796.17	\$ -	\$ -	
Workers Compensation	\$	1,532.21	\$	1,531.32	\$	1,532.21	\$	1,531.32	\$ -	\$ -	
Other Insurance or Licensing (please describe below)	\$	2,839.87	\$	2,809.56	\$	2,737.64	\$	2,708.43	\$ (102)	\$ (101)	
Description of Other Insurance & Licensing: Business License											
<b>OTHER OVERHEAD</b>											
Recruitment, License Testing, Drug Testing, etc.	\$	9,965.67	\$	10,657.03	\$	9,965.67	\$	10,657.03	\$ -	\$ -	
Uniforms/Uniform Laundering	\$	2,360.10	\$	2,605.63	\$	2,360.10	\$	2,605.63	\$ -	\$ -	
Other Overhead, if Any (please itemize below)		0		0		0		0	\$ -	\$ -	
Personal Protection Equipment & Supplies	\$	18,769.72	\$	20,965.49	\$	-	\$	-	\$ (18,770)	\$ (20,965)	To be billed as pass through expense.
Communication Expenses	\$	820.91	\$	812.15	\$	-	\$	-	\$ (821)	\$ (812)	Pricing removed.
DriveCam Expenses	\$	6,066.55	\$	6,001.81	\$	6,066.55	\$	6,001.81	\$ -	\$ -	
Corporate Support	\$	32,732.45	\$	29,190.90	\$	20,185.22	\$	20,464.18	\$ (12,547)	\$ (8,727)	Reduced to 5%
Interest Expense	\$	16,407.55	\$	15,320.79	\$	16,155.61	\$	15,078.80	\$ (252)	\$ (242)	
<b>PROFIT</b>											
Profit @ _5%_	\$	25,439.62	\$	25,568.79	\$	21,194.48	\$	21,487.39	\$ (4,245)	\$ (4,081)	Calculated @ 5%.
<b>TOTAL FIXED COSTS - OPERATIONS</b>											
Total Annual Costs	\$	522,745.20	\$	530,454.03	\$	445,084.18	\$	451,235.28	\$ (77,661.02)	\$ (79,218.75)	
No. Months per Year		12		12		12		12			
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months Per Year <sup>1</sup>	\$	43,562.10	\$	44,204.50	\$	37,090.35	\$	37,602.94	\$ (6,471.75)	\$ (6,601.56)	

# COST FORMS

## FORM 1.2 - EMERY GO-ROUND OPERATIONS VARIABLE COST WORKSHEET

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VARIABLE COSTS - OPERATIONS							
	2021	2022	2021	2022	2021 Difference	2022 Difference	Explanation
<b>PERSONNEL - show detail in FORM 1.3</b>							
<u>Drivers:</u>							
Annual Wages (During Service Hours)	\$ 1,416,855.34	\$ 1,564,937.44	\$ 1,416,855.34	\$ 1,564,937.44	\$ -	\$ -	
Annual Wages (During Training & Other Non Service Hours)	\$ 36,881.21	\$ 40,872.67	\$ 36,881.21	\$ 40,872.67	\$ -	\$ -	
Payroll Taxes	\$ 133,253.06	\$ 146,804.11	\$ 132,609.61	\$ 146,244.32	\$ (643.45)	\$ (559.79)	Revised to 9.12%.
Fringe Benefits @ __30%__	\$ 436,329.84	\$ 481,022.51	\$ 436,329.84	\$ 481,022.51	\$ -	\$ -	
<b>OTHER OPERATIONS COSTS</b>							
Other Costs, if Any (please itemize below)							
Corporate Support	\$ 141,536.55	\$ 135,306.56	\$ 101,133.80	\$ 111,746.93	\$ (40,402.75)	\$ (23,559.63)	Capped @ 5%.
<b>PROFIT</b>							
Profit @ __5%__	\$ 109,826.00	\$ 118,376.13	\$ 107,384.56	\$ 117,368.45	\$ (2,441.44)	\$ (1,007.68)	
<b>TOTAL VARIABLE COSTS - OPERATIONS</b>							
Total Annual Costs	\$ 2,274,681.99	\$ 2,487,319.42	\$ 2,231,194.35	\$ 2,462,192.32	\$ (43,487.64)	\$ (25,127.10)	
Annual Service Hours <sup>1</sup>	43,800	47,800	43,800	47,800			
COST	\$ 51.93	\$ 52.04	\$ 50.94	\$ 51.51	\$ (0.99)	\$ (0.53)	

1. Annual service hours include deadhead time to/from the bus yard. The cost of fueling time should be calculated into the cost per service hour. Annual service hours are estimated based on the anticipated level of service for each calendar year.

# COST FORMS

FORM 1.3 - EMERY GO-ROUND OPERATIONS PERSONNEL COST DETAIL

PAGE 3 OF 9

## VARIABLE PERSONNEL COST DETAIL

		2021		2022	
PERSONNEL ITEM					
Drivers		During Service Hours	During Non-Service Hours	During Service Hours	During Non-Service Hours
(list below by hourly rate of pay)					
START	\$ 18.50	\$ 49,436.63	\$ 1,304.35	\$ 299,864.69	\$ 7,930.99
6 MONTHS	\$ 19.75	\$ 49,436.63	\$ 1,304.35	\$ 35,278.20	\$ 933.06
1 Year	\$ 19.75	\$ 247,183.14	\$ 6,521.73	\$ 35,278.20	\$ 933.06
2 Years	\$ 21.00	\$ 247,183.14	\$ 6,521.73	\$ 229,308.30	\$ 6,064.88
3 Years	\$ 22.20	\$ 49,436.63	\$ 1,304.35	\$ 211,669.20	\$ 5,598.35
4 Years	\$ 23.93	\$ 148,309.88	\$ 3,913.04	\$ 35,278.20	\$ 933.06
5 Years	\$ 24.60	\$ -	\$ -	\$ 158,751.90	\$ 4,198.76
6 Years	\$ 24.93	\$ 98,873.26	\$ 2,608.69	\$ -	\$ -
7 Years	\$ 25.25	\$ 98,873.26	\$ 2,608.69	\$ 88,195.50	\$ 2,332.65
8 Years	\$ 25.58	\$ -	\$ -	\$ 88,195.50	\$ 2,332.65
9 Years	\$ 25.92	\$ 49,436.63	\$ 1,304.35	\$ -	\$ -
10 Years	\$ 26.25	\$ 197,746.51	\$ 5,217.38	\$ 52,917.30	\$ 1,399.59
11 Years	\$ 31.77	\$ -	\$ -	\$ 211,669.20	\$ 5,598.35
12 Years	\$ 31.77	\$ 49,436.63	\$ 1,304.35	\$ -	\$ -
13 Years	\$ 31.77	\$ 49,436.63	\$ 1,304.35	\$ 52,917.30	\$ 1,399.59
14 Years	\$ 31.77	\$ 49,436.63	\$ 1,304.35	\$ 52,917.30	\$ 1,399.59
15 Years	\$ 31.77	\$ 148,309.88	\$ 3,913.04	\$ 211,669.20	\$ 5,598.35
Total Driver Wages		\$ 1,532,535.45	\$ 40,434.73	\$ 1,763,909.97	\$ 46,652.90

# COST FORMS

## FORM 1.4 - EMERY GO-ROUND OPERATIONS FIXED COST WORKSHEET

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### MAINTENANCE COSTS

MAINTENANCE		
LABOR:	2021	2022
Billing Rates (list hourly billing per year by classification)		
MECHANIC	\$ 55.74	\$ 57.14
VEHICLE DISINFECTING <sup>1</sup>		
LABOR:	2021	2022
Billing Rates (list hourly billing per year by classification)		
Staff	\$ 35.25	\$ 36.19
PARTS (% of mark up)		
	5.00%	5.00%

1. Vehicle disinfecting services to be billed at an hourly rate based on actual hours worked. Level of service may change throughout the contract term.

# COST FORMS

FORM 2.1 WEST BERKELEY SHUTTLE OPERATIONS FIXED COST WORKSHEET

PAGE 5 OF 9

## FIXED COSTS - OPERATIONS

	2021	2022
<b>PERSONNEL</b>		
Annual Wages (itemize by position below)		
Project Manager	\$ 4,514	\$ 6,842
Dispatcher	\$ 2,594.47	\$ 4,415.43
IT Support	\$ -	\$ -
Safety & Road Supervisors	\$ 2,594.47	\$ 4,415.43
Other Support Staff (describe below)	\$ -	\$ -
Payroll Taxes	\$ 645.92	\$ 977.63
Fringe Benefits @ _6%_	\$ 453.30	\$ 709.05
Description of Other Support Staff:		
<b>BUS STORAGE AND ADMINISTRATION FACILITY</b>		
Office Equipment	\$ 281.39	\$ 380.10
Office Supplies	\$ 143.35	\$ 218.32
Printing/Copying/Postage	\$ 6.36	\$ 9.69
<b>VEHICLE</b>		
Vehicle cost (including 2 buses, fuel, cleaning and maintenance) EXCLUDING DAILY DISINFECTING	\$ 54,823.12	\$ 62,340.32
<b>INSURANCE &amp; LICENSING</b>		
Business Liability	\$ 228.41	\$ 379.05
Auto Liability	\$ 6,142.13	\$ 10,361.79
Workers Compensation	\$ 59.91	\$ 90.80
Other Insurance or Licensing (please describe below)	\$ 175.70	\$ 267.58
Description of Other Insurance & Licensing: Business License		
<b>OTHER OVERHEAD</b>		
Recruitment, License Testing, Drug Testing, etc.	\$ 616.56	\$ 1,014.98
Uniforms/Uniform Laundering	\$ 146.01	\$ 248.16
Other Overhead, if Any (please itemize below)	0	0
Personal Protection Equipment & Supplies	\$ 1,161.24	\$ 1,996.76
Communication Expenses	\$ 50.79	\$ 77.35
DriveCam Expenses	\$ 375.32	\$ 571.62
Corporate Support	\$ 4,139.34	\$ 4,912.90
Interest Expense	\$ 1,015.10	\$ 1,459.16
<b>PROFIT</b>		
Profit @ _5%_	\$ 4,026.10	\$ 4,925.21
<b>TOTAL FIXED COSTS - OPERATIONS</b>		
Total Annual Costs	\$ 84,193.47	\$ 106,613.44
No. Months per Year	12	12
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months Per Year <sup>1</sup>	\$ 7,016.12	\$ 8,884.45

2021	2022	2021 Difference	2022 Difference	Explanation
\$ 4,514	\$ 6,842	\$ -	\$ -	
\$ 2,594.47	\$ 4,415.43	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -	
\$ 2,594.47	\$ 4,415.43	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -	
\$ 885.14	\$ 1,427.37	\$ 239	\$ 450	Adjusted to 9.12%
\$ 453.30	\$ 709.05	\$ -	\$ -	
\$ 281.39	\$ 380.10	\$ -	\$ -	
\$ 143.35	\$ 218.32	\$ -	\$ -	
\$ 6.36	\$ 9.69	\$ -	\$ -	
\$ 47,502.16	\$ 63,892.69	\$ (7,321)	\$ 1,552	Adjusted fuel for 2021 based on projected svcs hrs. Credit will be issued for Jan-Jun 2021.
\$ 220.18	\$ 369.91	\$ (8)	\$ (9)	
\$ 6,142.13	\$ 10,361.79	\$ -	\$ -	
\$ 59.91	\$ 90.80	\$ -	\$ -	
\$ 169.37	\$ 257.95	\$ (6)	\$ (10)	
\$ 616.56	\$ 1,014.98	\$ -	\$ -	
\$ 146.01	\$ 248.16	\$ -	\$ -	
0	0	\$ -	\$ -	
\$ -	\$ -	\$ (1,161)	\$ (1,997)	To be billed as pass thru expense.
\$ -	\$ -	\$ (51)	\$ (77)	
\$ 375.32	\$ 571.62	\$ -	\$ -	
\$ 3,385.21	\$ 4,833.08	\$ (754)	\$ (80)	
\$ 999.51	\$ 1,436.11	\$ (16)	\$ (23)	
\$ 3,554.47	\$ 5,074.73	\$ (472)	\$ 150	
\$ 74,643.80	\$ 106,569.31	\$ (9,549.67)	\$ (44.13)	
12	12			
\$ 6,220.32	\$ 8,880.78	\$ (795.81)	\$ (3.68)	

**FORM 2.2 WEST BERKELEY SHUTTLE OPERATIONS VARIABLE COST WORKSHEET**

VEHICLE DISINFECTING SERVICES <sup>2</sup>		
LABOR:	2021	2022
Billing Rates (list hourly billing per year by classification)		
	\$ 35.25	\$ 36.19

2021	2022			
\$ 35.25	\$ 36.19			



**COST FORMS**

FORM 3.1 8 TO GO PARATRANSIT OPERATIONS FIXED COST WORKSHEET

PAGE 7 OF 9

FIXED COSTS - OPERATIONS							
	2021	2022	2021	2022	2021 Difference	2022 Difference	Explanation
<b>PERSONNEL</b>							
Annual Wages (itemize by position below)							
Project Manager	\$ 2,516	\$ 3,318	\$ 2,516	\$ 3,318	\$ -	\$ -	
Dispatcher	\$ 1,446.04	\$ 2,140.95	\$ 1,446.04	\$ 2,140.95	\$ -	\$ -	
IT Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Safety & Road Supervisors	\$ 1,446.04	\$ 2,140.95	\$ 1,446.04	\$ 2,140.95	\$ -	\$ -	
Other Support Staff (describe below)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Payroll Taxes	\$ 360.01	\$ 474.03	\$ 493.34	\$ 692.10	\$ 133	\$ 218	Adjusted to 9.12%.
Fringe Benefits @ _6%_	\$ 252.65	\$ 343.80	\$ 252.65	\$ 343.80	\$ -	\$ -	
Description of Other Support Staff:							
<b>BUS STORAGE AND ADMINISTRATION FACILITY</b>							
Office Equipment	\$ 156.83	\$ 184.30	\$ 156.83	\$ 184.30	\$ -	\$ -	
Office Supplies	\$ 79.90	\$ 105.86	\$ 79.90	\$ 105.86	\$ -	\$ -	
Printing/Copying/Postage	\$ 3.55	\$ 4.70	\$ 3.55	\$ 4.70	\$ -	\$ -	
<b>VEHICLE</b>							
Vehicle Cleaning (interior & exterior)	\$ 2,741.27	\$ 3,796.74	\$ 446.25	\$ 468.56	\$ (2,295)	\$ (3,328)	Reduced per new negotiated rates.
Spare Vehicle (including maintenance)	\$ -	\$ -					
<b>INSURANCE &amp; LICENSING</b>							
Business Liability	\$ 127.30	\$ 183.79	\$ 122.72	\$ 179.36	\$ (5)	\$ (4)	
Auto Liability	\$ 3,423.35	\$ 5,024.22	\$ 3,423.35	\$ 5,024.22	\$ -	\$ -	
Workers Compensation	\$ 33.39	\$ 44.03	\$ 33.39	\$ 44.03	\$ -	\$ -	
Other Insurance or Licensing (please describe below)	\$ 97.93	\$ 129.75	\$ 94.40	\$ 125.08	\$ (4)	\$ (5)	
Description of Other Insurance & Licensing: Business License							
<b>OTHER OVERHEAD</b>							
Recruitment, License Testing, Drug Testing, etc.	\$ 343.64	\$ 492.14	\$ 343.64	\$ 492.14	\$ -	\$ -	
Uniforms/Uniform Laundering	\$ 81.38	\$ 120.33	\$ 81.38	\$ 120.33	\$ -	\$ -	
Other Overhead, if Any (please itemize below)	0	0	0	0	\$ -	\$ -	
Personal Protection Equipment & Supplies	\$ 647.23	\$ 968.19	\$ -	\$ -	\$ (647)	\$ (968)	
Communication Expenses	\$ 28.31	\$ 37.50	\$ -	\$ -	\$ (28)	\$ (38)	
DriveCam Expenses	\$ 209.19	\$ 277.16	\$ 209.19	\$ 277.16	\$ -	\$ -	
Corporate Support	\$ 1,472.80	\$ 1,156.26	\$ 585.30	\$ 817.87	\$ (888)	\$ (338)	Capped at 5%.
Interest Expense	\$ 565.77	\$ 707.52	\$ 557.09	\$ 696.34	\$ (9)	\$ (11)	
<b>PROFIT</b>							
Profit @ _5%_	\$ 724.81	\$ 976.58	\$ 614.56	\$ 858.77	\$ (110)	\$ (118)	Capped at 5%.
<b>TOTAL FIXED COSTS - OPERATIONS</b>							
Total Annual Costs	\$ 16,757.55	\$ 22,626.40	\$ 12,905.79	\$ 18,034.12	\$ (3,851.76)	\$ (4,592.28)	
No. Months per Year	12	12	12	12			
FIXED COSTS PER MONTH = Total Annual Costs ÷ No. Months Per Year <sup>1</sup>	\$ 1,396.46	\$ 1,885.53	\$ 1,075.48	\$ 1,502.84	\$ (320.98)	\$ (382.69)	

COST FORMS

FORM 3.2 8 TO GO PARATRANSIT OPERATIONS VARIABLE COST WORKSHEET

VARIABLE COSTS - OPERATIONS							
	2021	2022	2021	2022	2021 Difference	2022 Difference	Explanation
PERSONNEL - show detail in FORM 1.3							
Drivers:							
Annual Wages (During Service Hours)	\$ 48,201.39	\$ 71,365.05	\$ 37,700.00	\$ 56,753.00	\$ (10,501.39)	\$ (14,612.05)	Adjusted wages for a less senior driver.
Annual Wages (During Training & Other Non Service	\$ 1,271.76	\$ 1,887.50	\$ 994.69	\$ 1,497.39	\$ (277.07)	\$ (390.11)	
Payroll Taxes	\$ 4,594.89	\$ 6,779.43	\$ 3,528.96	\$ 5,312.44	\$ (1,065.93)	\$ (1,466.99)	Reduced to 9.12%.
Fringe Benefits @ 30%	\$ 15,045.73	\$ 22,213.67	\$ 11,768.55	\$ 17,716.20	\$ (3,277.18)	\$ (4,497.47)	
OTHER OPERATIONS COSTS							
Other Costs, if Any (please itemize below)							
Corporate Support	\$ 4,515.31	\$ 6,400.50	\$ 2,699.61	\$ 4,063.95	\$ (1,815.70)	\$ (2,336.55)	Reduced from 6%. Capped at 5%.
PROFIT							
Profit @ 5%	\$ 3,773.60	\$ 5,456.03	\$ 2,871.90	\$ 4,323.31	\$ (901.70)	\$ (1,132.72)	Capped at 5%.
TOTAL VARIABLE COSTS - OPERATIONS							
Total Annual Costs	\$ 77,402.68	\$ 114,102.18	\$ 59,563.71	\$ 89,666.29	\$ (17,838.97)	\$ (24,435.89)	
Annual Service Hours <sup>1</sup>	1,300	1,900	1,300	1,900	1,300	1,900	
COST	\$ 59.54	\$ 60.05	\$ 45.82	\$ 47.19	\$ (13.72)	\$ (12.86)	

1. Annual service hours include deadhead time to/from the bus yard. The cost of fueling time should be calculated into the cost per service hour. Annual service hours are estimated based on the anticipated level of service for each calendar year.

# COST FORMS

FORM 3.3 8 TO GO PARATRANSIT MAINTENANCE COST WORKSHEET

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## MAINTENANCE COSTS

### MAINTENANCE

LABOR:	2021	2022
Billing Rates (list hourly billing per year by classification)		
MECHANIC	\$ 55.74	\$ 57.14

### VEHICLE DISINFECTING<sup>1</sup>

LABOR:	2021	2022
Billing Rates (list hourly billing per year by classification)		
Staff	\$ 35.25	\$ 36.19

	2021	2022
PARTS (% of mark up)	5.00%	5.00%

1. Vehicle disinfecting services to be billed at an hourly rate based on actual hours worked. Level of service may change throughout the contract term.

## Pricing Change Summary

	Original		Proposed		Savings		Total Savings
	2021	2022	2021	2022	2021	2022	
Emery Go Round	\$ 2,797,427.18	\$ 3,017,773.44	\$ 2,676,278.53	\$ 2,913,427.60	\$ (121,148.65)	\$ (104,345.85)	\$ (225,494.50)
Monthly Fixed	\$ 522,745.20	\$ 530,454.03	\$ 445,084.18	\$ 451,235.28	\$ (77,661.02)	\$ (79,218.75)	\$ (156,879.76)
Variable	\$ 2,274,681.99	\$ 2,487,319.42	\$ 2,231,194.35	\$ 2,462,192.32	\$ (43,487.64)	\$ (25,127.10)	\$ (68,614.74)
West Berkeley Shuttle	\$ 221,899.79	\$ 339,891.96	\$ 211,448.37	\$ 338,645.34	\$ (10,451.42)	\$ (1,246.62)	\$ (11,698.04)
Monthly Fixed	\$ 84,193.47	\$ 106,613.44	\$ 74,643.80	\$ 106,569.31	\$ (9,549.67)	\$ (44.13)	\$ (9,593.80)
Variable	\$ 137,706.32	\$ 233,278.52	\$ 136,804.57	\$ 232,076.03	\$ (901.75)	\$ (1,202.49)	\$ (2,104.24)
8 to Go	\$ 94,160.22	\$ 136,728.58	\$ 72,469.50	\$ 107,700.41	\$ (21,690.72)	\$ (29,028.17)	\$ (50,718.90)
Monthly Fixed	\$ 16,757.55	\$ 22,626.40	\$ 12,905.79	\$ 18,034.12	\$ (3,851.76)	\$ (4,592.28)	\$ (8,444.03)
Variable	\$ 77,402.68	\$ 114,102.18	\$ 59,563.71	\$ 89,666.29	\$ (17,838.97)	\$ (24,435.89)	\$ (42,274.86)
<b>TOTAL</b>	<b>\$ 3,113,487.20</b>	<b>\$ 3,494,393.98</b>	<b>\$ 2,960,196.40</b>	<b>\$ 3,359,773.35</b>	<b>\$ (153,290.80)</b>	<b>\$ (134,620.63)</b>	<b>\$ (287,911.43)</b>

1. Excludes vehicle maintenance.



**MV Pricing Comparison**  
**Prepared by: Roni Hattrup**

<b>EGR</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>5 year Avg % Increase</b>	<b>2019 vs. 2022</b>	<b>2019 vs. 2022 % Increase</b>
Fixed Cost (Monthly)	\$ 28,228.32	\$ 28,833.26	\$ 29,440.67	\$ 37,090.35	\$ 37,602.94		\$ 8,769.68	30%
% INCREASE		2%	2%	26%	1%	8%		
Variable Cost (Hourly)	\$ 37.12	\$ 39.31	\$ 40.41	\$ 50.94	\$ 51.51		\$ 12.20	31%
% INCREASE		6%	3%	26%	1%	9%		
Maintenance (Hourly)	\$ 48.25	\$ 49.32	\$ 50.52	\$ 55.74	\$ 57.14		\$ 7.82	16%
% INCREASE		2%	2%	10%	3%	4%		
Annual Service Hours	47,303	47,303	35,680	39,000	47,300			

<b>WBS</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>5 year Avg % Increase</b>	<b>2019 vs. 2022</b>	<b>2019 vs. 2022 % Increase</b>
Fixed Cost (Monthly)	\$ 9,302.10	\$ 9,756.28	\$ 10,226.60	\$ 6,220.32	\$ 8,880.78		\$ (875.50)	-9%
% INCREASE		5%	5%	-39%	43%	3%		
Variable Cost (Hourly)	\$ 35.30	\$ 37.38	\$ 38.43	\$ 54.72	\$ 55.26		\$ 17.88	48%
% INCREASE		6%	3%	42%	1%	13%		
Annual Service Hours	4,900	4,900	3,080	3,300	4,900			

<b>8 to Go</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>5 year Avg % Increase</b>	<b>2019 vs. 2022</b>	<b>2019 vs. 2022 % Increase</b>
Fixed Cost (Monthly)	\$ 779.27	\$ 825.24	\$ 848.32	\$ 1,075.48	\$ 1,502.84		\$ 677.60	82%
% INCREASE		6%	3%	27%	40%	19%		
Variable Cost (Hourly)	\$ 39.84	\$ 42.19	\$ 43.37	\$ 45.82	\$ 47.19		\$ 5.00	12%
% INCREASE		6%	3%	6%	3%	4%		
Maintenance (Hourly)	\$ 48.25	\$ 49.32	\$ 50.52	\$ 55.74	\$ 57.14		\$ 7.82	16%
% INCREASE		2%	2%	10%	3%	4%		
Annual Service Hours	2,016	2,016	1,218	1,512	2,016			

<b>Total Annual Cost Projection</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>5 year Avg % Increase</b>	<b>2019 vs. 2022</b>	<b>2019 vs. 2022 % Increase</b>
EGR Operations	\$ 2,075,910	\$ 2,230,955	\$ 1,946,000	\$ 2,431,744	\$ 2,887,658		\$ 656,704	29%
%Increase		7%	-13%	25%	19%	10%		
EGR Maintenance	\$ 302,201	\$ 257,797	\$ 250,000	\$ 300,000	\$ 309,000		\$ 51,203	20%
%Increase		-15%	-3%	20%	3%	1%		
WBS Operations	\$ 291,379	\$ 299,386	\$ 220,000	\$ 255,220	\$ 377,343		\$ 77,957	26%
%Increase		3%	-27%	16%	48%	10%		
8 to Go Operations & Maintenance	\$ 93,776	\$ 87,189	\$ 65,000	\$ 84,686	\$ 115,669		\$ 28,480	33%
%Increase		-7%	-25%	30%	37%	9%		



# City of Emeryville

INCORPORATED 1896

1333 Park Avenue. Emeryville, CA 94608-3517  
t (510) 596-4300 | f (510) 596-4389

June 16, 2021

Dear Emeryville Transportation Management Association (ETMA) Board of Directors,

The City of Emeryville recently received the new cost proposal for the "8-To-Go" shuttle service for the year commencing July 1, 2021. The City's current contract with the ETMA for the service expires on June 30, 2021. The City understands that the ETMA Board will not be considering the new shuttle service agreement until its August meeting. Assuming the ETMA Board approves that agreement, City staff will then agendize the agreement for consideration by the City Council no later than September 30, 2021.

Accordingly, the City requests that the ETMA continue to operate the '8-To-Go' shuttle service for seniors and people with disabilities in the 94608 zip code beyond the expiration of the current contract term in order to avoid service disruption to vulnerable members of the community. The City of Emeryville will reimburse the ETMA for all operating expenses related to the '8-To-Go' shuttle service under the terms and conditions of the new cost proposal until a new contract is executed. The amount of reimbursement for this interim period should not exceed \$45,000.

Thank you for continuing to provide excellent service to the community and especially our seniors and community members with disabilities.

Sincerely,

Christine Daniel  
City Manager, City of Emeryville

cc: Pedro Jimenez, Community Services Director

**Estimated Cost of Services**

8 to Go Paratransit Service

Prepared by: Roni Hattrup, ETMA

**Scenario 1: 8 Operating Hours/Day**

	2021/2022	2022/2023	Total
Operations	\$ 112,000	\$ 120,000	\$ 232,000
Vehicle Maintenance	\$ 2,500	\$ 3,000	\$ 5,500
Fuel	\$ 2,800	\$ 2,800	\$ 5,600
Communications (cell phone)	\$ 800	\$ 800	\$ 1,600
Management & Financial Services	\$ 6,000	\$ 6,300	\$ 12,300
<b>Subtotal</b>	<b>\$ 124,100</b>	<b>\$ 132,900</b>	<b>\$ 257,000</b>
<i>Contingency</i>	<i>\$ 2,400</i>	<i>\$ 3,100</i>	<i>\$ 5,500</i>
<b>TOTAL BUDGET</b>	<b>\$ 126,500</b>	<b>\$ 136,000</b>	<b>\$ 262,500</b>

**Assumptions:**

1. Assumes 8 operating hours per day (includes deadhead of 0.5 hrs/day).
2. This is an estimate based on contract pricing with ETMA operator through Dec 2022, then estimated through June 2023 at 5% increase.

**Scenario 2: 7 Operating Hours/Day**

	2021/2022	2022/2023	Total
Operations	\$ 99,000	\$ 107,000	\$ 206,000
Vehicle Maintenance	\$ 2,500	\$ 3,000	\$ 5,500
Fuel	\$ 2,800	\$ 2,800	\$ 5,600
Communications (cell phone)	\$ 800	\$ 800	\$ 1,600
Management & Financial Services	\$ 6,000	\$ 6,300	\$ 12,300
<b>Subtotal</b>	<b>\$ 111,100</b>	<b>\$ 119,900</b>	<b>\$ 231,000</b>
<i>Contingency</i>	<i>\$ 2,400</i>	<i>\$ 3,100</i>	<i>\$ 5,500</i>
<b>TOTAL BUDGET</b>	<b>\$ 113,500</b>	<b>\$ 123,000</b>	<b>\$ 236,500</b>

**Assumptions:**

1. Assumes 7 operating hours per day (includes deadhead of 0.5 hrs/day).
2. This is an estimate based on contract pricing with ETMA operator through Dec 2022, then estimated through June 2023 at 5% increase.

**Scenario 3: 6 Operating Hours/Day**

	2021/2022	2022/2023	Total
Operations	\$ 87,000	\$ 95,000	\$ 182,000
Vehicle Maintenance	\$ 2,500	\$ 3,000	\$ 5,500
Fuel	\$ 2,800	\$ 2,800	\$ 5,600
Communications (cell phone)	\$ 800	\$ 800	\$ 1,600
Management & Financial Services	\$ 6,000	\$ 6,300	\$ 12,300
<b>Subtotal</b>	<b>\$ 99,100</b>	<b>\$ 107,900</b>	<b>\$ 207,000</b>
<i>Contingency</i>	<i>\$ 2,400</i>	<i>\$ 2,600</i>	<i>\$ 5,000</i>
<b>TOTAL BUDGET</b>	<b>\$ 101,500</b>	<b>\$ 110,500</b>	<b>\$ 212,000</b>

**Assumptions:**

1. Assumes 6 operating hours per day (includes deadhead of 0.5 hrs/day).
2. This is an estimate based on contract pricing with ETMA operator through Dec 2022, then estimated through June 2023 at 5% increase.

**AMENDMENT TO TRANSPORTATION AGREEMENT BETWEEN  
BERKELEY GATEWAY TRANSPORTATION MANAGEMENT ASSOCIATION AND EMERYVILLE  
TRANSPORTATION MANAGEMENT ASSOCIATION FOR SHUTTLE OPERATION SERVICES**

**THIS AMENDMENT NO. 4** to Transportation Agreement executed on December 30<sup>th</sup>, 2019 between the Berkeley Gateway Transportation Management Association a California non-profit corporation, herein called the “BGTMA “, and the Emeryville Transportation Management Association, also a California non-profit corporation, herein called the “ETMA”

**RECITALS**

WHEREAS, BGTMA entered into a Transportation Agreement with ETMA to perform shuttle operation services for the West Berkeley Shuttle in Berkeley, California; and

WHEREAS, BGTMA authorized Amendment 1 to modify Section 3 of the agreement to allow for a decrease in shuttle services at a rate of \$90 per service hour.

WHEREAS, ETMA approved updated pricing from the shuttle operations contractor, MV Transportation, Inc., for services through June 30<sup>th</sup>, 2021; and

WHEREAS, the BGTMA authorized Amendment 2 to modify the Fees and Expenses to a fixed rate per revenue hour of \$85.00 to cover the cost of the increase in shuttle operations pricing and to modify the agreement term ending date to June 30<sup>th</sup>, 2021, to align with the term of the shuttle operations agreement with MV Transportation; and

WHEREAS, the BGTMA authorized Amendment 3 to modify the Fees and Expenses to a new fixed rate of \$93.00 per revenue hour retroactive to January 1, 2021, to cover the cost of services during the reduced service period and agreed to reduce the fixed hourly rate should services increase more than 5 hours per day; and

WHEREAS, the BGTMA wishes to revert to the original the term of the agreement through December 31<sup>st</sup>, 2021.

NOW, THEREFORE BE IT MUTUALLY AGREED, that the term ending date initially established in Section 1 of the Agreement, be reinstated December 31<sup>st</sup>, 2021.

IN WITNESS WHEREOF, the BGTMA and ETMA have approved Amendment No. 4 to this Agreement on the \_\_\_\_ of \_\_\_\_\_, 2021.

BERKELEY GATEWAY TRANSPORTATION  
MANAGEMENT ASSOCIATION

EMERYVILLE TRANSPORTATION  
MANAGEMENT ASSOCIATION

By: \_\_\_\_\_  
**President**

By: \_\_\_\_\_  
**Chair**



West Berkeley Shuttle  
2021-2022 Cost Estimate

2021-2022 Cost Estimate  
BGTMA - West Berkeley Shuttle

BGTMA - West Berkeley Shuttle					Actual		Estimate								
2021	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	TOTAL		
Fixed Monthly	\$ 7,016.12	\$ 7,016.12	\$ 7,016.12	\$ 7,016.12	\$ 7,016.12	\$ 7,016.12	\$ 6,220.32	\$ 6,220.32	\$ 6,220.32	\$ 6,220.32	\$ 6,220.32	\$ 6,220.32			
Fixed Hourly	\$ 55.08	\$ 55.08	\$ 55.08	\$ 55.08	\$ 55.08	\$ 55.08	\$ 54.72	\$ 54.72	\$ 54.72	\$ 54.72	\$ 54.72	\$ 54.72			
Estimated Monthly Hours	193	173.7	221.95	212.77	200	200	200	200	200	200	200	200	2401.42		
TOTAL MONTHLY ESTIMATE (Operations)	\$ 17,646.56	\$ 16,583.52	\$ 19,241.13	\$ 18,735.49	\$ 18,032.12	\$ 18,032.12	\$ 17,164.32	\$ 17,164.32	\$ 17,164.32	\$ 17,164.32	\$ 17,164.32	\$ 17,164.32	\$ 211,256.85		
Credit	\$ (1,507.00)	\$ (1,507.00)	\$ (1,507.00)	\$ (1,507.00)	\$ (1,507.00)	\$ (1,507.00)									
Adjusted Total	\$ 16,139.56	\$ 15,076.52	\$ 17,734.13	\$ 17,228.49	\$ 16,525.12	\$ 16,525.12	\$ 17,164.32	\$ 17,164.32	\$ 17,164.32	\$ 17,164.32	\$ 17,164.32	\$ 17,164.32			
Combined Hourly Rate	\$ 83.62	\$ 86.80	\$ 79.90	\$ 80.97	\$ 82.63	\$ 82.63	\$ 85.82	\$ 85.82	\$ 85.82	\$ 85.82	\$ 85.82	\$ 85.82			
Total Revenue @ \$93/hr	\$ 17,949.00	\$ 16,154.10	\$ 20,641.35	\$ 19,787.61	\$ 18,600.00	\$ 18,600.00	\$ 18,600.00	\$ 18,600.00	\$ 18,600.00	\$ 18,600.00	\$ 18,600.00	\$ 18,600.00	\$ 223,332.06		
Overhead	\$ -	\$ 2,294.00	\$ 616.00	\$ 184.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 7,094.00		
Balance of Revenue	\$ 1,809.44	\$ (1,216.42)	\$ 2,291.22	\$ 2,375.12	\$ 1,574.88	\$ 1,574.88	\$ 935.68	\$ 935.68	\$ 935.68	\$ 935.68	\$ 935.68	\$ 935.68	\$ 14,023.21		
2022	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	TOTAL		
Fixed Monthly	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78	\$ 8,880.78			
Fixed Hourly	\$ 55.26	\$ 55.26	\$ 55.26	\$ 55.26	\$ 55.26	\$ 55.26	\$ 55.26	\$ 55.26	\$ 55.26	\$ 55.26	\$ 55.26	\$ 55.26			
Estimated Monthly Hours	323	323	323	323	323	323	375	375	375	375	375	375	4188		
TOTAL MONTHLY ESTIMATE (Operations)	\$ 26,729.76	\$ 26,729.76	\$ 26,729.76	\$ 26,729.76	\$ 26,729.76	\$ 26,729.76	\$ 29,603.28	\$ 29,603.28	\$ 29,603.28	\$ 29,603.28	\$ 29,603.28	\$ 29,603.28	\$ 337,998.24		
Combined Hourly Rate	\$ 82.75	\$ 82.75	\$ 82.75	\$ 82.75	\$ 82.75	\$ 82.75	\$ 78.94	\$ 78.94	\$ 78.94	\$ 78.94	\$ 78.94	\$ 78.94			
Total Revenue @ \$90/hr.	\$ 29,070.00	\$ 29,070.00	\$ 29,070.00	\$ 29,070.00	\$ 29,070.00	\$ 29,070.00	\$ 33,750.00	\$ 33,750.00	\$ 33,750.00	\$ 33,750.00	\$ 33,750.00	\$ 33,750.00	\$ 376,920.00		
Overhead	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 6,000.00		
Balance of Revenue	\$ 1,840.24	\$ 1,840.24	\$ 1,840.24	\$ 1,840.24	\$ 1,840.24	\$ 1,840.24	\$ 3,646.72	\$ 3,646.72	\$ 3,646.72	\$ 3,646.72	\$ 3,646.72	\$ 3,646.72	\$ 32,921.76		

1. Assume service levels increase by 6 hrs/day in January, then 8 hours per day in July 2022. If service levels do not increase, the \$93/hr rate shall carry into 2022.



**The Guard Alliance Inc**

180 Promenade Circle Suite 300  
Sacramento California 95834

# ESTIMATE

**Estimate# EST-000038**

Bill To  
**Debi Lawrence**

Estimate Date : 25 May 2021

Subject :  
Guard Services

#	Item & Description	Hours	Rate	Amount
1	<b>Unarmed Guard Services</b> Unarmed security guard service for 3550 Ettie Street Oakland CA. This service would begin the end of June and go through the end of July. Shifts would be 7 days a week 7pm-7am. The guard on duty will provide general security for the site. The guard will walk the premises and ensure the prevention of any trespassing, loitering, vandalism or theft on the site.  The rate is per guard per hour. The client can stop or modify services at any time.	1.00	45.00	45.00

---

Items in Total 1.00

## Notes

Looking forward for your business.

**From:** [Sales Dept](#)  
**To:** [Debi Lawrence](#)  
**Subject:** RE: Estimate - EST-000038 is awaiting your approval  
**Date:** Tuesday, May 25, 2021 4:00:28 PM  
**Attachments:** [image001.png](#)

---

Hello Debi,

If you choose to do 24 hours on site Guard service, the rate will come down to \$40 per hour all included.

For a driving patrol, that is charged at \$55 per visit.

Thank you.

Souleymane

Sales Department

On May 25, 2021, 3:37 PM -0700, Debi Lawrence <[debi@graybowenscott.com](mailto:debi@graybowenscott.com)>, wrote:

Thank you, Anna.

Would you be able to provide the pricing for having the 24hour patrol – I'd say coming by to check on things every couple of hours or so and then full-time onsite the 7pm-7am shift? Or, would it just be the \$45/hr rate for 24 hours?

Thank you,

**Debi Lawrence**

**Emeryville Transportation Management Association**

Gray-Bowen-Scott

1211 Newell Ave., Suite 200

Walnut Creek, CA 94596

T: (925)937-0980

C: (925) 788-3921

[www.emerygoround.com](http://www.emerygoround.com)



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**From:** Sales Department <sales@theguardalliance.com>  
**Sent:** Tuesday, May 25, 2021 12:54 PM  
**To:** Debi Lawrence <debi@graybowenscott.com>  
**Cc:** sball@theguardalliance.com  
**Subject:** Estimate - EST-000038 is awaiting your approval

Estimate #EST-000038

Dear Debi Lawrence,

Thank you for contacting us. Your estimate can be viewed, printed and downloaded as PDF from the link below.

Estimate No**EST-000038**

Estimate Date**25 May 2021**

[VIEW ESTIMATE](#)

Regards,

Anna Reid

The Guard Alliance Inc

The Guard Alliance Inc.

||



ETMA

## **SECURITY SERVICES PROPOSAL**



# PRICING PROPOSAL

**OPTIONS #1 RATE=\$36.00**

**OPTIONS #1 RATE=\$32.00**

**GUARDIAN**  
PROTECTION SECURITY

# OUR MOST VALUABLE STRENGTH IS OUR STAFF

GUARDIAN RECRUITS AND HIRES ONLY THE  
BEST SECURITY STAFF AVAILABLE.

THE KNOWLEDGE OF OUR MANAGEMENT  
TEAM IS PASSED ON TO OUR NEW  
EMPLOYEES.

WE REQUIRE STAFF TO INSURE STRICT  
ADHERENCE TO OUR GENERAL ORDERS AND  
YOUR RULES, REGULATIONS AND  
ORDINANCES.



OUR PROCESS IDENTIFIES CANDIDATES WHO HAVE IMPORTANT TRAITS WE BELIEVE ARE CRITICAL TO BOTH GUARDIAN PROTECTION SECURITY AND YOU SUCH AS HONESTY, DEPENDABILITY, AND A STRONG CUSTOMER SERVICE ORIENTATION SUITED TO THE CULTURE AND OPERATING ENVIRONMENT OF YOUR PREMISES.

OUR SELECTION PROCESS INCLUDES:

- EXPERIENCE
- INITIAL INTERVIEW
- DRUG SCREENING
- BACKGROUND CHECK
- GUARD CARD LICENSE VERIFICATION

# RECRUITING AND HIRING PROCESS

GUARDIAN  
SECURITY





# UNIFORMS

WE REQUIRE THAT ALL OF OUR GUARDS TO  
KEEP THEIR:

- UNIFORMS PRESSED AND CLEAN
- SHOES POLISHED
- OUR STAFF ARE REQUIRED TO BE CLEAN-SHAVEN WITH NEAT HAIRCUTS.

WE PRIDE OURSELVES ON THE APPEARANCE  
OF OUR STAFF, AS THEY ARE REPRESENTING  
OUR COMPANY AND YOUR ESTABLISHMENT.



# TRAINING



**SECURITY GUARDS ARE REQUIRED BY THE STATE  
MANDATED TO TAKE THE FOLLOWING COURSES:**

- A. PUBLIC RELATIONS**
- B. OBSERVATION & DOCUMENTATION**
- C. COMMUNICATION**
- D. LIABILITY / LEGAL ASPECTS**

**OUR GUARDS ARE ENCOURAGED TO BE AN  
APPROACHABLE SOURCE OF INFORMATION TO  
PATRONS, RESIDENTS AND EMPLOYEES. LETTING  
THE PUBLIC KNOW THAT WE ARE THERE FOR  
THEM GENERATES A FEELING OF COMMUNITY  
AND SAFETY.**



ON-SITE GUARDS CAN BE ARMED OR  
UNARMED THAT PROVIDE PROTECTION AND  
SERVE AS DETERRENT.

ALL OF OUR GUARDS ARE LICENSED,  
SCREENED, AND TRAINED.

OUR SECURITY GUARDS ARE TRAINED TO  
MAKE VISIBLE FOOT PATROLS THROUGHOUT  
THEIR POSTS.

WE ENCOURAGE ALL OF OUR EMPLOYEES TO  
INTERACT WITH YOUR PATRONS AND  
EMPLOYEES IN ADDITION TO STANDING A  
FIXED POST.



# REAL TIME REPORTING & GPS TRACKING



**WE PROVIDE OUR CLIENTS WITH THE  
FOLLOWING REPORTS:**

- DAILY ACTIVITY REPORTS**
- INCIDENT REPORTS**
- PATROL TRACKING REPORTS**

**EACH OF THESE REPORTS IS SENT TO YOU IN  
REAL-TIME VIA EMAIL USING OUR  
REPORTING/MONITORING SYSTEM SOFTWARE  
THAT IS INTEGRATED WITH OUR NETWORK AND  
WITH SMART PHONES WHICH ENHANCE THESE  
FEATURES WITH SUPPORTING AUDIO, VIDEO,  
AND PHOTOS.**

**GUARDIAN**  
PROTECTION SECURITY

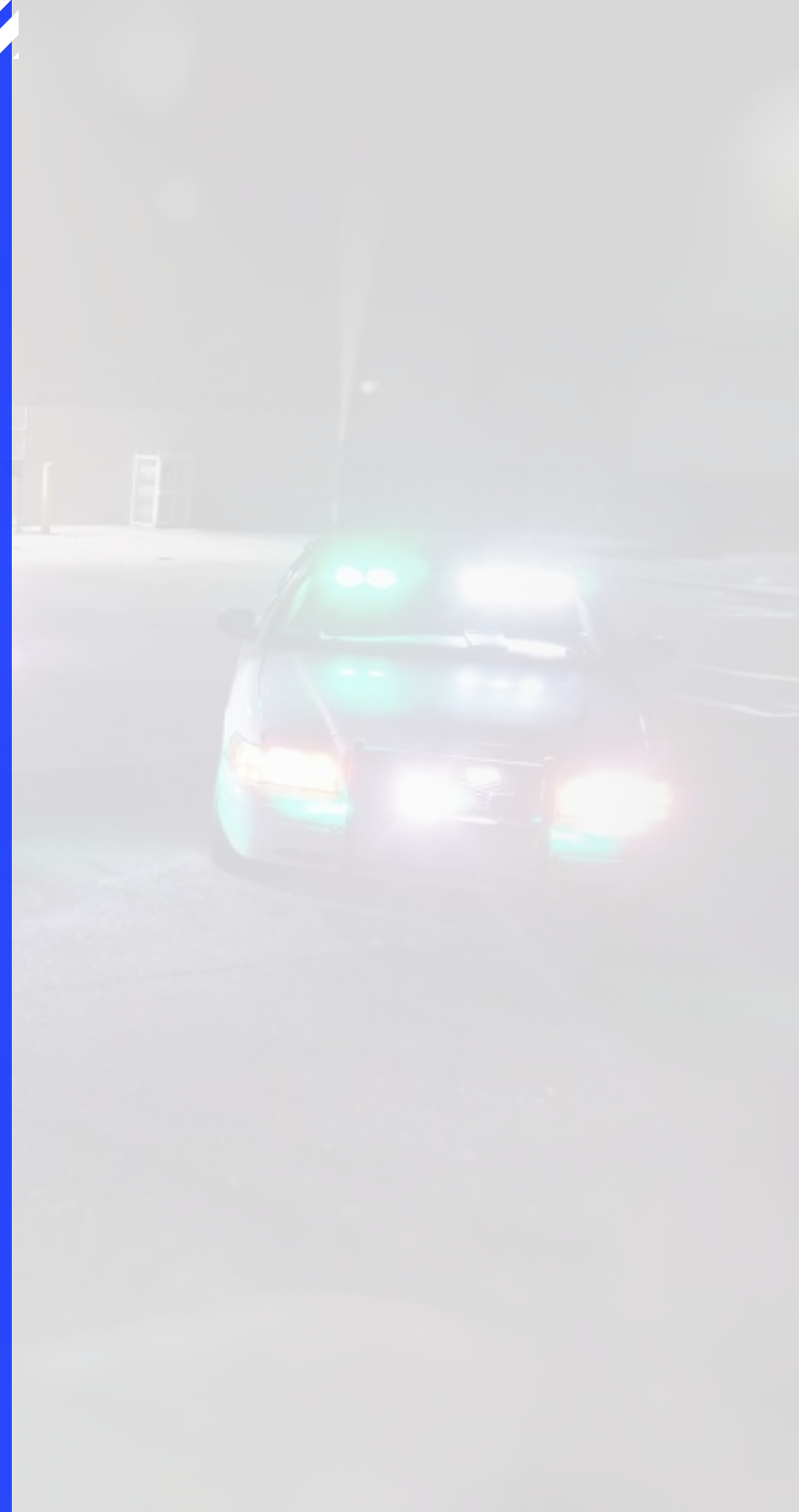
**WE ALSO HAVE A PATROL TRACKING REPORT  
WHICH MONITORS GUARDS' GPS LOCATION,  
DURING SCHEDULED PATROLY BY SCANNING QR  
CODES.**

# PATROL SERVICES

GUARDIAN PROVIDES PATROL SERVICES FOR YOUR COMMERCIAL, RESIDENTIAL, OR PERSONAL NEEDS. VISIBILITY IS A POWERFUL CRIME DETERRENT.

PATROL OFFICERS CAN ENHANCE YOUR SAFETY AND REDUCE THE RISK OF VANDALISM OR THEFT ON YOUR PROPERTY BY JUST THEIR PRESENCE ALONE.

PATROL OFFICERS ARE TRAINED TO NOTICE ANYTHING OUT OF THE ORDINARY AND TO PREVENT PROBLEMS BEFORE THEY START. OUR PATROL OFFICERS HELP ENSURE CONTINUED SAFETY OF YOUR PEOPLE AND PROPERTY.



**OUR CLIENTS  
AND  
LETTERS OF RECOMMENDATION**







To whom it may concern,

Please accept this letter as a recommendation for the security services, staffing, planning and management provided by GPS, Guardian Protection Services.

I had the pleasure of meeting Fawad Bajawory and utilizing his company, GPS, to provide security services and staffing at recent events in San Francisco California. The level of professionalism of the officers, the ability to adjust to changes on the fly, the proactiveness of the supervision and the attentiveness of the managers to recognize and address the issues all result in why I'm recommending GPS. Qualities such as responsible, discipline, motivation and vigilant are embedded into the philosophy of the officers which results in outstanding performance and interfacing with clients.

In our first working relationship, GPS provided the services mentioned above for over 5000 hours. Based on some additional needs or events that presented themselves, GPS was able to increase their manpower and provide the requested services without hesitation. Due to their flexibility, we are increasing our contracted staffing levels with GPS by almost 15% this year.

As the Senior Project Manager and Security Consultant, I feel confident in providing this feedback and knowing that GPS would provide the same level of services across the board. In my role and relationship with Fawad, we are designing and contracting the staffing plan, response plan, and security structure for multiple venues and activation both inside and outside.

With that said, I give Fawad and GPS a strong recommendation in providing excellent security services.

*Marc Everett*

T & M Protection  
Senior Project Manager  
Sports and Entertainment Security Solutions  
c: 248.252.9702  
e: meverett@tmprotection.com  
w: tmprotection.com



To whom it may concern,

It is with much enthusiasm that I writing to recommend the services of the Guardian Protection Security.

I have been using Guardian Protection Security for the past few years, and have always been completely satisfied with their performance. They do an excellent job and are always punctual.

The staff at Guardian Protection Security is knowledgeable, courteous, and friendly.

I highly recommend the services of Guardian Protection Security. If you have any further questions or would like to speak with about my experience, please feel free to contact me (650) 743-0999

Regards,

Mo Alkhatib

mo@zazzle.com

Head of IT & Site Operations




**DR. GEORGE W. DAVIS**  
**Senior Residence**

March 11, 2021

To whom it may concern,

This is a tender recommendation letter for Guardian Protection Security. I have utilized their services for the last year and have repeatedly been satisfied with their performance. We highly recommend them for your property needs and ascertain that they do quality work for a reasonable price. Furthermore, their commitment to excellence, satisfaction and consistency of punctuality has been one of the best experiences that we have ever had. It is with much enthusiasm that I am able to endorse the exceptional work provided by Guardian Protection Security.

Kind Regards,



Stephanie Burch  
Property Manager  
Dr. Davis Senior Residence

— THE —  
**BROADWAY**

**3093 Broadway, Oakland, CA 94611 (510) 209-6930 [www.livethebroadway.com](http://www.livethebroadway.com)**

Guardian Protection Security

**Fawad Bajawory**

6200 Stoneridge Mall Road. STE 300

Pleasanton, CA 94588

Fawad:

I would like to thank you and the team at Guardian Protection Security for providing exceptional service to the Broadway Apartments. Your personal commitment to ensuring a productive and professional courtesy patrol for our property has exceeded my expectation.

You have become a trusted resource from the moment you presented your services to the Broadway Apartments. The key factors for choosing to work with you is your Property Management knowledge, dedication to our needs and requirements, and detailed nightly recap of your services. I've worked with numerous Courtesy Patrol companies and your company has by far been my best experience.

I would highly recommend your services to any Apartment Community or Business looking for a professional and tailored experience. I'm very pleased to be your client and look forward to working with you again in the near future.

Kind regards,

Sunny A.

Property Manager

[Sunny.azizi@greystar.com](mailto:Sunny.azizi@greystar.com)

510-209-6930



# aster

Aster  
6775 Golden Gate Drive  
Dublin, CA 94568  
925.457.2825

To Whom it May Concern,

I am writing this letter to recommend the services of Guardian Protection Security to you. During the past couple of years, our company has been working with Fawad and Guardian Protection Security. The company offers high quality services. We can say that we have always been satisfied by their work.

I would like to ask you to consider Guardian Protection Security for your security service needs. I strongly recommend the services of the company. Please feel free to contact me if you need any additional information or clarification.

Sincerely,

Zak Aziz  
zak.aziz@Berkshirecommunities.com  
Property Manager

# PARKER

2038 PARKER STREET, BERKELEY, CA 94704 (510) 665-1000 [www.ParkerBerkeley.com](http://www.ParkerBerkeley.com)

Guardian Protection Security

**Fawad Bajawory**

6200 Stoneridge Mall Road. STE 300

Pleasanton, CA 94588

Fawad:

I would like to thank you and the team at Guardian Protection Security for providing exceptional service to Parker. Your personal commitment to ensuring a productive and professional courtesy patrol for our property has exceeded my expectation.

You have become a trusted resource from the moment you presented your services to Parker Apartments. The key factors for choosing to work with you is your Property Management knowledge, dedication to our needs and requirements, and detailed nightly recap of your services. I've worked with numerous Courtesy Patrol companies and your company has by far been my best experience.

I would highly recommend your services to any Apartment Community or Business looking for a professional and tailored experience. I'm very pleased to be your client and look forward to working with you again in the near future.

Kind regards,

Sunny A.

Property Manager

[ParkerMgr@Greystar.com](mailto:ParkerMgr@Greystar.com)

(510) 665-1000



6200 STONERIDGE MALL RD, STE 300 PLEASANTON, CA 94588

445 S FIGUEROA ST, SUITE 3100 LOS ANGELES, CA 90071

CONTACT: 888-959-6404

OFFICE@GUARDIANPROTECTIONSECURITY.COM

WWW.GUARDIANPROTECTIONSECURITY.COM

**From:** [Vigilant Protective Security](#)  
**To:** [Debi Lawrence](#)  
**Subject:** Re: Patrol Services - 3550 Ettie St. Oakland  
**Date:** Tuesday, May 25, 2021 10:31:08 PM

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Hello Debi,

It was a pleasure talking to you today. That is correct, please let me know if you have anything. I look forward to hearing from you soon. Thank you

MUSTAFA ALSHUGAA  
CEO/ OPERATION DIRECTOR  
VIGILANT PRO PRIVATE SECURITY SERVICES  
5221 FOOTHILL BLVD OAKLAND CA 94609  
TEL: 510-350-8920 - CELL: 510-200-3007 FAX: 510-735-9485  
LICENSE PPO# 16950 MUSTAFACEO@VPPSS.COM  
WWW.VPPSS.COM

On 2021-05-25 13:46, Debi Lawrence wrote:

> Hi Mustafa,  
>  
> Thank you for taking the time to speak with me today regarding the  
> patrol service that we are inquiring about for our new Bus Yard.  
>  
> I wanted to make sure I had the numbers correct before I present to  
> our Board of Directors. Please review and confirm that I have this  
> correct.  
>  
> \* Onsite full-time patrol/monitoring from 7pm to 7am, 7 days a week:  
> \$30/hr for 8 hours and then \$45/hr for 4 hours (Overtime)  
>  
> \* Rounds of patrol from 7pm to 7am, 7 days a week: \$600 per patrol  
>  
> \* Onsite full-time patrol/monitoring 24 hour/ 7 days a week: \$30/hr  
>  
>  
> If you have anything to correct or add, please do so. Thank you  
> again!  
>  
> Kind regards,  
>  
> Debi Lawrence  
>  
> Emeryville Transportation Management Association  
>  
> Gray-Bowen-Scott  
>  
> 1211 Newell Ave., Suite 200  
>

> Walnut Creek, CA 94596  
>  
> T: (925)937-0980  
>  
> C: (925) 788-3921  
>  
> www.emerygoround.com [1]  
>  
>  
>  
> Links:  
> -----  
> [1] <http://www.emerygoround.com/>