



Date of Memo: October 14, 2022  
Current Meeting: October 20, 2022  
Board Meeting: October 27, 2022

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Senior Director of Facilities and Preventative Maintenance Paul Williams  
**SUBJECT:** Consideration and approval of EQ 22-07-454 vehicle filters

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**ACTION ITEM A – 9**

**RECOMMENDATION:**

In a manner consistent with IPTC contract award standards, we ask the Board to authorize the President/CEO to enter a contract with Muncie Transit Supply for three years for an amount not to exceed \$ 549,000.

**BACKGROUND:**

IPTC performs scheduled preventative maintenance on vehicles. Filters are a vital component of the process and must be changed as part of these manufacturers’ maintenance requirements.

Several vendors can provide vehicle filters. Since 2010 IPTC has sought out one vendor to supply all filter types to gain a pricing advantage using economies to scale.

Newer buses require more advanced and expensive filters. By soliciting with one vendor, we gain an advantage of cost savings. One vendor allows us to build a relationship that benefits us all.

**DISCUSSION:**

IPTC Procurement Department released a solicitation for vehicle filter supply services on September 7, 2022. The solicitation was advertised properly to reach potential vendors with the capability to meet filter demand needs. IPTC held a written question and answers session open to all prospective bidders. The Procurement Department received two quotes and found that Muncie Transit Supply’s low quote was responsive and met all requirements.

**ALTERNATIVES:**

The Board could choose not to award this contract. However, IPTC would have to purchase filters at retail. Having a fleet of 212 buses combined using several different types of filters, we would pay the retail cost and also need to purchase in advance to ensure we have a stock of specific filter types.

**FISCAL IMPACT:**

The funding for this project will come out of the operating budget.

**DBE/XBE DECLARATION:**

Muncie Transit Supply has a letter of commitment from DBE Roscoe's Expree Delivery LLC. for 3% of the total contract price.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on October 20, 2022.