AMADOR TRANSIT (AT) AGENDA

Thursday, November 5, 2026 – 9:00 A.M.

Amador County Transportation Commission Offices – Board Room

117 Valley View Way, Sutter Creek, CA 95685

Please note: During the meeting, public participants who wish to provide comments will be invited to do so by the Chair. If you wish to comment on a specific item, please let the Chairman know you would like to speak on the item. Comments may also be submitted by U.S. Mail at the above address or by e-mail for inclusion in the meeting record. All submittals must be received no later than 8:00 a.m. on the morning of the noticed meeting. To submit comments via e-mail, please forward them through the ACTC website under the Contact tab at www.actc-amador.org.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Amador County Transportation Commission staff at (209) 267-2282. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

Assisted hearing devices are available for public use during all public meetings. Meeting materials are available for public review on the ACTC website or at the Amador County Transportation Commission, 117 Valley View Way, Sutter Creek, California.

Zoom Conferencing option: https://us02web.zoom.us/j/82833478711?pwd=dW5zVzB3ZFF2S0h2VzRadjBSNlErdz09

Meeting ID: 828 3347 8711, Passcode: 967715, Call Option-1 669 900 6833

PLEDGE OF ALLEGIANCE / ROLL CALL

AGENDA: Approval of agenda for this date. Off-agenda items must be approved by the Directors, pursuant to Government Code Section §54954.2.

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of Amador Transit; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Commission meeting. Please note - there is a five (5) minute limit per topic.

CONSENT AGENDA (Items 1- 8): Note: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board Member(s).

1. Board Minutes, October 2026
2. Ridership Analysis, September 2026
3. Performance Report, September 2026
4. Vehicle Maintenance Report, September 2026
5. FY 26/27 reserve transfer detail report
6. Budget/Statement of Net Position Report, October 2026
7. November Bicycle and Pedestrian funds loan request
8. Compliments, Complaints, Service Requests

REGULAR AGENDA ITEMS:

9. **Review and give direction on advertising proposals**
10. **Review and approve second revision of AT procurement policy provided by legal counsel**
11. **AT Staff verbal reports**
12. **Approve monthly claims**
13. **Future agenda items**
14. **Adjournment**

AMADOR TRANSIT (AT) MINUTES
October 1, 2026 – 9:00 a.m.
ACTC Board Room-117 Valley View Way Sutter Creek, CA 95685

The Amador Transit Board of Directors met on the above date, and the following proceedings were had, to wit:

Present on Roll Call:
Patrick Crew - Board of Supervisors, Chairman
Wendy Bottomley - City of Plymouth
John Plasse - Citizen at Large
Sandy Staples - City of Amador City

Absent:
Brian Oneto - Board of Supervisors
Dan Riordan - City of Sutter Creek, Vice Chairman

Also Present:
April Miller, Amador Transit General Manager
Levi Regadanz, Amador Transit Maintenance Manager
John Gedney, ACTC Executive Director
Felicia Bridges, ACTC Program Manager
Caitlin Kleven, ACTC Administrative Analyst

Pledge of Allegiance

AGENDA:

Motion: It was moved by Director Plasse, seconded by Director Staples, and carried to approve the agenda as presented with the notation that there is a revised claims list.

Ayes: Bottomley, Plasse, Staples, Crew
Noes: None
Absent: Oneto, Riordan

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-8):

Motion: It was moved by Director Staples, seconded by Director Bottomley, and carried to approve consent agenda Items 1-8.

Ayes: Bottomley, Plasse, Staples, Crew
Noes: None
Absent: Oneto, Riordan

REGULAR AGENDA ITEMS:
#9. Review and provide direction on social media advertising proposal: Ms. Miller reviewed her staff report.

Director Plasse stated that adding a question to the Dial-a-Ride (DAR) application regarding how applicants heard about AT was unnecessary, as those applicants are already aware of the service. He expressed greater interest in determining how fixed-route riders learn about AT and evaluating the effectiveness of current marketing strategies. Director Plasse requested clarification on the current advertising budget. Ms. Miller reported that AT is under contract with two (2) vendors at a combined cost of approximately $850 per month. Director Plasse stated that, given the agency's current financial shortfalls, it would be difficult to justify an additional $750 per month in advertising. Chairman Crew noted that changing vendors would not be possible this year, which Ms. Miller confirmed. In response to Chairman Crew, Ms. Miller clarified that the current advertising contracts are based on the fiscal year (FY).

Director Bottomley asked whether MLDM had provided statistics demonstrating increased revenue for its current clients. Ms. Miller stated that she did not have that information but would look into it. Director Bottomley suggested obtaining references and feedback from MLDM's current clients. Ms. Miller noted that MLDM is a newer company.

Director Bottomley stated that the updated question on the DAR application provides a useful opportunity to gather rider information, particularly given the limited avenues available to collect such data. Ms. Miller agreed and noted that while surveys can also be helpful, rider participation is typically low without an incentive. Director Staples inquired if any other applications had the updated question on it. Ms. Miller stated that the updated question is included on reduced-fare applications for youth, including the Youth Summer Pass, seniors, veterans, and disabled riders, as well as all new DAR applications. She noted that AT receives approximately 10 applications per week, making the information relatively easy to track. However, the applications do not capture information from occasional fixed-route riders. Director Bottomley noted that information from those riders would be particularly helpful, as they represent the target ridership.

Director Plasse reiterated the importance of measuring the effectiveness of AT's current marketing efforts before considering an alternative approach. He noted that while current marketing may generate approximately 10 new DAR riders per month, overall ridership has not shown significant improvement. There was discussion regarding the challenges of marketing transit services in a small county, where advertising opportunities are limited and often fragmented.

Chairman Crew noted that the current advertising contract has approximately 10 months remaining, limiting any immediate changes. Director Bottomley suggested using that time to evaluate MLDM's performance and determine whether the company is successfully meeting the needs of its current clients. The board concurred and acknowledged that the item was informational; therefore, no action was taken.

#10. Review and approve Bike and Ped loan request to ACTC: Ms. Miller stated that the item was agendized as part of the formal process to request additional funding from Amador County Transportation Commission (ACTC). She reported that AT had identified approximately $160,000 in operational funding needs for October. She explained that at the time the agenda was published, the amount of the monthly Local Transportation Fund (LTF) allocation was not yet known, resulting in the staff report reflecting an estimated funding need. Based on the subsequently identified LTF allocation, Ms. Miller estimated that approximately $103,000 would be needed as an additional funding loan from the Bicycle/Pedestrian Fund. She noted that the LTF allocation for the month was significantly lower than usual.

Mr. Gedney reported that the monthly LTF allocation is approximately $60,000 and explained that the difference between the allocation and AT's operational funding need results in an additional loan request of approximately $103,000. He noted that the funding request was also agendized for further consideration at the ACTC meeting. There was discussion regarding the appropriate process for requesting additional funding from ACTC.

Director Plasse questioned whether the proposed loan was intended to address the delay in State Transit Assistance (STA) funding rather than a shortfall in LTF funding. Mr. Gedney clarified that the fourth-quarter STA funding is delayed and anticipated to be received in November or December but stated that the delayed STA funding is not the basis for the proposed loan. Director Plasse asked whether the STA funding would be used to repay the loan. Mr. Gedney stated that the current ACTC recommendation is instead to repay the loan using subsequent LTF allocations to AT. He noted that the matter would be addressed further during the ACTC meeting but could also be discussed by the AT board.

Mr. Gedney noted that, in addition to delayed STA funding, Federal Transit Administration (FTA) funding has also been delayed. Ms. Miller reported that there is currently no estimated timeframe for receipt of the Section 5311 grant funding, which continues to be withheld. She stated that she received correspondence, which she forwarded to Mr. Gedney, referencing the late Single Audit but could not confirm whether that was the reason for the delay. Ms. Miller added that she has made several requests for an update and has only been advised that the matter remains under FTA review. Mr. Gedney stated that the issue should be reconciled following approval of the FY 2024/25 audit.

Mr. Gedney stated that the reimbursement process for the recently purchased buses is another factor contributing to AT's current funding challenges. Historically, reserves have been used as a temporary measure to address funding shortfalls. However, he noted that fleet reserves have declined to approximately $180,000, which is sufficient to cover the purchase of only one (1) bus. With three (3) buses expected and reimbursement requiring additional processing time, the remaining reserves are limited.

Mr. Gedney stated that once the outstanding funding issues are resolved and reimbursement for the bus purchases is received, AT should be in a position to discuss repayment of the loans. He expressed hope that AT's financial position will improve by the end of the calendar year. In the interim, he noted that additional funding from the ACTC Bicycle/Pedestrian Fund may be necessary.

Director Plasse inquired if there were any updates on the possibility of receiving the mobility management grand funding. Ms. Miller reported that she has repeatedly checked the status of the mobility management grant funding and continues to be advised that it is "in review." She confirmed that she has also spoken directly with staff regarding the grant but received the same response. Ms. Miller added that Caltrans cannot provide additional information until the FTA releases it.

Director Plasse asked of AT will need additional funding from ACTC next month. Ms. Miller confirmed that AT does anticipate requesting additional funding from ACTC the following month. Director Bottomley asked whether the operational funding need would again be approximately $160,000. Ms. Miller stated that she expects the amount to be lower, as the current month included several larger expenses, including the quarterly California Transit Indemnity Pool (CalTIP) payment of approximately $25,000.

Director Bottomley asked whether the anticipated delayed funding would be sufficient to repay the loans from ACTC or whether the loans could become an ongoing obligation. Ms. Miller stated that if AT can maintain operations within its budget, she anticipates the loans will be repaid in the future. Chairman

Crew asked if the amounts of the delayed funding were known and. Ms. Miller confirmed that the amounts of the delayed funding, including STA funding, are known.

Director Bottomley asked if there was any tracking being done on the loan amounts from ACTC and Ms. Miller confirmed. Director Plasse requested clarification on whether the amount under consideration was the total operational need of $160,000 or the approximate difference in LTF funding of $103,000. Ms. Miller clarified that the loan request represents the difference between AT's total October operational funding need and the monthly LTF allocation, with the specific amount to be identified in the corresponding ACTC agenda item.

> **Motion:** It was moved by Director Staples, seconded by Director Bottomley, and carried to approve the loan request from the ACTC LTF Bike/Ped fund in the amount equal to the difference between the October monthly LTF allocation and the projected October operating need of approximately $103,000.

Ayes: Bottomley, Plasse, Staples, Crew
Noes: None
Absent: Oneto, Riordan

#11. Review and approve revised procurement policy: Ms. Miller reviewed the staff report and stated that she referenced the procurement policies of El Dorado and Tuolumne counties for terminology and guidance regarding procurement standards. She noted that AT's procurement policy was revised in 2023; however, she was unable to determine what changes were made at that time.

Director Plasse stated that he had not yet reviewed the updated policy in detail and asked which provisions addressed concerns raised by the Grand Jury and the recent bank transfers conducted by unauthorized staff. Ms. Miller clarified that the policy is limited to procurement activities, including contracting with vendors and conducting Requests for Qualifications (RFQs) and Requests for Proposals (RFPs), and does not address the matter related to the bank transfers.

Director Plasse referenced Section 1.6, "Delegation of Authority," which states that the General Manager (GM) or authorized designee shall administer procurement activities delegated by the AT board and subject to the board-approved budget. He expressed concern that the term "authorized designee" could allow another individual to make purchases, conduct procurements, or execute contracts. Ms. Miller stated that she did not intend to delegate that authority but believed the language provided flexibility should action be necessary in her absence. She noted that references to specific positions, including the Office Manager and Maintenance Manager, had been removed and that she is currently the only individual conducting procurement activities.

Following discussion, Chairman Crew stated that removing or further limiting the "authorized designee" language would strengthen the policy. Director Staples expressed concern that eliminating the provision entirely would leave only the GM authorized to act. Director Plasse suggested revising the language to "board-authorized designee," thereby requiring board authorization of any designee. The board agreed, and Ms. Miller stated that references to "authorized designee" throughout the policy would be revised to "board-authorized designee."

Director Bottomley inquired if the policy had been reviewed by AT legal counsel. Ms. Miller stated that the updated procurement policy had not been reviewed by legal counsel and that her revisions were based on current procurement guidelines and compliance requirements.

Director Plasse asked about the procurement thresholds for obtaining bids versus quotes. Ms. Miller referred to the thresholds identified on page six (6) of the policy and stated that one (1) threshold applies to procurements under $25,000. She also referenced the current RFP for bus-wrap advertising when discussing the procurement method identified in the policy for amounts of $100,000 or more. Chairman Crew asked if the policy followed the new guidelines and Ms. Miller confirmed that the updated thresholds follow current guidelines. She noted that the thresholds contained in the policy are more stringent than federal requirements but believed they were appropriate for the size of the agency.

Ms. Miller acknowledged that the policy had undergone substantial revisions and that the board had limited time to review the changes. Director Bottomley agreed that the revisions represented a significant cleanup and reiterated her concern regarding whether the updated policy had been independently reviewed. Ms. Miller stated that she was reasonably confident the revisions were sufficient but offered to submit the policy to legal counsel for review and return it for consideration at the next meeting. The board agreed, allowing additional time for both legal counsel and the board to review the updated policy.

#12. AT Staff verbal reports: Ms. Miller noted several updates.

- The four (4) bull pines located above the parking lot are schedule to be removed October 10, 2026.
- Ms. Miller reported that a contract has been signed with Brixco to repave portions of the parking lot and install French drains to address existing drainage issues. The work will proceed as the contractor's schedule and weather conditions permit. With the rainy season approaching, Ms. Miller expressed hope that the project will be completed beforehand.
- Ms. Miller reported that the recently purchased buses will begin arriving in October, with deliveries staggered one (1) bus at a time to allow the maintenance department to inspect and approve each vehicle. Following completion of the inspections, Ms. Miller will begin the reimbursement process with Caltrans.
- Ms. Miller stated that the response to the Grand Jury report was submitted 10 days prior to the deadline.

Director Plasse requested clarification on the scope of the parking lot improvements and whether only a portion of the lot would be repaved. Ms. Miller explained that, due to increased costs, AT is completing as much of the original project scope as funding allows. She noted that installation of the French drains reduces the funding available for paving but is necessary to address drainage issues that could otherwise contribute to future pavement deterioration.

Director Plasse asked whether a portion of the lot would be repaved and the remainder slurry sealed. Mr. Regadanz clarified that areas in the poorest condition will be excavated and repaired, followed by a two (2)-inch overlay over the entire parking lot. He noted that bids received the previous year included several alternatives, including full-depth reclamation, grinding, and repaving. However, repairing the most deteriorated areas and overlaying the entire lot was determined to be the most cost-effective approach. Ms. Miller added that the front portion of the parking lot is in the poorest condition and will require more extensive repairs.

#13. Approve Monthly Claims List: Director Plasse inquired where Hewitt Alignment Services (line item #52100) was located. Mr. Regadanz noted that facility is located in Stockton.

> **Motion:** It was moved by Director Plasse, seconded by Director Staples, and carried to approve the revised monthly claims list.

Ayes: Bottomley, Plasse, Staples, Crew
Noes: None
Absent: Oneto, Riordan

#14. Future Agenda Items:

- Procurement Policy pending review by legal counsel
- Report for tracking LTF loans from ACTC

ADJOURNMENT:

At 9:35 a.m. the Chairman adjourned the regular meeting to Thursday, November 5, 2026 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.

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Patrick Crew, Chairman
Amador Transit

ATTEST:

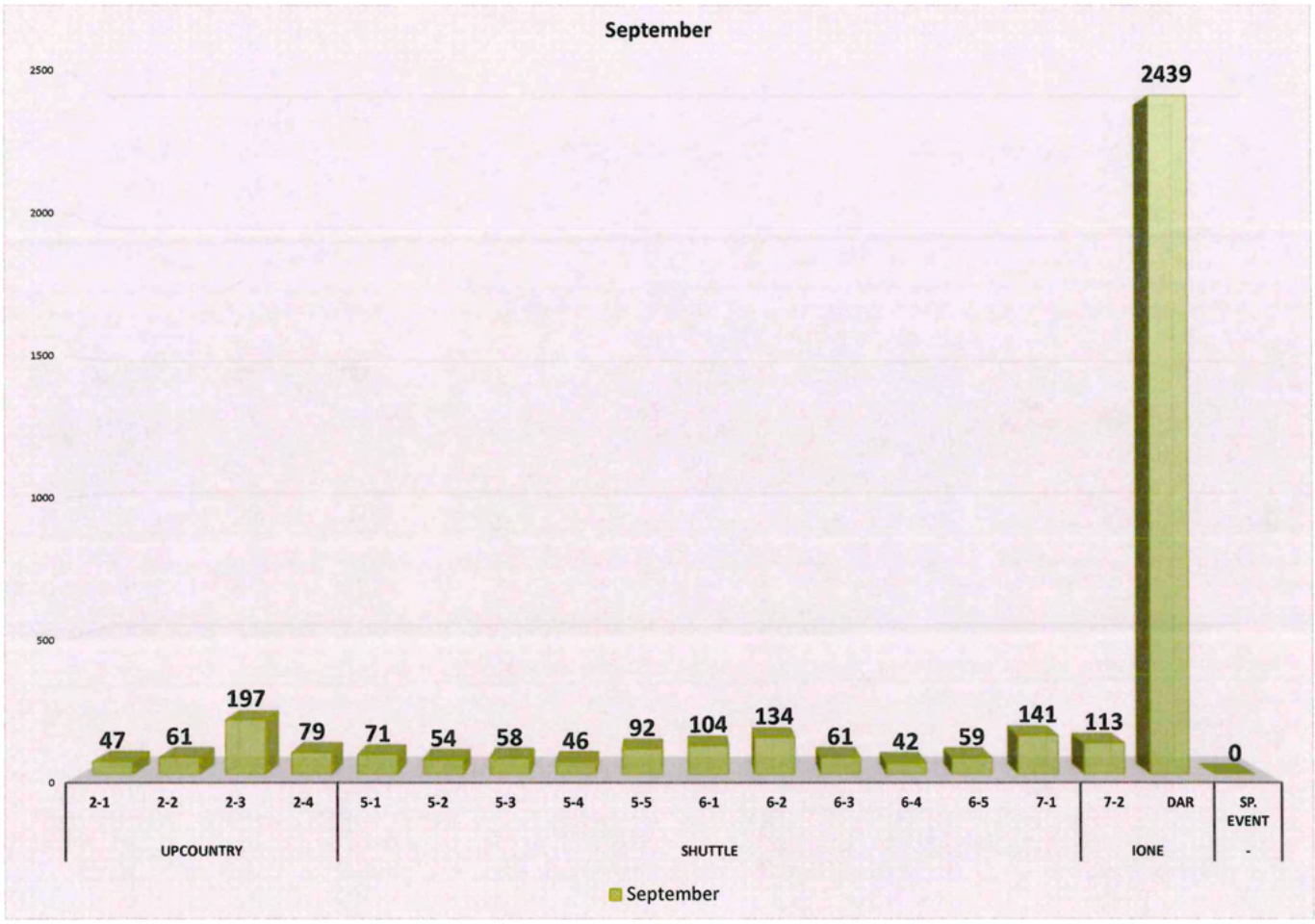
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Caitlin Kleven, Recording Clerk

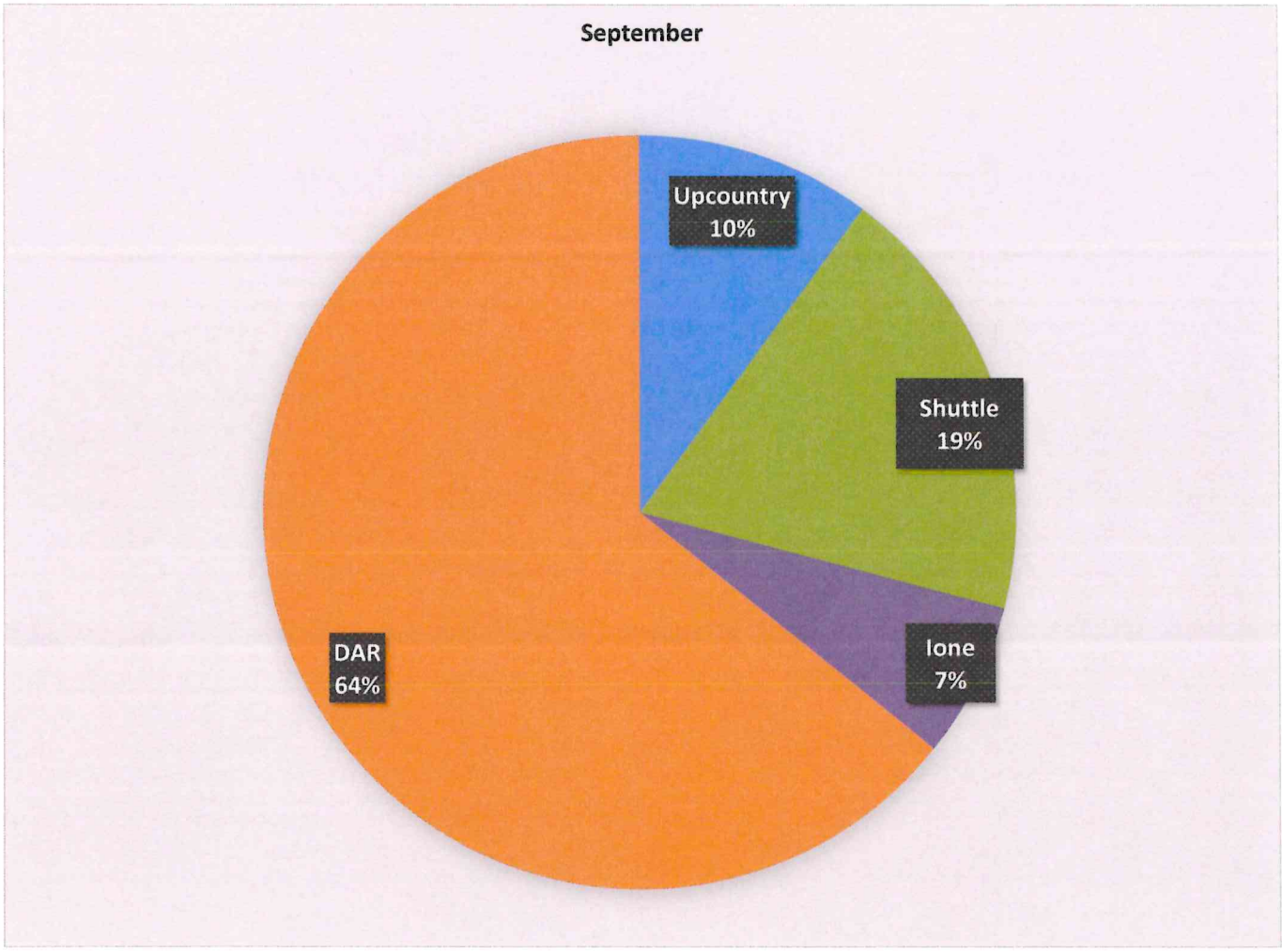
Note: Copies of referenced documents are available at the AT and ACTC offices

AMADOR TRANSIT SERVICE SUMMARY		MONTHLY

September

FY 26/27	Service Days	
		21
Upcountry	406	
A - Shuttles 5-1 - 5-5	321	
B - Shuttles 6-1 - 6-6	400	
Ione	254	
Dial-A-Ride	2,439	
N.E.M.T	-	
Special Events	-	
TOTAL TRIPS	3,820	
AV. DAILY	182	
ADULT	428	
SENIOR	362	
PERSONS W/DISABILITIES	2,739	
YOUTH	165	
Non-Revenue-PCA	126	
Non-Revenue - Child	-	
Non-Revenue - Family Pass	126	
Wheelchair	481	
Bicycles	7	
FARES PAID BY MONTH/DAY PASS		
Monthly Pass	458	
$7 Day Passes Sold	4	
Cash Fares	$3,599.31	
FARES PAID BY PRE-PAID TICKETS		
Pre-Paid Tix $1.00	1,352	
Pre-Paid Tix $2.00	163	
Pre-Paid Tix $3.00	283	
Pre-Paid Tix $4.00	91	
Mileage		
Revenue miles	28,671	
Non-Revenue miles	1,469	

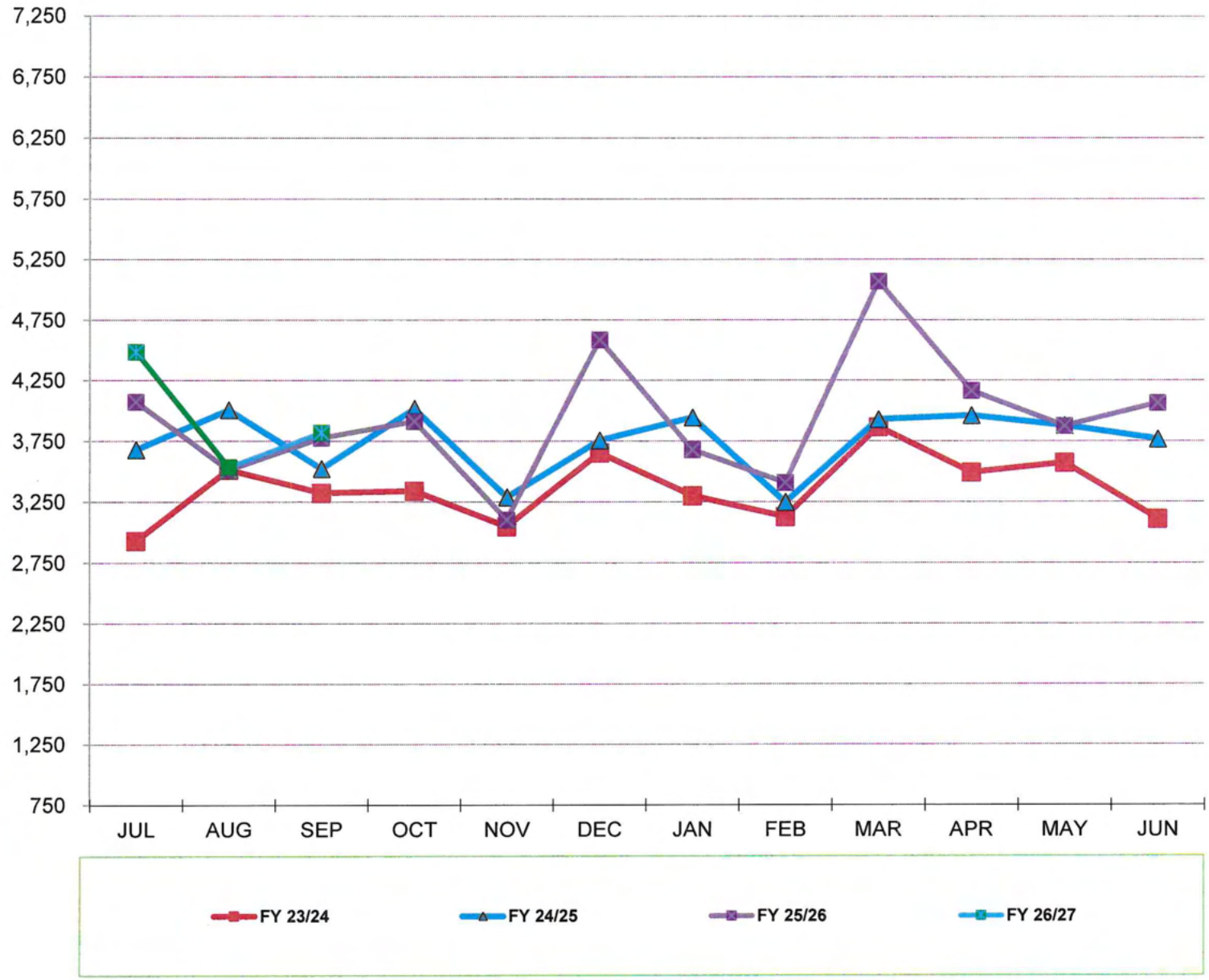

September
2500
2000
1500
1000
500
0
47
61
197
79
71
54
58
46
92
104
134
61
42
59
141
113
2439
0
2-1
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September


September
Upcountry
10%
Shuttle
19%
lone
7%
DAR
64%

RIDERSHIP ANALYSIS
September 2026

AMADOR TRANSIT
FISCAL YEAR 2026/2027

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S



September 2026

% change from FY 2025/26

1.2

PERFORMANCE SUMMARY
September 2026

AMADOR TRANSIT
FY 2026/27

	Jul-26	Aug-26	Sep-26	YEAR TO-DATE	Last FY 25/26 to date	CHANGE
	1xSp. Event	Route reductions				
RIDERSHIP-FIXED ROUTE						
FIXED ROUTE TRIPS	2,048	1,212	1,381	3,260	5,574	-42%
ADULTS	1,064	415	428	1,907	2,442	-22%
SENIORS	263	249	362	874	586	49%
DISABLED	598	389	381	1,368	1,989	-31%
YOUTH	64	122	165	351	439	-20%
NON REV	59	37	45	141	118	19%
VEHICLE SERVICE HOURS	675	637	600	1,912	2,601	-26%
VEHICLE NON-REVENUE MILES	694	540	567	1,801	3,374	-47%
VEHICLE REVENUE MILES	14,765	12,560	12,431	39,756	43,112	-8%
OPERATING COST	100,058	70,840	83,607	254,505	363,090	-30%
REVENUE	9,302	5,609	6,415	21,326	22,859	-7%
FAREBOX RETURN	9.30%	7.92%	7.67%	8.38%	6.30%	
RIDERSHIP-DIAL-A-RIDE						
TOTAL TRIPS (DISABLED)	2,437	2,326	2,358	7,121	5,709	25%
NON REV	50	85	81	216	93	132%
VEHICLE SERVICE HOURS	807	797	829	2,432	1,073	127%
VEHICLE REVENUE MILES	13,971	15,548	16,240	45,759	23,971	91%
VEHICLE NON REVENUE MILES	830	913	902	2,645	4,959	-47%
OPERATING COST	96,134	90,160	110,827	297,121	232,139	28%
REVENUE	10,061	7,955	9,913	27,928	20,727	35%
FAREBOX RETURN	10.47%	8.82%	8.94%	9.40%	8.93%	
SYSTEM-WIDE OPERATIONS						
TOTAL SERVICE DAYS	23	22	21	66	66	
TOTAL TRIPS	4,485	3,538	3,820	11,843	11,367	4%
VEHICLE SERVICE HOURS	1,224	1,434	1,429	4,087	3,674	11%
TRIP PER HOUR	3.7	2.5	2.6	2.5	3.1	-17%
VEHICLE REVENUE MILES	28,736	28,108	28,671	85,515	67,083	27%
VEHICLE NON-REVENUE MILES	1,524	1,453	1,469	4,446	8,033	-45%
TRIP PER MILE	0.16	0.13	0.13	0.14	0.17	-18%
COSTS						
MONTHLY EXPENSES *(Operating Costs)*	$196,192	$161,322	$194,435	$551,949	$595,230	-7%
COST PER TRIP	$44	$46	$51	$47	$52	-11%
COST PER MILE	$7	$6	$7	$6	$9	-27%
COST PER HOUR	$160	$112	$136	$135	$162	-17%
REVENUE						
FIXED ROUTE FAREBOX REVENUE	$4,722	$3,624	$3,014	$11,361	$7,498	52%
DIAL-A-RIDE FAREBOX REVENUE	$5,481	$5,970	$6,512	$17,963	$5,809	209%
ADVERTISING REVENUE	$9,160	$3,970	$6,802	$19,931	$18,941	5%
OVERALL FAREBOX RETURN	9.87%	8.41%	8.40%	8.92%	5.42%	

Farebox return per service type is based on the new preferred calculation method of the AT Finance Committee

Miles (rev & non rev) equals percentage of overall mileage-use that to determine the percentage of operating cost per service type

Total Service Miles=	28,671	
Total Non service miles=	1,469	
All Mileage	30,140	
DAR	17,142	57% of Operating Cost
FIXED	12,998	43% of Operating Cost

VEHICLE DESCRIPTION	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
SUV #101 (Gas)	169,552	0.00			$0.00	
04 Chev Suburban	ODO				$0.00	
6-passenger			05 - 2026	Replaced battery	$174.17	
NON-REVENUE VH			05 - 2024	R&R windshield glass - Glass Doctor	$375.35	
Mileage for the Month	336		02 - 2023	Replace 4 tires 225/75/R16	$1,000.67	
			03 - 2022	A/C Compressor, 1 Orifice tube and accumulator	$384.02	
			06 - 2019	Replaced left corner window glass doctor invoice # 102728	$527.23	
			01 - 2019	Replaced Water pump, thermostat AC belt, and main belt, 1 Gallon of Coolant	$162.73	
			10 - 2015	Replace 4 tires, 225/75/R16. 4 TPS, turned front rotors, alignment	$1,143.00	
			09 - 2015	Replaced alternator	$151.00	$3,918.17
Shop TRK #102	28,635					
2015 F450 4x4 (Diesel)	ODO					
NON-REVENUE VH			06 - 2026	Replaced Nox sensor, Computer Diag.,test drive.	$351.94	
Mileage for the month	313		12 - 2025	Picked up from K&T- New Engine, in service inspection	$22,216.37	
			11 - 2025	Towed to K&T	$450.00	
			08 - 2025	Check eng. Light-diagnosed and replaced faulty VGT solenoid, coolant tube, filled	$374.22	
			06 - 2024	PM-B and Fuel filter	$169.73	
			10 - 2023	Hahn's Folson Lake Ford - Replaced faulty EGR valve and installed an emissions program update	$1,289.11	
			09 - 2022	Installed new 2-way radio and GPS	$387.90	
			05 - 2022	Turbo replaced by DuPratt Ford Inv. # 524982 with oil change	$2,646.25	
			10 - 2019	Repair invoice # 348715 Emissions Vehicle derating R&R EGT sensor	$4,355.05	
			02 - 2019	Replaced 2 batteries and took to car wash	$226.52	
			12 - 2018	6 Tires 225/70r/19.5	$2,619.15	
			12 - 2018	1 Steer steel wheel White	$171.12	
						$35,257.36
TRK #103 (gas)	114,258					
1998 Ford Ranger	ODO					
3-passenger						
NON-REVENUE VH						
Mileage for the Month	86		08 - 2025	replaced 4 tires and spare due to age (Big Brand Tire)	$614.54	
			10 - 2019	Steering rack and pump replaced Hahns inv # J046369	$848.20	
			06 - 2018	4 tires 205/75/14R and Alignment	$370.17	
			07 - 2015	July 8 - 4 205/75/R14 $570	$570.00	$2,402.91

VEHICLE DESCRIPTION	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
VAN #201 (Gas)	88,318	6.25	09 - 2026	PM-A	$0.00	
			09 - 2026	Follow-up inspection on wiring harness issue. Fabricated bracket and replaced loom	$32.20	
2015 DODGE CARAVAN	ODO		09 - 2026	Replaced upper roller for pass. Sliding door	$48.06	
1-WC, 5 passenger			09 - 2026	replaced windshield wiper cowl	$135.75	
mileage for the month	671		09 - 2026	replaced pass. Sliding door wiring harness with O.E.M part	$295.80	
					$511.81	
			03 - 2026	PM-A update & replaced battery .	$192.71	
			08 - 2025	R&R front brake pads and rotors	$201.12	
			08 - 2024	2 Tires	$388.97	
			01 - 2024	Replaced faulty battery	$159.49	
			08 - 2023	Installed new dash and rear cameras	$409.44	
			09 - 2022	Installed new 2 way radio and GPS	$387.90	
			04 - 2022	4 225/65/17 tires and alinement	$544.09	
			08 - 2021	Dealer transmission installed by Hal Invoice # 107306	$4,190.12	
			02 - 2021	4 Goodyear tires 225/65/17	$568.55	
			09 - 2020	R&R Battery and negative post connector	$151.74	
			05 - 2019	Braun recall and lasher dodge air bag repair	$495.00	
			08 - 2018	4 New tires, Invoice # 66200227328	$656.19	$8,857.13
VAN #202 (gas)	91,991	2.50	09 - 2026	PM-A	$0.00	
2015 DODGE CARAVAN	ODO		09 - 2026	replaced windshield wiper cowl	$135.75	
			09 - 2026	repaired the driver's side skirting and brackets	$0.00	
					$135.75	
			06 - 2024	R&R front windshield	$542.12	
Mileage for the month	746		04 - 2024	Replaced 4 tires	$388.87	
			09 - 2023	Dash camera installed	$460.43	
			01 - 2023	Replaced spark plugs and coils	$241.17	
			09 - 2022	Installed new 2 way radio and GPS	$387.90	
			10 - 2019	Front rotor and pads	263.74	$2,419.98

VEHICLE DESCRIPTION	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
VAN #203 (gas)	93,380	0.50	09 - 2026	replaced windshield wiper cowl	$135.75	
2017 DODGE CARAVAN	ODO					
1-WC, 5 passenger					$135.75	
			03 - 2024	R&R 4 tires	$559.72	
Mileage for the Month	1172		09 - 2023	Dash camera installed	$460.43	
			08 - 2023	Replaced rear brake rotors and pads	$230.89	
			02 - 2023	New transmission - Elk Grove Dodge	$3,651.03	
			02 - 2023	Transmission removal, installation and parts	$1,430.85	
			01 - 2023	Replaced spark plugs and coils	$248.77	
			09 - 2022	Installed new 2 way radio and GPS	$387.90	
			04 - 2022	Glass Doctor windshield replacement #2 Inv. #114779	$508.97	
			02 - 2022	Windshield replaced - Glass Doctor	$508.97	
			10 - 2021	Accident repair North state Auto body - Invoice A7682866	$2,456.56	
			08 - 2021	Front and rear tires installed Jackson tires invoice # 1-GS196151	$467.14	
			04 - 2021	R&R Front windshield	$480.13	$11,527.11

VEHICLE DESCRIPTION	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2020 to-date CUMULATIVE COST
VAN #204(Gas)	149,179	3.75	09 - 2026	Electrical disgnosis. Replaced front blower motor resistor and relay.Tested. Ordered blower motor.	$59.21	
2019 V-Ford Transit 35(	ODO			Replaced blower motor	$114.70	
8 Passenger-2 W/C					$173.91	
Mileage for the Month	2270		08 - 2026	Replaced exhaust manifold gasket.Removed broken bolt from head & thread repair.(cont	483.78	
			07 - 2026	Replaced steer tires due to wear.	$356.96	
			07 - 2026	Electrical diag,rear AC replaced rear blower motor assembly & resister.	$151.17	
			03 - 2026	Ron Du Pratt Ford, oil leak diagnosis..	$705.00	
			07 - 2025	AC inspection, R&R condenser fan and assembly.	$210.78	
			06 - 2025	New windshield	$909.84	
			03 - 2025	Replaced windshield	$982.99	
			03 - 2025	Repair of Body Damage	$5,831.66	
			03 - 2025	6 tires- Toyos	$1,050.53	
			10 - 2024	R&R front and rear brake pads. Rotated tires	$152.63	
			05 - 2024	Replaced steer tires	$326.63	
			10 - 2023	4 DRIVE TIRES	$681.73	
			05 - 2023	Replaced front windshield - Glass Dr. Invoice #118896	$864.52	
			11 - 2022	Replaced windshield inv. #116867	$861.21	
			09 - 2022	Installed new 2 way radio and GPS	$387.90	
			04 - 2022	R&R battery	$185.09	
			08 - 2021	New Steer and Drive tires installed Jackson tire invoice # 1-195629	$1,063.58	
			07 - 2021	R&R front and rear brake pads	$155.36	
			03 - 2021	Front windshield replacement	$824.17	$16,359.44

VEHICLE DESCRIPTION	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2020 to-date CUMULATIVE COST
VAN #205 (Gas)	73,127 ODO	1.75	09 - 2026	PM-A	$0.00	
2022 V-Ford Transit 350EL			09 - 2026	Camera Inspection	$0.00	
Nor-Cal Van						
8 Passenger-2 W/C					**$0.00**	
Mileage for the Month	2,492					
			08 - 2026	Replaced all six tires, due to normal wear. (BBT)	$1,077.13	
			01 - 2026	Replaced both steer tires	$391.20	
			11 - 2025	replaced sun visor	$161.53	
			07 - 2025	Replaced drive tires.	$761.36	
			05 - 2025	Replaced hydraulic cylinders for W/C lift	$1,042.63	
			04 - 2025	Replaced front pads and rotors	$303.75	
			04 - 2025	Replaced rear calipers/pads, bled system and test drove	$305.71	
			11 - 2024	Rear upper clearance lights assembly	$265.18	
			05 - 2024	Drive tires	$647.24	
			04 - 2024	Replaced cracked windshield	$1,152.40	
			02 - 2024	R&R steer tires	$343.08	**$6,451.21**

VEHICLE DESCRIPTION	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2022 to-date CUMULATIVE COST
VAN #206 (Gas)	34,891	3.00	09 - 2026	road call-replaced flat tire.	$146.87	
2022 Toyota Sienna						
Mileage for the Month	1,822					
					$146.87	
			07 - 2025	New tires at Big Brand Tire and service.	$851.87	
			01 - 2024	Installed Dash Camera system	$460.43	
						$1,459.17
VAN #207 (Gas)	23,639	3.75	09 - 2026	PM-A wiring inspection	$0.00	
			09 - 2026	WC ramp jammed-inspected and cleaned	$0.00	
			09 - 2026	Follow-up ramp inspection, found bearings failing. Parts on Order	$0.00	
2022 Toyota Sienna						
					$0.00	
Mileage for the Month	431		07 - 2026	Dropped off & picked up at Big Brand Tire for replacement of two tires.	$292.73	
			01 - 2024	Installed dash camera system	$460.43	
						$753.16

VEHICLE DESCRIPTION	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (In Gray) FY 2026/2027	Cost for Month of September	July 2020 to-date CUMULATIVE COST
VAN #208 (Gas)	38,961 ODO	5.00	09 - 2026	Replaced front tires due to wear	$359.06	
2024 V-Ford Transit 350EL			09 - 2026	PM-A	$0.00	
Nor-Cal Van			09 - 2026	Replaced front brake pads	$83.05	
			09 - 2026	Replaced rear brake calipers and brake pads	$486.62	
					$928.73	
Mileage for the Month	2530					
			05 - 2026	In-service inspection upon return from DuPratt for rear end work,rear brakes & rotors.	$381.02	
			02 - 2026	replaced drive tires due to wear	$672.74	
			02 - 2026	replaced steer tires due to wear	$356.84	
			11 - 2025	replaced rear brake pads, rotors, seals, and one axle nut.	$297.76	$2,637.09

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #303(Gas)	55,976	11.75	09 - 2026	PM-A secured WC restraint system	$0.00	
2023 Ford Glaval E-450			09 - 2026	Replaced rear brake calipers and brake pads	$234.51	
16-passenger 2 w/c			09 - 2026	Replaced upper and lower ball joints, left/right.	$298.96	
Mileage for the Month	2,366		09 - 2026	Dropped off and pick up @ Hewitt Alignment for alignment after suspension work	$210.00	
			09 - 2026	Prepped and welded exhaust joint	$0.00	
					$743.47	
			05 - 2026	Replaced 3 drive tires due to normal wear.	$482.76	
			02 - 2026	replaced failed aux battery	$165.82	
			01 - 2026	R&R both steer tires	$323.22	
			08 - 2025	R&R drive tires	$494.30	
			08 - 2025	DO & PU Hewitt alignment	$250.14	
			12 - 2024	installed 2-way radio and fare box	$525.37	$2,985.08

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #406 (gas)	155,868	1.75	09 - 2026	PM-B	$45.12	
2019 Ford	ODO		09 - 2026	Camera Inspection	$0.00	
16-passenger 2 w/c						
Mileage for the Month	2,799					
					$45.12	
			08 - 2026	Retrieved from Hewitt alignment. Perf in service inspection.	$1,250.64	
			08 - 2026	Driver front wheel bearing removal. Insp./ install adjust. (cont.)	$300.13	
			07 - 2026	Replaced main battery.	$165.82	
			07 - 2026	Replaced all 3 idler pulleys, belt tensioner & AC complins & tested AC seem	$332.65	
			05 - 2026	Replaced all 4 drive tires due to normal wear.	$643.82	
			03 - 2026	Replaced steer tires due to wear.	$321.84	
			08 - 2025	R&R multi function switch	$205.11	
			07 - 2025	Replaced drive tires.	$882.68	
			06 - 2025	Transmission service	$168.32	
			06 - 2025	Intermittent overheating- R&R water pump, fan clutch, thermostat and radiator	$522.21	
			03 - 2025	Replaced multifunction switch, adjusted W/C lift	$173.91	
			09 - 2024	R&R drive tires	$885.68	
			04 - 2024	R&R steer tires	$442.20	
			03 - 2024	R&R interior camera	$371.46	
			01 - 2024	Replaced drive tires	$892.92	
			12 - 2023	R&R Aux and Main battery	$278.06	
			09 - 2023	Replaced w/c lift outer roll stop shocks and micro switch	$155.93	
			02 - 2023	Replaced 2 steer tires	$703.51	
			12 - 2022	4 Drive Tires	$1,417.02	
			09 - 2022	Installed new 2 way radio and GPS	$387.90	
			05 - 2022	Water pump, belt and coolant	$211.81	
			09 - 2021	New Steer tires	$606.14	
			08 - 2021	New drive tires installed Jackson tire Invoice # 1-GS195762	$1,056.02	
						$12,420.90

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #407 (gas)	67,680 ODO	2.50	09 - 2026	PM-A	$0.00	
2023 Ford Glaval			09 - 2026	Serpentine belt, pulley, and front of engine inspection	$0.00	
16-passenger 2 w/c						
Mileage for the Month	2,949				$0.00	
			08 - 2026	Trans. Service.	$226.61	
			02 - 2026	replaced drive tires	$644.07	
			01 - 2026	Replaced left front tire	$161.61	
			11 - 2025	PU @ Ron Dupratt Ford	$4,078.54	
			08 - 2025	R&R Oil dipstick tube and starter	$498.82	
			06 - 2025	R&R idlers and tensioner	$184.83	
			02 - 2025	R&R windshield with rear view mirror camera calibration	$1,140.88	
			01 - 2025	Replaced tires and inspected brake pads	$1,328.52	$8,263.88

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of Spetember 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #408 (gas)	61,956 ODO	4.25	09 - 2026	Replaced right rear drive tires due to wear	$323.92	
2024 Ford Glaval			09 - 2026	PM-A, replaced aux. battery and air filter	$136.86	
16-passenger 2 w/c			09 - 2026	PM-B	$57.60	
			09 - 2026	Transmission service	$221.22	
Mileage for the Month	3,125					
					$739.60	
			04 - 2026	Replaced 3 rear tires	$477.20	
			08 - 2025	PU & DO @ Hewitt alignment	$174.53	
			08 - 2025	Tire puncture, unrepairable. Replaced with new drive tire	$247.15	
			08 - 2025	R&R 3 drive tires	$741.45	
			05 - 2025	Replaced 1 tire	$220.25	$2,600.18

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #409 (gas)	63,922	5.50	09 - 2026	PM-A, replaced air filter	$12.26	
2024 Ford Glaval	ODO		09 - 2026	PM-B	$57.60	
16-passenger 2 w/c			09 - 2026	Replaced front left running light	$0.50	
Mileage for the Month	3,056		09 - 2026	Diagnosed and repaired Vacuum leak in HVAC system	$0.00	
			09 - 2026	Repaired drivers seat plastic assembly	$0.00	
					$70.36	
			03 - 2026	Replaced left rear outer tire due to puncture.	$160.92	
			03 - 2026	Replaced steer tires.	$310.72	
			03 - 2026	Replaced front & rear brake pads	$62.46	
			03 - 2026	Repaired wiper blades .	$15.40	
			07 - 2025	R&R steer tires and inspection.	$440.70	
			06 - 2025	replaced rear tire	$220.35	
			10 - 2024	Installed 2 way radio and used coin vault	$549.03	$1,829.94

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #410 (gas)	62,437 ODO	2.75	09 - 2026	Road call-replaced flat tire	$15.00	
2024 Ford Glaval			09 - 2026	PM-A Replaced air filter and "watch your step" decal.	$16.29	
16-passenger 2 w/c			09 - 2026	Transmission service	$118.22	
Mileage for the Month	3,154					
					$149.51	
			03 - 2026	PM-A Replaced r/r inner tire due to wear.	$167.16	
			02 - 2026	replaced steer tires	$321.84	
			10 - 2025	Replaced 4 rear tires	$644.68	
			08 - 2025	DO & PU @ Hewitt alignment	$205.07	
			06 - 2025	Replaced rear tire	$221.42	
			10 - 2024	Installed two way radio	$525.37	$2,235.05

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #504 (diesel)	194,604					
2017 Freightliner						
Mileage for the Month	0		03 - 2026	OUT OF SERVICE -BAD TURBO		
			01 - 2026	Replaced NOx sensors, calibrated and test drove	$1,427.81	
			12 - 2025	R&R right rear tire due to wear	$524.48	
			08 - 2025	AC not cold-Diag. found failed AC comp. R&R AC comp, charged system-blowing cold	$288.82	
			07 - 2025	Superior Equipment Repair, diag. invoice # SO-76752	$679.20	
			06 - 2025	R&R throttle position sensor assy.	$166.53	
			03 - 2025	Upgraded headlights to LED	$159.25	
			01 - 2025	4 new drive tires	$1,802.95	
			01 - 2025	4 wheel balance	$207.96	
			12 - 2024	Steer tires mounted and balanced on good rims to cure front end shaking	$319.94	
			11 - 2024	Replaced 2 group 31 batteries	$328.46	
			09 - 2024	Front and Rear brake pads	$313.25	
			09 - 2024	R&R multifunction switch and 15 psi surg tank cap	$225.01	
			08 - 2024	11.5 qrts ATF, spin on filter and internal filter	$157.39	
			07 - 2024	Delta truck repair- dash cluster intermittently inop. Alternator over-charging, replaced with rebuilt from shop	$2,342.95	
			04 - 2024	Sent to CUMMINS WEST, could not duplicate problem. Returned to AT	$773.50	
			02 - 2024	Still has hesitation issues, back at Delta Truck	$447.53	
			02 - 2024	Delta found EGR valve plugged. R&R EGR valve pressure sensor, cross pipe, gasket and electrical connectors	$3,692.72	
			11 - 2023	Engine cooling system problem, parts obsolete, upgraded cooling system	$1,299.57	
			09 - 2023	Replaced thermostat and water pump	$241.24	
			11 - 2022	Coolant surge tank plus 10 gallons coolant	$345.57	
			09 - 2022	Installed new 2 way radio and GPS	$387.90	
			08 - 2022	Suspension Repair - Betts Inv.#20531717	$2,323.23	
			07 - 2022	Replaced fan clutch assembly	$1,214.07	
			02 - 2022	R&R Radiator, located leaks in lines and convector to the parking brake system	$824.24	
			09 - 2021	Low power, Fault codes, cleaned fuel system new fuel filter and air filters	$205.99	
			08 - 2021	AC Repaired at Hals auto care invoice #81373	$882.47	
			05 - 2021	intermittent loss of throttle, Delta truck invoice R008136646 ECM issue	$1,905.28	$46,126.34
			04 - 2021	Delta Truck Center Diagnosed and replaced NOX sensor	$1,367.74	

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #505 (diesel)	62,814	1.50	09 - 2026	C.E.L diag. Replaced both batteries; test-drove to clear codes	$337.08	
2017 Freightliner						
Mileage for the Month	542					
					$337.08	
			07 - 2026	Replaced brake master cylinder & bled system.	$270.19	
			07 - 2026	Replaced airbags for suspension.	$242.62	
			06 - 2026	Replaced upstream Nox sensor.	$1,027.15	
			04 - 2026	Replaced failed electronic brake assist motor.	$162.62	
			02 - 2026	diagnosed coolant leak. Replaced radiator, filled coolant and tested	$889.49	
			01 - 2026	Took to Delta Truck for EGR issue on 1/9 picked up on 1/23	$5,923.06	
			12 - 2025	replaced two EGR sensors. Test drove and codes cleared	$384.59	
			11 - 2025	Replaced all drive tires	$900.56	
			06 - 2025	PM-B R&R Air filter	$169.19	
			06 - 2025	R&R rear brake pads	$144.02	
			05 - 2025	Replaced cracked surge tank	$278.52	
			05 - 2025	Replaced steer tires	$431.27	
			04 - 2025	Installed new A/C compressor and dryer, charged and tested	$292.16	
			02 - 2025	R&R rear upper and lower sway bar bushings	$280.57	
			02 - 2025	Upgraded headlights to LED	$211.59	
			12 - 2024	R&R drivers seat shock strut	$183.57	
			11 - 2024	R&R right rear suspension air bag	$355.78	
			09 - 2024	R&R stow kit, roll stop switch and a stow block	$366.95	
			09 - 2024	4 drive tires	$1,809.72	
			09 - 2024	Replaced 2 rims out of round, new tires dismounted, mounted and rebalanced	$790.92	
			08 - 2024	11.5 qrts.ATF, 1 internal filter, 1 spin on filter	$157.39	
			08 - 2024	Turbo sensor bad, R&R turbo speed sensor and cleared codes	$332.76	
			08 - 2024	W/C lift inop. R&R control pendant	$306.15	
			06 - 2024	R&R drivers seat shock absorber	$183.51	$33,925.45

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #506 (diesel)	163,775	1.25	09 - 2026	PM-A update	$0.00	
2017 FREIGHTLINER			09 - 2026	Camera Inspection	$0.00	
					$0.00	
Mileage for The Month	803					
			07 - 2026	Replaced airbags for suspension.	$711.56	
			03 - 2026	Replaced failed rear AC compressor, charged & tested.	$436.87	
			12 - 2025	diagnosed long cranking issue, replaced water separator element, fuel filter, and failed sending unit plus wiring kit	$282.46	
			12 - 2025	replaced 4 tires due to wear	$1,931.96	
			11 - 2025	Removed left rear broken window. Cleaned and installed new window	$1,796.37	
			10 - 2025	installed DOC, sensors, control module and modified downpipe. Tested and cleared codes	$166.87	
			04 - 2025	Removed DOC for replacement. Removed DPF for cleaning	$3,295.01	
			04 - 2025	Dropped off DPF for service	$464.03	
			02 - 2025	Delta Truck diagnosed, found Diesel Oxidation catalyst failed.	$1,861.02	
			11 - 2024	11.5 qrts ATF, internal filter and spin on filter	$157.39	
			08 - 2024	pads, oil seals, hub caps, wheel end kits inner and outer bearing, added fluid	$3,416.54	
			06 - 2024	R&R steering gear box, wobble stills exists	$1,044.17	
			06 - 2024	R&R rear rotors, front right oil seals 2 wheel studs,1 lug nut, gear oil	$210.49	$34,056.48

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #507 (diesel)	218,748	2.00	09 - 2026	PM-A	$0.00	
2017 FREIGHTLINER	ODO		09 - 2026	C.E.L diag. replaced both batteries, codes cleared	$330.88	
			09 - 2026	camera inspection	$0.00	
Mileage for the Month	135					
					$330.88	
			05 - 2026	Replaced air bags for the suspension.	$221.46	
			03 - 2026	Installed new DEF tank	$647.27	
			12 - 2025	PM-B, R&R rear brakes.	$220.42	
			12 - 2025	Diagnosed cranking issue. Replaced water element & fuel filter.	$181.87	
			08 - 2025	R&R hydro boost and master cylinder assembly, bled system and test	$1,027.98	
			07 - 2025	Replaced rear sway bar bushings.	$297.19	
			07 - 2025	Pass. window repair.	$1,530.49	
			07 - 2025	Drop off and pickup for windshield at glass shop. Invoice #10127762	$641.89	
			05 - 2025	Replaced compressor/drier/filter passenger side. Faulty, ordered parts	$557.68	
			05 - 2025	Replaced drivers side A/C compressor/filter/dryer. Charged system	$497.25	
			04 - 2025	Replaced turbo and VGT actuator, calibrated and test drove	$5,223.82	
			04 - 2025	Replaced A/C compressor, dryer. Flushed system and tested	$421.49	
			03 - 2025	Upgraded headlights to LED	$159.25	
			02 - 2025	R&R DEF injector and gasket	$612.00	
			12 - 2024	R&R fan clutch	$346.22	
			12 - 2024	Check engine light-emissions. Delta truck diagnosed EGR cooler bad, replaced cooler-flushed system	$6,564.52	
			11 - 2024	R&R left rear suspension air bag	$355.78	
			10 - 2024	Steer Tires	$904.86	
			09 - 2024	R&R multifunction switch	$189.37	$44,368.69

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 09/30/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of September 2026 Jobs Exceeding $150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of September	July 2015 to-date CUMULATIVE COST
Bus #508 (diesel)	180,099 ODO	3.00	09 - 2026	Replaced steer tires	$481.00	
2017 Freightliner			09 - 2026	PM-A	$0.00	
Mileage for the Month	843		09 - 2026	Diag. for transmission. Updated clutch #1 parameters, cleared light	$0.00	
			09 - 2026	5.2 Gal DEF	$24.23	
					$505.23	
			05 - 2026	Replaced air bags suspension.	$221.43	
			03 - 2026	Replaced upstream NOX sensor	$739.05	
			01 - 2026	Brake noise. Found failed caliper, replaced calipers, rotors, wheel seals, brake hardware, pads and bled system. Topped off gear oil in differential.	$854.82	
			12 - 2025	R&R tie rod	$504.53	
			12 - 2025	alignment @ Hewitt Stockton. PU and DO	$215.00	
			11 - 2025	R&R power steering pump. Bled system and test drove	$327.61	
			10 - 2025	R&R steering box	$973.69	
			06 - 2025	Taken to K&T truck repair for rear end repair w/bearings and seals	$5,335.48	
			03 - 2025	Replaced rear A/C compressor, filter dryer, flushed system	$305.35	
			03 - 2025	Upgraded headlights to LED	$186.94	
			02 - 2025	4 Drive Tires	$1,581.72	
			11 - 2024	R&R fan clutch, ball valve-rear heater, sway bar pivot arm bushings	$519.75	
			10 - 2024	Replaced interlock circuit board	$502.02	
			10 - 2024	Replaced in pan filter, spinner on filter and 11.5 qrts. ATF	$157.66	
			07 - 2024	R&R driver seat shock dampener	$183.57	
			06 - 2024	Delta Truck, transmission codes, unable to fix. Recommended take to Allison Trans. Repair shop	$443.94	
			06 - 2024	AG transmission repair	$680.44	
			05 - 2024	R&R water pump and fuel sending unit	$362.99	
			03 - 2024	Front end wobble, turned rotors bad. Replaced rotors with new ones and brake pads, right wheel seal	$1,641.20	
			03 - 2024	Front end shake. Sent to Betts. R&R front leaf spring bushings and alignment. Problem persists, sent back to Betts	$2,214.38	$36,232.12

Amador Transit
Capital Reserve Detail
FY 26/27

		Fleet Reserve	Building Reserve	Equipment Reserve
Beginning balance 7/1/2026		**$ 307,980.23**	**$ 173,458.07**	**$ 45,975.76**
STA Receipts	a	-	-	-
Transfers Out	e	$ (119,711.16)	-	-
Transfers In	f	7,800.00	-	1,630.00
Capital Purchase	g	(7,578.60)	-	-
Repair and Maint	h	-	-	-
Ending balance 10/26/2026		**$ 188,490.47**	**$ 173,458.07**	**$ 47,605.76**
Accts Payable	c	(742,522.27)		
Accts Receivable 5339/5311(bus)	b	725,232.00	-	-

Type	Date	Memo	Account	Amount	Balance	
11210 · Fleet Reserve					**$ 307,980.23**	
Transfer	07/01/2026	Milestone #2 Drivermate Project-Approved 5/2026	11210 · Fleet Reserve	($7,578.60)	$ 300,401.63	g
	07/20/2026	May Bus Auction	11210 · Fleet Reserve	$7,800.00	308,201.63	f
	07/20/2026	Calpers July Unf. Liability	11210 · Fleet Reserve	($9,855.58)	298,346.05	e
	08/14/2026	Loan to Operating (to cover Aug payroll.)	11210 · Fleet Reserve	($100,000.00)	198,346.05	e
	08/20/2026	Calpers August unf. Liability	11210 · Fleet Reserve	($9,855.58)	188,490.47	e
Total 11210 · Fleet Reserve as of	**10/26/2026**			**-119,489.76**	**188,490.47**	

26/27 Projected Acitvity

A/R	5339 Bus Purchase reimb FY26/27	$540,000.00	728,490.47	b
A/R	5311 Bus Purchase reimb FY26/27	$185,232.00	913,722.47	b
A/P	Bus Purchase x1	($185,232.00)	728,490.47	c
A/P	Tripspark Project balance	($13,326.40)	715,164.07	c
A/P	Bus Purchase x3	($543,963.87)	171,200.20	c
		-136,780.03	**171,200.20**	

Legend

STA Receipts and Interest	a
Accts Receivable	b
Accts Payable	c
Transfers Out	e
Transfers In	f
Capital Purchase	g
Repair and Maint	h

Type	Date	Memo	Account	Amount	Balance
11220 · Building Reserve					**$173,458.07**
					$173,458.07
Total 11220 · Building Reserve as of 10/26/2026				**$0.00**	**$173,458.07**

Legend

STA Receipts and Interest	a
Accts Receivable	b
Accts Payable	c
Transfers Out	e
Transfers In	f
Capital Purchase	g
Repair and Maint	h

Type	Date	Memo	Account	Amount	Balance	
11230 · Equipment Reserve					**$45,975.76**	
	07/20/2026	May equipment auction	11230- Equipment Reserve	$1,630.00	$47,605.76	f
					$47,605.76	
Total 11230 · Equipment Reserve as of 10/29/2026				**$1,630.00**	**$47,605.76**	

Legend

STA Receipts and Interest	a
Accts Receivable	b
Accts Payable	c
Transfers Out	e
Transfers In	f
Capital Purchase	g
Repair and Maint	h

AMADOR TRANSIT
Annual Budget vs. Actual
October 2026 32% of FY

	Jul 1 - Oct 26, 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · FARE REVENUE				
41100 · FIXED ROUTE REVENUE	15,654.63	77,654.00	-61,999.37	20.2%
41200 · DIAL-A-RIDE REVENUE	19,409.30	79,996.00	-60,586.70	24.3%
Total 41000 · FARE REVENUE	35,063.93	157,650.00	-122,586.07	22.2%
42000 · NON-FARE REVENUES				
41350 · LCTOP Operating Funds	0.00	113,527.00	-113,527.00	0.0%
42100 · LOCAL TRANSP FUND(LTF)	202,761.30	634,035.00	-431,273.70	32.0%
42105 · ACTC Bike & Ped Loan	189,756.36	0.00	189,756.36	100.0%
42250 · SGR Funds	17,981.00	72,713.00	-54,732.00	24.7%
42300 · 5311 Operating Assistance	109,969.96	357,467.00	-247,497.04	30.8%
42500 · ADVERTISING CONTRACT	24,656.65	62,000.00	-37,343.35	39.8%
42705 · STA FUNDS - OPERATING ASSIST.	100,173.48	372,468.00	-272,294.52	26.9%
44000 · REFUNDS & REIMBURSEMENTS	10,097.84	10,000.00	97.84	101.0%
Total 42000 · NON-FARE REVENUES	655,396.59	1,622,210.00	-966,813.41	40.4%
Total Income	690,460.52	1,779,860.00	-1,089,399.48	38.8%
Gross Profit	690,460.52	1,779,860.00	-1,089,399.48	38.8%
Expense				
50010 · LABOR				
50100 · SALARIES & WAGES - Fixed Route	78,724.55	251,872.00	-173,147.45	31.3%
50200 · SALARIES & WAGES - DAR	66,669.39	180,000.00	-113,330.61	37.0%
50300 · MAINT.& FACILITIES WAGES	39,834.03	160,137.00	-120,302.97	24.9%
50400 · ADMINISTRATIVE WAGES	71,474.45	284,935.00	-213,460.55	25.1%
50500 · OTHER SALARIES & WAGES	25,252.76	86,177.00	-60,924.24	29.3%
Total 50010 · LABOR	281,955.18	963,121.00	-681,165.82	29.3%

AMADOR TRANSIT
Annual Budget vs. Actual
October 2026 32% of FY

	Jul 1 - Oct 26, 26	Budget	$ Over Budget	% of Budget
51000 · BENEFITS				
51100 · FICA	4,120.20	15,000.00	-10,879.80	27.5%
51150 · CALPERS CONTRIBUTIONS	25,828.13	72,023.00	-46,194.87	35.9%
51152 · CALPERS UNFUNDED LIABILITY INT.	39,448.06	118,267.00	-78,818.94	33.4%
51200 · MEDICAL PLAN	14,859.52	54,490.00	-39,630.48	27.3%
51260 · DENTAL PLAN	2,286.75	7,600.00	-5,313.25	30.1%
51300 · VISION PLAN	321.06	1,250.00	-928.94	25.7%
51350 · WORKERS COMP INS	19,567.00	80,230.00	-60,663.00	24.4%
51420 · DISABILITY INSURANCE	4,924.57	10,300.00	-5,375.43	47.8%
51450 · UNEMPLOYMENT INSURANCE	314.57	3,500.00	-3,185.43	9.0%
51600 · UNIFORMS/WORK CLOTHES ALLOW	242.85	3,200.00	-2,957.15	7.6%
51650 · OTHER BENEFITS	634.79	2,030.00	-1,395.21	31.3%
Total 51000 · BENEFITS	112,547.50	367,890.00	-255,342.50	30.6%
52000 · SERVICES & USER FEES				
52100 · VEHICLE TECH SERV-OUTSOURCE	4,388.81	16,000.00	-11,611.19	27.4%
52150 · PROPERTY MAINTENANCE SERVICES	486.28	3,500.00	-3,013.72	13.9%
52250 · LEGAL COUNSEL	835.42	3,000.00	-2,164.58	27.8%
52300 · ADVERTISING & MARKETING	3,107.68	12,500.00	-9,392.32	24.9%
52350 · LEGAL NOTICES	0.00	100.00	-100.00	0.0%
52400 · SOFTWARE MAINTENANCE FEES	32,482.13	40,000.00	-7,517.87	81.2%
52420 · DRUG & ALCOHOL SERVICES	2,100.00	4,000.00	-1,900.00	52.5%
52500 · FACILITY SECURITY SYSTEM	1,884.00	4,500.00	-2,616.00	41.9%
52550 · GSA COST ALLOC-(POSTAGE/PRINT)	92.85	500.00	-407.15	18.6%
52600 · PROFESSIONAL & TECH SERVICES	2,755.40	8,000.00	-5,244.60	34.4%
52610 · Fees Bank, Merchant, Service	278.26	800.00	-521.74	34.8%
Total 52000 · SERVICES & USER FEES	48,410.83	92,900.00	-44,489.17	52.1%

AMADOR TRANSIT
Annual Budget vs. Actual
October 2026 32% of FY

	Jul 1 - Oct 26, 26	Budget	$ Over Budget	% of Budget
53000 · MATERIALS & SUPPLIES CONSUMED				
53100 · FUEL	63,315.88	130,000.00	-66,684.12	48.7%
53150 · TIRES	2,333.14	18,000.00	-15,666.86	13.0%
53200 · LUBRICATION	1,317.72	2,500.00	-1,182.28	52.7%
53250 · TOOLS	133.27	1,000.00	-866.73	13.3%
53300 · VEHICLE MAINT-REPAIR PARTS	11,983.47	25,000.00	-13,016.53	47.9%
53350 · SHOP SUPPLIES (Consumables)	534.88	3,500.00	-2,965.12	15.3%
53400 · VEHICLE ACCESSORIES	54.28	800.00	-745.72	6.8%
53425 · TOWING	0.00	1,500.00	-1,500.00	0.0%
53450 · FACILITIES MAINT/REPAIR PARTS	1,802.07	4,250.00	-2,447.93	42.4%
53550 · OFFICE SUPPLIES	934.19	3,500.00	-2,565.81	26.7%
53650 · PRINTING (Schedules, Brochures)	1,625.39	4,000.00	-2,374.61	40.6%
53700 · SAFETY & EMERGENCY SUPPLIES	0.00	1,400.00	-1,400.00	0.0%
Total 53000 · MATERIALS & SUPPLIES CONSUMED	84,034.29	195,450.00	-111,415.71	43.0%
54000 · UTILITIES				
54100 · AT WATER/SEWER/GARBAGE	2,250.38	6,200.00	-3,949.62	36.3%
54200 · AT -PGE/NATURAL GAS	705.18	3,500.00	-2,794.82	20.1%
54300 · TRANSIT CTR/WATER/SEWER/GARB	1,453.77	3,000.00	-1,546.23	48.5%
54400 · TRANSIT CENTER-PGE	192.40	1,100.00	-907.60	17.5%
54500 · OFFICE PHONES/INTERNET/CELL	5,044.33	14,400.00	-9,355.67	35.0%
Total 54000 · UTILITIES	9,646.06	28,200.00	-18,553.94	34.2%
56000 · CASUALTY & LIABILITY COSTS				
56100 · LIABILITY & PROPERTY DAMAGE INS	72,450.25	160,000.00	-87,549.75	45.3%
Total 56000 · CASUALTY & LIABILITY COSTS	72,450.25	160,000.00	-87,549.75	45.3%
58000 · MISCELLANEOUS				
58050 · DUES & SUBSCRIPTIONS	1,978.98	3,000.00	-1,021.02	66.0%
58200 · TRAVEL & MEETINGS	0.00	800.00	-800.00	0.0%

AMADOR TRANSIT
Annual Budget vs. Actual
October 2026 32% of FY

	Jul 1 - Oct 26, 26	Budget	$ Over Budget	% of Budget
58300 · SAFETY PROGRAM/TRAINING	466.59	2,500.00	-2,033.41	18.7%
58450 · CDL/ DOT MED/BkGrnd Checks	776.40	1,800.00	-1,023.60	43.1%
58500 · Finance charges/Late fees	0.00	50.00	-50.00	0.0%
Total 58000 · MISCELLANEOUS	3,221.97	8,150.00	-4,928.03	39.5%
59000 · LEASES / RENTALS				
59100 · Leases & Rentals	3,955.28	10,200.00	-6,244.72	38.8%
Total 59000 · LEASES / RENTALS	3,955.28	10,200.00	-6,244.72	38.8%
Total Expense	616,221.36	1,825,911.00	-1,209,689.64	33.7%
Net Ordinary Income	74,239.16	-46,051.00	120,290.16	-161.2%
Other Income/Expense				
Other Expense				
60000 · CAPITAL RESERVES ALLOCATION				
60125 · Cap.Reserve-Equipment	61.58	0.00	61.58	100.0%
60150 · Cap.Reserve-Building	4,500.00	0.00	4,500.00	100.0%
60175 · Cap.Reserve-Fleet	7,578.60	0.00	7,578.60	100.0%
Total 60000 · CAPITAL RESERVES ALLOCATION	12,140.18	0.00	12,140.18	100.0%
Total Other Expense	12,140.18	0.00	12,140.18	100.0%
Net Other Income	-12,140.18	0.00	-12,140.18	100.0%
Net Income	**62,098.98**	**-46,051.00**	**108,149.98**	**-134.8%**

AMADOR TRANSIT
STATEMENT OF NET POSITION
October 2026

	Oct 29, 26
ASSETS	
Current Assets	
Checking/Savings	
11100 · 3670 NewWF Checking - Operating	52,734.36
11200 · 8794 Wells Fargo Savings Res	
11210 · Fleet Reserve	188,519.51
11220 · Building Reserve	173,458.07
11230 · Equipment Reserve	47,605.76
Total 11200 · 8794 Wells Fargo Savings Res	409,583.34
11300 · 8802 Wells Fargo Savings-Grants	
10700 · SGR Funds	116,009.58
Total 11300 · 8802 Wells Fargo Savings-Grants	116,009.58
Total Checking/Savings	578,327.28
Accounts Receivable	
12000 · ACCOUNTS RECEIVABLE	18,490.35
12007 · STA Receivable	99,020.00
12015 · State of GR Receivable	17,981.00
12040 · 5311 Cares	109,969.96
Total Accounts Receivable	245,461.31
Other Current Assets	
13000 · Pre-Paid expenses	
13200 · Pre-Paid IT Service Contract	1,737.00
Total 13000 · Pre-Paid expenses	1,737.00
Total Other Current Assets	1,737.00
Total Current Assets	825,525.59
Fixed Assets	
15100 · LAND	254,026.00
15200 · BUILDING	2,420,401.21
15300 · EQUIPMENT	
15500 · COMPUTERS AND SOFTWARE	27,794.13
15300 · EQUIPMENT - Other	192,785.38
Total 15300 · EQUIPMENT	220,579.51
15400 · Buses	
15450 · Bus Equipment	23,986.01
Total 15400 · Buses	23,986.01
16000 · ACCUMULATED DEPRECIATION	(3,068,052.00)
Total Fixed Assets	(149,059.27)
TOTAL ASSETS	**676,466.32**

AMADOR TRANSIT
STATEMENT OF NET POSITION
October 2026

	Oct 29, 26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · ACCOUNTS PAYABLE	46,743.97
Total Accounts Payable	46,743.97
Other Current Liabilities	627,992.25
Total Current Liabilities	674,736.22
Long Term Liabilities	
22400 · Pension Liabiity	969,066.00
26100 · Deferred Inflow Pension	182,069.00
Total Long Term Liabilities	1,151,135.00
Total Liabilities	1,825,871.22
TOTAL LIABILITIES & EQUITY	**1,825,871.22**

amador transit

Serving Amador County Since 1977

SUBJECT: Approval of Loan from Bike and Pedestrian Funds for Operating Costs

TO: Amador Transit Board of Directors
FROM: April Miller, General Manager
DATE: November 5, 2026

RECOMMENDATION

Staff recommends that the Board approve a loan from available Bike and Pedestrian funds to cover Amador Transit's projected November operating shortfall in the amount of $34,796.84

BACKGROUND

Amador Transit continues to experience a temporary cash-flow shortage due to the timing and delay of anticipated funding. While the agency continues to receive its monthly Local Transportation Fund (LTF) allocation, the monthly allocation alone is not sufficient to cover the agency's anticipated operating expenses for November.

Staff is requesting authorization to utilize a loan from available Bike and Pedestrian funds to cover the difference between the monthly LTF allocation received and the amount necessary to meet November operating expenses.

The Board discussed and approved of this in previous months, with the availability of Bike and Pedestrian funds as a source for a temporary loan to Amador Transit.

REQUESTED ACTION

Approve a loan from available Bike and Pedestrian funds in an amount of $34,796.84.

amador transit

TO: Amador Transit Board of Directors
FROM: April Miller, General Manager
DATE: November 5, 2026
SUBJECT: Evaluation and Award Recommendation – Bus Wrap Advertising Services, RFP No. 2026-03

RECOMMENDATION

Staff recommends that the Board of Directors review the proposals received for Bus Wrap Advertising Services, consider the comparative evaluation, and authorize the General Manager to complete reference checks, verify proposed financial arrangements, and return with a final contract award recommendation.

BACKGROUND

Amador Transit issued Request for Proposals No. 2026-03 on September 18, 2026, seeking qualified contractors to manage the agency's bus wrap advertising program.

The purpose of the solicitation was to provide a competitive procurement opportunity for advertising services while ensuring the agency receives appropriate financial compensation, professional program management, and reliable service.

Two proposals were received:

1. Helen & Company Advertising, Inc.
2. Zenith Billboards, LLC

Helen & Company has managed Amador Transit's advertising program since 2011. Zenith Billboards is an alternative contractor with experience managing transit advertising programs for other California public agencies.

DISCUSSION

Both proposals offer comprehensive advertising management services, including advertising sales, production coordination, installation, billing, collections, and financial reporting.

Helen & Company Advertising, Inc. proposes two financial options:

- Option A: 50% of gross advertising revenue, with a $30,000 minimum annual guarantee.
- Option B: A fixed annual payment of $45,000.

Under Option A, Helen & Company projects annual revenue to Amador Transit of $75,570 based on current advertising placements and rates.

Zenith Billboards, LLC proposes a 70% share of gross advertising revenue collected, with projected annual revenue to Amador Transit of $70,000 in Year 1 and $80,500 in Year 2.

Although Zenith offers a higher revenue-sharing percentage, its proposal does not include a minimum annual payment guarantee.

Helen & Company provides continuity with the existing program, while Zenith proposes expanded advertising opportunities and a more aggressive sales strategy.

FISCAL IMPACT

The selected contractor will generate advertising revenue for Amador Transit.

Based on the proposals submitted, projected two-year revenue is:

- Helen & Company, Option A: $151,140
- Helen & Company, Option B: $90,000
- Zenith Billboards: $150,500

These amounts are projections, except for the stated guarantees, which are subject to applicable contract conditions.

CONCLUSION

Both proposals present potential benefits to Amador Transit. Selection should consider financial return, contractor experience, operational reliability, program growth, and protection of the agency's interests.

RECOMMENDED BOARD ACTION

Motion to authorize the General Manager to complete the evaluation and due diligence process for RFP No. 2026-03, including reference verification and financial clarification, and return to the Board with a final recommendation for contract award.

ATTACHMENTS:

1. Helen & Company Advertising Proposal
2. Zenith Billboards Proposal
3. Comparative Proposal Evaluation Matrix



PREPARED FOR AMADOR TRANSIT · JACKSON, CALIFORNIA

Bus Wrap Advertising Services

A proven program for Amador Transit: sales, production, installation, billing and a monthly revenue check, handled start to finish by the team that has run it since 2011.

SUBMITTED BY

Helen & Company Advertising, Inc.

Request for Proposals No. 2026-03 · October 2026

Helen & Company Advertising, Inc.
P.O. Box 963 · Jackson, CA 95642
209-304-7917 · helen@helenandcompany.com

April Miller, General Manager
Amador Transit
11400 American Legion Drive
Jackson, CA 95642

October 22, 2026

RE: RFP NO. 2026-03 · BUS WRAP ADVERTISING SERVICES

Dear Ms. Miller,

Helen & Company Advertising, Inc. is pleased to submit this proposal in response to Amador Transit's Request for Proposals No. 2026-03, Bus Wrap Advertising Services, dated September 18, 2026.

Since July 2011, we have managed Amador Transit's bus advertising program. We sell the space, coordinate design, production and installation with our subcontractor, Custom Vinyl Applications, bill and collect from every advertiser, and remit Amador Transit's share each month. As of the date of this proposal, every advertising space on the fleet is under contract.

I will serve as Amador Transit's single point of contact and project manager, and I am authorized to bind Helen & Company Advertising, Inc. This proposal is a firm offer for ninety (90) days following the proposal due date.

Thank you for fifteen years of partnership. We look forward to continuing it.

Sincerely,

Helen M. Peterson
President, Helen & Company Advertising, Inc.

Contents

Organized in the order of RFP Section 11.

NO.	SECTION	RFP REFERENCE	PAGE
	Cover letter	§11.1	2
01	Company information	§10A	4
02	Qualifications & experience	§10B · §11.3	5
03	Project team & subcontractors	§10C · §11.4 · §23	7
04	Similar projects & references	§11.5 · §11.14	9
05	Approach & methodology	§6 · §11.6	10
06	Advertising sales strategy	§6.1 · §11.7	12
07	Revenue proposal	§7 · §11.8–11.10	13
08	Financial reporting	§8 · §11.18	14
09	Insurance, financial capacity & disclosures	§10D · §18 · §11.11–13	15
10	Required forms	§11.15–11.19 · §28	16

- A Proposal Pricing Form
- B Required References
- C Exceptions to RFP
- D Conflict of Interest Disclosure
- · Required Proposal Certification
- · Sample Advertising Agreement

Helen & Company Advertising, Inc.

A Jackson-based advertising firm that builds and manages bus advertising programs for rural and small-urban transit agencies across Northern California.

Legal name	Helen & Company Advertising, Inc.
Business address	P.O. Box 963, Jackson, CA 95642
Telephone	209-304-7917
Email	helen@helenandcompany.com
Primary contact	Helen M. Peterson, President
Year established	2011, as Helen Foraker Advertising; incorporated as Helen & Company Advertising, Inc. in 2019
Type of organization	California corporation
CA registration	California Secretary of State Corporation No. 4284339
Subcontractors	Custom Vinyl Applications, Angels Camp, CA · Eric Cagliaro, Owner Sally Fromme, Magnolia, TX · bookkeeping administration

Our history

In 2011, Helen Peterson (formerly Foraker) founded Helen Foraker Advertising to build an advertising program for Amador Transit's fleet. After learning Amador Transit's goals, she created a competitive rate schedule and customer contract and filled every advertising space on 13 buses within six months. She has managed the program ever since, from contract negotiations and client follow-up to replacing expiring contracts on time.

Contracts with Tuolumne, Calaveras, Mendocino and Lake counties followed, along with Amador STARS and the local Meals on Wheels. In 2019 the firm became Helen & Company Advertising, Inc. and added Glenn County. Helen & Company won re-bids with Tuolumne County in 2023 and Calaveras County in 2026.

2011 — Amador Transit program launched

2015 — Tuolumne County Transit

2016 — Mendocino Transit Authority

2018 — Lake Transit Authority; Calaveras Transit Agency

2019 — Incorporated; Glenn County added

2023–26 — Re-bids won: Tuolumne, Calaveras

Amador's program, from day one

In July 2011, Amador Transit asked Helen (Foraker) Peterson to build its first bus advertising program. She wrote the rate schedule and the customer contract, and filled every advertising space on the fleet within six months. Fifteen years later, every space is under contract.

2011
Amador Transit's advertising partner since July

6 mo.
to fill every space on the fleet

100%
of Amador Transit ad spaces under contract today

8
transit and community fleets served

Fleets Helen has served

Amador STARS	1 vehicle
Amador Transit	18 vehicles
Calaveras Transit Agency	7 buses
Glenn Transit Service	11 buses
Lake Transit Authority	30 buses
Meals on Wheels	3 vehicles
Mendocino Transit Authority	35 buses
Tuolumne County Transit Agency	17 buses

"Within six (6) months, she had sold out advertising on our entire fleet."

Carla Meyer
Former General Manager, Mendocino Transit Authority and Amador Transit



BUS 507 · DIGNITY HEALTH MARK TWAIN MEDICAL CENTER



BUS 504 · BIG O TIRES, JACKSON

The experience the RFP asks for

Twenty-five years in advertising, fifteen of them selling and managing bus advertising for public transit in Northern California.

RFP §10B · RELEVANT EXPERIENCE

✓ **Transit advertising**	Six transit agencies since 2011, including Amador Transit from the program's start
✓ **Bus wrap advertising**	Side and rear vinyl ads on buses and vans, produced and installed by Custom Vinyl Applications
✓ **Outdoor advertising**	Transit advertising is out-of-home media: local businesses seen on the road every day
✓ **Advertising sales**	Ad Sales Executive, The Buy & Sell Press, 2000–2018, plus every transit contract since 2011
✓ **Vehicle advertising**	Amador STARS cancer transport vehicles and the local Meals on Wheels fleet

What Helen brings

- 25 years of overall advertising experience
- 15 years in bus wrap advertising
- Strong, lasting client relationships
- Thorough knowledge of bus wrap materials, design and application
- Expert contract negotiation
- Superb client communication and follow-up
- Careful management of accounts receivable and timely client payment
- Excellent organization across every step of the advertising process

> *"[Helen] quickly began making contact with area businesses and advertising space on our buses, seemingly overnight, started to fill in. Within eleven months, she effectively sold all of the space made available by the Transit Agency."*
>
> Tyler Summersett, Sr. Transportation Planner
> Tuolumne County Transit Agency



PROJECT MANAGER · SINGLE POINT OF CONTACT

Helen M. Peterson

President, Helen & Company Advertising, Inc.

Advertising sales representative with more than 25 years of experience selling advertising in Northern California. Helen manages every part of the account herself: sales, contracts, ad approvals, production scheduling, billing, collections and reporting.

Work history

Helen & Company Advertising, Jackson, CA · President

2011—present

Formerly Helen Foraker Advertising

CONTRACTED AGENCIES

Amador STARS*	1 vehicle
Amador Transit	18 vehicles
Calaveras Transit Agency	7 buses
Glenn Transit Service	11 buses
Lake Transit Authority	30 buses
Meals on Wheels	3 vehicles
Mendocino Transit Authority	35 buses
Tuolumne County Transit Agency	17 buses

**Cancer transport vehicles. 100% of advertising revenue is returned to Amador STARS.*

SERVICES

- Devised or modified rate schedules and contracts for bus and vehicle wrap advertising
- Marketed vehicle wrap advertising to local businesses
- Handled all billing and collections
- Maintained contact with advertising clients

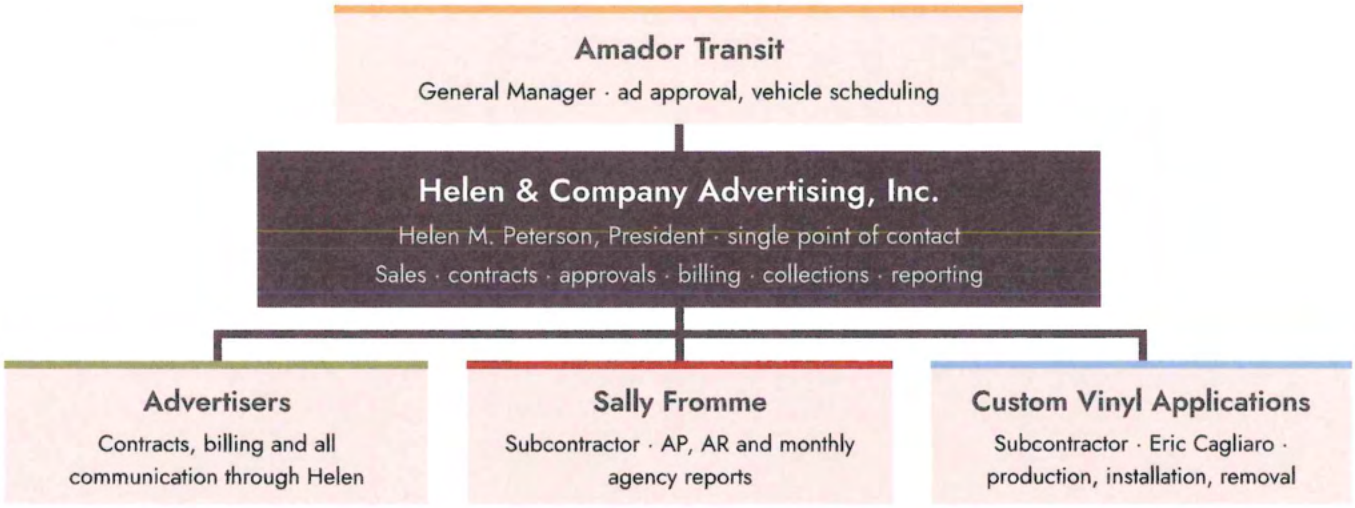
The Buy & Sell Press, Jackson, CA · Ad Sales Executive

2000—2018

- Marketed newspaper advertising to local businesses
- Coordinated between clients and ad layout staff on production
- Thoroughly explained ad rates and policies
- Provided excellent follow-up to advertising clients

Education · Business Finance, Travel & Tourism Diploma, Guildford College of Technology, United Kingdom

One contact, two trusted subcontractors



Proposed subcontractor: Sally Fromme

Bookkeeping · Magnolia, TX

Sally has kept Helen & Company's books since 2018. She manages accounts payable and accounts receivable and submits the monthly revenue reports to each transit agency, including Amador Transit.

Bookkeeper, Helen & Company 2018—present

- Accounts receivable
- Accounts payable
- Monthly revenue reports to agencies

BACKGROUND

Ten years as a corporate trainer for Longs Drug Stores, plus customer service, training and management roles.

EDUCATION

B.A., Organization Communication, minor in Accounting · California State University, Hayward

Proposed subcontractor: Eric Cagliaro

209-743-2354 · cagliaro@comcast.net

Eric has been in the graphics business for more than fifteen years, designing, manufacturing and applying high-quality vinyl graphics for a variety of transport vehicles, building on earlier experience in automotive repair and restoration. His work for local businesses includes wineries, body shops, marinas, fire and law enforcement, and many food and retail establishments, and he produces vehicle advertising graphics for seven counties.

Owner/Operator, Custom Vinyl Applications 2010—present

Angels Camp, CA · signs, lettering, vehicle graphics and wraps

General Manager, Stu Laidlaw's Gold Country Auto Restorations 2000—2010

Hands-on restoration of world-class Concours vehicles

Education · Bret Harte High School, 1988

CURRENT PUBLIC TRANSIT CLIENTS

Amador Transit · Calaveras Transit Agency · Glenn Transit Service · Lake Transit Authority · Mendocino Transit Authority · Tuolumne County Transit Agency · Yolobus

REFERENCES

Jeff Baxter, Maintenance and Facilities Manager, Amador Transit · 209-304-0655
Bret Byrd, Maintenance and Facilities Manager, Mendocino Transit · 707-489-1345

Agencies that rely on Helen

Each program below is a revenue-sharing bus advertising program managed end to end by Helen & Company, with production and installation by Custom Vinyl Applications. Reference letters follow Attachment B.

Mendocino Transit Authority

11/2016–present

Jacob King, Operations Manager
241 Plant Rd., Ukiah, CA 95482
707-462-1422 · jacob@mendocinotransit.org

35 buses

Lake Transit Authority

01/2018–present

James Sookne, Program Manager
Davey-Bates Consulting
367 N. State St., Suite 204, Ukiah, CA 95482
707-234-3314 · jsookne@dbcteam.net

30 buses

Calaveras Transit Agency

09/2018–present

Melissa Raggio, Executive Director
Calaveras Council of Governments
209-754-4450 · mraggio@calacog.org

7 buses · re-bid won 2026

Tuolumne County Transit Agency

2015–present

Tamera Blankenship, Executive Director
TCTC & TCTA
2 S. Green St., Sonora, CA 95370
209-533-5539 · tblankenship@co.tuolumne.ca.us

17 buses · re-bid won 2023

"Helen is courteous, responsive, easy to reach, and works well with our staff."

James Sookne, Program Manager
Lake Transit Authority

"Throughout her service, Helen has demonstrated professionalism, dependability, and a commitment to meeting the agency's needs."

Melissa Raggio, Executive Director
Calaveras Transit Agency

Every ad, start to finish

Helen & Company handles all advertising activities for Amador Transit without placing undue stress on Amador Transit staff, including every conversation between advertisers and its subcontractor.

Planning & intake

Confirm campaign scope, bus inventory, schedule and Amador Transit requirements.

Design & proofing

Develop artwork that meets Amador Transit specifications (size, bleed and safety zones). Every ad is approved by the advertiser and by Amador Transit's General Manager, in writing, before production.

Production

Transit-grade vinyl (3M IJ180 or equivalent), printed by established partners who follow strict color and durability standards.

Installation

Scheduled directly with Amador Transit yard staff to confirm bus availability. Custom Vinyl Applications travels to the bus depot, prepares the surface and applies the laminated, removable vinyl without using Amador Transit staff resources or interrupting bus schedules.

Post-installation review

Visual inspection and photo documentation confirm compliance and quality. The advertiser receives a photo of the finished ad on the bus.

14 days

business days for the entire process, depending on advertiser and subcontractor availability

Compliance, every ad

Helen & Company follows Amador Transit's Advertising Policy and guidelines, including maintaining the look of the Amador Transit logo, and complies with local, county and state laws, including the Civil Rights Act of 1964, the Americans with Disabilities Act, all Federal Transit Administration (FTA) requirements and U.S. Department of Labor Equal Employment Opportunity laws.

Quality you can see

Helen serves as Amador Transit's single point of contact and project manager. She works closely with the design, production and installation teams so every project is delivered on time, within specifications and to Amador Transit's quality standards.

Quality assurance

- All artwork is reviewed for Amador Transit compliance before printing
- Only approved, transit-rated vinyl materials are used
- Installers follow strict surface preparation and application protocols for proper adhesion and longevity
- Completed installations are inspected and documented before final sign-off

Communication & reporting

- Clear timelines and milestone tracking
- Status updates during production and installation
- Immediate notice of any issues or schedule changes
- Final reporting with installation verification and photos

Risk management

Helen & Company plans ahead for the common challenges of transit advertising, including bus availability, maintenance schedules and weather. Flexible scheduling and contingency planning make it possible to adapt quickly and keep projects on schedule.

Direct oversight

A streamlined approach delivers reliable execution, high-quality production and full compliance with Amador Transit requirements. Helen's direct oversight brings accountability, efficiency and a consistent standard of excellence to every campaign.



BUS 406 · DIGNITY HEALTH

From first call to installed ad

Helen personally contacts local businesses and existing business contacts, explains the program and its costs, and stays with each advertiser from the first meeting through every renewal. All contact with advertisers goes through Helen & Company.

01 · REACH OUT
Contact local businesses and existing contacts, schedule appointments and follow up as needed.

02 · EXPLAIN
Give each prospect a thorough explanation of the advertising program and its cost.

03 · SIGN
Execute the advertising agreement with the advertiser and gather all information and graphics for the ad.

04 · APPROVE
Custom Vinyl Applications lays out the ad to Amador Transit guidelines; the advertiser and the General Manager approve it.

05 · INSTALL
The ad is applied at the Amador Transit bus depot, scheduled around service.

06 · CONFIRM
The advertiser receives a photo of the finished ad on the bus.

Pricing and advertiser terms

- Nonprofit organizations and advertisers on multiple buses receive a 20% monthly discount.
- Advertiser agreements run one month to one year and may be extended by mutual agreement.
- Advertisers pay the full cost of design, production and installation directly to the subcontractor, who warrants each ad for the term of the advertiser's contract.

Accounts receivable

Helen & Company is solely responsible for billing every advertiser. Helen is committed to timely client payments, and when payment issues arise she follows up proactively and persistently until outstanding balances are resolved.



VAN 205 · RAIL EXPLORERS, IONE

Two ways to a predictable return

Amador Transit chooses the structure that fits its budget, with no fees or deductions taken before it is paid. See Attachment A for the complete pricing form.

OPTION A · REVENUE SHARE + MINIMUM

50% of gross advertising revenue

With a **$30,000 minimum annual guarantee** ($2,500 a month). Projected **$75,570 a year** at current sell-through.

OPTION B · FIXED ANNUAL GUARANTEE

$45,000 a year ($3,750 a month)

A fixed payment every month, regardless of sales. No revenue share; Helen & Company carries the sales risk.

Monthly rates and revenue by vehicle type

VEHICLES	DRIVER SIDE	PASS. SIDE	REAR	PER VEHICLE	FLEET / MO	OPTION A 50% / MO	OPTION A / YEAR
13 buses	$225	$225	$350	$800	$10,400	$5,200	**$62,400**
3 Ford Transit vans	$155	$155	$295	$605	$1,815	$907.50	**$10,890**
2 Toyota Sienna vans	$95	$95	—	$190	$380	$190	**$2,280**
Total					**$12,595**	**$6,297.50**	**$75,570**

Two-year projection

YEAR	GROSS	OPTION A	OPTION B
Year 1	$151,140	$75,570	$45,000
Year 2	$151,140	$75,570	$45,000
Total	**$302,280**	**$151,140**	**$90,000**

Option A is based on current placements at the rates shown, with every space filled, as it is today. Option B is fixed.

Financial terms

- **Payment:** Amador Transit's payment is remitted by the 27th of each month.
- **Production:** advertisers pay design, materials and installation ($375–$550) directly to the subcontractor.
- **Advertiser terms:** one month to one year, renewable by mutual agreement.

- **Unpaid accounts:** Helen & Company makes every reasonable effort to collect outstanding advertising balances through timely invoicing, payment reminders, and direct communication with advertisers. Accounts that remain delinquent after reasonable collection efforts are deemed uncollectible and written off. Advertising associated with these accounts is promptly removed from service to prevent continued display without payment.
- **Guarantee adjustment:** If two or more vehicles are out of service at the same time, the minimum guarantee (Option A) or fixed guarantee (Option B) is reduced in proportion to the monthly advertising value of the vehicles out of service, for as long as they remain out of service.

Every dollar, accounted for

Each month, Amador Transit receives a detailed report with its payment. The report includes every item listed in RFP Section 8.

- ✓ Advertiser name
- ✓ Advertising contract dates
- ✓ Vehicle(s) assigned
- ✓ Advertising product purchased
- ✓ Gross amount billed
- ✓ Amount collected
- ✓ Applicable deductions (none)
- ✓ Contractor compensation
- ✓ Amador Transit's share
- ✓ Outstanding balances
- ✓ Amount remitted to Amador Transit

Records supporting every advertising transaction are kept for the term of the agreement and for the period required by law and Amador Transit policy, and are available to Amador Transit for audit.

RFP §11.18 · SAMPLE MONTHLY REVENUE REPORT — September 2026 · fictitious advertisers

VEHICLE	POSITION	ADVERTISER	CONTRACT DATES	MONTHLY	JUL	AUG	SEP	PAID YTD	OWED
Bus 1	Driver	Sutter Hill Bakery	01/15/26–01/15/27	$225	225	225	225	**2,025**	—
	Passenger	Foothill Family Dental	03/01/26–03/01/27	$225	*prepaid*	*prepaid*	*prepaid*	**2,700**	—
	Rear	Mother Lode Tire & Auto	10/01/25–10/01/26	$350	350	350	350	**3,150**	—
Bus 2	Driver	Gold Country Realty	06/01/26–12/01/26	$225	225	225		**675**	225
	Passenger	Volcano Trail Outfitters	04/15/26–04/15/27	$225	225	225	225	**1,350**	—
	Rear	Amador Valley Pet Clinic	08/01/26–08/01/27	$350		350	350	**700**	—
Van 1	Driver	Jackson Creek Coffee	02/01/26–02/01/27	$155	155	155	155	**1,240**	—
	Passenger	Pine Grove Hardware	05/01/26–05/01/27	$155	155	155	155	**775**	—
	Rear	Amador Literacy Alliance*	07/01/26–07/01/27	$236	236	236	236	**708**	—
Total				**$2,146**	**1,571**	**1,921**	**1,696**	**13,323**	**225**

GROSS BILLED	COLLECTED	DEDUCTIONS	CONTRACTOR 50%	AMADOR TRANSIT 50%	OUTSTANDING	REMITTED
$1,921.00	**$1,696.00**	**$0.00**	**$848.00**	**$848.00**	**$225.00**	**$848.00**

**Nonprofit rate, 20% discount. September figures: amounts billed and collected in September; contractor compensation and Amador Transit's share are 50% each of the amount collected. The actual report lists every Amador Transit vehicle and position, January through December.*

Protected and fully disclosed

Insurance

COVERAGE	LIMIT	AMADOR TRANSIT
General liability	$1,000,000 per occurrence	Additional insured
Automobile liability	$1,000,000 per accident	Additional insured
Professional liability (E&O)	$1,000,000	—
Workers' comp & employer's liability	Not required	See note

General and automobile liability are combined single limits for bodily injury, personal injury and property damage. Certificates will be furnished before the agreement is executed. Helen & Company has no employees; Helen Peterson is its sole officer, so Workers' Compensation and Employer's Liability coverage do not apply.

Financial capacity

Helen & Company has the financial stability and resources to run a complete transit advertising program and to keep every commitment in this proposal. For fifteen years, the firm has managed advertising programs for public transit agencies across Northern California, meeting its contractual obligations, covering its operating costs and delivering consistent service.

Careful financial management, efficient operations and steady sales keep each program funded. Helen & Company is prepared to meet every financial obligation under the proposed agreement, including program administration, coordination of production and installation, and the guaranteed monthly payments to Amador Transit.

Conflict of interest

None. No actual, potential or perceived conflict of interest exists in providing bus advertising services to Amador Transit (Attachment D).

Litigation

None. There is no litigation against Helen & Company Advertising, Inc. or its officers.

Subcontractors

Custom Vinyl Applications, Angels Camp, CA (Eric Cagliaro, Owner): ad layout, production, installation and removal.
Sally Fromme, Magnolia, TX: bookkeeping administration.

Exceptions to the RFP

None (Attachment C).



RFP §11.15–11.19 · §28

10 Required forms

Completed as provided in the RFP and signed by Helen M. Peterson, President.

- **Attachment A** · Proposal Pricing Form
- **Attachment B** · Required References, with reference letters
- **Attachment C** · Exceptions to RFP
- **Attachment D** · Conflict of Interest Disclosure
- **Required Proposal Certification**
- **Sample Advertising Agreement**

ATTACHMENT A

Proposal Pricing Form

CONFIDENTIAL

OPTION A · REVENUE SHARE WITH MINIMUM ANNUAL GUARANTEE

Proposed Revenue Share Percentage of Gross Advertising Revenue Paid to Amador Transit	50 %
Minimum Annual Payment	$30,000 per year
Minimum Monthly Payment	$2,500 per month
Contractor Commission/Compensation	50 %

OPTION B · FIXED ANNUAL GUARANTEE

Proposed Revenue Share Fixed payment in place of a revenue share	Not applicable
Fixed Annual Payment	$45,000 per year
Fixed Monthly Payment	$3,750 per month
Contractor Commission/Compensation	Revenue after fixed payment

Other Fees or Deductions (both options)

None. Helen & Company Advertising, Inc. does not deduct any fees from the monthly revenue collected from advertising clients.

Two-Year Revenue Projection

FISCAL YEAR	PROJECTED GROSS REVENUE	AMADOR TRANSIT · A	AMADOR TRANSIT · B
Year 1	$151,140	$75,570	$45,000
Year 2	$151,140	$75,570	$45,000
Total	**$302,280**	**$151,140**	**$90,000**

Assumptions and other financial terms

Projections assume current placements at the Section 07 rates with every ad space filled, as it is today: $12,595 in gross revenue per month. Under Option A, Amador Transit receives 50%, or $6,297.50 per month, and never less than $2,500. Under Option B, Amador Transit receives $3,750 per month regardless of sales.

Guarantee adjustment: If two or more vehicles are out of service at the same time, the minimum guarantee (Option A) or fixed guarantee (Option B) is reduced in proportion to the monthly advertising value of the vehicles out of service, for as long as they remain out of service.

ATTACHMENT B

Required References

Reference 1

Agency/Company	Calaveras Transit Agency (Calaveras Connect)
Contact	Melissa Raggio, Executive Director, Calaveras Council of Governments
Telephone	209-754-4450
Email	mraggio@calacog.org
Services Provided	Bus advertising program: sales, production and installation, billing, collections and reporting
Contract Dates	September 5, 2018–present

Reference 2

Agency/Company	Lake Transit Authority
Contact	James Sookne, Program Manager, Davey-Bates Consulting
Telephone	707-234-3314
Email	jsookne@dbcteam.net
Services Provided	Bus advertising program: sales, production and installation, billing, collections and reporting
Contract Dates	January 2018–present

Reference 3

Agency/Company	Mendocino Transit Authority
Contact	Jacob King, Operations Manager
Telephone	707-462-1422
Email	jacob@mendocinotransit.org
Services Provided	Bus advertising program: sales, production and installation, billing, collections and reporting
Contract Dates	November 2016–present

Reference letters from Calaveras Transit Agency, Lake Transit Authority and Mendocino Transit Authority follow.

CALAVERAS connect

a service of the Calaveras Transit Agency

October 16, 2026

To Whom It May Concern:

RE: Letter of Reference for Helen and Company Advertising Inc.

It is my pleasure to provide this letter of reference for Helen Peterson in recognition of the advertising and marketing services provided to the Calaveras Transit Agency.

Throughout her service, Helen has demonstrated professionalism, dependability, and a commitment to meeting the agency's needs. Her contributions have supported our efforts to recover advertising revenue with little staff time from our team.

Effective communication is an important component of a successful advertising program, and Helen's advertising services have contributed to these efforts. We appreciate her work and the support she has provided to the Calaveras Transit Agency.

I am pleased to recommend Helen Peterson for future advertising program opportunities. I believe her experience and commitment to serving her clients would make her a valuable partner to any organization.

Please feel free to contact me if additional information is needed.

Sincerely,

Melissa Raggio

Melissa Raggio
Executive Director
Calaveras Council of Governments
Calaveras Transit Agency

Lake Transit Authority

Lisa Davey-Bates, Executive Director

Administration
525 S. Main Street, Ste. G
Ukiah, CA 95482
(707) 263-7868

Operations
P.O. Box 698
Lower Lake, CA 95457
(707) 994-3384

www.laketransit.org

October 16, 2026

To Whom it May Concern:

I have worked with Helen Peterson, owner of Helen and Company Advertising, Inc. since 2018, when she was awarded the advertising contract for Lake Transit Authority.

Helen handles every aspect of our advertising program, from selling space to printing, installing, and managing clients. She has worked hard to keep available advertising space filled, generating local revenue that supports our service.

Helen is courteous, responsive, easy to reach, and works well with our staff. She's been patient and flexible when issues with the fleet have arisen and is careful to meet the contract and regulatory requirements that come with a public agency. Her payments have been timely and accurate, which makes my job easier.

I recommend Helen without reservation. She's been a dependable partner to our agency and I'm confident she would be to yours as well. Please feel free to contact me at 707-263-7868 if I can answer any questions.

Sincerely,

James Sookne
Program Manager

MENDOCINO TRANSIT AUTHORITY
Letter of Recommendation
October 20, 2026

RE: Helen and Company Advertising, Inc.

To Whom It May Concern:

It is my pleasure to provide this letter of recommendation for Helen and Company Advertising, Inc., in recognition of the excellent service and professionalism they have demonstrated in their partnership with Mendocino Transit Authority (MTA).

Helen and Company has been an outstanding partner in managing our bus advertising program. Their expertise in advertising sales, customer relations, and the coordination and installation of advertising materials has consistently met or exceeded our expectations.

Their team has demonstrated a strong commitment to quality, reliability, and attention to detail. From securing advertising clients to ensuring advertisements are professionally installed on our transit vehicles, they have handled their responsibilities with efficiency and care.

What we particularly appreciate about Helen and Company is their ability to work collaboratively with our staff while understanding the operational demands of a public transit agency. Their professionalism, responsiveness, and willingness to address our needs have made them a valuable and dependable business partner.

Based on our experience, I would confidently recommend Helen and Company Advertising, Inc., to any transit agency or organization seeking a knowledgeable, professional, and reliable partner for transit advertising sales and installation services.

We greatly appreciate our working relationship with Helen and Company and look forward to continuing this successful partnership.

Sincerely,

Jacob King
Mendocino Transit Authority
241 Plant Rd. Ukiah,
California 95482
www.mendocinotransit.org

ATTACHMENT C

Exceptions to RFP

The Proposer shall identify any exceptions to the requirements of this RFP.

Failure to identify an exception may result in the Proposer being required to comply with the requirement as written.

RFP SECTION	PROPOSED EXCEPTION	EXPLANATION
—	None	Helen & Company Advertising, Inc. takes no exceptions to the RFP.

ATTACHMENT D

Conflict of Interest Disclosure

The Proposer shall disclose any actual, potential, or perceived conflict of interest involving the Proposer, its owners, employees, agents, subcontractors, or representatives and Amador Transit, its Board members, officers, or employees.

Disclosure:

No conflict of interest exists.

If none, check here: [X] **NONE**

Authorized Representative: Helen M. Peterson

Signature: 

Date: 10/22/26

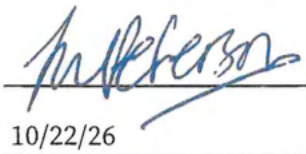
RFP SECTION 28

Required Proposal Certification

The undersigned certifies that:

1. The information contained in this proposal is true and accurate;
2. The Proposer has reviewed and understands the requirements of this RFP;
3. The Proposer agrees to comply with the requirements of the RFP;
4. The Proposer has disclosed all known conflicts of interest;
5. The Proposer has not improperly contacted or attempted to influence an Amador Transit Board member or employee concerning this procurement;
6. The Proposer understands that the proposal may be subject to applicable public-records requirements;
7. The Proposer agrees that all costs associated with preparation of the proposal are the responsibility of the Proposer; and
8. The individual signing below is authorized to bind the Proposer.

PROPOSER:

Legal Name	Helen & Company Advertising, Inc.
Address	P.O. Box 963
City/State/Zip	Jackson, CA 95642
Authorized Representative	Helen M. Peterson
Title	President
Signature	
Date	10/22/26
Telephone	209-304-7917
Email	helen@helenandcompany.com

amador transit

TRANSIT ADVERTISING AGREEMENT

Advertiser Information

Advertiser Business Name _____

Contact Name _____

Mailing Address _____ City _____ State _____ Zip_____

Phone_____ Email _____

Customer Agreement

Advertising Period is from _____, 20____ **through** _____, 20_____

Desired Advertising Space	Monthly Cost	Notes
Monthly Payment Total		
10% Discount for 501(c)3 companies		
Production & Installation Cost		
TOTAL CAMPAIGN COST		

Terms of Agreement

- All pricing is per month, per bus times number of buses. Production/installation fees are payable in advance of installation.
- Space available is approximate, and reflects the average bus length. Please ask for exact design size, specifications, and market coverage area.
- Artwork must be provided in hi-resolution and full scale, at least 150 dpi, RGB color format. Most formats accepted.
- We use color printed/laminated, top quality, removable vinyl rated to last 2-3 years.
- All ads are subject to design and content review by Amador Transit Management.

Billing and Payment Policies

- Invoices reflect ad placements scheduled during the following month. Payment is due upon receipt. A late charge of 1.5% will be added to any unpaid balance that is greater than 30 days late.
- Please make checks payable to Helen & Company Advertising, Inc., P.O. Box 963, Jackson, CA 95642.
- Agreements will automatically renew at the conclusion of the initial advertising period, after which they may be cancelled with a 30 day written notice.

I have reviewed and agree to the prices and terms on this page. I understand that Amador Transit is a public agency and is required to abide by specific advertising rules.

_____ _____ _____

Advertiser – Signature. Print Name Date



P.O. Box 963 | Jackson, CA 95642 | 209-304-7917 | helen@helenandcompany.com

ZENITH
BILLBOARDS

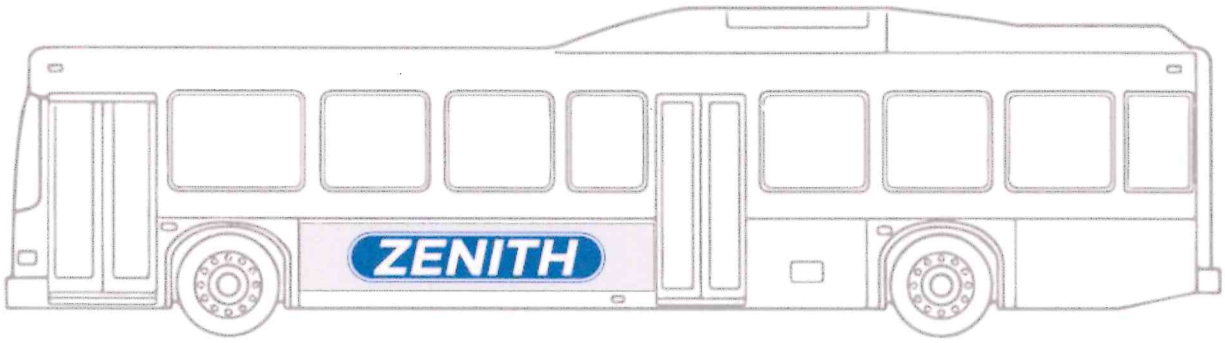
Proposal for Bus Wrap Advertising Services

Submitted by Zenith Billboards, LLC

RFP No. 2026-03 - Bus Wrap Advertising Services

Submitted to Amador Transit

Proposal Due: October 26, 2026, 4:00 p.m.



ZENITH BILLBOARDS
BILLBOARDS

ZENITH BILLBOARDS LLC
PO Box 690632 : Stockton CA95269 : 209 • 888 • 7419 : zenithbillboards.com

Letter of Introduction

October 23, 2026

Amador Transit
11400 American Legion Dr.
Jackson, CA 95642
Attn: April Miller, General Manager

RE: RFP No. 2026-03 — Bus Wrap Advertising Services

Dear Ms. Miller and Members of the Evaluation Committee:

Zenith Billboards, LLC is pleased to submit this proposal to provide a complete, turnkey bus advertising program for Amador Transit. We will sell, produce, install, maintain and report on every advertisement at no cost to the Agency.

Zenith is a family-owned and family-operated business. Andy Rodriguez founded the company in Stockton in 2017, about an hour from Jackson, and the Rodriguez family still runs it today. When you work with Zenith, you work directly with the owners, not a regional office or a call center, and every decision about your program is made by the people who answer your calls. We own and operate more than 75 billboards across California. That gives us the resources and experience of a large outdoor advertising company, along with the ability to offer advertisers packages that pair Amador Transit's buses with our billboard network.

Zenith currently manages transit advertising programs for seven California public agencies: Solano County Transit (SolTrans), the Fresno Economic Opportunities Commission, the City of Lodi (GrapeLine), the City of Escalon, the City of Petaluma, Trinity County and SunLine Transit Agency. Each of these programs depends on what Amador Transit is asking for: active local sales, agency approval of every advertisement, careful installation on agency vehicles, and clear monthly reporting.

We already work with the advertisers whose campaigns run on Amador Transit buses today, so there will be no transition period. Current campaigns will stay in place, renewals will continue without interruption, and we will begin working the advertiser waiting list on the first day of the contract.

We have reviewed every section of the RFP, including the Scope of Services, Revenue Proposal, Financial Reporting, Proposal Requirements and Attachments A through D. **Our proposal remains valid for ninety (90) days after the October 26, 2026 due date.** We accept the initial two-year term, beginning on or about December 2026 or on the commencement date the Agency sets (anticipated January 1, 2027), along with the Agency's option of up to two additional one-year terms. Before the agreement is executed, we will provide evidence of all required insurance, naming Amador Transit as additional insured where required. No advertisement will be produced or installed without Amador Transit's written approval. Our complete financial terms are provided in the Revenue Proposal and Attachment A. All conflicts of interest are disclosed in Attachment D and all exceptions in Attachment C, and no subcontractors are proposed. Zenith has communicated about this solicitation only with the designated procurement contact.

Our goal is a fully managed advertising program that protects Amador Transit's vehicles and brand, serves local businesses, and creates lasting value for the Agency and the communities of Amador County. As a family business, we treat every partner the way we would want to be treated. Thank you for your time and consideration.

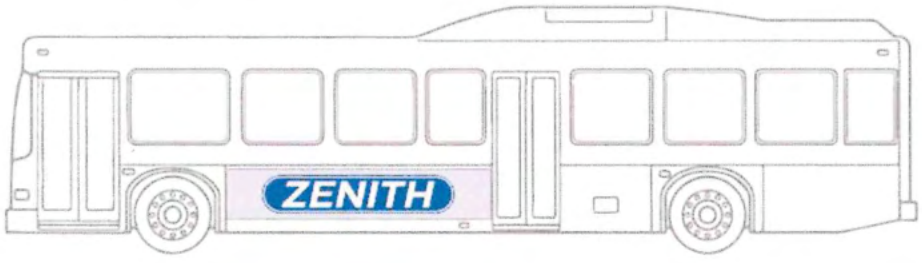
Respectfully submitted,

A. Rodriguez

Andy Rodriguez
Owner, Zenith Billboards, LLC (authorized to bind the Proposer)
andy@zenithbillboards.com • (209) 888-7419

Table of Contents

1. Cover Page (Page 1)
2. Letter of Introduction (Page 2)
3. Company Information and Financial Capacity (Page 4)
4. Qualifications and Experience (Page 5)
5. Organizational Structure (Page 6)
6. Project Team and Subcontractors (Page 7)
7. Approach, Methodology and Scope of Services (Pages 8-10)
8. Advertising Sales Strategy (Page 11)
9. Revenue Proposal (Pages 12-13)
10. Financial Reporting, Records and Audit (Pages 14-15)
11. Compliance, Disclosures, Sample Agreement, Insurance (Page 16-22)
    - Attachment A - Proposal Pricing Form
    - Attachment B - Required References
    - Attachment C - Exceptions to RFP
    - Attachment D - Conflict of Interest Disclosure
    - Required Proposal Certification
    - Sample Advertising Agreement
    - Insurance
12. Sample Monthly Revenue Report (Page 23)
13. Recent Installations (Page 24)
14. Conclusion (Page 25)



Company Information and Financial Capacity

Zenith Billboards, LLC is a family-owned and operated outdoor advertising company headquartered in Stockton, California. Founded by Andy Rodriguez on June 2017, with a single wooden billboard, Zenith has grown steadily through disciplined reinvestment, strategic acquisitions and a long-term commitment to public agency partnerships. Today, the company owns and operates a billboard network across California and manages transit advertising programs for seven public agencies.

As a family business, Zenith is led directly by its owners, who remain personally involved in every client relationship. Our agency partners work with the people who make the decisions, and that accountability is reflected in the care we bring to each program. We combine the operational capacity of an established outdoor advertising company with the responsiveness and personal commitment that only an owner- operated business can offer.

Legal Name: Zenith Billboards, LLC
Business Address: PO Box 690632, Stockton, CA 95269
Telephone: (209) 888-7419
Email: andy@zenithbillboards.com
Website: zenithbillboards.com
Primary Contact: Andy Rodriguez, Owner / Project Manager
Year Established: 2017 (founded June 10, 2017)
Type of Organization: California limited liability company, family-owned and operated
California Registration: Active California LLC in good standing with the California Secretary of State and licensed to do business in the City of Stockton. Entity and license numbers will be provided upon request or with the executed agreement.

Financial Capacity: Zenith will fully fund Amador Transit's advertising program from the first day of the contract, at no cost to the Agency. All sales, design, printing, installation, maintenance and removal will be performed at Zenith's expense. Since its founding, Zenith has financed its growth entirely from its own operations, without outside investors, including the construction and acquisition of its billboard structures. As a small business, Zenith surpassed $1.4 million in sales last year and is projected to reach $2.1 million by the end of this year, reflecting the strength and momentum of the company. Zenith currently manages seven transit programs concurrently, and owning 75 billboards throughout California. Under the revenue share described in our Revenue Proposal, the Agency's share of advertising revenue will be remitted monthly with a detailed report, so as sales grow, the Agency's revenue grows with them. A bank reference letter and financial statements are available upon request.

Qualifications and Experience

Zenith brings direct experience in every area this RFP requires: transit advertising, bus wrap and vehicle advertising, outdoor billboard advertising and advertising sales. We manage bus advertising for seven California public agencies, ranging from large urban fleets to small rural systems like Amador Transit's. Each of these programs depends on the same things the Agency is asking for: active local sales, agency approval of every ad, careful installation on agency vehicles, and clear, consistent reporting.

Solano County Transit (SolTrans). Zenith holds exclusive advertising rights for more than 52 buses and handles all sales, production and installation. The program quickly reached full capacity, and SolTrans added new King and Queen side-panel formats to keep up with demand.

Fresno Economic Opportunities Commission. Zenith sells, produces and installs advertising on more than 50 buses. When we took over, the program was significantly underperforming. Through strategic outreach, upgraded design standards and fast turnaround, we grew advertising revenue by more than 300 percent in our first year.

City of Lodi (GrapeLine). In partnership with Valley Outdoor, Zenith sells and manages bus and shelter advertising. All 24 bus shelters have been fully sold for six years, with a waiting list of advertisers.

City of Escalon. Working with Valley Outdoor, Zenith handles all advertising sales for Escalon's transit system. This small fleet, a close match to Amador Transit's, has been completely sold out for the past three years.

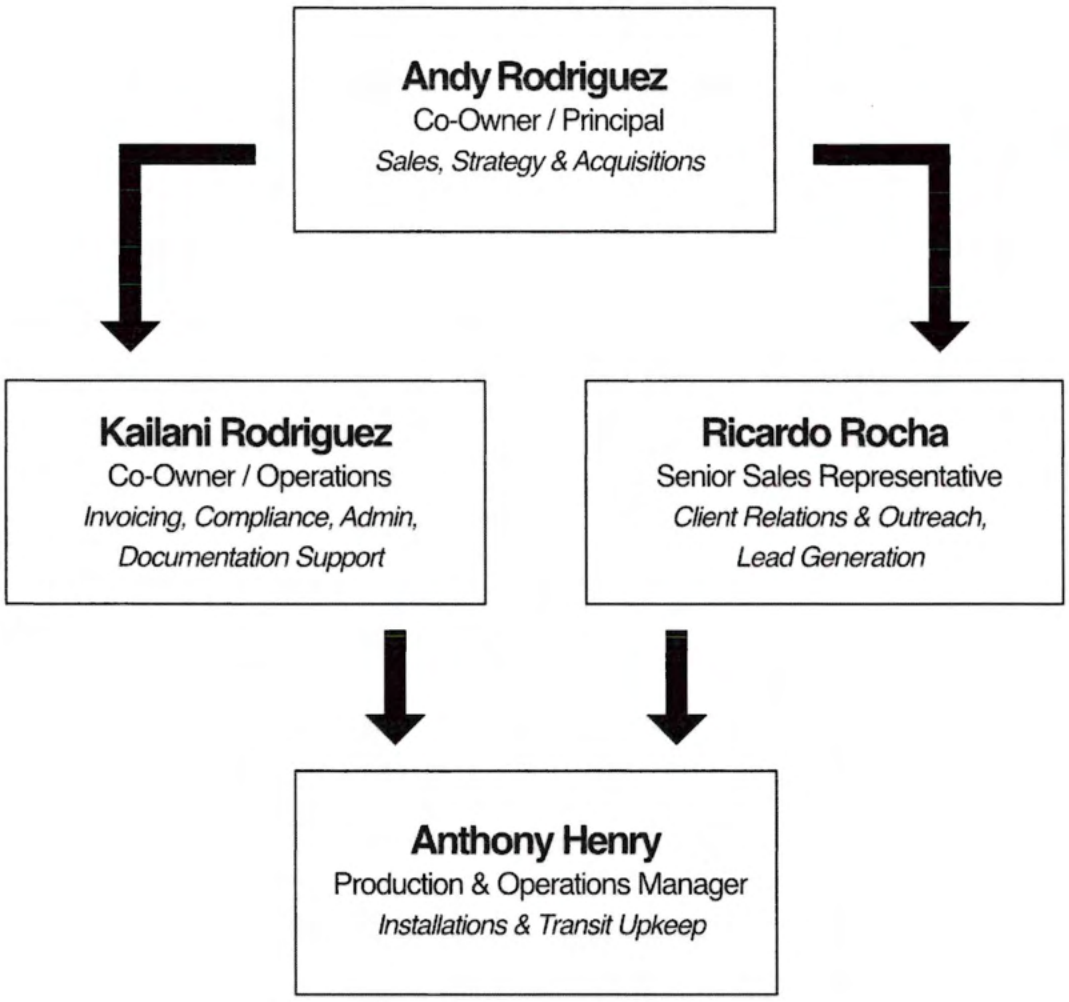
Trinity County. Zenith took over this rural program from another vendor in November 2025. The previous vendor generated about $3,600 a year; in our first three months, we sold $10,500 in advertising.

City of Petaluma. Since January 2026, Zenith has managed a program the City previously ran in-house, generating strong interest from city departments, county agencies and national advertisers.

SunLine Transit Agency. Zenith was recently selected to manage transit advertising for SunLine Transit Agency, further expanding our transit portfolio.

What This Means for Amador Transit. Our results in Escalon and Trinity County show that small and rural fleets sell well when someone is actively working them, and our work at Fresno EOC shows we know how to turn a program around and grow it. Our advertisers range from national brands such as McDonald's, Kaiser Permanente and Dignity Health to local businesses, casinos, colleges and public health programs. Because Zenith owns and operates its own billboard network, we can offer combined bus and billboard packages that make Amador Transit's buses more attractive to larger regional buyers. We already work with many of the advertisers on Amador Transit buses today and have direct contacts for the rest, so there is no transition period, and our Stockton office is about an hour from Jackson, close enough to respond in person whenever the Agency needs us.

Organizational Structure



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Project Team and Subcontractors

Zenith Billboards has assembled a management team that combines sales expertise, financial oversight, and production management to ensure the success of Amador Transit's advertising program. Each member of the team brings specialized skills and will work under the direct supervision of company owner Andy Rodriguez, who will remain closely involved in day-to-day operations.

Andy Rodriguez
Owner & Project Manager

• Mr. Rodriguez will serve as Amador Transit's primary liaison and will oversee the overall administration of the contract. With more than ten years of experience managing billboard and transit advertising programs, he provides strategic direction, ensures compliance with Amadors's advertising policies, and guarantees that Amador's needs are met with urgency and professionalism. He coordinates schedules with Amador's fleet staff, manages subcontractors and ensures all vinyl and shelter installations meet safety and quality standards. He so oversees the rapid replacement of damaged or vandalized materials within the seventy- two-hour response requirement.

Kailani Rodriguez
Accounting & Contract Administration

• Mrs. Rodriguez oversees the financial management of the program, including revenue tracking, monthly reconciliations, and the disbursement of Amador Transit's share of advertising income. She ensures accuracy, transparency, and timely reporting, while also serving as the compliance officer for accounting-related requirements.

Ricardo "Rick" Rocha
Sales Manager

Mr. Rocha is responsible for developing and managing all advertising sales. His focus will be on cultivating relationships with national agencies, regional advertisers, and local businesses throughout Amador County. With a background in both direct sales and agency negotiations, he is experienced in maximizing revenue streams for transit systems while maintaining compliance with agency advertising standards.

Anthony Henry
Production & Operations Manager

Mr. Henry directs all aspects of advertising production, installation, and maintenance or all our Transit and Billboard Advertising throughout the State of California.

Subcontractors: Zenith does not propose any subcontractors. Our own team will handle sales, program management, billing, reporting, installation, maintenance and removal. If a specialized printer or installer is ever needed, Zenith will obtain the Agency's prior written approval, require the vendor to be fully insured and follow all Agency rules, and remain fully responsible for its work.

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Approach, Methodology and Scope of Services

Zenith will deliver every service in Section 3 of the RFP as one complete bus advertising program at no cost to Amador Transit. This includes advertising sales, client solicitation and customer development; preparing and submitting advertising proposals; account management; coordinating artwork, printing and production; installing, maintaining, repairing and removing bus wraps and other approved advertising; compliance with the Agency's advertising policies; sales and revenue reporting; collecting advertising payments and remitting the Agency's share of revenue; maintaining required insurance; protecting Agency vehicles from damage; and all other services needed for a complete program.

A Strong Program, With No Transition Period

Amador Transit's advertising program is already performing well, and our role is to protect that success and grow it. Based on information from the Agency, 16 to 18 vehicles are available for advertising on their sides and backs. The program generated $59,812.50 in FY 2024/25 and $63,313.73 in FY 2025/26, an increase of about 5.9 percent. Thirty-two businesses and organizations have advertised over the last two years, and there is usually a waiting list for open space. Demand is strong and loyal, and the program's main limit is available inventory, not interest.

Zenith already works directly with many of the current advertisers and has a confirmed point of contact for every remaining one, whether an owner, manager, marketing lead or program coordinator. These advertisers are local hospitals and clinics, county departments, nonprofits, schools and family-owned businesses that make advertising decisions locally and are easy to reach by phone, email or in person. In most cases, a single call is all it takes to confirm a renewal, update artwork or schedule a campaign. As a result, current ads stay in place, renewals continue on schedule, the waiting list is put to work immediately, and the Agency's revenue continues without a gap.

Within the first two weeks, Zenith will contact every current advertiser to introduce their dedicated account contact; confirm their placement, artwork, approval status, expiration date and billing details; and discuss renewals and upcoming campaigns. Each call will be followed by an email summarizing their account and recorded in our central account log, with advertisers expiring within 90 days handled first.

Outreach will be tailored to each type of advertiser. Healthcare organizations such as Mark Twain Medical Horizon, Mark Twain Dignity Health, MACT Health, Hospice of Amador and Calaveras, and Ombudsman Long-Term Care will be offered campaigns aligned with service launches, open enrollment, awareness months and recruiting. Public programs including Amador County Public Health, Amador County Behavioral Health, ACPH Food Insecurity, Central Sierra Child Support, WIC and First 5 will be supported with planning around fiscal year and grant cycles and the placement photos and documentation they need for grant reporting. Community organizations such as the Amador Child Abuse Prevention Council, Amador County Community Foundation, Operation Care, Resource Connection and the American Legion will be offered flexible campaigns timed to fundraising events and awareness months. Columbia College campaigns will be planned around enrollment periods, and hospitality and tourism advertisers such as Jackson Rancheria, Hotel Sutter and Amador Rail Explorers around peak travel seasons, holidays and events. Owner-operated trades including Vaness

Roofing, Browns Flooring, Gideon Fencing, Jackson Glass, Septico Pro and Watson Industries will be offered simple renewals and multi- vehicle packages timed to their busy seasons. Automotive and equipment advertisers such as Big O Tires, Sterling Auto Repair, and A1 Sharpening Tractor & Small Engine will be offered seasonal service messaging, and retail and service advertisers such as Amador Shopping Plaza, Affordable Insurance and Black Diamond Graphics will be offered steady year-round visibility.

Because demand already exceeds available space, Zenith will confirm each waiting-list business's interest, timing and budget, offer open space in the order agreed with the Agency, and report waiting-list activity monthly. We will also bring in new advertisers through outreach to local businesses, chambers of commerce, tourism organizations and public agencies. Existing contracts and customer information will be transferred only with the required Agency and advertiser approvals, and Zenith will coordinate with the outgoing contractor as needed so no campaign is interrupted.

The First 90 Days

Zenith will be working from day one. Because we already have contacts for every current advertiser, outreach begins the day the contract starts, not weeks later. In the first week, we will meet with Agency staff, confirm every active advertisement, its approval and its expiration date, and contact every current and waiting-list advertiser, starting with those whose contracts expire soonest. By the end of week two, we will have assessed every available vehicle and surface, confirmed approved advertising areas and installation windows, reviewed the Agency's advertising policies, and issued a rate card and media kit so open space can be sold immediately. Within 30 days, we will submit the first new and renewed advertisements for Agency approval, begin installations, and deliver our first monthly report. By day 60, we will deliver an assessment report and marketing plan covering pricing strategy, target market segments and campaign packages. By day 90, we will meet with the Agency to review results to date and confirm priorities for the rest of the first year.

Vehicles and Advertising Inventory

Zenith will sell only space the Agency has confirmed as available, currently the sides and backs of 16 to 18 fixed-route and demand-response vehicles, and will offer full or partial wraps only where the Agency approves them. We understand the number and type of vehicles may change due to replacement or retirement, service changes, maintenance, availability, safety, grant or funding requirements, or other operational needs, and that the Agency makes no guarantee of vehicle availability. Our advertiser agreements allow ads to be moved to another vehicle when needed. Advertising will never interfere with vehicle safety, required markings, vehicle identification, ADA equipment or accessibility features, windows or required visibility, emergency equipment, lighting or maintenance, and every placement will meet manufacturer specifications and all applicable federal, state and local requirements.

Advertising Sales

Zenith will identify prospective advertisers, market available space, develop packages, negotiate agreements, manage advertiser relationships and collect payments. All agreements will use a standard form approved by the Agency, and the Agency will receive copies of every advertiser agreement, approval and installation record. Zenith will not represent itself as an employee or agent of Amador Transit and will never market or promise space the Agency has not confirmed.

Advertising Approval

Zenith will pre-screen every proposed advertisement against Agency policy and submit it to Amador Transit for approval before production or installation. We recognize the Agency's right to reject any advertising that does not comply with Agency policy, applicable law, contract requirements or its standards for public transit advertising. No advertisement will be installed without the Agency's written approval, rejected artwork will be revised or replaced at no cost to the Agency, and any advertising later found non-compliant will be removed within 24 hours of notice.

Artwork and Production

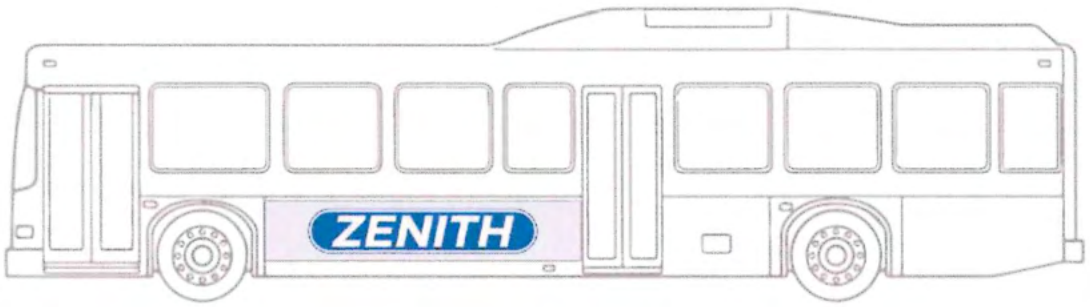
Zenith will coordinate all artwork, production and printing. All materials will be professionally produced on transit-grade vinyl such as 3M Controltac or equivalent, suitable for exterior transit use, compliant with manufacturer specifications and all safety and operational requirements, and removable without unreasonable damage to vehicles. Defective or improperly installed materials will be corrected at no cost to Amador Transit.

Installation and Removal

All installation and removal will be coordinated with Agency staff, performed only at Agency-approved times and locations, and scheduled so it never interferes with transit operations. Expired ads will be removed promptly and vehicle surfaces restored to their original condition at no cost to the Agency, and any damage caused by installing, removing or maintaining advertising will be repaired at Zenith's expense.

Quality Control and Rapid Response

Zenith will respond to any Agency concern within 24 hours. Content problems will be corrected, or the ad removed, within 24 hours, and damaged or vandalized ads will be repaired or replaced within 72 hours. Zenith will send the Agency a photo of every new installation within 48 hours and inspect running advertisements at least weekly. A central log will track every installation, inspection, repair, removal and issue, and will be available to the Agency at any time.



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Advertising Sales Strategy

Zenith's goal is to sell every available advertising space on Amador Transit's vehicles and keep it sold. We start with the waiting list, keeping it current and offering each opening to the next qualified advertiser before the outgoing campaign ends, so no vehicle runs without advertising.

Why Demand Is Strong in Amador County. The Agency has advised that its bus advertising consistently has a waiting list, and Zenith's experience explains why. Amador County has very few outdoor advertising options, with limited billboard inventory and little other outdoor media. Local businesses, healthcare providers, and county and community programs have few ways to reach residents and visitors where they live, work and travel, which has made transit advertising one of the county's primary outdoor media and keeps demand above available space. Zenith sees the same pattern on its own billboards, which also carry waiting lists in limited markets. We know how to manage this kind of demand: keep the waiting list current, renew advertisers on time, and fill every opening quickly with an advertiser who meets the Agency's standards.

How We Will Sell. Our Sales Manager will work directly with business owners in Jackson, Sutter Creek, Ione, Plymouth, Pine Grove and throughout Amador County through targeted calls, door-to-door visits and in-person meetings. We will also reach regional advertisers and media-buying agencies seeking the Sierra foothills market, and use our established agency relationships to fill any unsold space. Our focus will be on the categories that already perform well on Amador Transit buses, including healthcare, public agencies and nonprofits, local trades and home services, automotive, retail, wineries, and tourism and hospitality, always within the Agency's advertising policies. Our experience with Public Health and Behavioral Health campaigns allows us to serve public agencies and community programs on their funding and reporting timelines.

Products and Pricing. Zenith will produce a professional media kit and rate card showing advertisers who rides Amador Transit and where the buses travel. Advertisers can choose side panels, back panels, multi- vehicle packages and flexible campaign lengths, with full or partial wraps offered only where the Agency approves them. Because Zenith owns more than 75 billboards, we can also offer combined bus and billboard packages that make Amador Transit more valuable to larger buyers and bring in advertisers the program might not otherwise reach. Renewal discussions begin well before each campaign ends, keeping current advertisers on the buses and revenue steady.

Measuring Results. Zenith will report monthly on occupancy by vehicle, sales, renewals, revenue, new prospects and waiting-list activity. Each quarter, we will review results with the Agency and provide a 90- day forecast of expiring campaigns, expected renewals and upcoming openings, so the Agency always knows where the program stands and where it is headed.

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Revenue Proposal

Zenith proposes a straightforward revenue share: Amador Transit will receive 70 percent of all gross advertising revenue, and Zenith will retain 30 percent. No deductions are proposed. Zenith will cover every cost of the program, including sales, design, printing, installation, maintenance, removal, insurance and administration, from its 30 percent share. The Agency's 70 percent is calculated on gross revenue collected and will be remitted monthly with the detailed financial report described in Section 7.

The Split Applied to the Program's Recent Revenue

Based on the figures provided by the Agency, here is how the proposed split would have applied to the program's last two years:

FY 2024/25 gross revenue of $59,812.50: Amador Transit's share would be $41,868.75, and Zenith's share would be $17,943.75.

FY 2025/26 gross revenue of $63,313.73: Amador Transit's share would be $44,319.61, and Zenith's share would be $18,994.12.

The Program's Potential

Zenith believes Amador Transit's buses are capable of generating up to $100,000 in gross advertising revenue per year. This projection is based on our market research in Amador County, the consistent waiting list for space on the Agency's vehicles, the limited outdoor advertising options in the area, and our experience with comparable small and rural transit programs, where active, hands-on sales management has produced significant growth.

Today, the program earns roughly $3,500 to $4,000 per vehicle per year across the 16 to 18 vehicles available. Reaching $100,000 would mean approximately $5,500 to $6,250 per vehicle, a level we believe is achievable through competitive pricing, multi-vehicle packages, combined bus and billboard packages for regional buyers, and keeping every available space sold year-round.

At $100,000 in gross revenue: Amador Transit's share would be $70,000, and Zenith's share would be $30,000.

That would mean an increase of more than $25,000 per year for the Agency compared with its share of FY 2025/26 revenue under the proposed split.

Why the 70/30 Revenue Share Is the Right Choice for Amador Transit

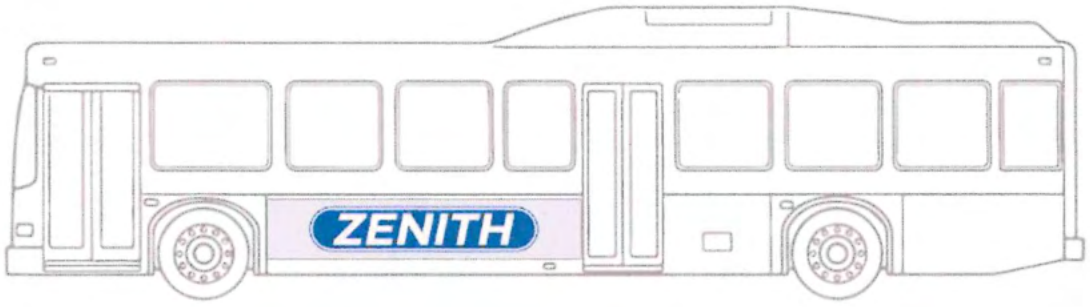
The proposed revenue share puts Amador Transit first. The Agency receives 70 percent of every advertising dollar collected, while Zenith takes on 100 percent of the cost, work and risk of running the program. Amador Transit does not pay for sales staff, design, printing, vinyl, installation, maintenance, removal, insurance, accounting or administration. All of it comes out of Zenith's share, and no deductions are taken before the Agency is paid.

This structure aligns Zenith's success directly with the Agency's. Zenith earns nothing

unless advertising is sold, installed and paid for, so our only path to growth is growing the Agency's revenue. Every space we fill, every renewal we secure and every new advertiser we bring in increases Amador Transit's share first. The Agency carries no financial risk: if a vehicle is temporarily unavailable or an advertiser does not renew, the cost of replacing that business falls on Zenith, not the Agency.

The 30 percent share is what makes a hands-on program possible. It funds a dedicated sales manager actively working Amador County, professional transit-grade production, careful installation on Agency vehicles, rapid response on repairs and compliance, and the detailed monthly reporting the Agency requires. A smaller share would leave little room to invest in actively selling the program, and an underworked program earns less for everyone. We have seen this firsthand: in Trinity County and at Fresno EOC, programs that had been under-managed grew dramatically once they had a partner investing real time and effort in them.

The Agency keeps full control throughout. Amador Transit approves every advertisement, every placement and every installation, receives a complete monthly accounting of every dollar billed, collected and remitted, and may audit Zenith's records at any time. With the 70/30 split, Amador Transit receives the majority of the revenue, none of the cost and full transparency, while Zenith is motivated every month to make the program as successful as it can be.



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Financial Reporting, Records and Audit

Each month, with the Agency's payment, Kailani Rodriguez will send a detailed report listing, for every advertiser, the contract dates, assigned vehicles, product purchased, gross amount billed and amount collected, along with applicable deductions (none are proposed), contractor compensation, Amador Transit's share, outstanding balances and the amount remitted. Each report includes an aging of receivables, placements by vehicle, a renewal list and a cash reconciliation. The Agency will also have access to sales by advertising type, copies of all advertiser contracts, occupancy reports showing sold and open space on each vehicle, installation and removal schedules, and campaign timelines. Each quarter, Zenith will provide a forecast of upcoming renewals, sales opportunities, market trends and expected revenue.

Zenith will keep complete and accurate records of all advertising sales, contracts, invoices, collections, expenses and payments, and retain them for the full agreement and as long as law and Agency policy require. Amador Transit may inspect and audit these records at any reasonable time to verify compliance and the accuracy of revenue reporting.

Insurance, Compliance and Disclosures

Insurance: Before execution, Zenith will provide evidence of insurance acceptable to Amador Transit, naming the Agency as additional insured where required. Coverage includes Commercial General Liability of $1,000,000 per occurrence and $2,000,000 aggregate, Automobile Liability of $1,000,000 combined single limit, Workers' Compensation as required by California law, and Employer's Liability of $1,000,000 each accident. Zenith will carry any additional coverage or higher limits the final agreement requires and maintain all coverage for the full term.

Term and Board Approval: Zenith accepts the initial two-year term beginning on or about December 2026, or on the Agency's commencement date (anticipated January 1, 2027), and the Agency's option to extend for up to two additional one-year terms at its sole discretion, subject to Board approval, satisfactory performance and written documentation. Zenith understands the Agency guarantees no minimum number of advertisements, wraps, customers or revenue; that the recommended award will go to the Amador Transit Board of Directors; that the RFP creates no contract or obligation; and that no contract takes effect until all required approvals are obtained.

Procurement Conduct and Conflict of Interest: Zenith has directed all communication about this solicitation to the designated contact, April Miller, General Manager, and has not contacted Board members or other Agency employees about this RFP. Zenith has no actual, potential or perceived conflict of interest involving Amador Transit, its Board, officers, employees or representatives (see Attachment D), and will comply with all conflict-of-interest requirements throughout the contract.

Nondiscrimination and Compliance: Zenith will not discriminate against any person or entity on any basis prohibited by federal, state or local law, and will comply with all applicable laws, regulations, ordinances and Agency policies, including Equal Employment Opportunity, labor and licensing requirements, Agency policies on advertising content, vehicle use, safety, accessibility and transit operations, and any federal or state funding requirements in the final agreement.

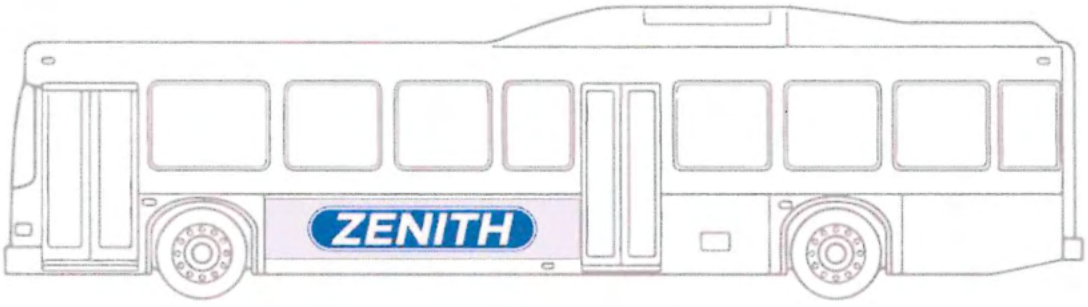
Indemnification: Zenith will indemnify, defend and hold harmless Amador Transit, its Board, officers, employees and agents from claims, damages, losses, liabilities and expenses arising from Zenith's negligent acts, omissions or performance of the services, to the extent provided in the final agreement.Agency Property. All Amador Transit vehicles and equipment remain Agency property. Zenith will take reasonable care to prevent damage and will be responsible for damage caused by its employees, subcontractors or agents, subject to the final agreement.

Subcontractors: No subcontractors are proposed. None will perform material portions of the services without the Agency's prior written approval, and Zenith will remain responsible for any approved subcontractor's performance.

Termination: Zenith accepts that the final agreement will allow Amador Transit to terminate for cause and, where appropriate, for convenience, subject to its terms and notice requirements.

Reservation of Rights: Proposal Costs and Validity. Zenith acknowledges Amador Transit's right to reject any or all proposals, cancel or reissue the RFP, request additional information or clarification, conduct interviews, negotiate with one or more proposers, modify the solicitation, waive minor irregularities, disqualify non-compliant proposals, and select the proposal in its best interest. All proposal preparation costs are Zenith's sole responsibility. This proposal remains valid for ninety (90) days after the October 26, 2026 due date and may be subject to public-records requirements.

Litigation Disclosure: None. Zenith Billboards, LLC is not a party to any pending litigation and has had no litigation, claims or judgments related to advertising services, public agency contracts or vehicle damage.



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ATTACHMENT A
PROPOSAL PRICING FORM

Proposers shall complete the following:

Proposed Revenue Share

Percentage of Gross Advertising Revenue Paid to Amador Transit:
70 %

Minimum Annual Payment
$ N/A per year

Minimum Monthly Payment
$ N/A per month

Contractor Commission/Compensation
30 %

Other Fees or Deductions
Zenith will not take any other deductions other than commission/compensation

Two-Year Revenue Projection

Fiscal Year	Projected Gross Revenue	Amador Transit Share
Year 1	$ 100,000	$ 70,000
Year 2	$ 115,000	$ 80,500
Total	$ 215,000	$ 150,500

Proposers shall explain all assumptions used to develop the revenue projections.

ATTACHMENT B
REQUIRED REFERENCES

Reference 1
Agency/Company: Fresno Economic Opportunities Commission (Fresno EOC)
Contact: Thomas Dulin
Telephone: 559-263-8005 ext. 105
Email: thomas.dulin@fresnoeoc.org
Services Provided: Bus Advertising Sales and Fulfillment
Contract Dates: May 2024 - Current

Reference 2
Agency/Company: City of Lodi - Valley Outdoor Advertising (Lodi Transit Program)
Contact: Mike Georguson
Telephone: 209-327-5584
Email: valleyoutdoor@icloud.com
Services Provided: Bus and Shelter Advertising Sales and Fulfillment
Contract Dates: June 2026 - Current

Reference 3
Agency/Company: City of Petaluma
Contact: Camille Sullivan
Telephone: 707-778-4532
Email: csullivan@cityofpetaluma.org
Services Provided: Bus and Shelter Advertising Sales and Fulfillment
Contract Dates: January 2026 - Current

ATTACHMENT C
EXCEPTIONS TO RFP

The Proposer shall identify any exceptions to the requirements of this RFP.

Failure to identify an exception may result in the Proposer being required to comply with the requirement as written.

RFP Section Proposed Exception Explanation

Zenith Billboards takes no exceptions to the requirements outlined in this RFP and confirms its full compliance with all stated terms, conditions, and specifications.

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ATTACHMENT D
CONFLICT OF INTEREST DISCLOSURE

The Proposer shall disclose any actual, potential, or perceived conflict of interest involving the Proposer, its owners, employees, agents, subcontractors, or representatives and Amador Transit, its Board members, officers, or employees.

Disclosure:
If none, check here: [X] NONE
Authorized Representative: Andy Rodriguez
Signature: A. Rodriguez
Date: 10/23/2026

ZENITH BILLBOARDS
ZENITH BILLBOARDS LLC
PO Box 690632 : Stockton CA95269 : 209 • 888 • 7419 : zenithbillboards.com

Required Proposal Certification

The undersigned certifies that:

1. The information contained in this proposal is true and accurate;
2. The Proposer has reviewed and understands the requirements of this RFP;
3. The Proposer agrees to comply with the requirements of the RFP;
4. The Proposer has disclosed all known conflicts of interest;
5. The Proposer has not improperly contacted or attempted to influence an Amador Transit Board member or employee concerning this procurement;
6. The Proposer understands that the proposal may be subject to applicable public-records requirements;
7. The Proposer agrees that all costs associated with preparation of the proposal are the responsibility of the Proposer; and
8. The individual signing below is authorized to bind the Proposer.

PROPOSER:

Legal Name: Zenith Billboards, LLC
Address: PO Box 690632
City/State/Zip: Stockton, CA 95269
Authorized Representative: Andy Rodriguez
Title: Owner
Signature: A Rodriguez
Date: 10/23/2026
Telephone: 209-888-7419
Email: andy@zenithbillboards.com

Sample Advertising Agreement
Amador Transit Vehicle Advertising Agreement

This Advertising Agreement is entered into between Zenith Billboards, LLC ("Zenith"), the authorized advertising contractor for Amador Transit, and the Advertiser named below.

Advertiser: _____
Contact Name: _____
Phone / Email: _____
Billing Address: _____

Advertising Product: ☐ Side Panel ☐ Back Panel ☐ Multi-Vehicle Package ☐ Wrap (where approved by Amador Transit)
Number of Vehicles: _____
Campaign Start Date: _____ End Date: _____
Monthly Rate: $_____ Total Contract Amount: $_____
Production and Installation: ☐ Included ☐ $_____

Terms and Conditions

Agency Approval. All advertising is subject to review and written approval by Amador Transit before production or installation, and must comply with Amador Transit's advertising policies and all applicable laws. Amador Transit may reject or require removal of any advertisement that does not comply.

Vehicle Assignment. Advertising will be placed on vehicles designated by Amador Transit. Specific vehicles, routes or schedules are not guaranteed. If a vehicle becomes unavailable, Zenith may move the advertisement to another vehicle of comparable type.

Artwork and Production. The Advertiser will provide artwork or approve artwork prepared by Zenith. All materials will be produced on transit-grade vinyl and installed by Zenith. Artwork changes after approval may incur additional production costs.

Payment. Payment is due as invoiced by Zenith. Advertising may be removed if payment is not received when due. Zenith does not represent itself as an employee or agent of Amador Transit.

Removal. Zenith will remove advertising at the end of the campaign or upon termination of this agreement.

Liability. The Advertiser is responsible for the content of its advertising and will hold harmless Zenith and Amador Transit from claims arising from that content.

Cancellation. Cancellation requests must be made in writing. Production costs already incurred are non- refundable.

Advertiser Signature: _____ Date: _____
Zenith Billboards, LLC: _____ Date: _____

This agreement is a sample. The final form will be submitted to Amador Transit for approval before use.

ZENITH BILLBOARDS
ZENITH BILLBOARDS LLC
PO Box 690632 : Stockton CA95269 : 209 • 888 • 7419 : zenithbillboards.com

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Diamond Legacy Insurance
2027 Grand Canal Blvd #35
Stockton CA 95207

CONTACT NAME: Anthony Lugo
PHONE (A/C, No, Ext): (925) 495-2233 **FAX (A/C, No):**
E-MAIL ADDRESS: anthony@diamondlegacyins.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	SCOTTSDALE INS CO	41297
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Zenith Billboards LLC
5053 COZAD WAY
STOCKTON CA 952121905

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$	1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$	100,000
							MED EXP (Any one person)	$	5,000
				CPS8531809	10/16/2026	10/16/2027	PERSONAL & ADV INJURY	$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$	2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$	2,000,000
	OTHER:							$	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$	
	ANY AUTO						BODILY INJURY (Per person)	$	
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$	
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$	
								$	
B	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$	1,000,000
	EXCESS LIAB CLAIMS-MADE			CXS4102838	10/16/2026	10/16/2027	AGGREGATE	$	1,000,000
	DED RETENTION $							$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N					PER STATUTE / OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT	$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$	
							E.L. DISEASE - POLICY LIMIT	$	
B	Inland Marine			CPS8531809	10/16/2026	10/16/2027			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
Amador Transit
11400 American Legion Dr.
Jackson CA 95642

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Anthony Lugo

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The ACORD name and logo are registered marks of ACORD

Revenue Sharing Report — SAMPLE

Zenith Billboards, LLC × Amador Transit | Bus Advertising Program

Reporting period: Q4 2026 (Oct–Dec) — illustrative figures only

Split Assumptions

Amador Transit share	**70.0%** — change this to adjust the split
Zenith Billboards share	**30.0%**

Bus #	Route	Ad Placement	Monthly Ad Rate	Months	Gross Revenue	Amador Transit Share	Zenith Billboards Share
AT-101	Route 1 – Jackson / Sutter Creek	Full Wrap	$2,400	3	$7,200	$5,040	$2,160
AT-102	Route 1 – Jackson / Sutter Creek	King Side	$950	3	$2,850	$1,995	$855
AT-103	Route 2 – Ione	King Side + Tail	$1,300	3	$3,900	$2,730	$1,170
AT-104	Route 2 – Ione	Queen Side	$700	3	$2,100	$1,470	$630
AT-105	Route 3 – Plymouth / Amador City	Tail	$450	3	$1,350	$945	$405
AT-106	Route 3 – Plymouth / Amador City	King Side	$950	2	$1,900	$1,330	$570
AT-107	Route 4 – Pine Grove / Pioneer	Full Wrap	$2,400	3	$7,200	$5,040	$2,160
AT-108	Route 4 – Pine Grove / Pioneer	Queen Side + Tail	$1,050	3	$3,150	$2,205	$945
AT-109	Sacramento Commuter	Full Wrap	$2,800	3	$8,400	$5,880	$2,520
AT-110	Sacramento Commuter	Interior Cards	$300	3	$900	$630	$270
TOTAL				**29**	**$38,950**	**$27,265**	**$11,685**

Summary

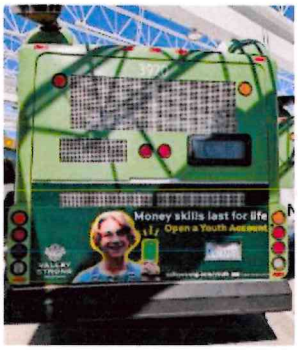
Buses in program	**10**
Gross ad revenue	**$38,950**
Paid to Amador Transit	**$27,265**
Retained by Zenith Billboards	**$11,685**
Avg. gross revenue per bus	**$3,895**

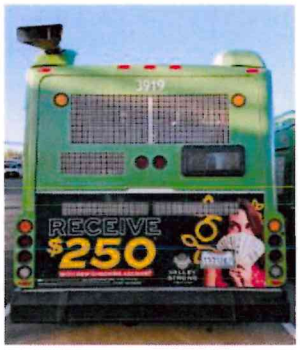
Notes

- SAMPLE ONLY: bus numbers, routes, placements and rates are illustrative placeholders, not actual Amador Transit or Zenith data.
- Blue text = inputs you can edit (monthly rate, months, split %). Black = formulas.
- Gross Revenue = Monthly Ad Rate × Months. Shares = Gross Revenue × split %.
- Split shown as 70% Amador Transit / 30% Zenith Billboards per request; change cell B6 to reverse or adjust.

SAMPLE

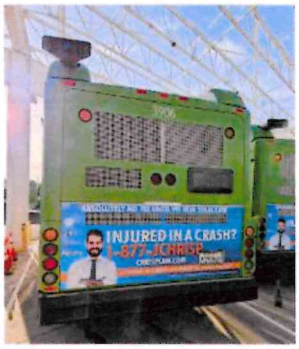
Recent Installations



























ZENITH BILLBOARDS LLC
PO Box 690632 : Stockton CA95269 : 209 • 888 • 7419 : zenithbillboards.com

Conclusion

Zenith Billboards, LLC has pursued the opportunity to serve Amador Transit for more than three years. We have followed this program, studied this market and built relationships with the businesses and organizations that advertise on its buses, because we believe in what Amador Transit's advertising program can become. That same persistence is exactly what we will bring to the program every day once the contract is awarded. The effort that brought us here is the effort that will keep every vehicle sold, every advertiser renewed and the Agency's revenue growing year after year.

Zenith offers the capabilities of an established outdoor advertising operator with the accountability, responsiveness and personal commitment of a family-owned California company. We are fully equipped to manage every part of the program, from sales and marketing to production, installation, maintenance, reporting and compliance. Our track record across California shows what happens when a program has a partner actively working it: small rural fleets that sell out, underperforming programs that are turned around, and waiting lists that are put to work instead of left waiting.

By selecting Zenith, Amador Transit gains a partner that already knows its advertisers, its community and its market, with no transition period and no gap in revenue. The Agency will have direct access to the owner, quick decisions, and a local team close enough to respond in person, a level of attention larger firms rarely provide.

This program is about more than advertising. It is about representing Amador Transit's brand with care, protecting its vehicles, and serving the riders and communities of Amador County. Our commitment is a program that succeeds from the first month and continues to grow over the life of the agreement. We have worked a long time for the chance to earn this partnership, and we are ready to prove it.

Thank you for the opportunity to submit this proposal. We look forward to partnering with Amador Transit.

Respectfully submitted,

A. Rodriguez

Zenith Billboards, LLC
Andy Rodriguez, Owner

AMADOR TRANSIT — RFP 2026-03

Evaluator:

1. **Experience and Qualifications (25 max)**

Relevant transit advertising experience, qualifications, and demonstrated ability to manage comparable programs.

Helen: Zenith:

2. **Proposed Approach and Marketing/Sales Plan (15 max)**

Quality of the proposed advertising program, marketing strategy, sales approach, and implementation plan.

Helen: Zenith:

3. **Financial Benefit to Amador Transit (25 max)**

Proposed revenue sharing, projected revenue, guaranteed payments, and financial predictability.

Helen: Zenith:

4. **Staffing and Ability to Perform Services (10 max)**

Adequacy of personnel, resources, and operational capacity.

Helen: Zenith:

5. **References and Past Performance (15 max)**

Relevant client references and documented past performance.

Helen: Zenith:

6. **Completeness and Quality of Proposal (10 max)**

Responsiveness, completeness, clarity, and quality of the submission.

Helen: Zenith:

TOTAL

Helen: /100

Zenith: /100

Comments:

amador transit

Serving Amador County Since 1977

TO: Amador Transit Board of Directors
FROM: April Miller, General Manager
DATE: November 5, 2026
SUBJECT: Review and Adoption of Revised Amador Transit Procurement Policy

RECOMMENDATION

Staff recommends that the Board of Directors review and adopt the revised Amador Transit Procurement Policy.

BACKGROUND

Staff presented the revised Procurement Policy to the Board of Directors at its October 2026 meeting. During the discussion, the Board requested that the policy be reviewed and/or edited by legal counsel prior to consideration for adoption.

DISCUSSION

The revised Policy includes the General Managers and AT legal counsel revisions.

The proposed revisions are intended to establish consistent procurement practices, clarify staff responsibilities, and ensure that purchasing decisions are conducted through fair and competitive processes.

The updated policy will also strengthen internal controls, improve recordkeeping, and provide guidance for future procurements.

RECOMMENDED BOARD ACTION

Motion to approve and adopt the revised Amador Transit Procurement Policy, effective immediately, and authorize the General Manager to implement the updated procedures.

ATTACHMENT: Revised Amador Transit Procurement Policy – 2026

Amador Transit Procurement Policy

INDEX

CHAPTER 1. GENERAL POLICY
1.0 AUTHORITY
1.1 PROCUREMENT GOAL
1.2 COMPETITION
1.3 FAIR TREA~~TM~~ENT OF VENDORS
1.4 ETHICS
1.5 CONFLICT OF INTEREST
1.6 DELEGATION OF AUTHORITY
1.7 RECORDS AND RECORDKEEPING
1.8 FEDERAL REQUIREMENTS
1.9 STATE REQUIREMENTS

CHAPTER 2. METHODS OF PROCUREMENT
2.0 INTRODUCTION
2.1 SMALL ITEMS PURCHASE
2.2 COMPETITIVE SEALED BIDS
- 2.2.1 SOLICITATION OF BIDS
- 2.2.2 DISTRIBUTION OF BID INFORMATION
- 2.2.3 OPENING OF BIDS
- 2.2.4 REVIEW AND EVALUATION OF BIDS
- 2.2.5 BID AWARD
- 2.2.6 BID PROTEST

2.3 COMPETITIVE NEGOTIATED PROCUREMENT
- 2.3.1 SOLICITATION OF PROPOSALS
- 2.3.2 REVIEW AND EVALUATION OF PROPOSALS
- 2.3.3 NEGOTIATION WITH PROPOSERS
- 2.3.4 AWARD OF CONTRACT

2.4 NONCOMPETITIVE NEGOTIATED PROCUREMENT
- 2.4.1 NEGOTIATION OF THE PROCUREMENT
- 2.4.2 PLACING THE ORDER

2.5 STATE, FEDERAL or PUBLIC AGENCY CONTRACT / COOPERATIVE PURCHASING AGREEMENT PROCUREMENT

CHAPTER 3. COST AND PRICE ANALYSES
3.0 OVERVIEW
3.1 COST ANALYSIS
3.2 PRICE ANALYSIS

CHAPTER 4. CONTRACT CHECKLIST

CHAPTER 1 GENERAL POLICY

1.0 AUTHORITY
Authority for this policy is contained in Amador Transit (AT) Resolution No. 11-11 dated April 20, 2011.

1.1 PROCUREMENT GOAL

It is Amador Transit's (AT) goal to obtain the goods and services required when needed at a fair price and in a fair and equitable manner. *All contracts executed with Federal funds are subject to the requirements of applicable laws and regulations and shall include all contractual clauses required by Federal statute or regulation.*

1.2 COMPETITION

In the absence of extenuating circumstances, all procurements will be placed only after determining that the competitive forces of the marketplace are present and that the market has been afforded the opportunity to respond to AT's needs. Extenuating circumstances would include emergency actions related to issues of safety, cases where sole source procurement can be adequately justified and documented, cases where the procurement cost to seek competition is deemed greater than the potential savings, and cases where delay would cause a material loss or loss of services provided by AT.

1.3 FAIR TREA~~TM~~ENT OF VENDORS

AT staff shall treat all vendors fairly and equitably in the procurement process. Collusion and appearance of collusion shall be avoided in all cases.

1.4 ETHICS

In order to avoid any appearance of a conflict of interest in purchasing or contract award, AT's employees, officers, board members, or agents may neither solicit nor accept gratuities, favors or anything of monetary value from present or potential contractors or sub-recipients. Unsolicited gifts of nominal intrinsic value (not exceeding $50) not related to any purchase or contract may be kept. AT's employees, officers, board members, or agents are prohibited from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. Violators of this policy will be subject to discipline up to and including discharge.

Commented [SH1]: We defined 'nominal intrinsic value' with a $50 monetary threshold to provide objective, enforceable guidance consistent with common ethics standards and California public contract compliance norms.

1.5 CONFLICT OF INTEREST

AT's employees, officers, board members, or agents are prohibited from participating in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Any such person who becomes aware of a potential conflict of interest shall promptly disclose it in writing to the ~~Transit Manager~~General Manager. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award. Violations of this provision will be subject to discipline up to and including discharge. The employee, officer, board member, or agent;

1) Any member of his or her immediate family;
2) His or her partner;
3) An organization that employs, or is about to employ, any of the above.

Commented [SH2]: FTA Circular 4220.1F mandates written disclosure of conflicts of interest; we added that obligation and corresponding disciplinary language to ensure federal compliance and internal consistency with Section 1.4.

1.6 DELEGATION OF AUTHORITY

The following AT employees are authorized to purchase or issue purchase orders for supplies, materials, and services up to ~~$5,000~~the amounts specified: ~~Transit~~ Manager~~General Manager~~ (~~TM~~GM) ~~$2,500 Office Manager (OM) and the Maintenance Manager (MM)~~ up to $5,000; ~~Office Manager (OM) – up to $2,500;~~ and Maintenance Manager (MM) - up to $2,500. The ~~Transit Manager~~General Manager is delegated additional authority by the AT Board to execute all procurement documents for goods and/or services and public works contracts up to $25,000. **The provisions of the board approved annual budget limit this procurement authority to those items in the board approved annual budget.** In executing their authorities as delegated above, individuals will be responsible for:

Commented [SH3]: Restructured run-on sentence into clearly delineated spending limits per role to eliminate ambiguity and reduce the risk of unauthorized purchases.

- Determining need and providing justification (all).
- Technical specifications or adequate item description (all).
- Obtaining price quotes (all) at least 3 quotes (fr~~om~~ email, website, fax, or phone call) will be needed to ensure the price is fair and reasonable.
- Conducting price analysis (~~TM~~GM/OM).
- Providing sole-source justifications (~~TM~~GM/OM).
- Purchasing or issuing a purchase order with the appropriate authorized signature, estimated costs, price quotes, and any special terms (all).
- Accepting the item(s) and forwarding the coded invoice or other evidence of receipt and acceptance to Accounts Payable (all).

Purchase documents not executed within the above-delegated authority ~~may become the~~shall be the personal financial responsibility of the person originating the transaction, and may result in disciplinary action up to and including discharge.

Commented [SH4]: The original phrasing was ambiguous as to whether 'responsibility' meant financial liability, discipline, or both; California law requires clarity in provisions that could affect employee compensation or result in adverse employment action, so we made both consequences explicit.

1.7 RECORDS AND RECORDKEEPING

The ~~TMGM~~ and/or a Board designee shall be responsible for maintaining all records relating to procurement actions for a minimum of three (3) years following the completion or termination of the related contract, or longer if required by applicable federal or state law. Authorized purchasers are responsible for furnishing the ~~TMGM~~ with all documentation concerning the procurement action, including notes taken over the phone for informal price quotations.

Commented [SH5]: We specified a minimum three-year records retention period consistent with federal requirements under 2 CFR 200.334, with a carve-out for longer retention where required by applicable federal or state law, including California-specific obligations.

1.8 FEDERAL REQUIREMENTS

While this policy describes the procurement methods used by AT for most purchases, when federal grant funds are involved certain regulations regarding federal procurement must also be followed and given precedence in the event of a conflict with this policy. Specifically, AT will follow the requirements of FTA Circular 4220.1F and subsequent updates and amendments, the ~~Federal Acquisition Regulation (OMR)~~Uniform Administrative Requirements (2 CFR Part 200), and the recommendations in the FTA's Best Practices Manual. When contracting for Architectural and Engineering services, AT will follow the competitive proposal procedures based on the Brooks Act defined in 40 USC 541.

Commented [SH6]: We updated the regulatory reference to accurately cite 2 CFR Part 200 (Uniform Administrative Requirements), which governs federal grant recipients under FTA-funded programs; the prior reference to 'OMR' did not correspond to any applicable regulatory authority.

1.9 STATE REQUIREMENTS

There are no state procurement regulations directed specifically to transit systems in California at this time. AT shall periodically review applicable California law, including the Public Contract Code and Caltrans requirements, to ensure continued compliance with any newly enacted state procurement regulations.

Commented [SH7]: California procurement law has evolved significantly since this policy was drafted in 2011; we added a periodic review obligation to ensure AT remains compliant with any subsequently enacted state requirements, including under the Public Contract Code and Caltrans regulations.

CHAPTER 2 METHODS OF PROCUREMENT

2.0 INTRODUCTION

Procurement methods available are:
Under $25,000
2.1. Small items purchase
2.5 State, Federal or public agency contract / cooperative purchasing agreement

$25,000 to $99,999
2.1.1 Small items purchase
2.5 State, Federal or public agency contract / cooperative purchasing agreement

$100,000 and over
2.2 Competitive sealed bid,
2.3 Competitive negotiated procurement
2.4 Noncompetitive negotiated procurement.

2.5 State, Federal or public agency contract / cooperative purchasing agreement.

2.1 SMALL ITEMS PURCHASE

Small items procurement usually involves relatively standard, easily specified, readily available goods or services. Small items purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for purchases/purchase orders relating to services, supplies and other property costing in the aggregate less ~~not more~~ than $~~24,999~~25,000. If open purchase orders are established with firms that will provide goods or services exceeding this amount in the aggregate over a period of 12 months, the account must be established competitively by three quotes. Formally issued Request for Bid or Request for Proposals may be used for small item purchases where circumstances warrant it, but are not required. For small items procurements, price competition is usually obtained by doing telephone shopping, catalog shopping, internet shopping or solicitation of informal written quotations. Use of a purchase order usually satisfies small order procurements. There are four exceptions to this generalization and they are: 1) over-the-counter purchases, 2) items charged to the AT credit card, 3) petty cash purchases, and 4) certain open purchase orders.

a) Over-the-counter purchases are where an order and delivery is taken in person on the same day from a local source and the item is charged to AT. These would be for orders less than $250. No purchase order is required, but the purchaser must on the same day provide a billing or other proof of purchase to accounting with an authorized purchaser's signature.

b) The AT credit card may be used when an item is purchased over the telephone, through a catalog or on the internet when an account has not been established with the vendor. These purchases are limited by the purchaser's purchasing authority and/or credit card limit.

~~c)~~ Petty cash may be used for a purchase of an item from a local source when the cost does not exceed $100 ~~50~~ and when there is no open purchase order with the vendor. No purchase order is required. ~~This method is encouraged for purchases less than $25.~~

c)

d) Open purchase orders will specify persons authorized to place orders for routine items, such as gasoline, minor repairs, and certain supplies and may have a cost limit.

2.1.1 $ 25,000 to $99,999

For items or services procurements ~~in excess of~~ $25,000 or more, but less than $100,000, price competition is obtained by solicitation of at least three ~~quotes or (3) written description~~(3) written quotes or descriptions of services and costs. In the event three (3) bids are unattainable, documentation as outlined for 'Sole-Source Justification'

~~as outlined~~ by the California ~~Department~~Department of Transportation, Division of Mass Transportation, must be prepared and submitted to the ~~Transit Manager~~General Manager for approval.

Commented [SH8]: We revised the incomplete clause to provide a definitive procedural requirement consistent with California Department of Transportation guidelines, ensuring compliance and clarity for procurement staff.

2.2 REQUESTS FOR BIDS (RFB)

In this procurement method, the ~~OM~~TMGM is responsible for oversight of sealed bids, which are solicited through publication of a Request for Bids (RFB). A firm fixed-price contract is awarded to the responsible bidder whose bid is responsive (conforming to all the material terms and conditions of the Request for Bid) and is lowest in price. This method is to be used in the following situations:

Commented [SH9]: We updated oversight responsibility for sealed bids to reflect the TM's authority, as sealed bids are exclusively used for procurements exceeding $100,000 — a threshold well beyond the OM's $2,500 purchasing limit — ensuring consistent alignment between procedural oversight and financial authority.

a) A complete, adequate, and realistic specification or purchase description is available.

b) Two or more responsible suppliers are willing and able to compete effectively for the order.

c) The procurement lends itself to a firm fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

This method of procurement involves the following steps: cost estimate, solicitation of bids, distribution of bid information, opening of bids, review and evaluation of bids, price analysis, and bid award.

2.2.1 Solicitation of Bids

If the procurement is expected to cost more than $100,000, it will be brought before the AT board for approval to solicit bids. A Request for Bids or Request for Proposals is advertised in media where it is expected to be seen by potential bidders. Solicitation also involves inviting parties assumed to have a capability to perform the service. Vendor lists, trade publications, public advertising, the internet, the California State Office of Business and Economic Opportunity Disadvantaged Business Enterprise (DBE) Database directory and telephone yellow page listings are potential sources of information for developing a list of firms to solicit. If the procurement is classified as a public works project, an advertisement will be placed, at a minimum, in the Jackson and Sacramento newspapers, as well as an official DBE publication if available. The advertisement will give a brief description of the goods or services sought, directions for obtaining the complete bid package, and the date the bids are due.

2.2.2 Distribution of Bid Information

All information concerning the procurement will be included in the bid package and distributed to all interested bidders. At a minimum, the bid package will contain a

description of the procurement, product specifications, instructions to bidders, and bid form. The description of the procurement shall be a complete description of the goods or services wanted. The specifications shall be sufficiently complete and detailed so as to ensure that AT will receive the product needed without restricting competition. The instructions to bidders shall include bid and performance bond requirements, bid due date, instructions for obtaining bid clarification, number of copies of bid or proposal form required, and ~~treatment~~treatment of bidding irregularities. The completed bid form must contain a bid amount, acknowledgement of receipt of the entire bid package and subsequent addenda, and signature by an authorized representative of the bidding company. All required certifications and assurances must be signed and included with the completed bid form. All bidders shall be treated impartially and shall receive the same information. All questions and answers regarding the bid package will be distributed to all parties who have received the bid package. No private meetings will be held with any bidders during the bid period. The GM~~O~~M or a Board designee will be responsible for maintaining a list of names and addresses of persons receiving the bid package and will furnish them with all addenda and records of communications.

2.2.3 Opening of Bids

At the place and time specified in the bid package, the GM~~O~~M or Board designee shall declare the bidding closed and publicly open the bids received at an Amador Transit Board of Directors meeting. The amount of the bid and the bidder's name will be read aloud and recorded on a bid opening form. Copies of the form will be distributed to anyone requesting a copy. No other information will be given out at that time, but an announcement will be made as to when the bid documents received will be available for public inspection. This delay allows the GM~~O~~M time to review, log, and bind the documents received. Any bid documents received after the announced due date and time will not be opened except on the advice of counsel. Depending on the opinion of counsel, they will subsequently be opened or returned unopened to the bidder.

2.2.4 Review and Evaluation of Bids

The GM~~O~~M or Board ~~a~~ designee shall review all bids submitted for responsibility of the bidder and responsiveness to the bid. The responsibility review is to determine the financial and technical capability of the bidder to perform the work. It is based upon a review of the documentation requested in the bid package and supplemented, if necessary, with phone calls to verify data, clarify the submittal, or check references. Only responsible bidders will be considered. The GM~~O~~M or a Board designee will then review the bids for responsiveness to the bid package. This review is to determine that all requirements of the bid package have been met. At a minimum, it includes determining the time and date the bid was received, the completeness of the bid form, whether a proper bid security accompanied the bid, whether the math was accurate, and other special requirements specified in the bid package, if any. Any irregularities need to be classified as material or nonmaterial. If necessary, legal counsel will be consulted to assist in this determination. If an irregularity is nonmaterial (for example, incorrect number of copies of bid submitted), the bidder will be given a deadline by which to correct the irregularity. Only responsive bids will be considered.

2.2.5 Bid Award

The GM~~OM~~ or a Board designee shall prepare a separate file containing, at a minimum, the purchase requisition, the advertisement for bids, the complete bid package, a list of bidders requesting the bid package, any correspondence with bidders, all bids received, the bid form filled out at the time of bid opening, and documentation of any reference checks or follow-up work to determine which bidders are responsible. Upon receipt of the appropriate approval, the ~~TM~~GM or OM shall issue a notice of bid award and prepare a purchase order or contract. If a contract is used, the form of the contract will have been included in the bid package and no material changes may be made to the terms and conditions after the bid opening. The statement of work from the bid package shall be incorporated into any purchase order or contract without change. When all submissions specified in the bid package (performance bond, insurance certificate, etc.) have been received, the contract or order will be placed and the unsuccessful bidders will be notified of the award. All unsuccessful bidders will be released from their bid bond and any funds held by AT as bid security shall be returned.

2.2.6 Bid Protest

Any bidder or prospective bidder whose direct economic interest is aggrieved by the bidding and/or award process described in this section may protest the bidding and/or award process in accordance with these procedures. The protest shall be submitted in writing to the AT ~~Transit Manager~~General Manager within ~~five (5)~~seven (7) business days of the decision to award the bid by the AT Board or by the ~~Transit Manager~~General Manager, as may be applicable. In order to allow the filing of protest, the award of any bid by AT will be effective ~~six (6)~~eight (8) business days after the decision to award. In the event that a protest occurs within the five (5) day period, then the award shall not be made until the protest procedure has been fully completed unless AT, in the discretion of the ~~Transit Manager~~General Manager, determines that:

a) The items to be procured are urgently required, or
b) Delivery or performance will be unduly delayed by failure to make a prompt award, or
c) Failure to make prompt award will cause undue harm to AT.

The written protest shall contain, at a minimum, the following:

a) The name of the protesting person.
b) An identification of the protestor's interest in the bidding process.
c) A statement of the grounds for protest, which should detail the basis for the protest and should provide supporting legal and factual arguments and a copy of any documents which the protestor submits to support its position.

Upon receipt of a protest, AT shall notify the successful bidder. AT shall also, through the ~~Transit Manager~~General Manager, review the protest. The ~~Transit Manager~~General Manager may request from the successful bidder a response to the protest. The ~~Transit Manager~~General Manager shall, within not ~~less~~more than ten (10) days of receipt of the

Commented [SH10]: We revised the protest submission window to 7 business days and set the award effective date to 8 business days to align with FTA guidance and ensure bidders have adequate time to review award rationale and prepare substantive written protests, which reduces protest validity disputes downstream.

protest, make a recommendation to the AT Board concerning the protest. The AT Board shall, at its next regularly scheduled meeting or at a special meeting called for that purpose, consider the protest and the recommendation of the ~~Transit Manager~~General Manager and render its decision on the protest. The decision shall become final six (6) days after the decision of the AT Board unless there is a further protest of the award made pursuant to FTA procedures.

Commented [SH11]: We revised this language to 'not more than ten (10) days' to impose a clear ceiling on the protest review timeline, consistent with the evident intent of the provision and standard procurement practice.

2.3 REQUESTS FOR PROPOSALS (RFP)

In a competitive negotiated procurement, a Request for Proposals (RFP) is publicized and proposals are requested from a number of sources. Negotiations are normally conducted with more than one of the sources submitting offers and either a fixed-price or cost reimbursable contract is awarded. This method shall be used in the following situations:

a) Contracting for services or items that cannot be precisely defined, described, or standardized.
b) Contracting for research and development where the end product may be conceptual in nature.
c) A cost-reimbursement contract will be awarded.
d) The technical aspects and price of the offeror's proposal will be negotiated.
e) AT wishes to give offeror's the opportunity to revise the price or technical aspects of their proposals.
f) Not only price, but also quality and contractual factors will be considered in order to determine the most advantageous offering.
g) Artistic or aesthetic values will be weighed to the extent that price is a secondary consideration.

This method of procurement involves the following steps: cost estimate, solicitation of proposals, review and evaluation of proposals, cost analysis, negotiating with proposer, and award of contract.

2.3.1 Solicitation of Proposals

Solicitation involves contacting parties assumed to have a capability to perform the service. Vendor lists, trade publications, public advertising, the internet, the California State Office of Business and Economic Opportunity Disadvantaged Business Enterprise directory, and telephone yellow page listings are potential sources of information for developing a list of firms to solicit. Potential suppliers are furnished a Request for Proposals that includes, at a minimum, a description of the item desired or statement of work, due date for proposals, criteria that will be used in the proposal evaluation and their relative weights, and general instructions to bidders. The cost information solicited must be returned separately from the technical proposal so that it will not influence the technical evaluation.

2.3.2 Review and Evaluation of Proposals
Proposals are opened privately. Strict confidentiality as to the nature and cost of the proposal must be maintained throughout the negotiation process. Only after award of the contract is the successful firm revealed to the public and the terms and conditions made known. An evaluation committee of not fewer than three (3) qualified individuals will review and score all proposals received against the evaluation criteria specified in the solicitation. The committee will arrive at a list of proposers judged to be within the competitive range and able to perform the work satisfactorily. The committee will then consider the cost information and a strategy developed with regard to how that influences their decision, taking into consideration the weight (if any) that was placed on price in the selection criteria specified in the solicitation.

Commented [SH12]: FTA guidance and federal procurement best practices recommend a minimum of three evaluators for procurements involving federal funds to ensure objectivity and defensibility of the award decision.

2.3.3 Negotiation with Proposers
At this point, a cost analysis of the leading proposers will be performed. Overhead, profit, direct charge rates, and other cost factors will be analyzed. Proposers may be required to submit additional data. The parties may negotiate the procurement. A final and best offer of technical and/or cost data may be requested from the proposer. The committee will review this final offer and decide whether to enter into a contract with the proposer. If a contract cannot be negotiated, the committee will begin negotiations with the next qualified proposer.

2.3.4 Award of Contract
Following acceptance of final and best offers, either a fixed-price or cost-reimbursement contract is awarded. If required, Contractor's bonds and prevailing wage requirements will be included in the contract.

2.4 NON-COMPETITIVE NEGOTIATED PROCUREMENT
Procurement by non-competitive proposals will be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The FTA authorizes a noncompetitive negotiation; or
- After solicitation of a number of sources, competition is determined inadequate.

A non-competitive procurement must be accompanied by a justification and be authorized by the ~~OM~~~~TM~~GM. The GM~~OM~~ has the responsibility of questioning the justification to preserve the integrity of the procurement process. In all cases, the decision to seek sole source procurement will be decided by the ~~Transit Manager~~General Manager. This method of procurement involves the following steps: cost estimate, solicitation of bid, negotiating with proposer, price or cost analysis, and contract award.

Commented [SH13]: The paragraph previously assigned approval authority to both the OM and the Transit Manager, creating an internal contradiction; we clarified that the Transit Manager holds final authority while the OM retains a review and integrity-checking role.

2.4.1 Negotiation of the Procurement
A noncompetitive procurement will be treated in a manner similar to the competitive negotiated procurement except there will be only one proposer. A thorough cost analysis shall be conducted to determine that the cost and profit ~~is~~are fair and reasonable. Cost, delivery, specifications, and all other factors relating to the procurement need to be negotiated.

Commented [SH14]: Corrected sentence fragment by inserting 'shall be conducted' to establish an enforceable obligation; the original text lacked a main verb and imposed no actual duty to perform the cost analysis.

2.4.2 Placing the Order
After the appropriate approval for the level of the cost is received, the order will be placed either by purchase order or contract. Whichever document is used will follow proper authorization, as previously described, and will state the complete agreement between the parties, including technical specifications, cost, delivery, and other applicable terms and conditions.

2.5 STATE, FEDERAL OR PUBLIC AGENCY CONTRACT / COOPERATIVE PURCHASING AGREEMENT PROCUREMENT
When determined by informal inquiry to be in the best interests of AT and, when afforded the opportunity, items may be procured from state, federal or other public agency contract or cooperative purchasing agreements without further competition, provided that AT documents that the pricing under such agreements is fair and reasonable.

Commented [SH15]: FTA Circular 4220.1F requires that procurements under cooperative agreements still reflect fair and reasonable pricing; we added an express documentation requirement to ensure regulatory compliance and protect AT's use of federal funds.

CHAPTER 3 COST AND PRICE ANALYSES

3.0 OVERVIEW
Either a cost or a price analysis must be conducted with every procurement action, including contract modifications. An independent cost estimate must be performed prior to receiving bids or proposals.

3.1 COST ANALYSIS
A cost analysis must be performed when the offeror is required to submit the elements of the estimated cost (labor hours, overhead, materials, etc.) These are required for professional consulting and architectural and engineering services contracts. When federal funds are involved, profit shall be negotiated as a separate element of the price, and cost-plus-a-percentage-of-cost contracts are prohibited. A cost analysis is necessary when adequate price competition is lacking, for non-competitive procurements, contract modifications, and change orders, unless reasonableness can be established on the basis of a catalog or market price, or on the basis of prices set by law or regulation.

Commented [SH16]: FTA Circular 4220.1F mandates that profit be negotiated as a separate element of price and expressly prohibits cost-plus-a-percentage-of-cost contracts on federally funded procurements; we revised this section to ensure compliance with those federal requirements.

3.2 PRICE ANALYSIS
A price analysis may be used in all other instances to determine the reasonableness of the proposed contract price. A price can be determined reasonable based on one or more of the following:
• The item was found to be reasonable on a recent purchase.

- It was obtained from a current price list or catalog listing.
- It is a sale price obtained from advertisements.
- The purchaser has personal knowledge of the item procured.
- It is a regulated rate or price (such as a utility).

CHAPTER 4 CONTRACT CHECKLIST

4.0 CONTRACT CHECKLIST
The following list itemizes the contract clauses that are often used in AT contracts. Not all clauses are used in all contracts.

Preamble Statement of Work Allowable
Costs Payment Terms
Term of the Agreement
Records and Audits
Termination
Independent Agent
Legal Remedies
Assignment Coordination of Work Insurance and Indemnification
Uncontrollable Forces
Title to Property
Severability
Nondiscrimination
Notices
Signature Page

In addition to the above, contracts involving federal funding will use the federal clauses required for Third Party Contracts

AMADOR TRANSIT
Expenditures
September 30 through October 29, 2026

Date	Name	Memo	Amount
51000 · BENEFITS			
51600 · UNIFORMS/WORK CLOTHES ALLOW			
10/07/2026	Amador Transit - Petty Cash	Winton	58.94
10/07/2026	Amador Transit - Petty Cash	Reed	33.91
Total 51600 · UNIFORMS/WORK CLOTHES ALLOW			92.85
Total 51000 · BENEFITS			92.85
52000 · SERVICES & USER FEES			
52100 · VEHICLE TECH SERV-OUTSOURCE			
09/30/2026	Hewitt Alinement Service	406-all ball joints, Alignement	1,250.64
10/01/2026	Patriot Diesel & Equip	(507) Clean truck Inspec	498.00
09/30/2026	Sutter Creek Car Wash	Credit Forward	-39.59
10/01/2026	U.S. BANK	(207) Air bag code scan LM Auto	75.00
Total 52100 · VEHICLE TECH SERV-OUTSOURCE			1,784.05
52250 · LEGAL COUNSEL			
09/30/2026	Peterson Watts Law Group LLP		419.42
Total 52250 · LEGAL COUNSEL			419.42
52300 · ADVERTISING & MARKETING			
10/13/2026	KVGC 1340 AM	September	500.00
Total 52300 · ADVERTISING & MARKETING			500.00
52400 · SOFTWARE MAINTENANCE FEES			
10/15/2026	Executech		255.00
10/01/2026	TripSpark	11/1/2026-10/31/2027	8,880.00
Total 52400 · SOFTWARE MAINTENANCE FEES			9,135.00
52420 · DRUG & ALCOHOL SERVICES			
10/13/2026	New Visions	Q4 consortium	1,050.00
10/22/2026	New Visions	25345	160.00
Total 52420 · DRUG & ALCOHOL SERVICES			1,210.00
52500 · FACILITY SECURITY SYSTEM			
10/17/2026	Signal Service	service	942.00
Total 52500 · FACILITY SECURITY SYSTEM			942.00
52550 · GSA COST ALLOC-(POSTAGE/PRINT)			
10/06/2026	Amador County General Servi...		26.47
Total 52550 · GSA COST ALLOC-(POSTAGE/PRINT)			26.47
52600 · PROFESSIONAL & TECH SERVICES			
10/03/2026	Dirty Suds Solar Cleaning	AT solar cleaning	636.00
10/03/2026	Dirty Suds Solar Cleaning	TC / Solar cleaning	288.00
Total 52600 · PROFESSIONAL & TECH SERVICES			924.00
52610 · Fees Bank, Merchant, Service			
09/30/2026		Service Charge	58.55
Total 52610 · Fees Bank, Merchant, Service			58.55
Total 52000 · SERVICES & USER FEES			14,999.49
53000 · MATERIALS & SUPPLIES CONSUMED			
53100 · FUEL			
10/07/2026	Hunt & Sons, Inc.	DEF	224.60
10/15/2026	Hunt & Sons, Inc.		11,769.20
10/15/2026	Hunt & Sons, Inc.	10/15/2026	10,295.61
Total 53100 · FUEL			22,289.41

AMADOR TRANSIT
Expenditures
September 30 through October 29, 2026

Date	Name	Memo	Amount
53150 · TIRES			
10/01/2026	Big Brand Tire & Service	(208) TPMS sensor	133.44
10/22/2026	Big Brand Tire & Service	204	718.09
Total 53150 · TIRES			851.53
53200 · LUBRICATION			
10/05/2026	U.S. BANK	(Stock)WM Def & Oil	115.60
10/14/2026	U.S. BANK	Motor oil SW-30	171.41
10/09/2026	U.S. BANK	Motor oil	191.25
Total 53200 · LUBRICATION			478.26
53300 · VEHICLE MAINT-REPAIR PARTS			
10/19/2026	A-Z Bus Sales, Inc.	(410) AC Compressor	545.29
09/30/2026	Auto Zone	(Shop)Dot 4 BF	14.99
10/14/2026	Auto Zone	(204) Blower motor	29.09
10/22/2026	Auto Zone	203 thermostat	26.39
10/22/2026	Auto Zone	204 bearings and seals	175.96
10/22/2026	Auto Zone	410-Belt, 101-Battery	77.57
09/30/2026	Ron DuPratt Ford	(Stock)Housing/ Calipers	484.72
10/22/2026	Ron DuPratt Ford	204 Caliper	123.79
10/22/2026	Ron DuPratt Ford	204 Caliper, rotor assy	789.25
10/22/2026	Ron DuPratt Ford	409-hose	120.55
10/01/2026	Sutter Creek Car Wash		25.00
10/15/2026	U.S. BANK	Oil Filters	92.91
10/19/2026	Western Radiator	(508) New radiator	856.61
Total 53300 · VEHICLE MAINT-REPAIR PARTS			3,362.12
53350 · SHOP SUPPLIES (Consumables)			
10/15/2026	Auto Zone	Supplies	19.85
10/22/2026	NAPA Auto Parts	washers	68.61
10/15/2026	U.S. BANK	Absorbent Mat Pads	129.21
10/15/2026	U.S. BANK	Shop towels	45.85
Total 53350 · SHOP SUPPLIES (Consumables)			263.52
53400 · VEHICLE ACCESSORIES			
10/21/2026	U.S. BANK	Tab cases	54.28
Total 53400 · VEHICLE ACCESSORIES			54.28
53450 · FACILITIES MAINT/REPAIR PARTS			
10/08/2026	Lowe's	Misc cleaning supplies	103.08
10/22/2026	Lowe's	Bags, wipes	30.16
10/02/2026	U.S. BANK	Hinges	44.50
10/06/2026	U.S. BANK	(Shop) supplies	204.54
09/30/2026	U.S. BANK	Amador Steel	111.77
10/22/2026	U.S. BANK	T covers	48.82
10/22/2026	U.S. BANK	TP and PT	133.95
10/22/2026	U.S. BANK	dump	18.25
Total 53450 · FACILITIES MAINT/REPAIR PARTS			695.07
53550 · OFFICE SUPPLIES			
10/19/2026	U.S. BANK		61.58
10/20/2026	U.S. BANK		163.12
10/22/2026	U.S. BANK		13.99
Total 53550 · OFFICE SUPPLIES			238.69
Total 53000 · MATERIALS & SUPPLIES CONSUMED			28,232.88
54000 · UTILITIES			
54100 · AT WATER/SEWER/GARBAGE			
09/30/2026	Republic Services	400059049528	274.73
Total 54100 · AT WATER/SEWER/GARBAGE			274.73

AMADOR TRANSIT
Expenditures
September 30 through October 29, 2026

Date	Name	Memo	Amount
54300 · TRANSIT CTR/WATER/SEWER/GARB			
10/23/2026	City of Sutter Creek	001-2097/AMA0019	145.91
09/30/2026	Republic Services	4000590495.31	43.94
Total 54300 · TRANSIT CTR/WATER/SEWER/GARB			189.85
54400 · TRANSIT CENTER-PGE			
10/01/2026	P.G.& E.	10/12/2026	44.50
10/13/2026	P.G.& E.		17.87
Total 54400 · TRANSIT CENTER-PGE			62.37
54500 · OFFICE PHONES/INTERNET/CELL			
10/01/2026	Intermedia	INV 2610092235	291.39
Total 54500 · OFFICE PHONES/INTERNET/CELL			291.39
Total 54000 · UTILITIES			818.34
58000 · MISCELLANEOUS			
58050 · DUES & SUBSCRIPTIONS			
10/13/2026	COMMUNITY TRANSPORTATI...	Annual membership	800.00
Total 58050 · DUES & SUBSCRIPTIONS			800.00
58300 · SAFETY PROGRAM/TRAINING			
10/12/2026	Amador Transit - Petty Cash		100.00
10/12/2026	U.S. BANK	All staff training Day	300.00
10/12/2026	U.S. BANK	Meeting	22.00
10/22/2026	U.S. BANK	Tripspark On-Site	44.59
Total 58300 · SAFETY PROGRAM/TRAINING			466.59
58450 · CDL/ DOT MED/BkGrnd Checks			
09/30/2026	U.S. BANK	Levi	100.00
10/07/2026	U.S. BANK	Livescan	75.70
10/07/2026	U.S. BANK	Livescan	75.70
Total 58450 · CDL/ DOT MED/BkGrnd Checks			251.40
Total 58000 · MISCELLANEOUS			1,517.99
59000 · LEASES / RENTALS			
59100 · Leases & Rentals			
10/15/2026	Leaf	100-9142031-002 INV- 20980366	187.57
Total 59100 · Leases & Rentals			187.57
Total 59000 · LEASES / RENTALS			187.57
60000 · CAPITAL RESERVES ALLOCATION			
60150 · Cap.Reserve-Building			
10/15/2026	Amador Tree Service	Pine Removal	4,500.00
Total 60150 · Cap.Reserve-Building			4,500.00
Total 60000 · CAPITAL RESERVES ALLOCATION			4,500.00
TOTAL			50,349.12