



**Biddeford Saco Old Orchard Beach Transit Committee**

**AGENDA**

**Saco Transportation Center**

**August 24, 2023**

**4:00 PM – 5:30 PM**

<b>Agenda Item</b>	<b>Responsibility</b>	<b>Action or Information</b>
1.) Call to Order	Chair	Action
2.) Roll Call / Ascertain Quorum	Chair	Action
3.) Public Comment	Chair	Information
4.) Approval of Previous Minutes <ul style="list-style-type: none"> <li>• July 2023</li> </ul>	Chair	Action
5.) GPCOG Staff Presentation	Chris Chop, Andrew Clark, GPCOG	Information
6.) Month End Financial Report	Staff	Information
7.) Approve Agency Independent Banking Arrangement	Chair	Action
8.) Executive Director Report <ul style="list-style-type: none"> <li>• Proterra</li> <li>• Ridership</li> <li>• Customer Information</li> <li>• On Time Performance Metrics</li> <li>• Staffing Update</li> </ul>	Chad Heid	Information
9.) Administrative Discussion Items <ul style="list-style-type: none"> <li>• Upcoming Meetings: Committee Meeting, September 28<sup>th</sup>, 4p</li> </ul>	Staff	Information
10.) New Business	Chair	Information
11.) Adjournment	Chair	Action



Biddeford Saco Old Orchard Beach Transit Committee  
**Meeting Minutes**  
**July 27, 2023**  
**4:00 PM**  
**Saco Transportation Center**

1. **Call to Order** – Vice Chair Doris Ortiz called the meeting to order at 4:01 pm.
2. **Roll Call/ Ascertain Quorum** - Members present: Doris Ortiz, Curt Koehler, Tim Fleury, Maya Atlas, Eric Freeman, Jean Saunders, Phil Hatch. Absent: Kenny Blow, John Duross  
Staff present: Chad Heid, Rod Carpenter, Caroline FreeSpirit, Anne Austin, Marianne Walters
3. **Public Comment** – None.
4. **Approval of the Previous Meeting Minutes** –

**Motion by Curt Koehler to approve the Transit Committee meeting minutes of May 25, 2023 and to note the June 26, 2023 meeting notes on file. Eric Freeman seconded. No discussion. Doris Ortiz, Curt Koehler, Eric Freeman, Maya Atlas, Tim Fleury, Jean Saunders voted in favor. Phil Hatch abstains. None opposed. Motion passed. Minutes approved.**

5. **Financial Subcommittee Report** – Phil Hatch and Caroline FreeSpirit briefly reviewed highlights from the Financial Subcommittee meeting.
  - RFP is out for banking services.
  - RFP for audit services is complete. RHR Smith and Company is the auditor. The pre-audit is being done by Berry Dunn.
  - June has not yet been closed as there are a number of other activities associated with the fiscal year end. The month-end/year-end close will be presented to the Transit Committee group in August.

6. **Ratification of FY24 Preliminary Budget** –

**Motion by Curt Koehler to officially ratify the consensus and unanimous agreement of all committee members approving the FY24 budget as presented with the knowledge that a revision as necessary for subsequent events will be brought to us no later than the October Transit Committee meeting. Phil Hatch seconded. All voted in favor. Passed unanimously.**

7. **Approve Revised 2023 Procurement Policy and Guidelines** – Included in the packet last month. The main points of the Procurement Policy were reviewed-
  - Board will approve purchases above \$750,000.
  - Executive/ Deputy Director award contracts which cost less than \$750,000
  - Supervisors procure items specific to the job duties of their respective departments as needed, not to exceed \$3,500 which may include approving specifications.

**Motion by Phil Hatch to approve the 2023 BSOOB Transit Procurement Policy as presented. Seconded by Eric Freeman. All were in favor. Passed unanimously.**



**8. Executive Director Report** – Chad Heid reviewed ridership, Proterra performance and funding considerations.

Ridership – Continuing to see month over month ridership gains year after year.

Not seeing a significant increase in ridership based on the fare promotion “Fare Deal” providing discounted fares. Trolley ridership heavily impacted by rainy weather in June.

Proterra Performance

- Period of Use: 6/22 – 6/23
- Total Miles Operated: 48,842
- Total Charger Utility Cost: \$24,022.61
- Cost / Mile: \$0.492

Comparison –

- Current Diesel Contract: \$3.623/gallon
- Fixed Route Fleet: 5 MPG
- Cost / Mile: \$0.725

Funding considerations – Chad discussed funding.

- Exhaustion of COVID Relief funds
- State – LD258 --One-time biennium appropriation. This did pass.
- 5311 Intercity – MaineDOT RFP --Funds #60 Green Line
- 5311 Rural – MaineDOT --Funds #70 Zoom Express

**9. Executive Session**

Executive Session – 1 M.R.S.A. 405(6)(A) – Personnel matter- Executive Director Contract

***Motion to enter into Executive Session by Phil Hatch. Seconded by Maya Atlas. All were in favor. Passed unanimously.***

\*\*\* Entered Executive Session at 4:33pm\*\*\*

***Motion to come out of Executive Session by Doris Ortiz. Seconded by Eric Freeman. All in favor. Passed unanimously.***

\*\*\* Exited Executive Session at 4:41pm\*\*\*

***Motion by Curt Koehler to approve the proposed amendments and extension of the Executive Director contract including extension to June 30, 2026 and compensation package as outlined with the compensation effective July 1, 2023 and retroactive to that point to present. Seconded by Eric Freeman. All voted in favor. None opposed. Passed unanimously.***



**10. Administrative Discussion Items**

**Upcoming Meetings** – Committee Meeting, August 24<sup>th</sup>, 4:00p. GPCOG will be at the meeting

**11. New Business – Renewal of the lease for the Saco Transportation Center office space-** At the Saco council meeting on Monday night, July 24<sup>th</sup>, the council voted to approve the 5-year lease as discussed at \$12/ft.

**12. Adjournment** – Motion to adjourn at 4:48pm.



# BSOOB Transit Committee Meeting

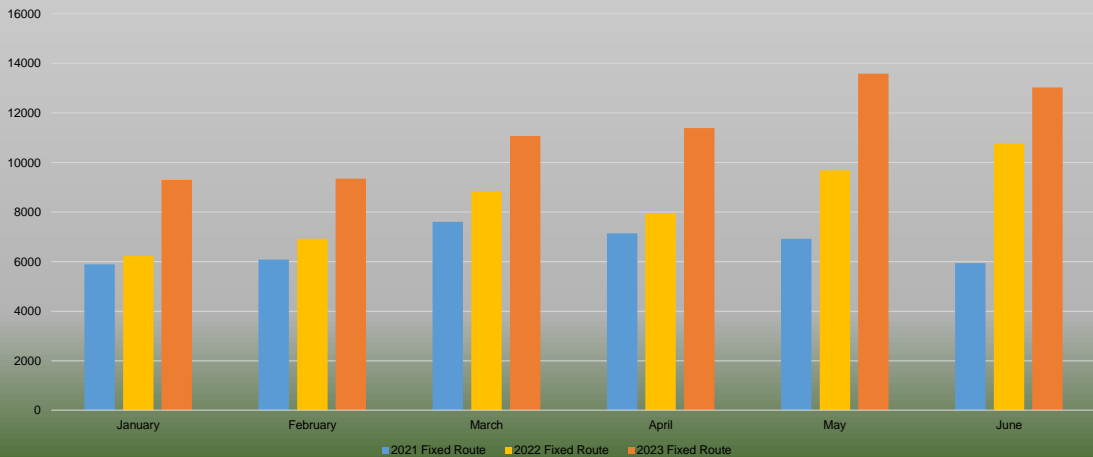
July 27, 2023



## Monthly Ridership Comparison



Fixed Route Ridership Comparison  
2021-2023





# Monthly Ridership Comparison

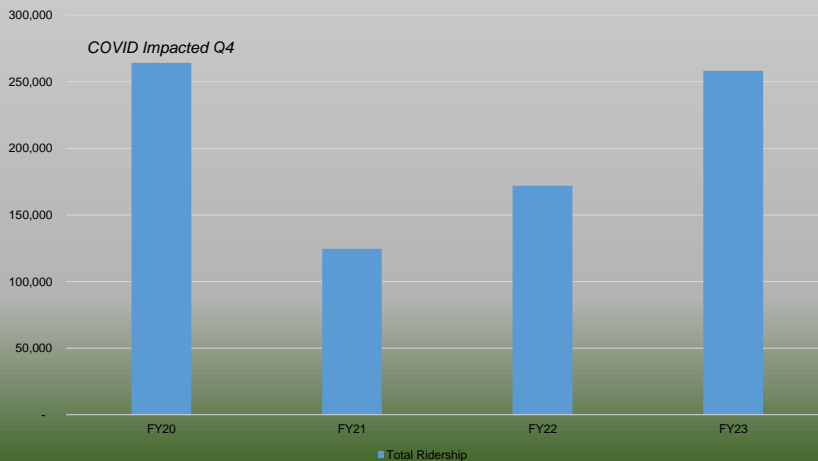
FY Fixed Route Ridership



# Fiscal Year Ridership



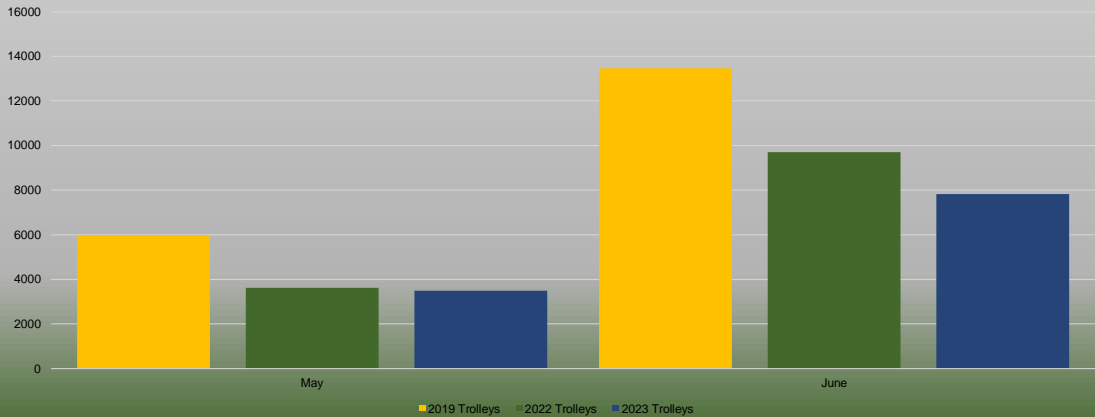
BSOOB Transit Fiscal Year Ridership  
July - June





# Summer Trolley Ridership

Summer Trolley Ridership  
2019, 2022, and 2023



# Proterra Performance



- Period of Use: 6/22 – 6/23
- Total Miles Operated: 48,842
- Total Charger Utility Cost: \$24,022.61
- Cost / Mile: \$0.492
- Current Diesel Contract: \$3.623/gallon
- Fixed Route Fleet: 5 MPG
- Cost / Mile: \$0.725



## Funding Considerations



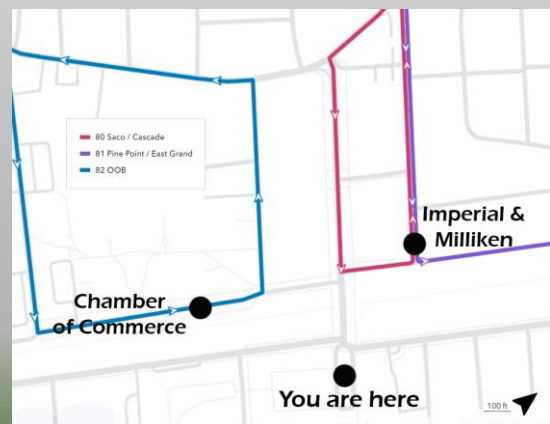
- Exhaustion of COVID Relief funds
- State – LD258
  - One-time biennium appropriation
- 5311 Intercity – MaineDOT RFP
  - Funds #60 Green Line
- 5311 Rural – MaineDOT
  - Funds #70 Zoom Express
- Service Implications



## Trolley Hub Change



- Summer plan was Trolley hub at Imperial & Milliken
- Public complaints about increased activity at location
- Worked with Town and PD to shift #82 OOB







## Other Items

- GPCOG Staff Presentation – August '23
- Bus Stop Signage – Municipal Coordination
- Dossier 7 Upgrade
- Swiftly Progress
  - Develop OTP definition
- SMART Grant
- Tri-State Presentation
  - *The Future of Transit in Small Urban Areas*





## **Memorandum**

8/19/23

To: BSOOB Transit Committee Members  
From: Caroline Freespirit, Finance Manager  
Subject: Review of Financial Position as of 6/30/23

### **Month End Details:**

June is the final month of the fiscal year and will be closed out with financial reports as part of the annual audit process. Staff are currently working with a pre-auditing consultants to prepare for the audit, which is scheduled to being in late September.

With fiscal year 2023 completed our operating expenses are at 101% of budget with an overage of \$61k. A number of Capital projects and expenses have been delayed and most of the planned capital projects from FY 23 will be completed in FY24.

### **Future Considerations:**

This has been a busy month working on getting new grants entered into TRAMS and setting up to be available for drawdowns. There are a few remaining grants in the process of being available to make drawdowns from. They are the FY24 5307 Grant, the LONO III Electric Bus Award, and the 5310 Regional Transit Stop Access Project. Our Region 1 contact, Ari Ofsevit has assured us that Region 1 will process these grants and give us time to process through the DOL review before the shutdown in September. We are normally covered at the start of the fiscal year by the contributions of the municipalities to provide cash flow to cover us while the grants become available for drawdown. This year, Saco will make the contribution on a quarterly schedule rather than the one-time annual payment that has historically been the case.

We are still in the process of reconciling the Inventory account. As stated last month, there has been a large reduction in Inventory. This is due to the removal of old obsolete Inventory. This amount will represent all the inventory that we had purchased over the past 25 years that is parts for buses that we no longer own and that are not transferrable to any buses that we do own. As well, in that number, is \$10k of inventory that was used to support the buses of YCCAC. We are attempting to sell those parts to YCCAC.

**Statement of Revenues, Expenses and Changes in Fund Equity**  
**As of JUNE 2023**

	<b>Fund 801 Transit Agency</b>	<b>Last Year</b>
<b>Revenues</b>		
Fares:		
Intercity fares	\$ 44,496.91	48,694.08
Urban fares	82,413.30	76,104.62
Trolley fares	131,714.81	116,384.12
Zoom fares	25,369.30	27,040.60
Noreaster UNE fares	18,274.83	7,808.46
Total fares	302,269.15	276,031.88
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	1,999,090.86	3,142,678.09
MDOT-Urban	110,622.36	120,557.00
MDOT-Intercity	739,881.98	653,531.54
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	316,886.86	497,486.20
MTA-ZOOM	0.00	0.00
FTA-Capital-Mobility	33,751.02	36,027.09
MDOT-Interline	0.00	0.00
Other grant revenue	0.00	1,610,000.00
MDOT-Capital grant	0.00	0.00
Total grant revenues	3,200,233.08	6,060,279.92
Insurance claims revenue	36,834.42	60,057.64
Fuel & miscellaneous operating revenue	58,627.29	19,641.04
Contract repair parts & labor revenue	153,631.36	122,215.13
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	152.93	328.28
Contract stops - all	97,261.35	152,108.55
Contract revenue - UNE annual contribution	72,000.00	84,000.00
Advertising revenue - urban	77,812.75	51,012.75
Advertising revenue - intercity	0.00	525.00
Advertising revenue - zoom	0.00	6,234.54
Advertising Commissions Paid	(11,019.93)	(24,991.10)
Other income	9,291.43	46,048.03
<b>Total revenues</b>	<b>4,772,093.83</b>	<b>7,478,491.66</b>
Reconciliation (for Finance Dept. use only)		
Revenue Control	4,618,253.35	0.00
Add current month unbilled grants	153,839.38	132,764.20
Less nonoperating income	(0.90)	(3.48)
Adjusted Revenue Control to tie to above	4,772,093.63	132,767.68
Difference	0.20	7,345,723.98

**Expenses**

Indirect Expenses		
Administrative Salaries	517,420.03	400,670.95
Administrative Benefits	169,399.98	222,049.75
Employee's Expense	35,469.83	14,510.53
Travel	10,008.87	18,307.34
Training	13,030.74	6,731.31
Utilities	21,903.92	21,437.70
Telephone	12,838.00	4,850.00
Postage	1,143.09	1,108.16
Office Supplies	28,384.07	18,516.99
Miscellaneous Office	123,350.88	167,160.06
Advertising	24,116.42	15,971.27
Professional Services	62,691.86	114,969.56
Insurance	236,925.47	191,673.91
Facility Repairs & Maint.	6,624.00	5,884.24
Vehicle Fuel	2,408.55	3,032.77
Depreciation	652,010.11	578,807.74
<b>Total indirect expenses</b>	<b>1,917,725.82</b>	<b>1,785,682.28</b>
Direct expenses:		
Operating wages-Drivers	1,046,957.20	1,063,590.19
Operating wages-Repair	197,406.30	311,299.27
Operating benefits-Drivers	208,931.63	199,002.27
Operating benefits-Repair	98,045.75	104,132.41
Miscellaneous supplies & costs	35,161.66	52,591.04
Vehicle Fuel	241,738.53	161,654.51
Vehicle Maintenance	188,239.25	259,280.67
Preventive Maintenance, all sources	473,607.45	175,082.44
<b>Total operations expenses</b>	<b>2,490,087.77</b>	<b>2,326,632.80</b>
<b>Total operating expenses</b>	<b>4,407,813.59</b>	<b>4,112,315.08</b>
Reconciliation (for Finance Dept. use only)		
Appropriation Control	4,997,610.46	0.00
Encumbrance Control		
Less nonoperating expense	(589,792.84)	(91,892.33)
Adjusted Approp. Control to tie to above	4,407,817.62	(91,892.33)
Difference	(4.03)	4,204,207.41
<b>Operating income (loss)</b>	<b>364,280.24</b>	<b>3,366,176.58</b>
Nonoperating revenues (expenses):		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(589,792.84)	(95,216.24)
Interest revenue (expense)	0.00	3,323.91
<b>Total nonoperating revenue (expense)</b>	<b>(589,792.84)</b>	<b>(91,892.33)</b>
<b>Net income (loss)</b>	<b>(225,512.60)</b>	<b>3,274,284.25</b>
Fund equity, beginning of year	4,294,827.00	3,317,938.44
adjust reserve for inventory		
change in value of fixed assets	3,306,162.24	2,209,956.38
loss on disposal of capital assets		
prior year adjustment		
<b>Fund equity, end of year</b>	<b>\$ 7,375,476.64</b>	<b>8,802,179.07</b>
To tie to balance sheet fund equity	7,375,476.13	7,568,075.79
Difference	(0.51)	(1,234,103.28)

**Balance Sheet**

*As of JUNE 2023*

	<b>Fund 801 Transit Agency</b>	<b>Fund 801 Transit Agency</b>
<b>ASSETS</b>		
Current assets:		
Petty Cash	200.00	200.00
Cash on Hand	500.00	500.00
Accounts Receivable		
Billed	179,570.38	407,377.14
Unbilled, this month	153,839.38	132,764.20
Inventory	322,741.68	292,675.33
Total current assets	656,851.44	833,516.67
Fixed assets:		
Property, plant and equipment	9,965,830.91	9,984,397.13
Less accumulated depreciation	(4,204,123.41)	(3,736,360.62)
Total fixed assets	5,761,707.50	6,248,036.51
Other assets:		
Prepaid expenses	(19,909.52)	13,320.52
Total prepaids	(19,909.52)	13,320.52
<b>Total assets</b>	<b>6,398,649.42</b>	<b>7,094,873.70</b>
<b>LIABILITIES AND EQUITY</b>		
Current liabilities:		
Accounts payable	36,636.46	29,931.77
Payroll liabilities outstanding	7,515.24	18,128.44
Accrued payroll	39,820.17	35,392.80
Accrued compensated absences	105,560.37	105,560.37
Unearned receipts	106,615.38	81,115.72
Total current liabilities	296,147.62	270,129.10
Non-current liabilities:		
Owed to (from) City of Biddeford	(1,272,974.33)	(743,331.19)
Total non-current liabilities	(1,272,974.33)	(743,331.19)
<b>Total liabilities</b>	<b>(976,826.71)</b>	<b>(473,202.09)</b>
Equity		
Retained earnings, end of prior year	7,600,993.86	7,435,311.59
Net income, current year	(225,517.73)	132,764.20
<b>Total equity</b>	<b>7,375,476.13</b>	<b>7,568,075.79</b>
<b>Total liabilities and fund equity</b>	<b>\$ 6,398,649.42</b>	<b>7,094,873.70</b>
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

YTD Cost Center Analysis - Local Service As of JUNE 2023	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	82,413.30	76,104.62
Trolley fares	131,714.81	116,384.12
Zoom fares	0.00	0.00
Noreaster UNE fares	18,274.83	7,808.46
<b>Total fares</b>	<b>232,402.94</b>	<b>200,297.20</b>
Grant revenues:		
FTA-Urban, including this month unbilled	1,657,475.86	1,795,977.09
MDOT-Urban	110,622.36	120,557.00
MDOT-Intercity	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
<b>Total grant revenues</b>	<b>1,768,098.22</b>	<b>1,916,534.09</b>
Insurance claims revenue	36,834.42	60,057.64
Fuel & miscellaneous operating revenue	57,291.57	8,582.72
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	97,261.35	152,108.55
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	72,000.00	84,000.00
Advertising revenue - local (budget here)	0.00	0.00
Advertising revenue - intercity (charge to grant here)	0.00	525.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(6,493.59)	(14,352.76)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>2,220,560.49</b>	<b>2,347,694.80</b>

<b>Local Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	338,932.32	242,078.25
Administrative Benefits	116,835.17	143,142.59
Employee's Expense	24,463.54	9,495.69
Travel	6,903.12	11,980.32
Training	8,987.30	4,393.19
Utilities	13,576.59	12,337.24
Telephone	8,819.88	2,879.36
Postage	788.39	725.18
Office Supplies	19,162.68	9,602.72
Miscellaneous Office	52,586.33	48,002.81
Advertising	15,241.41	9,886.84
Professional Services	31,099.61	40,937.34
Insurance	155,943.00	123,564.83
Facility Repairs & Maint.	4,568.57	3,850.65
Vehicle Fuel	1,661.18	1,918.55
Depreciation	6,911.81	48,998.79
<b>Total administrative expenses</b>	<b>806,480.90</b>	<b>713,794.35</b>
Operations expenses:		
Operating wages-Drivers	742,592.72	712,928.14
Operating wages-Repair	106,303.29	159,432.30
Operating benefits-Drivers	141,843.68	127,189.53
Operating benefits-Repair	52,797.64	53,331.54
Miscellaneous supplies & costs	16,237.24	18,700.57
Vehicle Fuel	140,097.67	85,278.79
Vehicle Maint.- regular	21,056.80	66,370.04
Preventive Maintenance	250,782.72	112,027.08
<b>Total operations expenses</b>	<b>1,471,711.76</b>	<b>1,335,257.99</b>
<b>Total operating expenses</b>	<b>2,278,192.66</b>	<b>2,049,052.34</b>
<b>Municipal Contribution needed</b>	<b>57,632.17</b>	<b>(298,642.46)</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Intercity Service As of JUNE 2023	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 44,496.91	48,694.08
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	44,496.91	48,694.08
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	739,881.98	653,531.54
MDOT-Interline	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	739,881.98	653,531.54
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	25,000.00	25,000.00
Greyhound ticket sales	152.93	328.28
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - zoom (charge to grant here)	0.00	6,234.54
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(3,004.33)	(5,386.66)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>806,527.49</b>	<b>728,401.78</b>



<b>Intercity Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	109,684.93	74,539.68
Administrative Benefits	37,810.08	44,075.84
Employee's Expense	7,916.87	2,923.87
Travel	2,233.98	3,688.93
Training	2,908.46	1,352.73
Utilities	4,393.64	3,798.83
Telephone	2,854.28	886.60
Postage	255.14	223.29
Office Supplies	6,201.41	2,956.83
Miscellaneous Office	17,646.03	14,890.38
Advertising	5,703.88	3,080.82
Professional Services	10,064.42	12,605.25
Insurance	43,623.95	32,948.58
Facility Repairs & Maint.	1,478.48	1,185.67
Vehicle Fuel	537.59	632.26
Depreciation	3,197.82	18,389.48
Total administrative expenses	256,510.96	218,179.04
Operations expenses:		
Operating wages-Drivers	218,960.43	192,771.67
Operating wages-Repair	60,465.55	76,898.61
Operating benefits-Drivers	48,263.21	41,865.89
Operating benefits-Repair	30,031.41	25,723.28
Miscellaneous supplies & costs	7,733.82	9,000.51
Vehicle Fuel	67,459.58	38,673.23
Vehicle Maint.	14,374.31	60,833.26
Preventive Maintenance	168,608.19	23,363.35
Total operations expenses	615,896.50	469,129.80
<b>Total operating expenses</b>	<b>872,407.46</b>	<b>687,308.84</b>
<b>Municipal Contribution needed</b>	<b>65,879.97</b>	<b>(41,092.94)</b>
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Zoom Service As of JUNE 2023	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	25,369.30	27,040.60
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	25,369.30	27,040.60
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	316,886.86	497,486.20
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	316,886.86	497,486.20
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local (charge to grant here)	77,812.75	51,012.75
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom (budget here)	0.00	0.00
Advertising Commissions Paid	(1,522.00)	(5,251.68)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>418,546.91</b>	<b>570,287.87</b>

<b>ZOOM Service</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
1 Administrative Salaries	42,802.68	53,306.05
1 Administrative Benefits	14,754.74	31,520.24
1 Employee's Expense	3,089.42	2,090.97
2 Travel	871.77	2,638.09
9 Training	1,134.98	967.39
3 Utilities	1,714.54	2,716.68
3 Telephone	1,113.83	634.04
9 Postage	99.56	159.69
9 Office Supplies	2,419.99	2,114.53
9 Miscellaneous Office	7,129.27	10,807.18
11 Advertising	2,889.60	3,003.62
5 Professional Services	3,927.47	9,014.47
4 Insurance	37,358.51	35,160.49
6 Facility Repairs & Maint.	576.95	847.92
7 Vehicle Fuel	209.78	481.97
10 Depreciation	1,620.03	17,928.68
<b>Total administrative expenses</b>	<b>121,713.12</b>	<b>173,392.01</b>
Operations expenses:		
1 Operating wages-Drivers	85,404.05	137,890.38
1 Operating wages-Repair	30,637.46	74,968.36
1 Operating benefits-Drivers	18,824.74	29,946.85
1 Operating benefits-Repair	15,216.70	25,077.59
9 Miscellaneous supplies & costs	11,190.59	23,795.82
7 Vehicle Fuel	34,181.28	37,702.49
8 Vehicle Maint.	2,614.51	14,869.53
12 Preventive Maintenance	54,216.54	39,692.01
<b>Total operations expenses</b>	<b>252,285.87</b>	<b>383,943.03</b>
<b>Total operating expenses</b>	<b>373,998.99</b>	<b>557,335.04</b>
<b>Municipal Contribution needed</b>	<b>(44,547.92)</b>	<b>(12,952.83)</b>
<b>Operating income (loss)</b>	<b>0.00</b>	<b>0.00</b>

YTD Cost Center Analysis - Mobility/Outreach As of JUNE 2023	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
MDOT-Intercity	0.00	0.00
FTA-Capital/Mobility/Outreach	33,751.02	36,027.09
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
Total grant revenues	33,751.02	36,027.09
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>33,751.02</b>	<b>36,027.09</b>

<b>Mobility/Outreach Coordinator</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	26,000.11	30,746.97
Administrative Benefits	0.00	3,311.07
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	18.00
Utilities	2,219.15	2,584.95
Telephone	50.00	450.00
Postage	0.00	0.00
Office Supplies	599.99	519.00
Miscellaneous Office	13,845.35	10,643.61
Advertising	281.52	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
<b>Total administrative expenses</b>	<b>42,996.12</b>	<b>48,273.60</b>
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	1,094.14
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
<b>Total operations expenses</b>	<b>0.00</b>	<b>1,094.14</b>
<b>Total operating expenses</b>	<b>42,996.12</b>	<b>49,367.74</b>
<b>Municipal Contribution needed</b>	<b>9,245.10</b>	<b>13,340.65</b>
<b>Operating income (loss)</b>	<b>0.00</b>	<b>0.00</b>

YTD Cost Center Analysis - Outside Repair/Sales As of JUNE 2023	Agency	Agency
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	153,631.36	122,215.13
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>153,631.36</b>	<b>122,215.13</b>

<b>Outside Agency Repairs &amp; Fuel Sales</b>	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	113,357.52	117,207.85
Total operations expenses	113,357.52	117,207.85
<b>Total operating expenses</b>	<b>113,357.52</b>	<b>117,207.85</b>
<b>Municipal Contribution needed</b>	<b>(40,273.84)</b>	<b>(5,007.28)</b>
Operating income (loss)	0.00	0.00

<b>YTD Cost Center Analysis - Items not Allocated As of JUNE 2023</b>	<b>Agency</b>	<b>Agency</b>
<b>Revenues</b>		
Grant revenues:		
FTA non-operating grant revenue	341,615.00	1,346,701.00
MDOT non-operating grant revenue	0.00	1,610,000.00
MDOT RTAP grant revenue	0.00	0.00
Other grant revenue	0.00	0.00
MDOT capital grant revenue	0.00	0.00
<b>Total grant revenues</b>	<b>341,615.00</b>	<b>2,956,701.00</b>
Municipal contributions	750,000.00	600,000.00
Fuel & miscellaneous operating revenue	1,335.72	11,058.32
Other income	9,291.43	46,048.03
<b>Total revenues</b>	<b>1,102,242.15</b>	<b>3,613,807.35</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Miscellaneous & Office	32,143.91	2,752.25
RTAP Grant Expense	0.00	0.00
Advertising	0.00	0.00
Professional Services	17,600.36	52,412.50
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	640,280.45	493,490.80
<b>Total administrative expenses</b>	<b>690,024.72</b>	<b>548,655.55</b>
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	36,836.11	0.00
<b>Total operations expenses</b>	<b>36,836.11</b>	<b>0.00</b>
Items Paid from Restricted Fund Balance	0.00	0.00
Loss on Disposal of Capital Assets	0.00	0.00
Building Construc/Repair Capital	0.00	0.00
Equipment Purchase Capital	15,978.60	51,206.54
Vehicles Purchase Capital	573,814.24	44,009.70
<b>Total capital expenses</b>	<b>589,792.84</b>	<b>95,216.24</b>
<b>Total expenses</b>	<b>1,316,653.67</b>	<b>643,871.79</b>
Non-allocated items income (loss)	(214,411.52)	2,969,935.56
Income (loss) before depreciation	425,868.93	3,463,426.36
Municipal Contributions needed to fund operations	47,935.48	(344,354.86)
Excess (shortfall) in Municipal Contributions	377,933.45	3,807,781.22

<b>YTD Cost Center Analysis - COVID RELATED As of JUNE 2023</b>	<b>Agency</b>	<b>Agency</b>
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<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Biddeford rural loop fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
<b>Total fares</b>	<b>0.00</b>	<b>0.00</b>



Biddeford-Old Orchard Beach-Saco Transit Committee

Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
MDOT-Biddeford rural loop	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
<b>Total grant revenues</b>	<b>0.00</b>	<b>0.00</b>
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract stops - Biddeford rural loop	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - Biddeford rural loop	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	80,063.84
Advertising / Printing	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
<b>Total administrative expenses</b>	<b>0.00</b>	<b>80,063.84</b>
Operations expenses:		
Operating wages-Drivers	0.00	20,000.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
<b>Total operations expenses</b>	<b>0.00</b>	<b>20,000.00</b>
<b>Total operating expenses</b>	<b>0.00</b>	<b>100,063.84</b>
Operating income (loss)	0.00	(100,063.84)
<b>YTD Cost Center Analysis -</b>		
<b>As of JUNE 2023</b>	<b>Agency</b>	<b>Agency</b>
<b>Revenues</b>		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00

Biddeford-Old Orchard Beach-Saco Transit Committee

Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
<b>Total fares</b>	<b>0.00</b>	<b>0.00</b>
<b>Grant revenues:</b>		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MDOT-Trolley	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
<b>Total grant revenues</b>	<b>0.00</b>	<b>0.00</b>
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
<b>Total revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency</b>	<b>Agency</b>
<b>Expenses</b>		
<b>Administrative expenses:</b>		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
<b>Total administrative expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Operations expenses:</b>		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
<b>Total operations expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total operating expenses</b>	<b>0.00</b>	<b>0.00</b>
Operating income (loss)	0.00	0.00
<b>Biddeford-Saco-OOB Transit Committee</b>		
<b>YTD Cost Center Analysis - Total of all Areas</b>	<b>FY23</b>	<b>Last Year</b>
<b>As of JUNE 2023</b>	<b>Totals</b>	<b>F.S. Totals</b>
<b>Revenues</b>		
Fares:		

Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 44,496.91	48,694.08
Shuttle fares	82,413.30	76,104.62
Trolley fares	131,714.81	116,384.12
Zoom fares	25,369.30	27,040.60
Noreaster UNE fares	18,274.83	7,808.46
<b>Total fares</b>	<b>302,269.15</b>	<b>276,031.88</b>
<b>Grant revenues:</b>		
FTA-Urban	1,999,090.86	3,142,678.09
MDOT-Urban	110,622.36	120,557.00
MDOT-Intercity	739,881.98	653,531.54
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	316,886.86	497,486.20
MTA-ZOOM	0.00	0.00
Planning/Mobility/Outreach	33,751.02	36,027.09
Interline grant revenue	0.00	0.00
MDOT-Other grants	0.00	1,610,000.00
Capital grants	0.00	0.00
<b>Total grant revenues</b>	<b>3,200,233.08</b>	<b>6,060,279.92</b>
Insurance claims revenue	36,834.42	60,057.64
Fuel & miscellaneous operating revenue	58,627.29	19,641.04
Contract repair parts & labor revenue	153,631.36	122,215.13
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	152.93	328.28
Contract stops - Local	97,261.35	152,108.55
Contract revenue - UNE annual contribution	72,000.00	84,000.00
Advertising revenue - local	77,812.75	51,012.75
Advertising revenue - intercity	0.00	525.00
Advertising revenue - zoom	0.00	6,234.54
Advertising Commissions Paid	(11,019.93)	(24,991.10)
Other income	9,291.43	46,048.03
<b>Total revenues</b>	<b>4,772,093.83</b>	<b>7,478,491.66</b>
<b>Expenses</b>		
<b>Administrative expenses:</b>		
Administrative Salaries	517,420.03	400,670.95
Administrative Benefits	169,399.98	222,049.75
Employee's Expense	35,469.83	14,510.53
Travel	10,008.87	18,307.34
Training	13,030.74	6,731.31
Utilities	21,903.92	21,437.70
Telephone	12,838.00	4,850.00
Postage	1,143.09	1,108.16
Office Supplies	28,384.07	15,193.08
Miscellaneous Office	123,350.88	167,160.06
Advertising	24,116.42	15,971.27
Professional Services	62,691.86	114,969.56
Insurance	236,925.47	191,673.91
Facility Repairs & Maint.	6,624.00	5,884.24
Vehicle Fuel	2,408.55	3,032.77
<b>Total administrative expenses</b>	<b>1,265,715.71</b>	<b>1,203,550.63</b>
<b>Operations expenses:</b>		
Operating wages-Drivers	1,046,957.20	1,063,590.19
Operating wages-Repair	197,406.30	311,299.27
Operating benefits-Drivers	208,931.63	199,002.27
Operating benefits-Repair	98,045.75	104,132.41
Miscellaneous supplies & costs	35,161.66	52,591.04
Vehicle Fuel	241,738.53	161,654.51
Vehicle Maint.	188,239.25	259,280.67
Preventive Maintenance	473,607.45	175,082.44
Depreciation	652,010.11	578,807.74
<b>Total operations expenses</b>	<b>3,142,097.88</b>	<b>2,905,440.54</b>
<b>Total operating expenses</b>	<b>4,407,813.59</b>	<b>4,108,991.17</b>
<b>Operating income (loss)</b>	<b>364,280.24</b>	<b>3,369,500.49</b>
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	589,792.84	95,216.24
Interest expense (included in office supplies allocation)		
<b>Total non-operating expenses</b>	<b>589,792.84</b>	<b>95,216.24</b>

Biddeford-Old Orchard Beach-Saco Transit Committee

<b>Total expenses</b>	<u>4,997,606.43</u>	<u>4,204,207.41</u>
Net income (loss)	<u>(225,512.60)</u>	<u>3,274,284.25</u>

**B-S-OOB Transit Committee**  
**Monthly Financial Report - Revenues**  
**Month Ending MAY 2023**

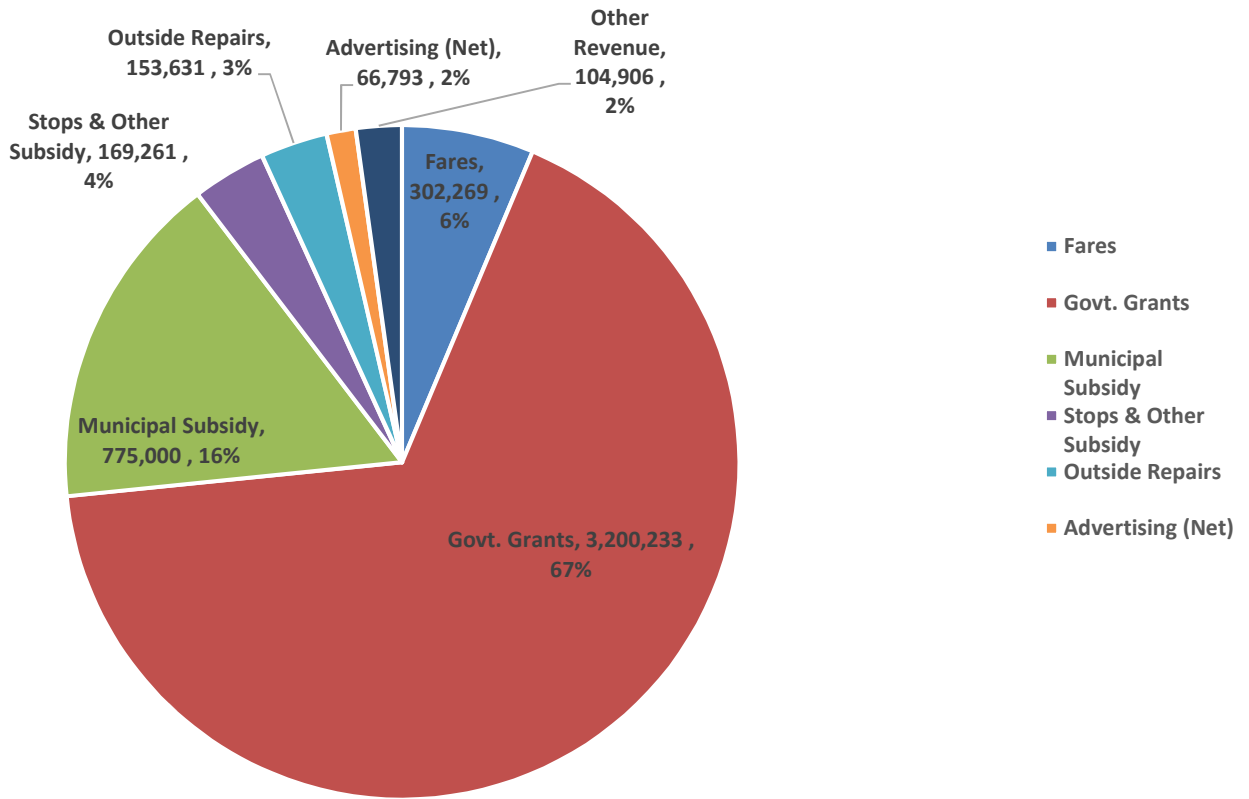
**Target %: 100**

	FY2023				FY2022		
	Estimate	Month Ended June	Remaining Estimate	Percentage Realized	Revised Estimate	Month Ended June	Percentage Realized
<b>General Revenues:</b>							
Sale of surplus property	0	9,291	(9,291)	0.0%	0	46,048	0.0%
Donations	0	0	0	0.0%	0	0	0.0%
Interest earned	0	0	0	0.0%	0	0	0.0%
Advertising commissions paid	(13,480)	(11,021)	(2,459)	81.8%	(13,200)	(24,996)	189.4%
Miscellaneous revenue	500	94,126	(93,626)	18825.2%	500	68,640	13728.0%
<b>YCCTC Repairs Revenues:</b>							
Repair parts	52,000	45,978	6,022	88.4%	27,022	46,180	170.9%
Repair labor	63,000	41,226	21,774	65.4%	27,022	37,448	138.6%
<b>Other Agency Repairs Revenues:</b>							
Repair parts	20,000	47,111	(27,111)	235.6%	3,333	21,940	658.3%
Repair labor	15,000	19,317	(4,317)	128.8%	3,333	16,648	499.5%
<b>Local Service Revenues:</b>							
FTA Urban grant	1,650,391	1,657,476	(7,085)	100.4%	1,473,970	1,795,977	121.8%
Local fares	176,000	232,403	(56,403)	132.0%	69,878	200,297	286.6%
Advertising sales	47,650	77,813	(30,163)	163.3%	31,553	51,013	161.7%
Contract stops	87,150	97,261	(10,111)	111.6%	103,282	152,109	147.3%
MDOT grants	120,862	110,622	10,240	91.5%	0	120,557	0.0%
UNE contribution	90,000	72,000	18,000	80.0%	62,000	84,000	135.5%
Other local service revenues	0	0	0	0.0%	0	0	0.0%
<b>Zoom Service Revenues:</b>							
Zoom fares	26,000	25,369	631	97.6%	27,942	27,041	96.8%
Advertising sales	0	0	0	0.0%	7,888	6,235	79.0%
MDOT Zoom grant	256,281	316,887	(60,606)	123.6%	440,655	497,486	112.9%
	0	0	0	0.0%	0	0	0.0%
<b>Intercity Service Revenues:</b>							
Intercity fares/ticket sales	35,300	44,650	(9,350)	126.5%	50,250	49,022	97.6%
Advertising sales	0	0	0	0.0%	0	525	0.0%
MDOT Intercity grant	804,828	739,882	64,946	91.9%	687,104	653,532	95.1%
Municipal contributions	25,000	25,000	0	100.0%	25,000	25,000	100.0%
<b>Mobility/Outreach Coordinator</b>							
FTA Planning grant	52,211	33,751	18,460	64.6%	52,953	36,027	68.0%
<b>Fuel Sales Revenue:</b>							
Fuel sales	0	0	0	0.0%	0	0	0.0%
<b>Non-operating Revenues:</b>							
FTA non-operating grants	1,821,970	341,615	1,480,355	18.7%	3,927,739	1,346,701	34.3%
MDOT non-operating grants	136,059	0	136,059	0.0%	0	1,610,000	0.0%
MDOT RTAP grant	0	0	0	0.0%	0	0	0.0%
Other grants	20,800	0	20,800	0.0%	104,860	0	0.0%
Capital grants	0	0	0	0.0%	0	0	0.0%
Municipal contributions	750,000	750,000	0	100.0%	600,000	600,000	100.0%
Other non-operating revenues	43,125	1,336	41,789	3.1%	0	11,058	0.0%
<b>TOTAL REVENUES</b>	<b>6,280,647</b>	<b>4,772,093</b>	<b>1,508,554</b>	<b>76.0%</b>	<b>7,713,084</b>	<b>7,478,488</b>	<b>97.0%</b>
Total, less Municipal contributions	5,530,647	4,022,093	1,508,554	72.7%	7,113,084	6,878,488	96.7%
Total fares	237,300	302,422	(65,122)	127.4%	148,070	276,360	186.6%
Total less fares & Municipal conts.	5,293,347	3,719,671	1,573,676	70.3%	6,965,014	6,602,128	94.8%
Total external repairs/fuel sales	150,000	153,632	(3,632)	102.4%	60,710	122,216	201.3%
Total operating revenues	3,508,693	3,679,142	(170,449)	104.9%	3,080,485	3,910,729	127.0%

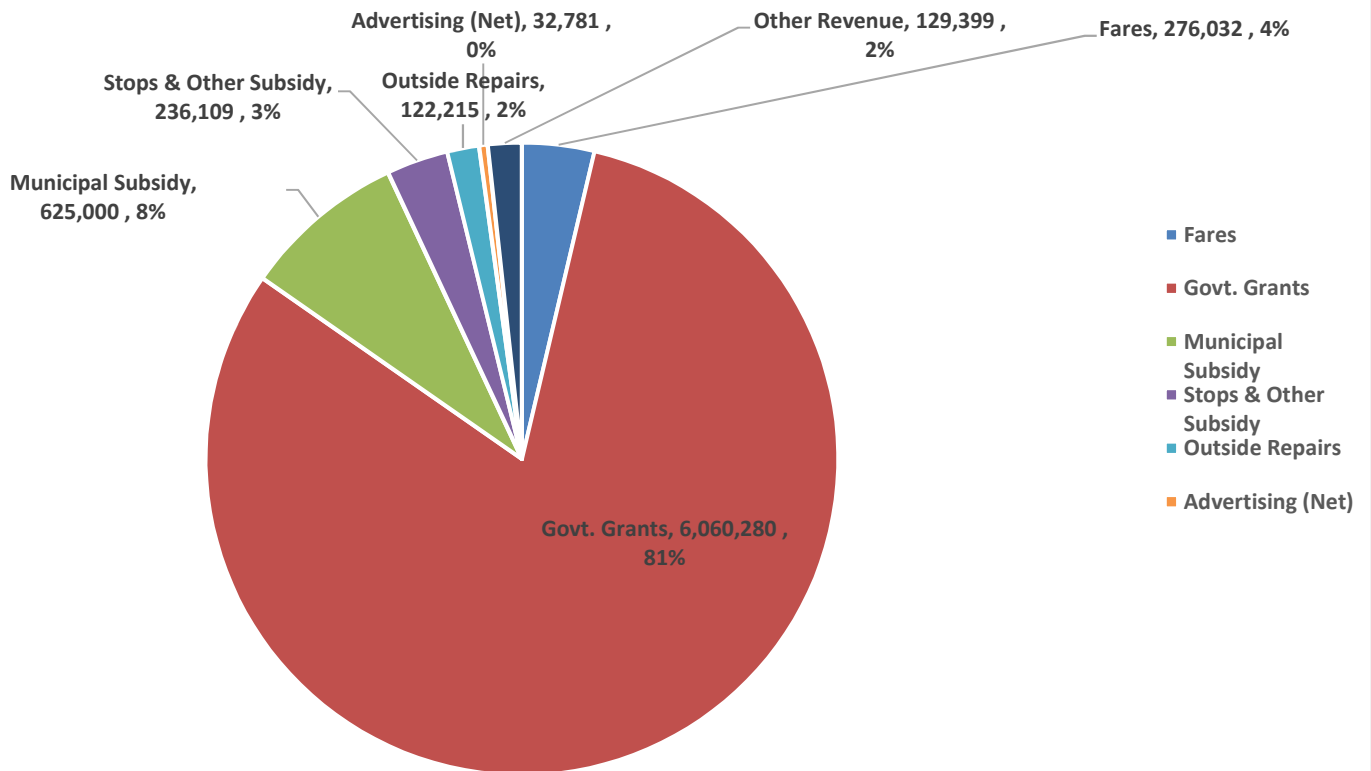
**B-S-OOB Transit Committee**  
**Monthly Financial Report - Expenditures**  
**Month Ending MAY 2023**

Target %: 100

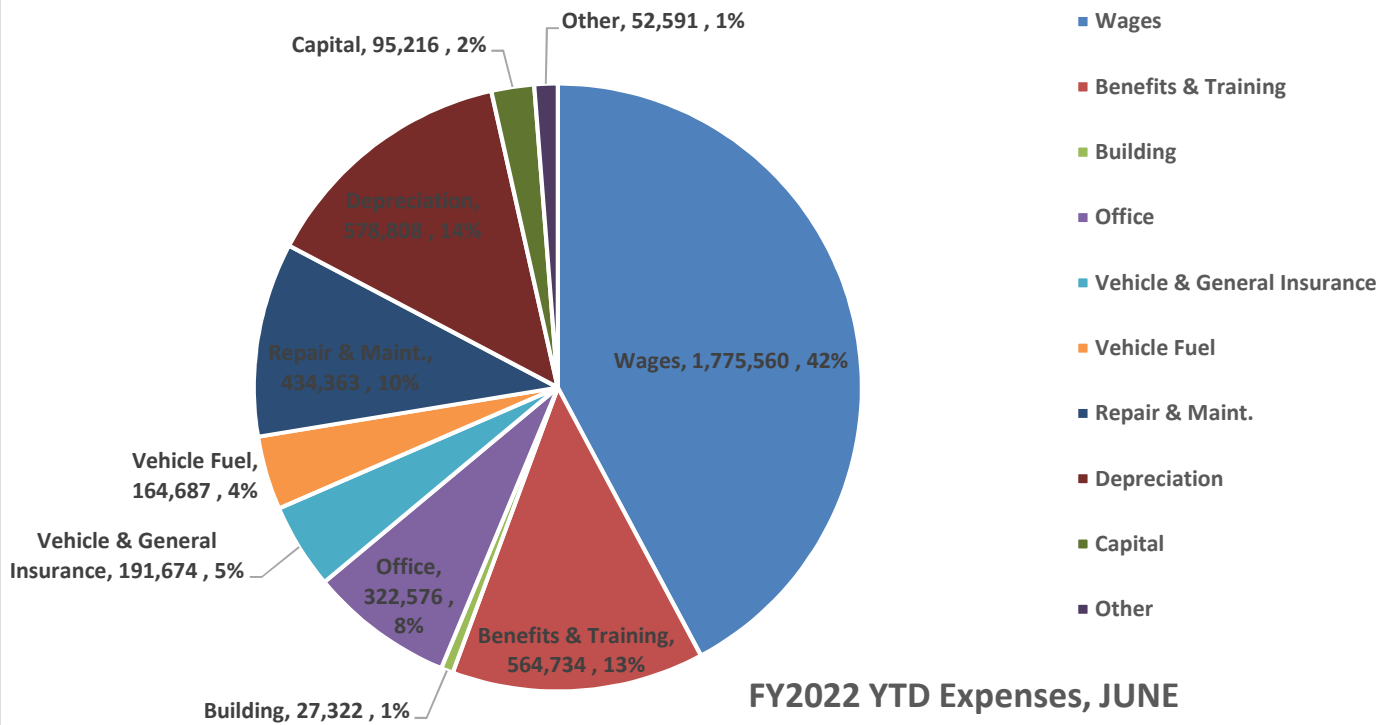
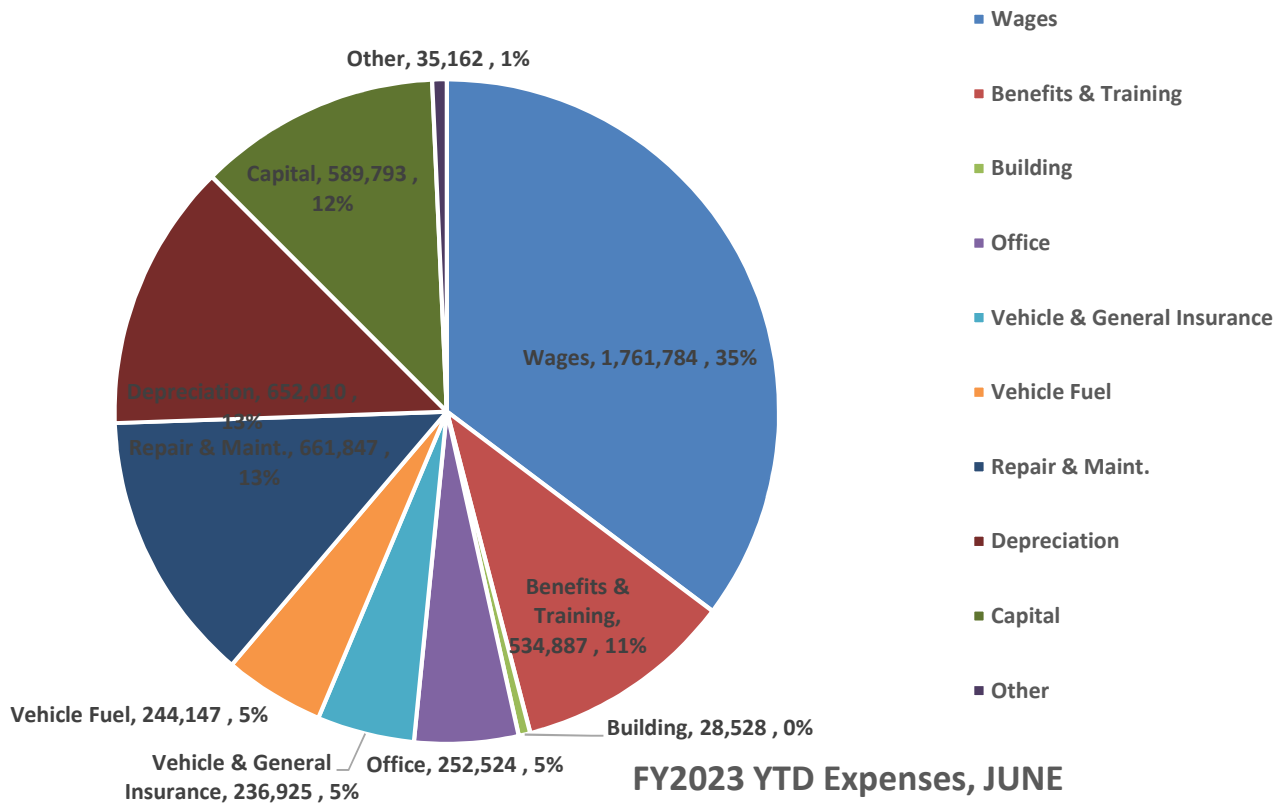
	FY2023				FY2022		
	Budget	Month Ended June	Remaining Budget	Percentage Expended	Budget	Month Ended June	Percentage Expended
<b>Admin/Overhead Expenditures:</b>							
Salaries & wages	501,050	491,420	9,630	98.1%	342,361	369,924	108.1%
Employee benefits	252,033	167,044	84,989	66.3%	204,064	218,739	107.2%
Other employment costs	42,000	60,865	(18,865)	144.9%	30,300	39,531	130.5%
Purchased professional svcs.	74,000	57,477	16,523	77.7%	67,000	71,125	106.2%
General operating costs	237,200	825,549	(588,349)	348.0%	169,850	267,213	157.3%
Insurances	224,739	236,925	(12,186)	105.4%	196,363	191,687	97.6%
Borrowing costs	0	0	0	0.0%	0	(3,324)	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
<b>Garage Operating Expenditures:</b>							
Salaries & wages, regular	383,481	386,400	(2,919)	100.8%	354,061	352,728	99.6%
Overtime wages	33,187	57,076	(23,889)	172.0%	39,252	59,761	152.2%
Employee benefits	126,382	98,046	28,336	77.6%	118,488	104,143	87.9%
Other employment costs	2,000	4,773	(2,773)	238.7%	2,000	3,737	186.9%
Reclassification to external repairs	(80,000)	(246,070)	166,070	307.6%	(115,000)	(101,158)	88.0%
General operating costs	439,352	397,688	41,664	90.5%	159,430	80,104	50.2%
<b>YCCTC Repairs Expenditures:</b>							
All costs	75,000	79,664	(4,664)	106.2%	110,000	81,915	74.5%
<b>Other Agency Repairs Expenditures:</b>							
All costs	35,000	33,694	1,306	96.3%	20,000	35,293	176.5%
<b>Bus Services Expenditures:</b>							
Salaries & wages, regular	1,108,724	1,028,899	79,825	92.8%	959,126	841,181	87.7%
Overtime wages	55,644	84,289	(28,645)	151.5%	34,627	65,680	189.7%
Employee benefits	272,626	229,123	43,503	84.0%	248,755	206,951	83.2%
Other employment costs	0	2,641	(2,641)	0.0%	0	40	0.0%
Advertising costs	7,500	2,913	4,587	38.8%	7,500	1,678	22.4%
Fuel costs	251,200	220,240	30,960	87.7%	210,410	140,811	66.9%
General operating costs	78,500	37,936	40,564	48.3%	123,500	294,654	238.6%
<b>Mobility/Outreach Coordinator</b>							
Salaries & wages, regular	51,031	0	51,031	0.0%	47,326	1,036	2.2%
Overtime wages	0	0	0	0.0%	0	2,376	0.0%
Employee benefits	5,528	0	5,528	0.0%	5,125	953	18.6%
Other employment costs	0	0	0	0.0%	0	1,028	0.0%
General operating costs	13,845	16,714	(2,869)	120.7%	13,020	34,191	262.6%
<b>Fuel Sales Expenditures:</b>							
Fuel costs	0	0	0	0.0%	0	80,064	0.0%
<b>Non-operating Expenditures</b>							
Training/Travel/Lodging	0	0	0	0.0%	0	52,413	0.0%
Consultants	73,560	17,600	55,960	23.9%	19,200	0	0.0%
RTAP grant expenses	0	0	0	0.0%	0	0	0.0%
Repairs & maintenance, non-cap	0	36,836	(36,836)	0.0%	0	51,207	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	1,927,330	589,793	1,337,537	30.6%	4,013,368	42,510	1.1%
Other non-oper. Expense	35,435	32,144	3,291	90.7%	169,665	0	0.0%
<b>Total Expenditures</b>	<b>6,226,347.00</b>	<b>4,949,679.00</b>	<b>1,276,668.00</b>	<b>79.5%</b>	<b>7,549,791.00</b>	<b>3,588,191.00</b>	<b>47.5%</b>
<b>Total Personnel Costs</b>	<b>2,863,686.00</b>	<b>2,477,864.00</b>	<b>385,822.00</b>	<b>86.5%</b>	<b>2,400,485.00</b>	<b>2,283,858.00</b>	<b>95.1%</b>
<b>Total Fuel Costs</b>	<b>251,200.00</b>	<b>220,240.00</b>	<b>30,960.00</b>	<b>87.7%</b>	<b>210,410.00</b>	<b>220,875.00</b>	<b>105.0%</b>
<b>Total Capital Equipment Costs, net</b>	<b>1,927,330.00</b>	<b>589,793.00</b>	<b>1,337,537.00</b>	<b>30.6%</b>	<b>4,013,368.00</b>	<b>42,510.00</b>	<b>1.1%</b>
<b>Total Other Costs</b>	<b>1,184,131</b>	<b>1,661,782</b>	<b>(477,651)</b>	<b>140.3%</b>	<b>925,528.00</b>	<b>1,040,948.00</b>	<b>112.5%</b>



FY2023 YTD Revenues, JUNE



FY2022 YTD Revenues, JUNE





Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
<b>FTA: ME-2020-031-01-00</b>			<b>5307 Funds FY21</b>	<b>FTA: ME-2020-031-01-00</b>		<b>Start Date 8/21/20 - End Date 6/30/23</b>			
	117	A2	Preventive Maintenance	163,560.00	0.00	-	#DIV/0!	163,560.00	204,450.00
	114	A4	Cap-Surv/Security	59,315.00	36,685.00	9,171.25	20%	96,000.00	120,000.00
	117	A2	Mobility Management	51,660.00	0.00	-	20%	51,660.00	64,575.00
	441	A3	Planning Consultant	2,799.00	14,801.00	3,700.25	20%	17,600.00	22,000.00
<b>FTA: ME-2021019</b>			<b>5307 Funds FY22</b>	<b>FTA: ME-2021019</b>		<b>Start Date 8/23/21 - End Date 6/30/24</b>			
	300	A1	Service Operations	728,810.00	0.00	0.00	#DIV/0!	728,810.00	1,457,620.00
	117	A4	Preventive Maintenance	166,831.00	0.00	-	#DIV/0!	166,831.00	166,831.00
	114	A3	Cap-Surv/Security	0.00	60,000.00	15,000.00	20%	60,000.00	75,000.00
	114	A3	2 Support Vehicles	84,290.00	54,710.00	13,677.50	20%	139,000.00	152,677.50
	111	A5	Replacement VANS	77,786.00	3,214.00	803.50	20%	81,000.00	81,803.50
	117	A4	Mobility Management	46,464.00	4,724.00	1,181.00	20%	51,188.00	52,369.00
	441	A2	Planning Consultant	0.00	19,200.00	4,800.00	20%	19,200.00	24,000.00
<b>FTA: ME-2023-016-00</b>			<b>ARPA FY23</b>						
			Route 111 Enhancements	0.00	600,000.00	\$ -		600,000.00	600,000.00
			Bus Stop Improvement	0.00	75,000.00	\$ -		75,000.00	75,000.00
			Regional Signage Project	0.00	15,500.00	\$ -		15,500.00	15,500.00
			Half Fare Promotion	55,943.00	34,057.00	\$ -		90,000.00	90,000.00
<b>CARES AVL-APC</b>			<b>CARES AVL-APC</b>						
			AVL - APC	67,088.00	50,088.00	\$ -	0%	117,176.00	117,176.00
<b>FTA ME-2023-041</b>			<b>5310 Transit Stop Access Project</b>						
	11300	xx	Bus Stop Shelters and Signage	0.00	61,366.00	-	0%	61,366.00	61,366.00
<b>FTA: ME-2023-006-00</b>			<b>5307 Funds FY23</b>			<b>Start Date 8/23/21 - End Date 6/30/24</b>			
	300	A1/A8	Service Operations	858,000.00	0.00	0.00	#DIV/0!	858,000.00	1,716,000.00
	117	A2/A7	Preventive Maintenance	40,287.00	129,881.00	32,470.25	20%	170,168.00	202,638.25
	114	A4/A5	AVL	144,000.00	0.00	-		144,000.00	144,000.00
	xx	B3/B2	Improve Shelters	0.00	40,000.00	10,000.00	20%	40,000.00	50,000.00
	xx	A4/A5	Harness System for Safety	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	xx	A9/B1	Onroute Charger Overage	0.00	104,047.00	26,011.75	20%	104,047.00	130,058.75
	117	A4/A4	Mobility Management	0.00	52,211.00	13,052.75	20%	52,211.00	65,263.75
	441	A2/A2	Planning Consultant	0.00	20,800.00	5,200.00	20%	20,800.00	26,000.00
								<b>1,457,226.00</b>	

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
<b>FTA: ME- 2023-042-00</b>				<b>5307 Funds FY24</b>			<b>Start Date 7/1/23 - End Date 6/30/26</b>		
	300	xx	Service Operations	0.00	906,142.00	906,142.00	50%	906,142.00	1,812,284.00
	117	xx	Preventive Maintenance	0.00	300,000.00	75,000.00	20%	300,000.00	375,000.00
	114	xx	ERP FINANCE	0.00	28,000.00	7,000.00	20%	28,000.00	35,000.00
	114	xx	BUS WASH	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	114	xx	Facilities	0.00	100,000.00	25,000.00	20%	100,000.00	125,000.00
	117	xx	Mobility Management	0.00	53,256.00	13,314.00	20%	53,256.00	66,570.00
	441-80	xx	Planning Consultant	0.00	22,400.00	5,600.00	20%	22,400.00	28,000.00
								<b>1,477,798.00</b>	

<b>FTA: ME-2020-022-00</b>			<b>Zoom Coaches</b>	<b>FTA: ME-2020-022-00</b>					
	111	A1	Zoom Coaches	854,154.00	191,306.00	47,826.50	20%		

FTA: ME- 2023-007-00

<b>FTA: ME- 2023-007-00</b>	0.00	1,224,531.00
<b>MEDOT CSN 43211</b>	0.00	136,059.00
<b>Total Project</b>	0.00	1,360,590.00

1,224,531.00 0%

1,224,531.00

FTA: ME-2019-020-00

<b>FTA: ME-2019-020-00</b>	1,022,637.00	122,363.00	10,919.74
<b>MEDOT CSN 42857</b>	1,500,000.00	0.00	

1,145,000.00

1,204,225.00

1,500,000.00

1,500,000.00

MDOT: ME-2018-024-00, CSN 41564 Intercity 2020-2

MDOT: ME-2018-024-00, CSN 41564



# **BSOOB Transit Agenda Action Proposal**

**Agenda Item:**

Approve Agency Independent Banking Arrangement

**Subcommittee:** N/A

**Committee Meeting Date:** August 24, 2023

**Transit Committee Action Date:** August 24, 2023

**Staff Resource:** Chad Heid

**Purpose:**

BSOOB Transit Staff will open an agency bank account and line of credit with Bangor Saving Bank, which will become the primary account of agency deposits and withdrawals. This account and loan will be categorized as municipal with Bangor Savings, and will have the Executive Director and Deputy Director as authorized administrators and signatories.

**Background:**

BSOOB Transit currently uses the City of Biddeford as a financial agent. In order to clarify and distinguish financial activities and standing, BSOOB Transit will transition away from this arrangement over the course of the coming months.

**Attachments:**

- Bangor Saving Bank Banking Services Proposal

**Financial Impact and Source of Funds:**

**Recommendation:**

The Transit Committee approves of staff opening a bank account and line of credit with Bangor Savings Bank, as outlined in the Bangor Saving Bank Proposal, and authorizes the Executive Director and Deputy Director as signatories.

**Prepared by: Chad Heid**



Submitted by:

**Alicia G. Lewis**

Senior Corporate Services Officer

July 26, 2023

**Bangor**  
Savings Bank

**You matter more.®**

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July 26, 2023

Marianne Walters  
BSOOB Transit Office  
13 Pomerleau St.  
Biddeford, ME 04005

Dear Marianne,

Thank you for the opportunity to respond to the Biddeford-Saco-Old Orchard Beach Transit Committee's Request for Proposal for Banking Services.

Pursuant to the terms of the RFP, Bangor Savings Bank, with an address of P.O. Box 930, Bangor, Maine 04402-0930, is a Mutual Financial Institution, chartered by the state of Maine, a member of the FDIC and qualified to accept public deposits. The Bank is compliant with all laws, rules, regulations and ordinances of the United States and the State of Maine. The Bank is an Equal Opportunity Employer and Lender.

As required, we certify that the undersigned officer of Bangor Savings Bank has read, understands and agrees to all conditions as outlined in the request for proposal, and to the best of his knowledge no person acting for or employed by Biddeford-Saco-Old Orchard Beach Transit Committee has a direct or indirect financial interest in the proposal or in any portion of the profits which may be derived there from. Bangor Savings Bank is not currently involved in any material litigation.

We have worked hard to put together a competitive proposal for your banking services, and it is our hope that a decision to partner with Bangor Savings Bank will be based on the desire for a professional and mutually beneficial relationship.

Sincerely,



**Alicia G. Lewis, AAP, NCP | Vice President | Senior Corporate Services Officer**

280 Fore Street, Portland, ME 04101

Direct: (207) 248-4305 Mobile: (207) 756-2352 | [Alicia.Lewis@Bangor.com](mailto:Alicia.Lewis@Bangor.com)

# BSOOB Transit

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## WHY BANGOR SAVINGS BANK

Bangor Savings Bank is one of the largest community banks in Northern New England. With a rich 170-year history, the Bank is committed to expanding its footprint, while keeping its community roots and maintaining its mutuality. The Bank has made the investments in people and technology necessary to enable us, and our clients, to meet the challenges of today's economy.

**Consistency.** You will have a dedicated team that is knowledgeable about your organization, your employees, and the relationship with the Bank. We are proud of our culture and successful employee retention.

**Expertise.** Our industry experts will evaluate your workflow and share best practices for current and new services. Bangor Savings will collaborate with your staff to evaluate your workflow, train employees and support you daily.

**Proactivity.** Your Relationship Manager for Treasury Management will share new ideas and recommendations to you, proactively review your accounts, monthly analysis statements and overall relationship.

**Creativity.** At Bangor Savings Bank, our size and corporate structure afford us a unique flexibility to implement new products and services based on the needs of our clients and the ability to deliver customized solutions.

**Security.** Bangor Savings is committed to helping our clients keep their assets secure. We will share best practices, continue to invest in fraud prevention measures, and communicate valuable information since we know security needs to be a core principle of business today.

**Simplicity.** Our approach is simple. From day one, we will be there to partner with you for the transition and build a relationship that is mutually beneficial.

**Commitment.** Bangor Savings Bank is committed to helping foster long-term economic vitality in its communities.

We are Bangor Savings Bank, and we want to be your financial partner. Our services, combined with our continued investment in our employee, customers, and communities, and building the best banking team in New England, make one thing clear: there is no better bank for New England businesses or municipalities—large or small—than Bangor Savings Bank. If there is something we can do for you, we will, with more than 1,000 highly qualified employees to make it happen because... **YOU MATTER MORE.**



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## COMPANY BACKGROUND

For more than a century and a half, Bangor Savings Bank has earned the confidence of people who value the commitment of a locally controlled, independent financial institution. A lot has changed since the bank was incorporated in 1852, but Bangor Savings Bank remains true to its roots—the people and communities of Northern New England.

Today, Bangor Savings Bank is a growing resource for financial services delivered with an emphasis on personal service. The Bangor Savings Bank family includes Bangor Payroll, Merchant Card Services, and the Bangor Savings Bank Foundation.

- Founded in 1852
- More than \$7 Billion in bank assets
- Approximately \$3 Billion in Trust, Fiduciary, and Investment Assets
- More than 1,000 Employees
- Over 65 banking facilities throughout our markets

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## YOU MATTER MORE: Our Promise to You

Because we truly believe in the people of Northern New England, we will invest our time and our resources tirelessly to help you meet your financial goals and needs. At Bangor Savings Bank, you matter more.

We will never stop looking for ways to give you more freedom to succeed, in work and in life at home. Your ideas matter to us. Your business matters to us. Your well-being matters to us.

It is why we are committed to giving you the banking solutions you need to achieve your goals and why we invest in our communities and our people.

We give because we believe that New England is an exceptional place to live and work and we believe the people in our region are exceptional people.



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## COMMUNITY ENGAGEMENT

At Bangor Savings Bank, we are committed to investing in Northern New England, its people and in the communities that we serve. Making a real contribution takes innovation and action. It takes giving in ways that go beyond writing checks to non-profit organizations. It's why our employees collectively donate thousands of service-hours each year to their communities. It is why we support hundreds of causes throughout the region, and continue to help local organizations energize and enhance the quality of life for our citizens. For a recent list of Bank announcements and giving, visit <https://www.bangor.com/about-us/news>.

We believe in doing the right things for the right reasons, and we are proud that others have taken note. We are especially proud of the awards and recognition we have received, including:

- Named Small Business Administration's (SBA) Leading 7a lender in Maine for 12 consecutive years.
- Named Best Places to Work in Maine in the large employer category for the last 14 years
- Ranked #2 in the New Hampshire Best Companies to Work For 2022, our second year participating in this competition.
- "Outstanding" CRA (Community Reinvestment Act) Rating for past 15 years (this rating is awarded to fewer than 8% of banks nationwide)
- Bank Enterprise Award (only one recipient in Northern New England)
- Received "highest ranking in customer satisfaction in the New England region" for the J.D. Power U.S. Retail Banking Satisfaction Study for 2013, 2015, 2016, 2018, 2019, 2020, 2021, 2022, and 2023. This marks the 6th consecutive year Bangor Savings Bank has achieved the highest overall score and earned the J.D. Power Award for delivering the best customer satisfaction in the New England Region.
- Named Forbes "World's Best Banks" 2019 (#22), 2020 (#9), 2021(#2) and 2022(#7); fourth consecutive year on list or 3rd consecutive year in top 10
- Maine State Housing Top Lender 14 years in a row. Number one Mortgage lender in Maine.
- Top Housing Lender of the Year in 2022 by Maine USDA Rural Development
- Named 2023 Celent Model Bank for Payments Innovation for *Bangor Savings Bank Programmable Payments Initiative*.

Bangor Savings Bank and The Bangor Savings Bank Foundation have invested more than \$4 million into the community in the form of sponsorships, grants, and partnership initiatives last year.

Community Matters More, a signature program of the Bank's Foundation, highlights local nonprofits that are positively impacting their Maine and New Hampshire communities. It does so by inviting residents of these communities to decide the grant winners through a public vote. Nonprofits with the most community votes in each geographical region received \$5,000, with runners-up receiving grants ranging from \$1,000 to \$4,000. In 2023, Community members throughout Maine and New Hampshire voted for 44 nonprofit organizations to receive more than \$140,000

## GENERAL INFORMATION

The Biddeford-Saco-Old Orchard Beach Transit Committee (BSOOB Transit) is requesting proposals from financial institutions to provide a full range of banking and cash management services. The banking services must: (1) be efficient and cost effective; (2) maximize use and return of funds while meeting the liquidity needs of the organization; and (3) utilize state of the art management information services/electronic processing (MIS/EDP) capabilities in order to ensure secure financial reporting, monitoring, reconciliation, transfer and deposit of funds.

The service is financed in part through grants from the Federal Transit Administration, and any contract entered into is subject to the provisions of applicable laws governing those grants. All resulting contracts will be subject to applicable federal, state, and local laws and regulations. Disadvantaged Business Enterprises are encouraged to respond to this solicitation notice.

## OVERVIEW

BSOOB Transit provides public bus transit services for the cities of Biddeford and Saco, and the town of Old Orchard Beach Maine. It operates seven fixed routes, seven days a week with a seasonal trolley service added during summer months. The fleet consists of 21 revenue service vehicles and several non-revenue vehicles which are serviced and stored at the depot in Biddeford.

BSOOB Transit is funded by Federal Transit Administration (FTA), and State of Maine grants along with municipal contributions, farebox and other revenue sources. BSOOB Transit works closely with the finance department at the City of Biddeford, using their MUNIS software. Financial records are organized in Microsoft Excel. The agency's budget for the current operating year (FY24) is \$5 million and the capital budget is \$4.6 million.

The financial institution is required to provide the following services:

1. Checking Account
2. Cash Management and Money Desk Services
3. Line of Credit to \$500,000

## PROPOSAL DETAILS

### Proposal Schedule

Request For Proposal	June 23, 2023
Pre-Award Interviews	August 1-4
Addendum Requests	July 10, 2023
Intent to Bid Response	July 19, 2023
Proposal Due Date	2:00 PM, EST, July 26, 2023
Proposal Opening	2:00 PM, EST, July 26, 2023
Contract Award	Within 30 days of Proposal Opening
Preferred Contract Start Date	August - September, 2023
Preferred Contract Completion Date	Indeterminate

Sealed proposals are due by 2:00 pm EST on Wednesday, July 26, 2023 and may be hand delivered or mailed to BSOOB Transit Office, 13 Pomerleau St., Biddeford, Maine 04005. Proposers are encouraged to send proposals electronically to Marianne Walters at [Mwalters@bsoobtransit.org](mailto:Mwalters@bsoobtransit.org) with either a request to confirm receipt via email or a “read receipt” attached to the email submission. Proposals will not be accepted via fax.

Pre-award interviews will be held between August 1 and August 4, 2023.

Please send addendum requests to Marianne Walters at [Mwalters@bsoobtransit.org](mailto:Mwalters@bsoobtransit.org). Addenda must be received by 2:00 pm on July 26<sup>st</sup> to be considered. All addenda with responses will be posted as they are received on the agency website: [bsoobtransit.org](https://bsoobtransit.org) under *More > “Doing Business with BSOOB Transit (https://bsoobtransit.org/opportunities/rfps/*

Proposal submitters should understand that the submission of a proposal represents an offer that may be accepted in whole by BSOOB Transit. The acceptance of a proposal in whole constitutes the formation of a contract.

Proposals will not be accepted after the deadline.

A proposal may be withdrawn and/or modified up until the date and time of opening as stated in this RFP. After this date and time, proposals shall be firm and binding and cannot be withdrawn for a period of at least sixty (60) days after submission and with the written consent of BSOOB Transit.

[Bangor Savings Bank understands the scope of services required by BSOOB Transit and can comply with the terms, conditions, and requirements of this RFP.](#)

## GENERAL PROPOSAL SUBMISSION REQUIREMENTS

- Proposals must be prepared in a clear and concise manner with a cover page identifying the Proposer. Subsequent pages must be numbered.
- Each proposal shall include the legal name of the organization and a statement as to whether or not it is a corporation, or other legal entity.
- A proposal by a corporation shall also give the state of incorporation and all businesses must be licensed to do business in Maine.
- Provide account manager information, including name and contact information: cell phone, email, and office phone.
- Provide the name and contact information for the individual within the organization responsible for contract negotiation. This individual must sign the proposal.
- The Proposer may suggest alternatives to the established Scope of Work but may not implement without written authorization by BSOOB Transit.
- The Notice of Intent to Bid, Appendix E, must be submitted by July 19, 2023.
- BSOOB Transit is subject to Maine's Freedom of Access Act (FOAA). Under this law, BSOOB Transit is required to make public information that we receive in the solicitation of proposals. FOAA does, however have an exception applicable to proprietary information. In the event that you believe that the proposal you submit contains such information, include it in a separate sealed envelope to BSOOB Transit along with your sealed proposal. The outside of this envelope must be identified as "Proprietary Information/Confidential." Such proprietary information will only be reviewed by BSOOB Transit, and only on a "need to know" basis. BSOOB Transit will not disclose such information to a third party without your consent, unless it determines that such disclosure is required by law. Prior to disclosing such information, BSOOB Transit will provide you with a reasonable opportunity to seek an injunction or other court order, at your own expense, to prevent such disclosure. BSOOB Transit will not be liable to any proposer or any third party for any disclosure of confidential information
- Appendices A, D, and F must be signed, dated, and submitted with proposal.
- Include certification of FDIC or NCUA insurance coverage with the proposal.

Bangor Savings Bank understands the scope of services required by BSOOB Transit and can comply with the terms, conditions, and requirements of this RFP.

## SCOPE OF WORK

BSOOB Transit is requesting proposals for banking services, in accordance with the Government Finance Officers Association (GFOA) Best Practices recommendation to periodically review banking services. The service is financed in part through grants from the Federal Transit Administration, and any contract entered into is subject to the provisions of applicable laws governing that grant. All resulting contracts will be subject to applicable federal, state, and local laws, regulations and requirements.

The goal of BSOOB Transit is to partner with a financial institution that has a strong government banking focus and understanding and can offer services and guidance that are beneficial to public agencies. BSOOB Transit requires a checking account, cash management with money desk services and a line of credit to \$500,000. As a transit agency, we deal with cash deposits and require that a field office be located in or near Biddeford Maine.

Indicate in your proposal if you agree to meet or exceed the following banking specifications. Explain any exceptions you have regarding them.

### 1. GENERAL REQUIREMENTS

BSOOB Transit prefers that the financial institution have a local branch network in order to meet the organization’s cash management needs and to serve its employees.

As a leading financial institution, we understand the importance of having a strong local presence to provide convenient banking services. Our bank maintains a robust network of branches strategically located throughout Maine. This extensive branch footprint ensures that your employees have easy access to a wide range of banking services, including cash management solutions. Our branches are equipped with experienced staff who are well-versed in cash handling procedures, ensuring efficient and secure transactions.

Bangor Savings Bank has full-service branches located in Biddeford and Saco. XXXX

Bangor Savings Bank Locations	Hours	Distance from BSOOB Office
208 Main St. Biddeford	Mon – Fri 8:30am – 5:00pm Sat – Sun 9:00am – 12:00pm	2.1 miles
270 Main St. Saco	Mon – Fri 8:30am – 4:30pm Sat – Sun 9:00am – 12:00pm	3.0 miles

## 2. DEPOSIT SERVICES

BSOOB Transit deposits approximately 50 checks per month and deposits average \$42,000 in currency and coin per month.

Required services include:

- Process domestic wires and ACH transactions received and sent by BSOOB Transit

### Wire Transfer Origination

Bangor Savings has several options for initiating wire transfers. Bangor Savings works with each customer during the transition to establish procedures that best meet their needs. Wires can be initiated online via **Treasury Online**. The Bank recommends dual control on both repetitive and non-repetitive wire transfers, meaning one authorized individual initiates the wire transfer and a different authorized individual approves the wire transfer. Wire Transfers through the **recorded line** can be customized for BSOOB. BSOOB can set limits on users, be it account access or monetary limits. Parameters can be set by BSOOB to receive call backs on wires before they are processed for additional security and accuracy.

### ACH Origination

Bangor Savings Bank offers a full range of Automated Clearing House (ACH) Service. **Treasury Online**'s ACH module has the ability to store batches for ease of use and also allows for NACHA formatted or standard text files to be imported. Electronic payments provide you with an efficient electronic alternative to wires and paper checks. Funds received electronically are on time, predictable, reliable, and immediately available. Additionally, ACH payments typically create cost savings.

Applications include:

- Direct Deposit
  - Recurring or Pre-authorized Debits
  - Cash Concentration
  - Vendor Payments
  - State & Federal Tax Payments
  - Accounts Receivable Collections
- Image deposited items

Bangor Savings Bank's **Treasury Online** system has an image archive of all deposited items 365 days.

- Provide online access for deposit reconciliation including images of deposited items.

Bangor Savings Bank's **Treasury Online** system has an image archive of all deposited items 365 days.

### 3. DISBURSEMENT SERVICES

BSOOB Transit currently disburses approximately 85 checks per month. Positive pay services will be used on disbursement accounts.

Required services include:

- Provide payee positive pay services with online transmission of check details

Check fraud is greatly reduced with Bangor Savings Bank's Positive Pay service. As checks are issued, the organization submits check files via **Treasury Online** in a comma delimited format or a fixed file allowing maximum flexibility for our clients. As our Positive Pay system matches checks presented for payment against previously submitted issue data. Any checks not in the issue file, or checks that differ in payee, dollar amount or check number, are intercepted and referred to you for payment or return instructions via Treasury Online.

- Provide positive pay exception item review and correction online

Custom Alerts can be established on **Treasury Online** to notify you of Positive Pay exceptions. Customers have until noon daily to decision Positive Pay exceptions.

- Provide online stop payment services

Online stop payments can be placed on **Treasury Online** with ease.

- Provide electronic archival of cleared checks (images of front and back), and

**Treasury Online** allows users to view images of cleared, deposited and returned items up to 365 days online.

- Provide online access to cashed check images

**Treasury Online** allows users to view images of cleared, deposited and returned items up to 365 days online.



#### 4. ELECTRONIC FUNDS TRANSFER

BSOOB Transit processes approximately 15 ACH deposits each month. There are no ACH payments. Our payroll department processes approximately 160 ACH payments per month for payroll direct deposit.

Required services include:

- Accept and send ACH transactions

Bangor Savings Bank understands that there is a need to accept and send ACH transactions. The account type will be set to allow both ACH credits and debits unless BSOOB elects to place a full block on ACH debits on the account. ACH items can be originated by BSOOB on Bangor Savings Bank's *Treasury Online* system as outlined in the Deposit Services section above.

- Provide ACH debit blocking services

Bangor Savings Bank understands that there is a need to prevent unauthorized electronic transactions posting to the account. Bangor Savings Bank recommends ACH Alerts which is an online fraud mitigation service that will allow BSOOB to reject ACH items the day they are posted to the account. BSOOB will have the option to pay or return items as well as the ability to add or edit preauthorized vendors by using the ACH Alerts Module within *Treasury Online*. The Approved List can be modified at any time online to increase or decrease limits along with the option to delete inactive debtors. Notification alerts can be established on the account level to notify users via email or text of any ACH debits that need to be reviewed daily. Any electronic transactions which have not been preauthorized by BSOOB will become exceptions, which can be managed in *Treasury Online* until 5:00 p.m. of the same business day.

- Provide a secure electronic method to initiate intra-financial institution transfers, and Bangor Savings Bank understands that there is a need for a secure electronic method to initiate intro-financial transfers and our *Treasury Online* system will allow BSOOB to send both ACH and wires securely.

- Provide a secure electronic method with dual authorization for wiring funds

Bangor Savings Bank understands that there is a need for dual authorization when wiring funds. The Bank recommends dual control on both repetitive and non-repetitive wire transfers, meaning one authorized individual initiates the wire transfer and a different authorized individual approves the wire transfer.

## 5. REPORTING

BSOOB Transit requires access to daily reports of balances and transaction information. Prior day reporting must include ledger balance, available balance, and summary and details of credits/debits posted. Current day reporting requirements include wire transfer activity and ACH receipts.

At Bangor Savings Bank, we offer our **Treasury Online** platform. **Treasury Online** is a highly intuitive cash management solution, our product offers the ability to process ACH transactions and perform wire transfer payments. With secure access to your financial information whenever you want – 24 hours a day, 7 days a week - you have optimal control of your organization's finances and time to focus on other aspects of your business. Our **Treasury Online** platform offers the ability to have multiple users and additional security features for the additional users.

Required services include:

- Provide online balance reporting services

**Treasury Online** offers multiple, customizable reporting options. Includes same-day, previous day, real-time, check inquiry, balance/transaction activity, detailed debit/credit transaction activity, ability to pull information by transaction type, view images of cleared, deposited and returned items, create favorite reports, print and/or export data into various types of file types (i.e. BAI File, PDF, CSV). Transaction activity can be viewed for 365 days and viewed at any time. Any balance and transaction activity beyond one year, can be requested by contacting the Bank.

- Allow BSOOB Transit employees with different levels of authorization to access the financial institution's online reporting system

**Treasury Online** allows designated online banking administrators to create, edit or delete additional online banking user profiles and adjust access based on user.

- Provide a flat file of checks cleared to upload to our administrative system software for bank reconciliations, conforming to BSOOB Transit's needs

**Treasury Online** allows designated online banking users to create custom reports of checks cleared that can be uploaded to BSOOB Transit's administrative system for bank reconciliation.

- Provide monthly activity statements and reports for all accounts by the 5th day of the following month, and

**Treasury Online** offers electronic bank statements which should be made available the first business day of each month for more efficient reconciliation.

- Provide a detailed monthly account analysis statement for each individual account and a consolidated statement showing charges for all account services.

**Treasury Online** offers electronic Account Analysis statements which should be made available after the 15<sup>th</sup> of each month that includes individual accounts and a consolidated group statement showing charges for all accounts and services.

## 6. ACCOUNT BALANCES

During the past 12 months, BSOOB Transit maintained an average balance of approximately \$750,000. These past few years have been unusual because of special funding for the Covid pandemic increasing the normal funds available. In a typical year, starting in July, BSOOB Transit has an influx of funds bringing the balance to 1 million, and slowly over the following 12 months, the balance decreases to near zero. Balances fluctuate throughout the year up to \$1 million.

Compensating balances are currently used to generate earnings credits, which offset service fees. BSOOB Transit is interested in investing funds in a sweep or interest-bearing account.

Bangor Savings Bank recommends our **Insured Cash Sweep (ICS)** products. Bangor Savings Bank is a member of the IntraFi Network, formerly known as Promontory Network, which allows the bank to offer FDIC Insurance on deposits up to several million dollars. Bangor Savings Bank offers IntraFi Network Deposit products as either a **Demand Deposit Account** that sweeps excess funds to IntraFi daily with no transaction limitations, or a **Money Market Account** with unlimited deposits and up to six (6) withdrawals allowed per month. The current rate being offered for the ICS sweep is 2.25%\* and the Money Market is 2.50%\*.

*\*Rates are subject to change monthly.*

## 7. LINE OF CREDIT

The proposer will be required to provide BSOOB Transit with a \$500,000 line of credit. BSOOB Transit will provide annual audited financial statements and other requested financial information to respondents to acquire approval for the line of credit. General credit terms should be provided in conjunction with the financial institution's response and be renewable on an annual basis.

Bangor Savings Bank is please to provide a commitment letter to BSOOB Transit for a \$500,000 line of credit. Please see the commitment letter in Appendix D.

## QUALIFICATIONS OF THE FINANCIAL INSTITUTION

The financial institution must include a summary of its qualifications to provide banking services for a quasi-governmental entity (non-profit) and its financial institution rating. The proposal must meet the following criteria:

1. Must be in compliance with all laws, rules, regulations and ordinances of the US and the State of Maine at the time of submitting a proposal and remain in compliance while servicing BSOOB Transit.
2. Must be a Federal or Maine chartered financial institution, capable of serving BSOOB Transit, be a member of the FDIC or NCUA and must fully insure funds up to the required legal limit.
3. Must have at least one retail branch located in the Biddeford / Saco area.
4. Must be able to offer all services required by this RFP.
5. Must have adequate capitalization, organization, facilities, equipment, and personnel to insure prompt and efficient service to BSOOB Transit.
6. Must provide a collateral-type or letter of credit arrangement that will fully insure BSOOB Transit deposits above the amount provided under FDIC or NCUA limits.
7. Must provide three references which must be from a non-profit or local government organization. List references in Appendix F.

[Bangor Savings Bank understands the scope of services required by BSOOB Transit and can comply with the terms, conditions, and requirements of this RFP.](#)

## EVALUATION PROCESS

Proposals submitted will be evaluated by BSOOB Transit's staff and Committee members. Final determination will be made by BSOOB Transit's Committee. The evaluation of proposals will include the following criteria, listed in random order:

1. Recognition of BSOOB Transit's proposal requirements / completeness of response
2. Satisfactory references
3. Prior experience in transit, municipal and non-profit banking needs
4. Branch location and hours
5. Service fees and interest rates
6. Additional services offered
7. Interview with BSOOB staff

Cost will not be the sole determinant in the selection process. BSOOB Transit wishes to select a financial institution that can best demonstrate the capability to provide the desired services, both currently and in the future, with quality and innovation at a competitive rate.

As part of the review and evaluation process, BSOOB Transit may, at its discretion, request any or all proposers to do presentations to provide an opportunity for questions and answers about the proposal.

[Bangor Savings Bank understands the scope of services required by BSOOB Transit and can comply with the terms, conditions, and requirements of this RFP.](#)

## ASSISTANCE BY BSOOB TRANSIT

BSOOB Transit's Finance Manager will provide annual audited financial statement for the line of credit. Financial Reports are available at [www.bsoobtransit.org/transit-internal/reports/](http://www.bsoobtransit.org/transit-internal/reports/)

Bangor Savings Bank understands the scope of services required by BSOOB Transit and can comply with the terms, conditions, and requirements of this RFP.

## COMPENSATION

The rates and fees quoted by the Proposer are to be good for sixty (60) days from the date of the proposal opening.

Bangor Savings Bank understands the scope of services required by BSOOB Transit and can comply with the terms, conditions, and requirements of this RFP.

## CONTRACT PERFORMANCE

The financial institution agrees to bear all costs incurred by BSOOB Transit arising from the failure of the financial institution through omission or commission to comply with all Federal, State and local statutes, regulations, ordinances or rules. The financial institution further agrees to hold BSOOB Transit harmless and to indemnify BSOOB Transit for these costs as well as all costs of collection, including but not limited to reasonable attorney fees.

If financial institution fails to fulfill its obligations under the contract properly and on time, or otherwise violates any provision of the contract, BSOOB Transit may terminate the contract by written notice to the financial institution. The notice shall specify the acts of omissions relied on as cause for termination. BSOOB Transit shall pay the financial institution firm a fair, equitable compensation for satisfactory performance prior to receipt of notice of termination less the value of damages caused by financial institution's breach. If the damages are more than the compensation payable to the financial institution, the financial institution will remain liable after termination and BSOOB Transit may collect damages, including costs of collection and reasonable attorney fees.

Bangor Savings Bank understands the scope of services required by BSOOB Transit and can comply with the terms, conditions, and requirements of this RFP.

## EQUAL OPPORTUNITY

BSOOB Transit is an equal opportunity employer and shall not discriminate against an applicant as to race, creed, age, sex, sexual preference, disability, national origin, religion, veteran status, political affiliation or any other basis prohibited by law. Vendors and contractors or their agents doing business with BSOOB shall not violate the above clause or the Civil Rights Act of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract. See Appendix B.

BSOOB has adopted a Minority Business Enterprise DBE/WBE Program. This program establishes a goal for DBE/WBE participation in BSOOB's total procurements.

[Bangor Savings Bank understands the scope of services required by BSOOB Transit and can comply with the terms, conditions, and requirements of this RFP.](#)

## FEDERAL TRANSIT ADMINISTRATION CLAUSES

Federal Transit Administration Clauses relevant to the procurement of services, materials and supplies are hereby incorporated into this specification by reference.

Proposers are required to submit written or printed proposals, signed by a person empowered to make all authorized decisions on behalf of the proposer. A signed proposal is a legal agreement to abide by all listed and applicable Federal clauses. Please submit the signed and authorized agreement in Appendix A with your proposal.

[Bangor Savings Bank understands the scope of services required by BSOOB Transit and can comply with the terms, conditions, and requirements of this RFP.](#)

## AGENCY CONTACT

The purchasing agent at BSOOB Transit will be the contract administrator until the time of award. Changes or additions made by anyone other than the purchasing agent will not be accepted or paid for by BSOOB Transit.

Proposers needing more information than is found in these specifications should contact:

Marianne Walters  
Biddeford Saco Old Orchard Beach Transit Committee  
13 Pomerleau Street  
Biddeford, Me 04005  
(207) 571-0617  
[mwalters@bsoobtransit.org](mailto:mwalters@bsoobtransit.org)

## PROPOSER CONTACT

The proposer shall provide a contact with authority to approve addendums requests. BSOOB Transit shall not be responsible for requests made by unauthorized personnel.

**Alicia G. Lewis, AAP, NCP | Vice President | Senior Corporate Services Officer**  
280 Fore Street, Portland, ME 04101  
Direct: (207) 248-4305 Mobile: (207) 756-2352 | [Alicia.Lewis@Bangor.com](mailto:Alicia.Lewis@Bangor.com)

## APPENDIX A – REQUIRED FEDERAL TRANSIT ADMINISTRATION CLAUSES

1. Article FTA-2. Access to Records, Access to Construction Site, and Maintenance of Records
2. Article FTA-3. Buy America, Build America Act
3. Article FTA-4. Cargo Preference Act
4. Article FTA-5. Employee Protections
5. Article FTA-6. Debarment, Suspension, Ineligibility, and Voluntary Exclusion
6. Environmental Standards and Practices:
  - a. Clean Water Act
  - b. Clean Air Act
  - c. Energy Policy and Conservation Act
  - d. Recovered Materials
  - e. Air Pollution and Fuel Economy
7. Article FTA-8. Lobbying Restrictions
8. Article FTA-10. National Intelligent Transportation Systems Architecture and Standards
9. Article FTA-11. Program Fraud and False or Fraudulent Statements or Related Acts
10. Article FTA-12. Civil Rights
11. Article FTA 13. General Provisions
  - a. Federal Changes
  - b. No Obligation by the Federal Government
  - c. Incorporation of FTA Terms
12. Article FTA 14. Disadvantaged Business Enterprise (DBE) with Goal
  - a. Nondiscrimination
  - b. Prompt Payment
  - c. DBE Good Faith Efforts
  - d. Reporting
  - e. Review of Good Faith Efforts
  - f. Administrative Sanctions
13. Article FTA-15. Veterans Preference
14. Article FTA-16. Executive Order-Special Department of Labor Equal Employment Opportunity for Construction Projects
15. Article FTA-17. Intellectual Property Rights
16. Article FTA-18 Safe Operation of Motor Vehicles
  - a. Seat Belt Use
  - b. Distracted Driving, Including Text Messaging While Driving
17. Article FTA -19. Telecommunications Certification
18. Article FTA-20 Resolution of Disputes, Breaches, or Other Litigation
  - a. Notification to FTA; Flow Down Requirement
  - b. Right of Federal Government to Terminate

NOTE: *Not all of the above listed clauses are necessarily applicable to this purchase.* See BSOOB Transit website for full details(<https://bsoobtransit.org/>)



Regulations governing purchases such as this may be found in the Code of Federal Regulations, online in 2 CFR Part 200.326 and Appendix II to 2 CFR Part 200 and Master Agreement, Title 5, 49CFR, 2CFR Part 180 & 1200, and 49 USC

**Acknowledgement of all FTA Clauses regarding BSOOB Transit Banking Services:**

The proposer must acknowledge the FTA clauses with a signature from an authorized representative of the firm.

Bangor Savings Bank

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Company Name

Alicia G. Lewis - VP Senior Corporate Services Officer

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Printed Name & Title

*Alicia G Lewis*

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Signature

07/26/2023

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Date

## Appendix B – CIVIL RIGHTS REQUIREMENTS

The following requirements apply to the underlying contract:

1. **Nondiscrimination** – In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
2. **Equal Employment Opportunity** – The following equal employment opportunity requirements apply to the underlying contract:
  - a. **Race, Color, Creed, National Origin, Sex** – In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
  - b. **Age** – In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §§ 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
  - c. **Disabilities** – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

## **Appendix C – Disputes and Protests**

### **Disputes**

Biddeford Saco Old Orchard Beach Transit Committee will work with firms and vendors to resolve disputes arising from its procurement of goods and services. If such disputes cannot be resolved through negotiation between the vendor and the Executive Director, The Transit Committee may render a decision on the matter.

Nothing in this policy mitigates the right of the vendor to seek legal remedy in a court of competent jurisdiction.

Biddeford Saco Old Orchard Beach Transit Committee may seek the assistance of the grantor agency in resolving disputes.

### **Protests After Bid Opening/Receipt of Proposals**

Any party aggrieved by an award of a contract may protest to Biddeford Saco Old Orchard Beach Transit Committee, in writing, within 7 days after such aggrieved party knew or should have known of the facts giving rise thereto. Such protest shall include the detailed facts leading up to the protest. The Chairperson of the Biddeford Saco Old Orchard Beach Transit Committee is authorized to settle and resolve any protest relating to the solicitation or contract award. Protests received later than 30 days after bid opening or the receipt of proposals shall not be considered.

In the absence of a settlement, the Chairperson shall make their decision known, in writing, within one week of receipt of the protest. Such decision shall respond, in detail, to each substantive issue raised in the protest.

The written decision of the Chairperson shall be final, binding, and conclusive on the parties.

Protest should be sent to:

Chairperson  
Biddeford Saco Old Orchard Beach Transit Committee  
13 Pomerleau Street  
Biddeford, ME 04005

Protests will only be entertained by the Federal Transit Administration if the aggrieved party is alleging that Biddeford, Saco, Old Orchard Beach Transit Committee does not have, or is failing to follow, written protest procedures. The protester must deliver its appeal to the FTA Regional Administrator for the region administering its project or the FTA Associate Administrator for the region administering its project or the FTA Associate Administrator for the program office administering its project within 5 working days of the date when the protester has identified other grounds for appeal to FTA.

**Appendix D - BSOOB Transit: Service Rates and Interest Rates Quote**

Financial institution will provide a fee schedule and interest rates applicable to Sweep and Line of Credit.

Fee Schedule:

**Sweep** \$75.00/month

**Line of Credit** See attached Commitment Letter

**Other Service Fees:** See attached Fee Schedule

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized by:**

Alicia G. Lewis - VP Senior Corporate Services Officer  
\_\_\_\_\_

Print name & title:

*Alicia G Lewis*  
\_\_\_\_\_

Signature

Date: 07 / 26 /2023

# Bangor Savings Bank

## BS00B Translt

Officer: Alicia G. Lewis  
Phone Number: 207-248-4305

## Deposit Account Pricing

Date Prepared 7/26/2023  
Statements Reviewed:  
Days in Statement Cycle 30

Average Daily Collected Balance \$250,000.00  
Less Required Reserves (10%) \$25,000.00  
Average Net Collected Balance \$225,000.00

Business Checking Account  
Earnings Credit Rate  
**0.50%**  
1-Jun-23

Services	Activity	BSB Unit Price	BSB Activity Charge
<b>General Account Services</b>			
Account Maintenance	1	6.00	\$6.00
Analysis Charge	0	0.00	\$0.00
Depository Fee	250,000	0.000105	\$26.25
Sub-Total			\$32.25
<b>General Services</b>			
Deposits	20	0.12	\$2.40
Checks Deposited	50	0.09	\$4.50
Checks Paid	85	0.12	\$10.20
Charge Back	0	12.00	\$0.00
Incoming ACH Credit Item	15	0.12	\$1.80
Incoming ACH Debit Item	0	0.12	\$0.00
Sub-Total			\$18.90
<b>Investment Sweep Services</b>			
Monthly Maintenance	1	75.00	\$75.00
Sub-Total			\$75.00
<b>Fraud Solution Services</b>			
Positive Pay	1	30.00	\$30.00
Per Exception Item	0	0.50	\$0.00
ACH Block - Optional	0	20.00	\$0.00
ACH Alerts - (Filter)	1	20.00	\$20.00
Sub-Total			\$50.00
<b>Wire and Other Funds Xfer Services</b>			
Wire Transfers-Incoming	0	15.00	\$0.00
Outgoing Wires	0	25.00	\$0.00
Sub-Total			\$0.00
<b>Information Services</b>			
Treasury Online	1	130.00	\$130.00
Information Reporting - Archive 366 days	Included	0.00	\$0.00
Book Transfer Module	Included	0.00	\$0.00
ACH Module	Included	0.00	\$0.00
ACH Transactions	160	0.15	\$24.00
ACH Returned Items	0	5.00	\$0.00
ACH NOCs	0	1.00	\$0.00
Wire Module	Included	0.00	\$0.00
Online Domestic Wires	0	12.50	\$0.00
Stop Payment Module	Included	0.00	\$0.00
Online Stop Payments	0	17.00	\$0.00
Sub-Total			\$154.00
<b>TOTAL SERVICES AND REQUIRED BALANCES:</b>			<b>\$330.15</b>

Earnings Credit Rate subject to change monthly, and may affect compensating balance, as may changes in activity.

Equipment costs, setup fees and additional services are subject to current standard pricing at the time services are selected and may affect compensating balance.

### Service Charge Summary (as proposed and annualized):

Average Net Collected Balance:	<b>\$225,000.00</b>
Average Earnings Credit Rate to Offset Fees:	<b>0.50%</b>
Estimated Earnings Credit Allowance:	<b>\$95.55</b>
Total Services with Recommendations:	<b>\$330.15</b>
Estimated Net Monthly Service Charges with Recommendations:	<b>\$234.60</b>

### Bangor Savings Bank

Investment Summary:	
Investable Balance:	<b>\$500,000.00</b>
Rate:	2.25%
Interest return:	<b>\$955.48</b>

**Net Interest Earned \$ 720.88**



You matter more.

**BID PROPOSAL  
TAXABLE LINE OF CREDIT**

July 26, 2023

Biddeford Saco Old Orchard Beach Transit  
Marianne Walters  
13 Pomerleau Street  
Biddeford, ME 04005

RE: Taxable Line of Credit

Dear Marianne:

Bangor Savings Bank is pleased to submit our proposal for a taxable line of credit in the amount of \$500,000 to provide temporary working capital. The line is subject to the following terms:

Borrower: Biddeford Saco Old Orchard Beach Transit

Amount: Up to \$500,000

Rate: A variable rate of interest equal to *Wall Street Journal* Prime Rate, hereinafter referred to as the "Index Rate" (currently 8.25%) per annum.

All interest payable shall be computed on the basis of the actual number of days elapsed using a Three Hundred Sixty (360) day year. Interest shall be payable in arrears.

Late Charge: Five (5%) percent of overdue payment if ten (10) days late.

Purpose: To provide temporary working capital.

Term: The Line of Credit will be available until its expiration date of a year from origination and is due upon expiration unless renewed in writing by the Bank. Bank will review the Taxable Line of Credit prior to expiration upon receipt of required current financial information and Borrower's request for renewal.

Repayment: Interest only payable monthly beginning one month from the date of the Note.

30-day paydown: The line will be required to rest at \$0 for 30 consecutive days within each twelve-month period.

Default Rate: Four (4%) percent greater than note rate.

Collateral: Unsecured

Financial Statements: The Bank reserves the right to request any financial statements deemed necessary during the life of the loan.

Borrower will maintain its books and records relating to its financial affairs at all times in accordance with, and all financial statements provided for herein shall be prepared in accordance with generally accounting principles.

Legal

Services: The Bank's Counsel may review and approve to the Bank all related documentation. They may prepare all documents pertaining to this loan, on behalf of the Bank.

All documents or other instruments executed and delivered in connection with the closing of the loan and all insurance binders, policies and opinion letters shall be in a form and substance satisfactory to the Bank and its Counsel.

- Conditions:
- 1) Borrower will pay all out-of-pocket costs and expenses incurred by the Bank in connection with the proposed loan and financing arrangement. This will include, but will not be limited to, attorneys' fees, lien search fees, filing fees, environmental audit fees and appraisal costs. These fees will be paid by the Borrower whether or not the transaction contemplated herein is closed.
  - 2) Borrower shall execute such further documents to secure the loan transaction contemplated hereunder as counsel for the Bank shall determine necessary or advisable in the interest of the Bank.
  - 3) Any additions, deletions, substitutions, or other changes in this Agreement must be documented in writing to become effective.

The commitment is subject to change if not accepted by **August 11<sup>th</sup>, 2023** and is subject to withdrawal, if there is discovered prior to loan disbursement, any adverse information relating to Biddeford Saco Old Orchard Beach Transit financial condition. Please forward any correspondence relative to this request to my attention:

Sincerely,



Bridget C. G. Freudenberger  
Vice President | Commercial Banking and Community Development

Appendix E

Notice of Submit a Proposal for BSOOB Transit Banking Services

Financial Institution: Bangor Savings Bank

Will  X

Will Not

submit a proposal to furnish the above-referenced service.

This request for information is being sent to you and to other service providers to assist us in determining who will be submitting a proposal.

**Whether or not you choose to submit a proposal at this time, please return this form if you wish to be retained on our list of bidders.**

We are not submitting a proposal, but please keep us on your list of bidders.

You may remove us from your bidders list (NOTE: Firms who do not return this form will be automatically removed from our bidder list.)

Contact Name: Alicia G. Lewis - VP Senior Corporate Services Officer

Address: 280 Fore Street Suite 200

City/State/Zip: Portland ME 04101

Telephone: 207-248-4305

Email address: Alicia.Lewis@Bangor.com

**Please return this form immediately upon receipt (by mail or email) to:**

Marianne Walters, Grants Program  
Specialist Biddeford-Saco-Old Orchard  
Beach Transit 13 Pomerleau St.  
Biddeford, ME 04005  
[mwalters@bsoobtransit.org](mailto:mwalters@bsoobtransit.org)



## Appendix F: References

### Reference 1:

Name of Organization	City of Saco
Website Address	www.sacomaine.org
Primary Contact	Gerry Matherne
Phone	207-710-5016
E-mail	gmatherne@sacomaine.org
Service performed	Online Banking, ACH, ZBA Sweeps, ACH Debit Blocks
Date of service	Ongoing

### Reference 2:

Name of Organization	Madison Electric Works
Website Address	www.madelec.net
Primary Contact	Marty Berry
Phone	207-696-4401
E-mail	mberry@madelec.net
Service performed	Online Banking, Remote Deposit Capture, Sweep
Date of service	Ongoing

**Reference 3:**

Name of Organization	Clinton Water
Website Address	www.clintonwaterdistrict.com
Primary Contact	Joy Davis
Phone	207-426-8039
E-mail	clintonwaterdistrict@gmail.com
Service performed	Online Banking, ACH, Remote Deposit Capture
Date of service	Ongoing

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# Bangor Savings Bank



## Institution Details

Data as of 07/14/2023



**FDIC Insured**  
Since 08/09/1989

**FDIC Cert #**  
18408

**Established**  
02/14/1852

**Bank Charter Class**  
FDIC Supervised State Savings Banks

**Primary Federal Regulator**  
Federal Deposit Insurance Corporation

**Main Office Address**  
24 Hamlin Way  
Bangor, ME 04401

**Primary Website**  
[www.bangor.com](http://www.bangor.com)

**Locations**  
72 domestic locations: 2 states and 0 territories.  
0 in foreign locations.

**Financial Information**  
[Create financial reports for this institution](#)

**Consumer Assistance**  
[Complaints & Questions with Personal Information](#)

**Contact the FDIC**  
[Questions about Bank Information](#)

Get additional detailed information by selecting from the following:

[Locations](#)

[History](#)

[Institution Profile](#)

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72 Branch Offices

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Results  
25