

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting Findings)
Concerning the Feasibility of Using the)
County's Personnel and Resources to) ORDER NO. 36-2016
Operate Columbia County Rider (CC Rider))

WHEREAS, ORS 279B.030 requires that except as provided in ORS 279B.036, before conducting a procurement for services with an estimated contract price that exceeds \$250,000, a contracting agency shall: (a) demonstrate, by means of a written cost analysis in accordance with ORS 279B.033, that the contracting agency would incur less cost in conducting the procurement than in performing the services with the agency's own personnel and resources; or (b) demonstrate, in accordance with ORS 279B.036, that performing the services with the agency's own personnel and resources is not feasible; and

WHEREAS, Columbia County provides public transportation through its transit department, Columbia County Rider Transportation (CC Rider); and

WHEREAS, the County currently has two full-time employees, who manage and administer the CC Rider program, and a contractor, who performs operations and maintenance services; and

WHEREAS, the contract for operations and maintenance, the value of which exceeds \$250,000, will expire in July 2016; and

WHEREAS, prior to conducting the procurement, staff performed a preliminary cost analysis using estimated numbers for the contractor's rate of compensation. The preliminary analysis showed that the County's would incur more cost in performing the operations and maintenance services with its own staff and resources than in contracting for those services; and

WHEREAS, based on the preliminary analysis, the Board directed staff to conduct a procurement for the services; and

WHEREAS, following the closing of the solicitation phase of the procurement, County staff performed a final cost analysis, attached hereto as Exhibit A and incorporated herein by this reference, using the contractor's actual rate of compensation; and

ORDER No. 36-2016

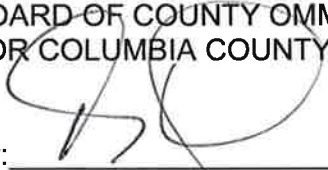
WHEREAS, the final cost analysis shows that the cost to contract for CC Rider operations and maintenance would be approximately \$3,188,854 over the course of three years, and the cost the County would incur in performing those services with its own personnel and resources would be more than twice as much at \$6,842,236. The cost to contract for the services would therefore save the County \$3,653,382 over three years; and


NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY HEREBY ORDERS as follows:

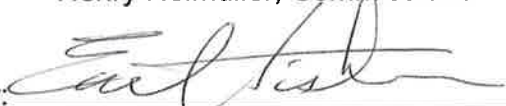
1. The Board adopts staff's report and analysis, attached hereto as Exhibit A and incorporated herein by this reference;
2. The Board adopts the above recitals as findings in support of its decision;
3. The Board finds that based on the final cost analysis, the County would incur more cost in performing CC Rider operations and maintenance services with its own personnel and resources than it would by contracting for those same services; and
4. Based on all of the foregoing and in accordance with ORS 279B.030(a), the Board orders the procurement of operations and maintenance services for CC Rider.

DATED this 22nd day of June, 2016.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: 
Anthony Hyde, Chair

By: 
Henry Heimuller, Commissioner

By: 
Earl Fisher, Commissioner

Approved as to form

By: 
Office of County Counsel

ORDER No. 36-2016

| Transit Feasibility Analysis Columbia County June 2016 | | | | 30.98 FTE | |
|--|------------------|------------------|-------------------|---|------|
| County Cost | FY17 | FY18 | FY19 | Total | |
| Start Up | 5,000 | | | 5,000 | |
| Carrying Costs | | | | | |
| Personnel | 1,897,519 | 1,918,188 | 1,939,167 | 5,754,874 | |
| Admin (non-216 fund) | 16,577 | 16,577 | 16,577 | 49,732 | |
| Admin Alloc increase | 259,718 | 363,784 | 409,128 | 1,032,630 | |
| Operations (216 fund) | 0 | 0 | 0 | 0 | |
| Total | 2,178,814 | 2,298,549 | 2,364,873 | 6,842,236 | |
| | | | | 53.39% higher/(lower) cost than contract out | |
| County Details | | | | | |
| Start Up Costs | | | | | |
| Computer workstations | | | | | |
| Desks | 1 | 2,000 | 2,000 | | |
| Furniture | don't need | | | | |
| Hiring costs (ads, etc.) | don't need | | | | |
| phone system? | 1 | 500 | 500 | | |
| HR (JR) | | | | | |
| Legal (SH) | | | | | |
| Operations (JW) | | | | | |
| Moving in/setting up | | | | | |
| | | | 5,000 | | |
| FY17 | | | | | |
| Carrying Costs | | | | | |
| Personnel Costs Estimated as of 7/1/16 | | | | | |
| Title | FTE | Salary Range | Hourly Salary/Std | PERS | FICA |
| Bus Driver | 15 | 20 | 15.95 | 3.45 | 1.22 |
| Bus Driver .49 PT | 20 | 20 | 15.95 | 3.45 | 1.22 |
| Mechanic | 1 | 24 | 23.36 | 5.05 | 1.79 |
| Mechanic | 0.49 | 24 | 23.36 | 5.05 | 1.79 |
| Dispatcher | 2 | 20 | 15.95 | 3.45 | 1.22 |
| Dispatcher PT | 0.49 | 20 | 15.95 | 3.45 | 1.22 |
| Contractor Details | | | | | |
| Operations | | | | | |
| Cost/HR | FY17 | FY18 | FY19 | | |
| Hrs per Year | 40.00 | 40.00 | 41.00 | | |
| Total | 959,040 | 959,040 | 983,016 | | |
| Maintenance | | | | | |
| Cost/HR | FY17 | FY18 | FY19 | | |
| Hrs per Year | 43.35 | 43.35 | 44.43 | | |
| Total | 90,168 | 90,168 | 92,422 | | |
| Contractor Details | | | | | |
| Hourly | | | | | |
| Total | 20.61 | 20.61 | 20.61 | | |
| Insurance Benefits | 2,278.86 | 2,278.86 | 2,278.86 | | |
| Monthly Total per FTE | 5,851.71 | 5,851.71 | 5,962.26 | | |
| Monthly Total | 110.55 | 110.55 | 110.55 | | |
| Monthly Total | 3,572.84 | 3,572.84 | 3,683.40 | | |
| Monthly Total | 7,511.91 | 7,511.91 | 7,633.35 | | |
| Monthly Total | 5,233.04 | 5,233.04 | 5,354.49 | | |
| Monthly Total | 5,851.71 | 5,851.71 | 5,851.71 | | |
| Monthly Total | 0.00 | 0.00 | 0.00 | | |
| Monthly Total | 3,572.84 | 3,572.84 | 3,572.84 | | |
| Annual Total | 71,547.12 | 71,547.12 | 71,547.12 | | |
| Annual Total | 433,167.32 | 433,167.32 | 433,167.32 | | |
| Annual Total | 91,600.20 | 91,600.20 | 91,600.20 | | |
| Annual Total | 64,253.83 | 64,253.83 | 64,253.83 | | |
| Annual Total | 140,547.08 | 140,547.08 | 140,547.08 | | |
| Annual Total | 21,034.31 | 21,034.31 | 21,034.31 | | |

| | | | | | | | | | | | | |
|---|------|--------------|-------------------|---------------------|-------------------------|--------------|--------------------|-----------------------|----------------------|---------------|------------------|--------------|
| Operations Manager | 1 | E04 | 29.39 | 6.36 | 2.25 | 38.00 | 2,278.86 | 8,865.08 | 8.15 | 8,873.23 | 106,478.81 | 106,478.81 |
| HR Staff | 0 | 21 | 17.55 | 3.79 | 1.34 | 22.69 | 0.00 | 3,932.17 | 4.87 | 3,937.04 | 47,244.47 | 0.00 |
| Finance Staff | 0 | 21 | 17.55 | 3.79 | 1.34 | 22.69 | 2,278.86 | 6,211.04 | 4.87 | 6,215.90 | 74,590.85 | 0.00 |
| | | | | | | | | | Total Annual Cost | | | 1,897,518.96 |
| Additional Admin Costs (things that would allocate but aren't costs without inhouse transit) | | | | | | | | | | | | |
| FTA drug program | | | Total | | | | | | | | | |
| Liability Insurance - fleet | 0 | 1,500 | 2,500 | annual or start up? | | | | | | | | |
| Liability Insurance - general | | | 0 | | | | | | | | | |
| ADP (by EE) | 41 | 193 | 7,927 | | | | | | | | | |
| Time clock | 41 | 150 | 6,150 | | | | | | | | | |
| Total Admin | | | 16,577 | | | | | | | | | |
| Incremental Admin Allocation | | | | | | | | | | | | |
| (based on "max" budget) | | | 38,921 | HR | | | | | | | | |
| | | | 172,666 | Fin | | | | | | | | |
| | | | 19,371 | IT | (added 10 workstations) | | | | | | | |
| | | | 28,760 | Commissioners | | | | | | | | |
| Total Admin alloc | | | 269,718 | | | | | | | | | |
| Operating Costs: | | | | | | | | | | | | |
| Maintenance | | | | | | | | | | | | |
| Supplies | | | | | | | | | | | | |
| Custodian | | | | | | | | | | | | |
| Total Operating | | | 0 | | | | | | | | | |
| FY18 | | | | | | | | | | | | |
| Carrying Costs | | | | | | | | | | | | |
| Personnel Costs Estimated as of 7/1/16 | | | | | | | | | | | | |
| Title | FTE | Salary Range | Hourly Salary/Std | PERS | FICA | Hourly Total | Insurance Benefits | Monthly Total per FTE | Monthly Workers Comp | Monthly Total | Annual Total/FTE | Annual Total |
| Bus Driver | 15 | 20 | 16.18 | 3.50 | 1.24 | 20.92 | 2,278.86 | 5,905.30 | 112.21 | 6,017.51 | 72,210.14 | 1,083,152.04 |
| Bus Driver .49 PT | 20 | 20 | 16.18 | 3.50 | 1.24 | 20.92 | 0.00 | 3,626.43 | 112.21 | 3,738.65 | 21,983.24 | 439,664.83 |
| Mechanic | 1 | 24 | 23.71 | 5.13 | 1.81 | 30.64 | 2,278.86 | 7,590.40 | 123.27 | 7,713.67 | 92,564.01 | 92,564.01 |
| Mechanic | 0.49 | 24 | 23.71 | 5.13 | 1.81 | 30.64 | 0.00 | 5,311.54 | 123.27 | 5,434.80 | 65,217.63 | 31,956.64 |
| Dispatcher | 2 | 20 | 16.18 | 3.50 | 1.24 | 20.92 | 2,278.86 | 5,905.30 | 4.49 | 5,909.79 | 70,917.45 | 141,834.89 |
| Dispatcher PT | 0.49 | 20 | 16.18 | 3.50 | 1.24 | 20.92 | 0.00 | 3,626.43 | 4.49 | 3,630.92 | 43,571.07 | 21,349.82 |
| Operations Manager | 1 | E04 | 29.84 | 6.45 | 2.28 | 38.57 | 2,278.86 | 8,963.88 | 8.27 | 8,972.15 | 107,665.80 | 107,665.80 |
| HR Staff | 0 | 21 | 17.81 | 3.85 | 1.36 | 23.03 | 0.00 | 3,991.15 | 4.94 | 3,996.09 | 47,953.14 | 0.00 |

| Finance Staff | 0 | 21 | 17.81 | 3.85 | 1.36 | 23.03 | 2,278.86 | 6,270.02 | 4.94 | 6,274.96 | 75,299.51 | 0.00 |
|--|------|--------------|-------------------|----------------------|------|--------------|--------------------|-----------------------|----------------------|---------------|------------------|--------------|
| | | | | | | | | | Total Annual Cost | | | 1,918,188.03 |
| Additional Admin Costs (things that would allocate but arent costs without inhouse transit) | | | | | | | | | | | | |
| FTA drug program | | | 2,500 | annual or start up? | | | | | | | | |
| Liability Insurance - fleet | 0 | 1,500 | | 10% annual increase | | | | | | | | |
| Liability Insurance - general | | | 0 | 10% annual increase | | | | | | | | |
| ADP (by EE) | 41 | 193 | 7,927 | 2.5% annual increase | | | | | | | | |
| Time clock | 41 | 150 | 6,150 | 2.5% annual increase | | | | | | | | |
| Total Admin | | | 16,577 | | | | | | | | | |
| Incremental Admin Allocation | | | | | | | | | | | | |
| (based on "max" budget) | | | 51,235 | HR | | | | | | | | |
| | | | 230,813 | Fin | | | | | | | | |
| | | | 20,042 | Counsel | | | | | | | | |
| | | | 23,911 | IT | | | | | | | | |
| | | | 37,784 | Commissioners | | | | | | | | |
| Total Admin alloc | | | 363,784 | | | | | | | | | |
| Operating Costs: | | | | | | | | | | | | |
| Maintenance | | | | | | | | | | | | |
| Supplies | | | | | | | | | | | | |
| Custodian | | | | | | | | | | | | |
| Total Operating | | | 0 | | | | | | | | | |
| FY19 | | | | | | | | | | | | |
| Carrying Costs | | | | | | | | | | | | |
| Personnel Costs Estimated as of 7/1/16 | | | | | | | | | | | | |
| | FTE | Salary Range | Hourly Salary/Std | PERS | FICA | Hourly Total | Insurance Benefits | Monthly Total per FTE | Monthly Workers Comp | Monthly Total | Annual Total/FTE | Annual Total |
| Bus Driver | 15 | 20 | 16.43 | 3.55 | 1.26 | 21.24 | 2,278.86 | 5,959.70 | 113.90 | 6,073.59 | 72,883.09 | 1,093,246.38 |
| Bus Driver .49 PT | 20 | 20 | 16.43 | 3.55 | 1.26 | 21.24 | 2,278.86 | 3,680.83 | 113.90 | 3,794.73 | 22,312.99 | 446,259.80 |
| Mechanic | 1 | 24 | 24.06 | 5.20 | 1.84 | 31.10 | 2,278.86 | 7,670.07 | 125.12 | 7,795.19 | 93,542.28 | 93,542.28 |
| Mechanic | 0.49 | 24 | 24.06 | 5.20 | 1.84 | 31.10 | 2,278.86 | 5,391.21 | 125.12 | 5,516.32 | 66,195.90 | 32,435.99 |
| Dispatcher | 2 | 20 | 16.43 | 3.55 | 1.26 | 21.24 | 2,278.86 | 5,959.70 | 4.56 | 5,964.25 | 71,571.01 | 143,142.02 |
| Dispatcher PT | 0.49 | 20 | 16.43 | 3.55 | 1.26 | 21.24 | 2,278.86 | 3,680.83 | 4.56 | 3,685.39 | 44,224.63 | 21,670.07 |
| Operations Manager | 1 | E04 | 30.28 | 6.55 | 2.32 | 39.15 | 2,278.86 | 9,064.15 | 8.40 | 9,072.55 | 108,870.59 | 108,870.59 |
| HR Staff | 0 | 21 | 18.08 | 3.91 | 1.38 | 23.37 | 0.00 | 4,051.02 | 5.01 | 4,056.04 | 48,672.43 | 0.00 |
| Finance Staff | 0 | 21 | 18.08 | 3.91 | 1.38 | 23.37 | 2,278.86 | 6,329.89 | 5.01 | 6,334.90 | 76,018.81 | 0.00 |
| | | | | | | | | | Total Annual Cost | | | 1,939,167.13 |

| Additional Admin Costs (things that would allocate but arent costs without inhouse transit) | | Qty | Est Cost | Total | | | | | |
|---|--|-----|----------------|---------------|-------------------------|--|--|--|--|
| FTA drug program | | | | 2,500 | annual or start up? | | | | |
| Liability Insurance - fleet | | 0 | 1,500 | 0 | 10% annual increase | | | | COLA Assumption = 1.5% |
| Liability Insurance - general | | | | 0 | 10% annual increase | | | | Health Insurance Assumption = 8% |
| ADP (by EE) | | 41 | 193 | 7,927 | 2.5% annual increase | | | | PERS Assumption = OPSRP 23.68% |
| Time clock | | 41 | 150 | 6,150 | 2.5% annual increase | | | | Workers Comp Assumption = no actual code |
| Total Admin | | | | 16,577 | | | | | |
| Incremental Admin Allocation | | | | | | | | | |
| (based on "max" budget) | | | 47,609 | HR | | | | | |
| | | | 257,200 | Fin | | | | | |
| | | | 39,576 | Counsel | | | | | |
| | | | 24,097 | IT | (added 10 workstations) | | | | |
| | | | 40,646 | Commissioners | | | | | |
| Total Admin alloc | | | 409,128 | | | | | | |
| Operating Costs: | | | | | | | | | |
| Maintenance | | | | | | | | | |
| Supplies | | | | | | | | | |
| Custodian | | | | | | | | | |
| Total Operating | | | | 0 | | | | | |