



*The COMET Committee Meeting minutes are prepared and presented in summary form. Audio recordings of the meetings are on file at The COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Paige Jernigan at [pjernigan@thecometsc.gov](mailto:pjernigan@thecometsc.gov).*

*Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-80 - All public bodies shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings. **The COMET complied with the notification of this meeting on Friday, January 3, 2020 at 3:15 p.m.***

**Central Midlands Regional Transit Authority  
TRANSIT OPERATOR RFP SUBCOMMITTEE GROUP MEETING  
Wednesday, January 8, 2020 -1:30 P.M.  
3613 Lucius Road, Columbia, SC 29201 - Small Conference Room**

**Members Present:**

John V. Furgess, Sr.  
Derrick Huggins\*, Chair  
Lill Mood\*  
Dr. Robert Morris\*

**Guests Present:**

Leo Auger, Auger Consulting  
Pam Baker, Burr Foreman McNair

**Absent:**

Andy Smith  
*\*Indicates participation by phone.*

**The COMET Staff Present**

John Andoh, Executive Director/CEO  
Paige Jernigan, Administrative & Customer Service Specialist  
Dr. Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer

**1. CALL TO ORDER & DETERMINATION OF QUORUM**

Mr. Huggins, Chair delegated to Mr. Furgess, Vice Chair, to serve as the acting Chair in Mr. Huggins' absence. The meeting was called to order at 1:35 P.M.

**2. ADOPTION OF AGENDA**

**Motion:**

A motion was made by Mr. Huggins and seconded by Mr. Furgess to adopt the agenda.



**Approved:** Furgess, Huggins, Mood, Morris,

**Absent:** Smith

**Motion passed.**

### 3. APPROVAL OF MINUTES OF DECEMBER 19, 2019

**Motion:**

A motion was made Ms. Mood and seconded by Mr. Huggins to adopt the minutes for December 19, 2019.

**Approved:** Furgess, Huggins, Mood, Morris,

**Absent:** Smith

**Motion passed.**

### 4. DISCUSSION & ACTION ITEMS

#### A. AUTHORIZE RELEASE OF REQUEST FOR PROPOSALS

Mr. Andoh explained that he provided the committee with a copy of the Request of Proposals for Transit Operations and Maintenance.

*Dr. Morris joined the call at 1:37 P.M.*

He stated that the Staff is asking for approval of the release for the Request for Proposals. Attorney Baker discussed her changes that are identified in the packet and listed below.

- **Part 4: A. Evaluation and Award**

The Selection Committee reserves the right to contact and evaluate the proposer's references and to contact any current clients of a proposer (regardless if they are listed as a reference or not) and solicit information from any available source deemed pertinent to the evaluation process.

The Contracting Officer will score the price proposals and add to the Selection Committee's scoring for each Proposer to determine the ranking of the Proposers from most advantageous to least advantageous to The COMET. **The Selection Committee shall not be obligated to accept the lowest priced proposal but shall make an award in the best interests of The COMET and that represents a "Best Value" as defined by the Federal Transit Administration.** The Contracting Officer may contact any proposer to clarify any response. The Selection Committee's decision will be presented to the Board of Directors to begin negotiations with the highest ranked Proposer.

- **B. Evaluation Factors**

- **C. Award**

**Award will be made to the highest ranked, responsive and responsible proposer whose proposal is determined in writing to be the most advantageous to The**



COMET, taking into consideration price and the evaluation factors set forth in the request for proposals, unless the Contracting Officer determines to utilize one of the negotiation options provided in The COMET's Procurement and Contract Administration Policy. The Selection Committee will present the award decision to the Board of Directors at the next available Board of Directors meeting for approval, if required. When the Board of Directors votes to award a contract, and negotiations, if any, have been completed, the notice of "Intent to Award" will be issued to all Proposers along with a notice to the unsuccessful Proposers' of their right to protest the award under The COMET's Procurement and Contract Administration Policy.

• **13. Disputes**

(3) CONTRACTOR understands and agrees that at no time may CONTRACTOR refuse to provide services including, but not limited to withdrawing services due to any dispute that may arise between the COMET and CONTRACTOR.

(4) In the event there are any disagreements between the parties with regards to the requirements of the COMET, arising from any interpretation of the RFP, the resulting Contract, or otherwise, CONTRACTOR agrees to defer to the reasonable interpretations of the COMET as from time to time, may be made by the COMET. This provision applies to all matters including those arising from disputes concerning scope of work issues and whether particular items or efforts were included in the scope of work agreed to by the parties in this RFP and resulting Contract.

Dr. Morris asked for Disadvantaged Business Enterprise percentage clarification. Mr. Andoh explained that 20% will be from the Contractor and 5% collectively from the agency, The COMET. Mr. Andoh requested that Mr. Auger explain the breakdown of scoring qualifications.

**Motion:**

A motion was made by Mr. Huggins and seconded by Ms. Mood to release the Request for Proposals with the changes.

**Approved:** Furgess, Huggins, Mood, Morris

**Absent:** Smith

**Motion passed.**

**5. ADJOURN**

**Motion:**

A motion was made by Mr. Huggins and seconded by Mr. Furgess to adjourn the meeting.



The meeting adjourned at 1:51 P.M.


CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this Feb, 2020, Agenda Item \_\_\_\_\_

Prepared by:

  
Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

  
Andy Smith, Secretary