

Board of Directors  
NATALIE ARROYO  
City of Eureka  
REX BOHN  
County of Humboldt  
STEVE LADWIG  
City of Trinidad  
JULIE WOODALL  
City of Rio Dell  
EMILY GOLDSTEIN  
City of Arcata  
TAMI TRENT  
City of Fortuna  
MIKE WILSON  
County of Humboldt

HTA Board Staff  
GREG PRATT  
General Manager  
BRENDA FREGOSO  
Secretary to the Board



Humboldt Transit Authority  
Governing Board of Directors  
HTA Conference Room - 133 V Street Eureka

**AGENDA**

**IN-PERSON & TELECONFERENCE**

**ZOOM MEETING INSTRUCTIONS**

MEETING ID: 899 0945 9432

BY PHONE 1 (408) 638-0968

**BY COMPUTER:** <https://us02web.zoom.us/j/89909459432>

Wednesday, February 2, 2022

9:00 AM

Regular Board Meeting

**A. Call Meeting To Order**

**B. Roll Call & Introductions**

**C. Community Members Communication**

Members of the community are invited to comment on items or issues not on the agenda.

**D. Special Presentations**

**E. Consent Calendar**

By motion, recommend the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the consent calendar upon request and will be heard separately.

1. Minutes from the December 8, 2021 Special Board Meeting

Page 01

***Action Recommended: Approve Minutes***

2. Remote Teleconference Meetings

Page 07

Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361

***Action Recommended: Approve Resolution 22-01 Implementing Teleconferencing Requirements During a Proclaimed State of Emergency***

**F. Items Removed from Consent Calendar**

**G. Reports**

1. December statistics and financial statements for all systems operated by HTA

Handout

***Recommend: Review and Discuss***

## H. New Business

### 1. Digital Information (DI) Screens Request for Proposals

Page 09

Staff has received quotes for DI Screens to be installed in all 32 buses to display up-to-date notices, informational videos, and HTA policies in real-time using the existing wifi. The Board will review the quotes and award the contract.

***Action Recommended: Review Quotes, Discuss, Award the Winning Proposal, and Direct Staff as Needed.***

### 2. Transit Intercity Rail Capital Program Grant Update

Page 26

Staff will give the Board an update on progress being made with the TIRCP grant that is due on March 3, 2022.

-Next meeting sub-committee

***Action Recommended: Receive information and Provide Direction if Needed.***

### 3. Elections of Officers

At the beginning of the year, new officers are elected to the Following positions:  
Chair, Vice-Chair, and Finance & Operations Committee.

The HTA Chair also serves on the Policy Advisory Committee for HCAOG.

Current Positions:

Chair: Councilmember Arroyo, Vice Chair: Councilmember Ladwig

Finance & Operations Committee: Bohn, Wilson, & Trent

## I. Board Communications

## J. Staff Communications

March Special Meeting

## K. Adjournment

*Humboldt Transit Authority (HTA) is committed to a policy of non-discrimination pursuant to the requirements of Title VI of the Civil Rights Act of 1964. Persons who require special accommodations, accessible seating, or documentation in alternative formats under the American with Disabilities Act or persons who require translation services (free of charge) should contact HTA at least two days prior to the meeting.*

*Humboldt Transit Authority (HTA) se compromete a una norma de no discriminación de acuerdo a los requisitos del Artículo VI del Acto Derechos Civiles de 1964. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con HTA al menos dos días antes de la reunión.*

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**SPECIAL BOARD MEETING**

**December 8, 2021**

**PRESENT**

Board Members

Rex Bohn, County of Humboldt  
Mike Wilson, County of Humboldt  
Steve Ladwig, City of Trinidad  
Emily Goldstein, City of Arcata  
Tami Trent, City of Fortuna  
Natalie, Arroyo, City of Eureka  
Julie Woodall, City of Rio Dell

**ABSENT**

Staff

Greg Pratt, General Manager  
Jim Wilson, Director of Maintenance  
Brenda Fregoso, Secretary to the Board  
Consuelo Espinosa, Transit Planner  
Brian Connors, Operations Manager  
Alene Webb, Finance Manager  
Sherry Dunlap, Safety & ADA Coordinator

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Oona Smith, HCAOG; Stevie Luther, HCAOG; Latanya Jacobs, Eureka Resident.

**CALL TO ORDER**

Chairperson Arroyo called the meeting to order at 9:01 a.m.

**ROLL CALL**

HTA Finance Manager, Alene Webb introduced Carolann Aggeler, HTA's new Administration and Finance Assistant and Katie Collender, HTA's new Finance Manager to replace Alene Webb when she retires on February 2, 2022.

**COMMUNITY MEMBERS COMMUNICATION**

None

**SPECIAL PRESENTATIONS**

None

## CONSENT CALENDAR

**By motion, recommended the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the Consent Calendar upon request and will be heard separately.**

*Motion by Councilmember Ladwig, second by Councilmember Goldstein to approve the Consent Calendar.*

*Motion carries unanimously*

1. Minutes from the September 1, 2021 Board Meeting

**Action Recommended: Approve minutes**

2. Remote Teleconference Meetings

Resolution to implement teleconferencing requirements during a proclaimed State of Emergency Pursuant to Assembly Bill 361.

**Action Recommended: Adopt Resolution 21-14 Implementing Teleconferencing Requirements during a Proclaimed State of Emergency.**

3. Agreement for Operation of Bus Transit System in the Willow Creek Area by and between HTA and the County of Humboldt

Staff is recommending a three-year agreement between HTA and the County to provide transportation to and from Willow Creek.

**Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and between Humboldt Transit Authority and The County of Humboldt.**

4. Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and Humboldt Transit Authority

Staff is recommending a three-year agreement between HTA and the County to provide transportation to and from the Southern Humboldt Region.

**Action Recommended: Approve the Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and the Humboldt Transit Authority.**

5. Humboldt Transit Authority's Drug & Alcohol Policy

Due to recent changes to FTA testing regulations, an amendment is needed to the Humboldt Transit Authority's Drug & Alcohol Policy.

~ HTA Drug & Alcohol Policy attached

**Action Recommended: Approve amendment to Humboldt Transit Authority's Drug & Alcohol Policy by adopting Resolution 21-13.**

6. HTA's Representative for California Transportation Indemnity Pool

HTA board authorization is needed to appoint a CalTIP board member and/or an alternate.

**Action Recommended: Authorize the appointment of the Finance Manager as Humboldt Transit Authority's representative and the General Manager and Human Resources Manager as alternates for the California Transportation Indemnity Pool by adopting Resolution 21-15.**

7. Legal Counsel for the Humboldt Transit Authority

Humboldt Transit Authority's Legal Counsel's contract is up for renewal. Enclosed is a four-year contract to retain the Law Office of Nancy Diamond.

**Action Recommended: Approve the contract between the Law Office of Nancy Diamond and the Humboldt Transit Authority for Legal Services.**

8. Personnel Policy Amendment for Unrepresented Employees

With the recent changes to the holiday calendar for represented employees, Staff is recommending changing the unrepresented employee's holiday calendar to coincide with the represented employees.

**Action Recommended: Approve amendment to the Unrepresented Employee Personnel Policy by adopting Resolution 21-17.**

**Items removed from the Consent Calendar**

None

**REPORTS**

1. October 2021 Statistics and Financial Statements for all systems operated by HTA

General Manager Greg Pratt gave the board statistics and financials for all systems for October 2021 and also an update and highlights from the new \$50 All Service Month Pass.

**NEW BUSINESS**

1. Unmet Transportation Needs Public Hearing for FY 2022-23

The Transportation Development Act requires the Unmet Transportation needs process to be complete annually.

HTA Transit Planner, Consuelo Espinosa gave the board information and highlights for the process for the Unmet Needs Process and indicated that a summary of comments has been provided to HCAOG.

**1. Open a public hearing to allow citizens to comment on transit needs in Humboldt Count**

None

Public Hearing closed at 9:25 a.m.

**2. Close the public hearing and direct staff to forward a summary of the meeting to the Humboldt County Association of Governments**

2. MOU between HTA and City of Eureka

HTA is applying to Caltrans for a grant that will replace 10 diesel buses with 10 zero emission hydrogen fuel cell buses, construct both hydrogen fueling station and an Intermodal Transit Center in the City of Eureka.

General Manager Greg Pratt directed the Board to the memo on page 25 of the agenda, Memorandum of Understanding (MOU) between HTA and the City of Eureka and went over the rules and regulations. HCAOG has indicated that they are happy to work with HTA to make the transition cleaner.

*Motion by Supervisor Wilson, second by Councilmember Ladwig to approve the Memorandum of Understanding (MOU) between HTA and the City of Eureka establishing terms and authorize HTA General Manager to sign the agreement.*

*Motion carries unanimously*

3. Amendment to the Classification Plan, Job Descriptions, and Salary Schedule for Unrepresented Employees  
Staff is proposing changes to the Classification Plan for unrepresented employees. All amendments require board authorization.

General Manager Greg Pratt directed the Board to page 29 of the agenda, Amendment to the Salary Schedule & Classification Plan for Represented Employees and advised that Staff is requesting the Board allocate a part-time position of Transit Planner to assist with the extra work load to achieve zero emissions.

*Motion by Supervisor Wilson, second by Councilmember Trent to approve the Amendment to the Humboldt Transit Authority's Salary Schedule and Classification Plan by Adopting Resolution 21-16.*

*Motion carries unanimously*

4. Fare Modernization & Integration Project

Staff is working with California Integrated Travel Project (Cal-ITP) and other rural transit providers in the North State to provide contactless payments using a credit card or mobile wallet for HTA and AMRTS systems.

General Manager Greg Pratt directed the Board to the Far North Group; Fare Modernization & Integration Project power point presentation.

Supervisor Wilson suggested that Staff move forward with this project.

Motion by Councilmember Ladwig, second by Councilmember Trent to approve the Fare Modernization & Integration Project.

*Motion carries unanimously*

5. Employee Pass Program

The HTA Board will consider establishing an employee bus pass program for all JPA members to encourage ridership for its employees. The six-month pilot will allow Staff to gather data to gauge interest and to determine costs to the member agencies.

General Manager Greg Pratt gave the Board information and highlights for the Employee Pass Program for all JPA Members that went into effect on January 5, 2022.

Motion by Supervisor Wilson, second by Councilmember Ladwig to adopt a six (6) month pilot program for the Employee Pass Program for all JPA members and directs Staff to collect data during this time and report back to the Board to determine the cost to Member Agencies.

*Motion carries unanimously*

## **BOARD COMMUNICATIONS**

Supervisor Wilson announced that the Local Government Commission Annual Conference will be in March, 2022 and you can visit [lgc.org](http://lgc.org) for more information.

## **STAFF COMMUNICATIONS**

Hybrid Meetings:

Supervisor Bohn, Councilmembers Ladwig and Arroyo expressed interest in in-person meetings.

## **ADJOURNMENT**

Meeting adjourned at 9:58 a.m.

**HUMBOLDT TRANSIT AUTHORITY  
RESOLUTION 22-01  
RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF  
EMERGENCY  
PURSUANT TO ASSEMBLY BILL 361**

WHEREAS, the Humboldt Transit Authority (HTA) is committed to preserving the Ralph M. Brown Act requirements that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, A state of emergency was proclaimed by Governor's Executive Order N-33-20 on March 4, 2020, addressing the threat of the COVID-19 pandemic, and remains in effect;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, COVID-19 and variants thereof remain a current threat to the health and safety of the general public, HTA Staff, and members of this Board; and

WHEREAS, the Humboldt County Department of Health & Human Services issued a Recommendation Regarding Physical Distancing Including Meetings of Legislative Bodies on September 29, 2021, which recommends physical distancing at gatherings and events, including meetings of local agency legislative bodies, and acknowledges that virtual meetings of legislative bodies provide a safer environment with less risk of exposure to COVID-19; and

WHEREAS, on November 8, 2021, the Humboldt County Department of Health & Human Services issued an Order for the Wearing of Face Coverings in Workplaces and Indoor Public Settings; and

WHEREAS, the HTA has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of the HTA legislative and advisory bodies subject to the Brown Act; and

WHEREAS, in response to the current threat to the public of the COVID-19 virus and its existing and potential variants, the Humboldt County indoor mask order, and the Humboldt County recommendation that local agency legislative bodies meet virtually, there is a desire to implement teleconference meetings pursuant to the requirements of the Brown Act so long as this State of and Emergency and local recommendations continue to exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference;
2. The Board of Directors finds, by a majority vote, that there exists a proclaimed state of emergency; and
3. The Humboldt County Department of Health & Human Services has ordered the wearing of masks at all indoor public gatherings and recommends that legislative bodies practice physical distancing by conducting virtual meetings, and

In accordance with AB 361, based on the findings and determinations herein, meetings of HTA's legislative will be held remotely by virtual means, while providing for all feasible means of public participation.

This resolution shall be effective upon adoption and remain in effect until HTA's next special board meeting in March 2, 2022, when HTA shall consider renewing its findings by subsequent resolution, in accordance with AB 361.

PASSED, APPROVED AND ADOPTED this 2nd day of February 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

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Chair of the HTA Board of Directors

ATTEST:

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Secretary to the Board





133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 2, 2022

SUBJECT: Digital Information (DI) Screens Request for Proposals

Over the last two years staff has been diligent in keeping passengers informed of CDC and County DHHS directives by posting notices across our fleet of 32 buses. Every time there is an update or new protocol staff time is required to replace or add postings. The buses are becoming cluttered with notices, many of which fall off or are torn down. Staff has been looking into solutions to ensure the public is up-to-date with the latest information, while reducing litter from taped-up notices.

Several transit agencies have been using digital information (DI) or “infotainment” screens to inform the public of schedule updates, key announcements, and display how-to videos. Staff recently issued a Request for Proposals to digital media companies for the purchase and installation of screens on our 32 buses. All HTA buses are already equipped with Wi-Fi that is capable of supporting multiple peripherals, including DI screens.

If the board approves and awards the proposal, Staff will review advertising options that will bring in revenue and assist in paying for DI Screen and Wi-Fi costs. The capital cost of the screens and mounting hardware will all be covered through CARES Act or CRRSAA Act grant funds.

***Action Recommended: Review Quotes, Discuss, Award the Winning Proposal, and Direct Staff as Needed.***



## Request for Quote (RFQ)

### Onboard Vehicle (Buses) Digital Signage System Displaying Information, Images and Advertising to Passengers

**Information about Humboldt Transit:** Humboldt County's public transit system is administered through a joint power's authority between Humboldt County and the cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad. HTA provides riders with affordable fixed route and dial-a-ride transportation options that allow access throughout Humboldt County.

#### Project details and information

1. As information and advertising has changed to a more effective digital platform, (HTA) is planning to procure digital signage to be installed on each of its transit buses to communicate with its ridership.
2. The quote is for a 32-unit project.
3. The process of accepting competitive pricing is much easier served by (HTA) using a Request for Quote since each item and service is available in the market place.
4. The size of the sign should be approximately the same as a 32" tv monitor or larger if it fits in the area of installation.
5. The signage will be used to communicate to riders by displaying safety messages, transit news, passenger updates, short videos and advertisements.
6. Each sign (monitor) will be installed onto a metal or hard plastic equipment cabinet located behind the driver's area. The location of the installed sign will allow for passengers to view the sign if looking straight ahead.
7. The sign must be mounted securely to the equipment box with a support device approved by the HTA maintenance staff. Please note, these vehicles operate on a rural and highway environment so please be sure you are providing proven transit equipment.

8. The sign must be able to power on and off without any interaction from the driver of the vehicle. (Sign powers on with ignition and powers off when key is removed from the bus)
9. Updates to display messages must be made over an accessible Wi-Fi connection. HTA does have Wi-Fi on the vehicles. We are not going to accept media updates via a portable drive unit. If HTA does not have proper onboard wireless communication, we will ask vendors to quote that a later date.
10. The software requirements are as follows:
  - a. HTA will provide PDF's video's or Photo's that will be displayed onto the system. Those images or videos must be uploaded with 48 hours of receiving.
  - b. The software must also be able to delete out of date imagery within 48 hours. Example: A café cancels a dining special after a certain date.
  - c. HTA has an advertising agent that must be allowed to send advertising slides or videos to the winning vendor directly.
    - i. These slides or video's must be loaded and playing within 48 hours of being sent.
    - ii. The frequency for updating slides will be twice per month if needed.
  - d. Each vendor must utilize a software that can provide dwell time for each slide or video that is played and be able to program the frequency of each slide or video message
  - e. The software must have proximity sensors to count passengers within its broadcast area providing a proof of play to the HTA agent.
11. Warranty: Please provide warranty terms on hardware on pricing sheet provided.
12. Installation: Please provide pricing for installation per sign system. Installation must include sign and software installation and signed off by HTA staff after each unit or units are completed.
13. Term of Contract: Please provide a term for the software services which means pricing cannot increase unless HTA procures additional services within said term.
14. Proof of Insurance will need to be met upon award.

# Humboldt Transit AUTHORITY

133 V St, Eureka, CA 95501 Phone: (707) 443-0826

## Request for Quotation (RFQ)

RFQ# \_\_\_\_\_

RFQ DATE: \_\_\_\_\_

### PROJECT NAME:

**DIGITAL INFORMATION SCREENS, HARDWARE/SOFTWARE FOR TRANSIT BUSES**

**All Qualified Bidders must fill out the information requested on the document**

**Quote Due Date:** January 26, 2022 close of business.

**Award Date:** February 2, 2022 (HTA Regular Board Meeting)

**Desired Delivery Date:** March 15, 2022

**Desired Installation Date:** April 1, 2022

**Bidders, fill out completely and add any additional information for consideration**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Product Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Sales Rep:** \_\_\_\_\_

**Software term from installation: 5 years**

**Payment Terms for Hardware: Pay in full within 15 days.**

Comments:

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**Payment Terms for Software Services:**

Pay in full every month. Pricing is per bus per month.

Please note: HTA will execute payment on the 15th of every month of the service contract.

**Payment Terms of Installation Services:**

Full amount after vehicle or vehicles have been installed.

**Warranty Terms:**

Each monitor is covered by a 5-year warranty for poor performance or lack of clarity. Installation brackets are covered by a 10-year warranty. This warranty is already priced into lines one and three. This warranty does not cover vandalism or if a bus gets into an accident and the screen and or bracket is damaged and cannot be repaired.

## **PRICING TO HUMBOLDT TRANSIT AUTHORITY**

**PROJECT NAME:**

**DIGITAL INFORMATION SCREENS, HARDWARE/SOFTWARE FOR TRANSIT BUSES**

**All Qualified Bidders shall fill out below information requested. Formatting can be changed to include all information that is relevant to this project. The highlighted text in yellow should not be changed.**

	Quantity	Description	Part Number	Taxable	Amount Each	Total Amount	Tax Amount .0925
1	32	32" Digital Video Monitor Transit – Customized Ignition on and off functionality					
2	32	Customized Hardware module for Software Interaction – Wi-Fi updating, ad and visual messaging included					
3	32	Monitor Hardware brackets					
4	32	Wiring Harnesses					
5	32	Installation Services Per unit					
6	32	Monthly Software Fee:					
7	32	Warranty Term:					
8							
9							
10							
11							
					Total for each unit without tax.		
					Total for each unit with tax of .0925		
					Total for hardware for 32 units with tax of .0925		
					Total amount with addition of installation.		
					Amount HTA will pay vendor each month in Software fees per month per bus for 32 buses		

# Humboldt Transit AUTHORITY

133 V St, Eureka, CA 95501 Phone: (707) 443-0826

## Request for Quotation (RFQ)

RFQ# \_\_\_\_\_ NA \_\_\_\_\_

RFQ DUE DATE: 1-21-22

### PROJECT NAME:

**DIGITAL INFORMATION SCREENS, HARDWARE/SOFTWARE FOR TRANSIT BUSES**

**All Qualified Bidders must fill out the information requested on the document**

**Quote Due Date:** January 21, 2022, close of business day

**Award Date:** February 2, 2022 (HTA Regular Board Meeting)-03-22

**Desired Delivery Date:** 3-1-22

**Desired Installation Date:** 3-21-22

**Bidders, fill out completely and add any additional information for consideration**

**Company Name:** DigiVUE Advertising Inc

**Company Address:** 1007 W AVE M 14, PALMDALE, CA 93551

**Product Name:** DV32-1400 (KIT)

**Contact Name:** JOSHUA GINSBERG

**Email:** digivue.ad.inc@gmail.com

**Phone Number:** 661-492-4234

**Sales Rep:** JOSHUA GINSBERG

**Software term from installation:** 5 years



# Humboldt Transit AUTHORITY

## Request for Quote (RFQ)

### Onboard Vehicle (Buses) Digital Signage System Displaying Information, Images and Advertising to Passengers

**Information about Humboldt Transit:** Humboldt County's public transit system is administered through a joint power's authority between Humboldt County and the cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad. HTA provides riders with affordable fixed route and dial-a-ride transportation options that allow access throughout Humboldt County.

#### Project details and information

1. As information and advertising has changed to a more effective digital platform, (HTA) is planning to procure digital signage to be installed on each of its transit buses to communicate with its ridership.
2. The exact number of units to be installed is not known at this time but for purposes of this RFQ quote a 30-unit project. Note: Pricing must be valid beginning at 10 units.
3. The process of accepting competitive pricing is much easier served by (HTA) using a Request for Quote since each item and service is available in the market place.
4. The size of the sign should be approximately the same as a 32" tv monitor or larger if it fits in the area of installation.
5. The signage will be used to communicate to riders by displaying safety messages, transit news, passenger updates, short videos and advertisements.
6. Each sign (monitor) will be installed onto a metal or hard plastic equipment cabinet located behind the driver's area. The location of the installed sign will allow for passengers to view the sign if looking straight ahead.
7. The sign must be mounted securely to the equipment box with a support device approved by the HTA maintenance staff. Please note, these vehicles operate on a rural and highway environment so please be sure you are providing proven transit equipment.



8. The sign must be able to power on and off without any interaction from the driver of the vehicle. (Sign powers on with ignition and powers off when key is removed from the bus)
9. Updates to display messages must be made over an accessible Wi-Fi connection. HTA does have Wi-Fi on the vehicles. We are not going to accept media updates via a portable drive unit. If HTA does not have proper onboard wireless communication, we will ask vendors to quote that a later date.
10. The software requirements are as follows:
  - a. HTA will provide PDF's video's or Photo's that will be displayed onto the system. Those images or videos must be uploaded with 48 hours of receiving.
  - b. The software must also be able to delete out of date imagery within 48 hours. Example: A café cancels a dining special after a certain date.
  - c. HTA has an advertising agent that must be allowed to send advertising slides or videos to the winning vendor directly.
    - i. These slides or video's must be loaded and playing within 48 hours of being sent.
    - ii. The frequency for updating slides will be twice per month if needed.
  - d. Each vendor must utilize a software that can provide dwell time for each slide or video that is played and be able to program the frequency of each slide or video message
  - e. The software must have proximity sensors to count passengers within its broadcast area providing a proof of play to the HTA agent.
11. Warranty: Please provide warranty terms on hardware on pricing sheet provided.
12. Installation: Please provide pricing for installation per sign system. Installation must include sign and software installation and signed off by HTA staff after each unit or units are completed.
13. Term of Contract: Please provide a term for the software services which means pricing cannot increase unless HTA procures additional services within said term.
14. Proof of Insurance will need to be met upon award.

**Payment Terms for Hardware: Pay in full within 15 days.**

Please note: If monitor systems arrive at separate times, DigiVUE reserves the right to bill HTA for partial shipments. DigiVUE will be expected to be paid within 15 days from HTA receiving invoice.

Please note: DigiVUE ships each unit as a complete system. The company does not ship different components in different boxes. One box includes all that is needed to install the system.

Examples: 1-14-22, HTA Receives 15 units, DigiVUE will send invoice for those 15

1-21-22, HTA Receives 15 units, DigiVUE will send invoice for those 17

**Payment Terms for Software Services:**

Pay in full every month. Pricing is per bus per month.

Please note: DigiVUE will expect to be paid on the 15th of every month of the service contract or another date that works best for HTA.

**Payment Terms of Installation Services:**

Full amount after vehicle or vehicles have been installed.

Please note: There have been situations where vehicles are not available to be installed for a significant time. DigiVUE will send installation invoices for any amount of buses that have been completed. If the wait for any bus or buses becomes too long while an installation crew is at HTA, DigiVUE will plan to install the delayed buses at a different timeline with HTA's approval. DigiVUE will not send installation invoices for buses that have not been installed.

Please Note: If HTA chooses to utilize DigiVUE's installation services that invoice will be sent separately from hardware and software charges.

**Warranty Terms:** Each monitor is covered by a 5-year warranty for poor performance or lack of clarity. Installation brackets are covered by a 10-year warranty. This warranty is already priced into lines one and three. This warranty does not cover vandalism or if a bus gets into an accident and the screen and or bracket is damaged and cannot be repaired. \*\*\*DigiVUE will honor this warranty term\*\*\*\*





# PRICING TO HUMBOLDT TRANSIT AUTHORITY

PROJECT NAME:

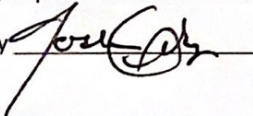
## DIGITAL INFORMATION SCREENS, HARDWARE/SOFTWARE FOR TRANSIT BUSES

All Qualified Bidders shall fill out below information requested. Formatting can be changed to include all information that is relevant to this project. The highlighted text in yellow should not be changed.

	Quantity	Description	Part Number	Taxable	Amount Each	Total Amount	Tax Amount .0925
1	32	32" Digital Video Monitor Transit – Customized Ignition on and off functionality	DV32SS	YES	\$949.00	\$30,368.00	\$2,809.04
2	32	Customized Hardware module for Software Interaction – Wi-Fi updating, ad and visual messaging included	DVK776	YES	\$869.00	\$27,808.00	\$2,572.24
3	32	Monitor Hardware brackets	DVB32	YES	\$397.00	\$12,704.00	\$1,175.12
4	32	Wiring Harnesses	DVWR32	YES	\$276.00	\$8,832.00	\$816.96
5	32	Installation Services Per unit	DVISL	NO	\$225.00	\$7,200.00	0
6	32	Monthly Software Fee:	SAAS68	NO	\$69.00	\$2,208.00	0
7	32	Warranty (Included in monthly service fee)	DVW	NO	0	0	0
					Total for each unit without tax.	\$2,491.00	
					Total for each unit with tax of .0925	\$2,721.14	(\$230.41E)
					Total for hardware for 32 units with tax of .0925	\$87,076.48	
					Total amount with addition of installation.	<b><u>\$94,276.48</u></b>	(32x\$225)
					Amount HTA will pay vendor each month in Software fees per month per bus for 32 buses	\$2,208.00	(32x\$69)

This RFQ response is considered complete, and pricing is secure for 60 days from 1-25-22

Signed by



Joshua Ginsberg, CEO of DigiVUE Advesting

1/22/2022

# Humboldt Transit

## AUTHORITY

133 V St, Eureka, CA 95501 Phone: (707) 443-0826

### Request for Quotation (RFQ)

RFQ# \_\_\_\_\_

RFQ DATE: January 21, 2022

#### PROJECT NAME:

#### DIGITAL INFORMATION SCREENS, HARDWARE/SOFTWARE FOR TRANSIT BUSES

All Qualified Bidders must fill out the information requested on the document

**Quote Due Date:** January 21, 2022 close of business.

**Award Date:** February 2, 2022 (HTA Regular Board Meeting)

**Desired Delivery Date:** March 1, 2022

**Desired Installation Date:** March 21, 2022

**Bidders, fill out completely and add any additional information for consideration**

<b>Company Name:</b>	Seon Systems Sales Inc. dba Safe Fleet
<b>Company Address:</b>	111-3B Burbidge Street, Coquitlam, British Columbia V3K 7B2
<b>Product Name:</b>	Safe Fleet Infotainment System
<b>Contact Name:</b>	Susan Gill, Director of Finance
<b>Email:</b>	sgill@safefleet.net
<b>Phone Number:</b>	877.630.7366
<b>Sales Rep:</b>	Scott Greenwald    sgreenwald@safefleet.net

**Software term from installation: 5 years**

**Payment Terms for Hardware: Pay in full within 15 days.**

Comments:

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**Payment Terms for Software Services:**

Pay in full every month. Pricing is per bus per month.

Please note: HTA will execute payment on the 15th of every month of the service contract.

**Payment Terms of Installation Services:**

Full amount after vehicle or vehicles have been installed.

**Warranty Terms:**

Each monitor is covered by a 5-year warranty for poor performance or lack of clarity. Installation brackets are covered by a 10-year warranty. This warranty is already priced into lines one and three. This warranty does not cover vandalism or if a bus gets into an accident and the screen and or bracket is damaged and cannot be repaired.

## **PRICING TO HUMBOLDT TRANSIT AUTHORITY**

**PROJECT NAME:**

**DIGITAL INFORMATION SCREENS, HARDWARE/SOFTWARE FOR TRANSIT BUSES**

**All Qualified Bidders shall fill out below information requested. Formatting can be changed to include all information that is relevant to this project. The highlighted text in yellow should not be changed.**

	Quantity	Description	Part Number	Taxable	Amount Each	Total Amount	Tax Amount .0925
1	32	32" Digital Video Monitor Transit – Customized Ignition on and off functionality	MVQ-KC320-KI + EXW-MVQ-KC320-3Y	Y	\$1,985.00	\$63,520.00	\$5,875.40
2	32	Customized Hardware module for Software Interaction – Wi-Fi updating, ad and visual messaging included	MP-1144-EXW-3Y	Y	\$1,090.00	\$34,880.00	\$3,226.40
3	32	Monitor Hardware brackets	MVQ-V200-AUX-PLT	Y	\$39.00	\$1,248.00	\$115.44
4	32	Wiring Harnesses	INCLUDED	NA	MVQ 'Kit' includes: power + HDMI Cables	NA	NA
5	32	Installation Services Per unit	INST-MP, INST-PDM	N	\$343.00 (MP Player + PDM)	\$10,976.00	\$0.00
6	32	Monthly Software Fee:	MPCMS-Y1	N	\$13.67 per bus per month ongoing.	\$437.44/Month/32 Vehicles	\$0.00
7	32	Warranty Term:	MP-1144-EXW-3Y; EXW-MVQ-KC320-3Y	N	3 Years on Media Player; 3 Years on Public Display Monitor	NA	NA
8	1	Software Training	MPCMS-TRAIN	N	\$250.00	\$250.00	\$0.00
9							
10							
11							
					Total for each unit without tax.	\$3,457.00	
					Total for each unit with tax of .0925	\$3,745.04	
					Total for hardware for 32 units with tax of .0925	\$108,865.24	
					Total amount with addition of installation.	\$119,841.24	
					Amount HTA will pay vendor each month in Software fees per month per bus for 32 buses	\$437.44	

# Humboldt Transit AUTHORITY

133 V St, Eureka, CA 95501 Phone: (707) 443-0826

## Request for Quotation (RFQ)

RFQ# \_\_\_\_\_

RFQ DATE: January 12, 2021

### PROJECT NAME:

**DIGITAL INFORMATION SCREENS, HARDWARE/SOFTWARE FOR TRANSIT BUSES**

**All Qualified Bidders must fill out the information requested on the document**

**Quote Due Date:** January 21, 2022, close of business.

**Award Date:** February 2, 2022 (HTA Regular Board Meeting)

**Desired Delivery Date:** March 1, 2022

**Desired Installation Date:** March 21, 2022

**Bidders, fill out completely and add any additional information for consideration**

**Company Name:** UTG Digital Media

**Company Address:** 104- 5335 Canotek Rd. Ottawa, ON K1J 9L4

**Product Name:** UTG 32" All-In-One DC Powered Digital Display

**Contact Name:** Alan Wehbe

**Email:** alan@utgdm.com

**Phone Number:** 613-695-550

**Sales Rep:** Racha Ayyache

**Software term from installation: 5 years**

**Payment Terms for Hardware: Pay in full within 15 days.**

Comments:

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UTG Digital Media complies with the (5 year) software term and payment terms for hardware.

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**Payment Terms for Software Services:**

Pay in full every month. Pricing is per bus per month.

Please note: HTA will execute payment on the 15th of every month of the service contract.

**Payment Terms of Installation Services:**

Full amount after vehicle or vehicles have been installed.

**Warranty Terms:**

Each monitor is covered by a 5-year warranty for poor performance or lack of clarity. Installation brackets are covered by a 10-year warranty. This warranty is already priced into lines one and three. This warranty does not cover vandalism or if a bus gets into an accident and the screen and or bracket is damaged and cannot be repaired.

**PRICING TO HUMBOLDT TRANSIT AUTHORITY**

**PROJECT NAME:**

**DIGITAL INFORMATION SCREENS, HARDWARE/SOFTWARE FOR TRANSIT BUSES**

**All Qualified Bidders shall fill out below information requested. Formatting can be changed to include all information that is relevant to this project. The highlighted text in yellow should not be changed.**



	Quantity	Description	Part Number	Taxable	Amount Each	Total Amount	Tax Amount .0925
1	32	32" Digital Video Monitor Transit – Customized Ignition on and off functionality		0.00	\$1,975	\$63,200	0.00
2	32	Customized Hardware module for Software Interaction – Wi-Fi updating, ad and visual messaging included		0.00	0.00	0.00	0.00
3	32	Monitor Hardware brackets		0.00	\$99.00	\$3,168	0.00
4	32	Wiring Harnesses		0.00	0.00	0.00	0.00
5	32	Installation Services Per unit		yes	\$300	\$9,600	\$888.96
6	32	Monthly Software Fee:		0.00	\$19.95	\$638.4	\$0.00
7	32	Warranty Term: 5-year warranty for poor performance or lack of clarity. Installation brackets are covered by a 10-year warranty		0.00	0.00	0.00	0.00
8							
9							
10							
11							
					Total for each unit without tax.	\$2,074	
					Total for each unit with tax of .0925	\$2,401.75	
					Total for hardware for 30 units with tax of .0925	\$62,220.00	
					Total amount with addition of installation.	\$72,052.50	
					Amount HTA will pay vendor each month in Software fees per month per bus for 30 buses	\$19.95 per bus per month. \$598.5 for 30 buses per month	



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 2, 2022

SUBJECT: Transit Intercity Rail Capital Program Update

- Redwood Coast Express (RCX) Intercity Route  
HTA has been working with Lake, Mendocino, Del Norte, Trinity County, Amtrak, and the SMART Train to get passengers to the National Intercity Bus Network (San Francisco). Destinations include Clearlake, Calistoga, Napa, Ukiah, and Santa Rosa. Passengers will be able to travel throughout Northern California Counties using this one affordable fare payment system.
- Hydrogen Buses  
In June of 2021 HTA coordinated a hydrogen fuel cell bus (HFCB) demo, the "Borrow a Bus Zero-Emission" tour, with the Northern Counties in Redding to test the Eldorado HFCB AXESS FC. Then in September 2021, HTA worked with AC Transit and New Flyer to bring an Xcelsior XHE40 hydrogen bus to Humboldt County and test its performance on our Redwood Transit routes. With a fuel tank capacity of 37.5 kgs, its estimated range is 300 miles under normal operating conditions. HTA is applying for 11 buses for the Redwood Transit system and the RCX route.
- Hydrogen Fueling Station  
We propose to install a hydrogen fueling station at HTA's corporation yard, between V and X and 1st and 2nd Streets. The station will include both FCEB fueling and "over-the-fence" retail fuel accessible for the public. The "over-the-fence" facility will be the first retail hydrogen fueling station north of Santa Rosa, 200 miles to the south. It will serve to kick-start a hydrogen supply infrastructure along the US 101 corridor in this large, and presently unserved, area of northwestern California.
- Maintenance Facility Upgrade  
Three service bays at the HTA maintenance facility will be modified to perform preventative and corrective maintenance on the FCEBs and other local public and private light to medium duty fleet vehicles. An onsite inspection of the service bays was conducted by the Center of Transportation and the Environment to identify the retrofits required to comply with National Fire Protection Association safety standards.



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- Intermodal Transit Center

The transit center will be physically integrated with onsite affordable workforce and student housing, making this a transit-oriented development. The development will be known as the Eureka Regional Transit and Housing (EaRTH) Center. It will be centrally located between 3<sup>rd</sup> and 4<sup>th</sup> Streets and G & H Streets in Old Town Eureka. Design and development of the EaRTH Center is underway. The developer and land parcel are secured, there is an executed MOU between HTA and the City of Eureka, and preliminary schematic designs, renderings, and budgets are complete.

*Action Recommended: Receive information and Provide Direction if Needed.*