

Addendum 2

Response to Requests for Clarifications and Questions

For RFP #2025-1 Paratransit – ADA Complementary and Microtransit Services

Prepared May 23, 2025

General

1. With a focus on system-wide improvements is CITILINK open to innovative solutions that can include FTA and ADA compliant TNCs as supplemental service provision?

Yes, Citilink is interested in innovative solutions.

2. Does CITILINK anticipate awarding multiple contracts for provision of these services?

Citilink reserves the right to award multiple contracts, a single contract, or no contracts. Proposers should clearly identify any deviations or exceptions from the RFP in the proposal.

3. What percentage of the service will be Wheelchair Accessible Vehicles?

On a daily basis, an estimated 21% of riders utilize wheelchairs. This data does not include riders who use non-collapsible walkers.

4. Who is your current provider of this service?

Access and Access Plus are directly operated by Citilink. Microtransit isn't operated yet, but it may be possible in the future.

5. Can CITILINK provide performance data for the previous 12 months? Please include data such as OTP, ride volume by day for both the Access and Access Plus services.

Access Plus has not yet launched, so we do not currently have data reports specific to that service. However, based on our existing data, we know that approximately 9% of our ridership either lives in or travels within the designated Access Plus zone.

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:c4cea13a-9ed8-4794-86a8-232d23f709b9> <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:4cbb36d8-d7f3-41ee-8940-d8f2e508d90c>

6. Understanding that VIA is the current software, is there a requirement and ability to integrate with VIA through an API? Is there a cost associated with that integration, and

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will CITILINK cover that cost?

Per the RFP Citilink will require use of the VIA platform. Contractor will absorb any additional costs related to VIA licensure or API development, if necessary.

7. Can CITILINK describe these purchase passes, are they serialized? Can CITILINK provide a sample?

Access tickets are serialized, and Access Plus tickets will also feature serialized numbers. Below is a link to a sample Access ticket for reference. The design for Access Plus tickets is still in progress and has not yet been finalized.

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:bf89bbe5-3f28-4fa3-99c0-e0c07fc2e3b6>

8. What is CITILINK's annual budget for these services?

Budget is to be determined for 2026. Prior year operating costs are reported to the National Transit Database (NTD) and can be found online.

9. What are CITILINK biggest pain points with this current service? What is CITILINK hoping to improve upon in the next contract?

Citilink, like many other public transportation agencies, is facing fiscal challenges. In spite of ever increasing costs, state funding has been flat for over a decade. Less than 5% of Citilink's annual ridership stems from paratransit services. Contracting this service to a subcontractor will allow Citilink to concentrate on fixed route service while saving time and expense currently focused on paratransit.

10. After CITILINK responds to vendors questions in procurement is there an opportunity to ask clarifying follow up questions?

Proposers may include clarifying questions with their proposals. Then, during the evaluation period, open and engaging discussion can take place in a finalist interview, should Citilink, at its sole discretion, select the proposer for a finalist interview.

11. Can CITILINK make the prices and terms under this Agreement available to any other governmental entity, should any such governmental entity desire to purchase under the terms and conditions of this Agreement?

Citilink is not willing to make options available to other entities.

12. Can CITILINK please provide the pre-bid attendee list, along with any questions asked and answered, the slide deck, and a recording if possible?

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Yes, Citilink can provide these items except for a recording, which doesn't exist. Please contact the contracting manager to request these items.

13. How many people currently employed by Citilink will be adversely affected by this contract and may be eligible for re-employment? Please share the number of drivers, as well as office staff separately.

Citilink current budgets for 21 FTE driver positions for the Access service. The number of employees adversely affected in other departments, such as maintenance and administration, for example, is not yet known.

14. If the contractor replaces the current Access fleet vehicles with vehicles they purchase, should Citilink have first right to buy back those vehicles?

Yes. Buyback provisions will be incorporated in the contract.

15. Will Citilink or the contractor be responsible for marketing and promotion of the paratransit service?

Marketing and promotion will continue to be Citilink's responsibility, especially as it relates to controlling and maintaining the equity of Citilink's brand identity for Access. Further discussions during implementation could consider co-branding if the contractor is interested.

Section 1.9

16. What are the service agencies that Citilink is referring to in 1.9?

This is referring to professional services, including but not limited to legal, marketing and accounting.

17. Will the Project Managers be creating an implementation timeline? Will that be the responsibility of the Contractor? Will it be the responsibility of the contractor to arrange the regular meetings, or the project manager?

Proposers should include a timeline with expected major project milestones starting at the date of contract award. Discuss any concerns about the proposer's capability to implement by January 2026 as required in the RFP. Project Managers representing Citilink and the contractor will coordinate in further timeline development and scheduling of meetings.

Section 1.14

18. What would lead Citilink to determine a contractor's key personnel to be unsatisfactory? Can you define satisfactory vs. unsatisfactory.

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Without limiting Citilink's ability to use subjective criteria, the thought behind this is directed at personnel who receive substantiated customer complaints, exhibit incompetence in ways that impact service and/or engage in unethical behaviors.

19. Would referenced interviews take place after a contract is in place? If the contractor hires new key personnel, is Citilink involved in the interview process?

Citilink reserves the right to participate in interviews in an advisory capacity, however, all hiring decisions belong to the contractor.

Section 1.16

20. How much advanced notice would be given to the contractor to implement any new duties as assigned? This would include microtransit.

Negotiable depending on the project.

Section 1.18

21. Can you define key members? Should representatives from any outside vendors – like maintenance partners – be included?

This is at the discretion of the contractor in conjunction with their evaluation of the RFP. Citilink cannot identify who is key to the contractor's operation.

22. Should the presentation be designed to highlight key points in our proposal? Are there specific items that should be included?

Please share with us what you think is key to your presentation, based upon the RFP.

Section 1.20

23. Will Citilink continue to sell Access Passes from their facilities? Will the contractor be expected to sell passes from their facilities?

Yes, Citilink will continue to sell passes from our facility. Further discussions should take place in final contracting as to whether the contractor should sell passes and what systems and internal controls would be necessary.

24. How is it being communicated to riders that if their Trip Origin OR destination is outside the Access service area, but within the Access Plus service area, they are expected to pay the Access Plus fee? Are fees communicated at the time of booking currently?

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At the time of booking, riders will be informed whether their trip is classified as Access or Access Plus. Riders using the Via Access app will also see this information once their ride has been successfully booked.

25. Does Citilink have an estimated timeline for when microtransit could be implemented? What prerequisites or factors must be in place for microtransit to become feasible?

At this time, Citilink has not set a definitive timeline for the launch of microtransit services. However, we are aware that our current paratransit scheduling software provider, Via, offers the capability to support microtransit operations, which positions us well for potential future implementation when the appropriate resources and planning are in place. Meanwhile, a planning study and community engagement is underway to address mobility needs to employment centers near the airport on the far south side.

26. Is Citilink willing to agree to penalties in the final contract associated with failure to pay within the agreed upon timeframe?

No, as a tax-funded entity we cannot agree to penalties outside of actual damages.

Invoice Data

27. Is VIA currently collecting all this data, providing simple reports? Or is there backend analysis required to extrapolate the various service data?

Via does collect all data for Citilink, and the data is easily downloadable. Depending on the reports you are looking for, you may need to export the data from Via to an Excel spreadsheet and calculate the average or total.

28. If Sunday Service were added, how much notice will be given to the contractor before starting the service?

Citilink does not anticipate adding Sunday service in the near term, but would be legally obligated to if Fixed Route service were scheduled for Sunday. All notice periods will be negotiated between the parties.

29. Can Citilink provide an invoice template, so that all required data is entered the way Citilink wants it arranged?

An invoice template should be developed jointly with the contractor during implementation.

Addendum 2

Section 2.1

30. On average, how many vehicles are in service on Saturdays?

Six vehicles operate on Saturdays on average for paratransit.

31. Is the Transportation Agreement with Parkview Health a multi-year agreement? Or renewed annually? If that agreement was ended, would Access service end, too?

Citilink's agreement with Parkview Health provides fixed route and paratransit services to their facilities outside Citilink's service area and beyond the city limits north of Fort Wayne. Upon termination of the agreement, Citilink would have to carefully consider whether paratransit service would also be discontinued. The agreement is currently negotiated annually.

32. Could you please specify whether the contractor will be liable for any fees related to VIA? If so, could you detail what those fees are?

Contractor will be responsible for any additional licensure expenses incurred.

33. What is the current average ride time for an Access Rider?

26 mins is our average ride time for an Access rider year to date.

34. Could you provide the current organizational chart?

Access the Citilink org chart using the PDF link provided below.

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:4f150a62-6360-4bbc-b32c-6463b22bbc85>

Section 2.2

35. Should contractors prioritize Access rides over Access Plus rides?

Yes. Federal law requires provision of ADA-required service with no pattern of frequent trip denials.

36. What is Citilink expecting for Street Management? Are GPS/vehicle telematics acceptable forms?

Citilink will defer to the contractor on designing street management systems/personnel. It is necessary in certain instances to have supervisors in the field, such as for accidents, incidents, and post-accident drug and alcohol testing.

Addendum 2

37. Could you please clarify whether the contractor's TAM Plan is supplementary to Citilink's TAM Plan, or integrated within it?

Citilink and NIRCC (the MPO) administer a Group TAM Plan which will include contractor asset management.

38. Will specific capital funding be passed on to the contractor? Or should contractor plan for future vehicle needs as part of the overall contract/built into the trip fee?

There may be opportunities for 5310 pass through funding but the contractor should assume that it is responsible for vehicle needs and maintenance.

39. Will the contractor be expected to go through federal procurement processes when expanding the fleet?

Generally, no. The exception would be if the contractor is relying on federal funding for fleet expansion.

40. Is Citilink open to the fleet transitioning to different vehicle models/chassis? (minivans, transit chassis, etc)

The initial purchase of the fleet is a mandatory term of the contract. Moving forward, if the contractor wishes to purchase different models or chassis, that is within the contractor's discretion assuming the vehicles remain compliant with ADA requirements.

41. Can the contractor deliver service to the rider greater than curb to curb or door to door?

Generally, the contractor should only offer curb-to-curb or door-to-door service. The FTA requires transit agencies to make modifications to service to comply with ADA when reasonable. Riders may request an ADA accommodation from management (not from the driver). Citilink can share its reasonable modification policy.

Section 2.3

42. Contractor will use VIA for scheduling. Will Citilink have access to contractor's schedules/routes?

Yes, contractor will use Via for scheduling. Citilink will also have access to see the contractors schedules/routes.

43. Will Citilink provide fare validators for any new vehicles, or is that the responsibility of the contractor?

Addendum 2

Access buses do not require fare validators. Citilink will provide fare validators for Microtransit, if operated.

44. Is Citilink currently scheduling any day-of rides?

Citilink does not offer same-day scheduling except in case of scheduling error. Additionally, in the event of a no show, a same day ride will be scheduled for return trips (2nd leg) only. Citilink may consider adding same day booking at a later time for a higher fare.

45. Can reservations be made more than 14 days out?

Currently passengers may not schedule reservations more than 14 days in advance. The contractor may opt to allow prebooking or subscription booking to provide a better customer experience after further discussion with Citilink. Scheduling must comply with ADA to avoid overbooking that would limit next-day scheduling and result in a pattern/frequency of trip denials of required trips.

46. Does Citilink adjust its services in response to seasonal demand fluctuations? If so, could you please provide details on the current practices?

Citilink experiences steady demand throughout the year, with some variances in the winter particularly with inclement weather. The contractor should be flexible to scale to daily demand if necessary to ensure maximum cost efficiency.

47. Confirming we do not need to staff phones during full vehicle service – only as stated in the RFP.

If there is conflicting information in the RFP, Citilink clarifies here that customers must be provided with telephone access to customer service, or a dispatcher, throughout the service day until the last passenger trip of the day has been completed.

48. Please clarify and define the various customer types referenced in the RFP and whether they're to be charged fares or not. Including: PCA, companion, attendant, assistant.

Approved Access Rider: An individual who has been approved to use Citilink's ADA paratransit services (Access or Access Plus). All approved riders are required to pay the standard fare for their trip.

Personal Care Attendant (PCA): A person designated to assist the approved rider with daily life functions and mobility. PCAs ride free of charge when accompanying the eligible rider. The need for a PCA must be documented in the rider's eligibility file.

Companion: A friend, relative, or other individual who is not serving as a PCA but

Addendum 2

chooses to ride along with the approved rider. Companions are required to pay the same fare as the approved Access rider. Only one companion is guaranteed space, and additional companions may ride if space is available.

Attendant / Assistant: These terms are considered synonymous with Personal Care Attendant (PCA) for Citilink services. They ride free when accompanying the approved Access rider and are not considered companions.

Section 2.4

49. To clarify – contractor should contain all costs associated with service in the per trip cost and that items referenced in 2.4 should not be itemized as fees/expenses?

The RFP anticipates containing all contract costs within the cost per rider, at least in the initial price proposal. Proposers may itemize other fees and expenses by attaching them to the proposal.

During proposal review, Citilink will conduct a price analysis to understand all of the elements contributing to price including profit, and may ask for additional details or documentation.

The parties will negotiate best and final pricing and the basis for price, whether per rider, revenue hour, revenue mile, or other cost basis, in contracting.

50. What is your Random Drug and Alcohol policy? How often are randoms completed? Can you share who you use?

Parkview Occupational Health selects and completes Citilink's random drug screens each calendar quarter. The random pool includes all safety sensitive positions: drivers, supervisors, dispatchers, customer service, mechanics, and shop employees. Per FTA, the random selection includes everyone who affects the operations of a bus. The number selected is a percentage of total safety sensitive positions.

51. Can you share your driver training checklist?

Please click the link where you will find our driver training checklist
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:7ae6e4d4-2b08-422b-912b-1c0f6a802592>

Section 2.5

52. Are the tablets provided iPads?

VIA uses only Android Tablets

Addendum 2

53. Will Citilink maintain and be responsible for data contracts and fees associated with the tablets?

Such costs will be the contractor's responsibility. Citilink and VIA can provide technical assistance with transition during project implementation, and will assure Citilink also has access to the system for monitoring and reporting.

54. Are push-to-talk, non-smart cellphones allowed for driver-dispatch communication if state law permits their use while driving?

Yes, if legal to do so in Indiana.

55. Is it acceptable for drivers to call riders ahead of a pick-up to confirm arrival time and readiness?

Via software offers riders the option to receive SMS or call notifications, sent one the day before the trip (after 5:30 p.m.), and several on the day of the trip: a notification when the bus is on the way, a 15-minute estimated arrival time, a 5-minute estimated arrival time, and one when the bus has arrived. The contractor may decide if driver phone calls are also desirable or needed.

56. Is it acceptable for the contractor to provide their own tablets/hardware if preferred?

Tablets are included with the initial vehicle purchase. Contractor would be responsible for all tablets/hardware as new vehicles are acquired, assuring compatibility with VIA software (Android only).

57. Please explain the minimum requirements needed for interior and exterior cameras.

Citilink uses the Safety Vision camera system including 1 front IP camera, 3 external analog cameras (one on each side and one rear facing), and 5 interior analog cameras. 2 TB hard drive, back up battery, and cradlepoint. Citilink will coordinate with the contractor to provide software licenses, maintenance resources, etc.

The contractor may opt to use another system and would be responsible for installation on vehicles and all associated costs. Coordination with Citilink would be necessary to remove Citilink's camera system.

Section 3.1

58. What is the acceptable ride time allowable? The RFP references different times including the same time it would take to ride fixed route, another section (3.16.H) states 45 minutes, Citilink's website lists twice as long as fixed route (website Access FAQ).

Each trip may take up to twice the time a fixed-route bus would take. Here is how this is described in the Access ride guide. "As a shared ride service, your trip may take longer than if you rode the regular bus service. Example: If a bus ride from Jefferson Pointe to Glenbrook Mall takes 25 minutes on a fixed route bus, the same trip on Access might take up to 50 minutes". So I believe 45 mins is more than long enough for a rider to be on the bus." This can be further clarified in contracting and implementation.

Section 3.4

59. Please clarify serious bodily injury.

If someone is transported by ambulance from the scene of an accident or is later admitted to the hospital for injuries related to an accident.

60. Please share your collision and accident procedures. This will help us understand how our current policies/procedures align.

This information will be shared during project implementation to assure policy and procedure alignment. Generally, the contractor must comply with federal requirements for accident reporting and drug and alcohol testing.

Section 3.7

61. Should drivers apparel be branded as Citilink Access? Or representing the contractor?

Citilink's brand will be maintained throughout all elements of the contracted service. Co-branding (using both Citilink and the contractor's brand) can be further discussed in implementation.

Section 3.12

62. Is the contractor able to use Citilink wash bays for exterior washing? Any fees associated?

This is negotiable during contracting.

Section 3.13

63. Please clarify Termination for Convenience. Is this in absence of cause? Define close out costs and termination claim. Define the Citilink property that could be in the contractor's possession.

Termination for convenience is without cause. Closeout costs would be any outstanding actual balances owed or damages incurred to the contractor. This is standard language required by the FTA. The property is not certain at this time. That will be determined during the contracting process. It may be nothing, it may be substantial depending on what the parties decide.

Addendum 2

64. Please share Citilink's current benefits package.

Provided further in this response, see below.

65. Scheduling/Dispatch – is use of Voicemail acceptable if a call is returned within a reasonable amount of time?

If scheduling is to be provided by the contractor, the contractor may decide whether it will be willing to accept voicemails, and if so, must promptly return calls. Currently, Citilink asks riders not to leave voicemails during business hours; they are advised to call back until they are able to reach a scheduler or dispatcher. However, as we desire to improve the overall customer experience, voicemails may be considered.

Section 3.14

66. Can a contractor hire and start training employees while conducting background checks, with employment contingent on passing the check?

Yes, as long as the employees are not interfacing with the public or operating vehicles.

Section 3.15

67. If a rider doesn't have adequate fare – can they be turned away?

The driver has a duty to inform the passenger of the required fare. Riders should not be turned away for lacking adequate fare. Instead, note the non-payment in the passenger's profile. If a pattern of non-payment is identified—defined as 10% or more of scheduled trips within a 30-day period—a suspension review may be initiated, however, management intervention with the customer should try to resolve by collecting unpaid fares before suspension.

68. Are drivers able to indicate cash payments through the VIA app?

If a passenger wasn't marked to pay with cash when the ride was scheduled, the driver can update the payment method at pickup. While Via tracks the different types of payment methods, it's the driver's responsibility to make that change if needed.

69. Will Citilink, the contractor, or both be responsible for setting fares associated with microtransit?

Citilink will be responsible for setting fares associated with microtransit.

Section 3.16

70. How much data manipulation is currently completed by Citilink staff to pull necessary service reports?

Addendum 2

Service reports can be pulled with little to no data manipulation.

71. When Citilink refers to reporting deadlines, some indicate business days, others simply say days. Please clarify if all deadlines are considered business or calendar days.

Both as indicated in the RFP. If a deadline falls on a weekend or holiday, it will roll over to the next business day. This can be clarified in implementation.

72. Since Saturday is a service day, is it considered a business day?

No.

73. Are car seats used on Access vehicles?

Yes, but must be provided by the passenger.

74. Who verifies rider ages, the contractor or Citilink during certification?

This would be verified by Citilink during certification.

75. What is the policy for a child riding alone?

If a child is unable to use the fixed-route system independently, they are not eligible to ride paratransit by themselves unless accompanied by a parent or guardian. This can be further clarified during implementation.

76. Please clarify this statement. Are you referring to ride passes?

We assume this question references this statement, "Multiple ride tickets collected for that billing month shall be returned to CITILINK." Citilink sells a 10-ride ticket to Access Riders for convenience.

77. Will the current Citilink Access scheduling number be transferred to the contractor, or will riders use a new number?

To be determined in the implementation phase.

78. Does VIA track ride times and is it an exported automated report?

Via does have reports on ride times. While this report is not currently exported automatically, it is something Via could potentially customize.

Addendum 2

79. Trip Sheets or manifests – do you expect hard copies, or digital copies are sufficient from VIA?

Manifests -digital copies are sufficient and available from Via.

Section 3.17

80. Does Citilink have specific active shooter training they use? Or is it provided through their insurance?

Training of this type is provided through our insurance broker.

Section 3.19

81. What does Citilink's ideal implementation period look like? With training, etc. Are there any fees associated with Citilink's training?

Implementation by January 2, 2026. Please refer to section 3.22. in the RFP for implementation timeline. Any training fees should be negotiated at final contracting. Citilink recognizes training and support at the start of the agreement will be necessary for success, anticipating no fees or only low fees. CDL training, if necessary, does have an associated cost.

Section 3.23

82. Can you define what you consider to be conflicts of interest?

See 6.7.

Section 4

83. Is Citilink defining subcontractors as anyone doing the implementation of Access/Access Plus? Or does it include vendors such as maintenance companies, office supplies, facility cleaning, snow removal/lawn care, etc.

Citilink does not define subcontractors. The FTA does. Proposer should confer with their legal counsel to determine, which, if any, subcontracts are subject to FTA guidelines.

84. Currently, Citilink is seeking a start date of January 1. Is Citilink open to a phased transition?

Include information in the proposal about the expected phased implementation. This should be discussed during implementation planning. January 2 is a clarification, as Citilink does not operate on New Years Day.

85. Could you please provide information on whether Citilink has a strategy or timeline for onboarding and transitioning to the contractor?

To be determined in cooperation between Citilink and the contractor after contracting.

Section 4.18

86. Please explain 4.18. What concerns do you have about funding availability?

Citilink depends on local, state, and federal funding to support its operating expenses. While public funding has been reliably available, annual budget appropriations are subject to legislative changes, changing political priorities, occasional federal government shutdowns, and many other economic factors that often raise concerns about budgetary impact for Citilink.

87. What effect would a reduction in federal, state, or local funding have on Citilink's ability to fulfill its contractual payment obligations throughout the contract period and any subsequent extensions?

The contractor can reasonably expect Citilink to fulfill its payment obligations for service rendered as outlined in the terms and conditions of the agreement. Citilink is made aware of any funding variances during the budgeting cycle, well enough in advance to adjust service levels before costs are to be incurred by the contractor in any contract period (or fiscal year):

- **Local revenue appropriations are certified with the Allen County Treasurer, City of Fort Wayne Controller, and the Indiana Department of Local Government Finance (DLGF) prior to budget adoption by Citilink's Board and Fort Wayne City Council. Budget adoption must occur by October 31 for the fiscal year beginning the following January.**
- **State revenue is authorized biannually by the Indiana Legislature and Governor, and then obligated to Citilink by the Indiana Department of Transportation (INDOT) in a signed grant agreement typically completed in October.**
- **Federal formula funding is apportioned by the Federal Transit Administration (FTA) to Citilink after U.S. Congress and the President adopt a budget. This typically occurs by February. Federal discretionary funding is awarded on a competitive basis for various programs throughout the year. FTA and Citilink complete grant agreements obligating formula and discretionary funds by September.**

88. How will funding availability be communicated to the contractor?

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Citilink and the contractor will need to be in close communication as Citilink's budget is developed for each fiscal year. The budget cycle begins in June and is completed by October for the fiscal year beginning in January. Citilink will notify the contractor of any significant funding changes as soon as practical, during the budget development period, and subsequent to final budget adoption in October.

89. What would be the timeline associated with a loss or reduction of funding and loss/reduction of service.

Please see answers for questions 87 and 88 for funding and budgeting timelines that are typical. Notwithstanding the timelines presented are may be subject to change, and Citilink will negotiation timelines necessary to support the contractors budgeting and planning cycle where possible.

Section 5.5

90. Is umbrella coverage of \$5,000,000 acceptable?

If it is per incident, yes.

Section 6.22

91. Are seat belts required on Citilink Access buses? If not, can they be added?

Yes, seat belts are required on Citilink Access buses.

Section 6.26

92. RFP states bonds must be issued by banks in good standing. Will Citilink accept bonds through insurance companies that are highly rated, too?

Yes.

Addendum 1

93. Request that current mileage and vehicle condition be added to the fleet inventory.

This information has been added to the attachments to this addendum.

CITILINK FRINGE BENEFITS

- **INSURANCE**

- Medical (PHP/HDHP)
 - Citilink pays 87% of the premium
- HSA annual contributions by Citilink
 - Employee only coverage: \$1,350
 - Employee + Dependent(s): \$2,500
- Dental
 - Citilink pays 100% of the premium cost
- Vision
 - Employee pays 100% of the premium
- Life
 - Citilink pays 100% of the premium for a \$25,000 employee life and AD&D benefit
 - Employees may purchase additional coverage for spouse and dependent(s)
- Short Term Disability
 - Citilink pays 100% of the premium for STD at 50% of base weekly pay up to \$600 for a maximum of 26 weeks

- **VACATION**

- Employees become eligible after 90 days of employment

Years of Service	Vacation Hours	Vacation Days
90 days to 1	48	6
2	80	10
5	96	12
7	120	15
10	136	17
13	160	20
16	184	23
19	200	25
24	224	28
29	240	30
34	264	33
39	280	35

- **SICK LEAVE**

- Paid sick leave hours are accrued per anniversary year

Year	Hours	Days
1	32	4
2	48	6
3	64	8
4	80	10

- **PERSONAL DAYS**

- Each employee receives two (2) personal days and their birthday off paid

- **HOLIDAY PAY**

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Thanksgiving
- Christmas

- **BEREAVEMENT PAY**

- Employees receive five (5) paid working days for death of spouse, child, parent, parent-in-law
- Employees receive three (3) paid working days for death of grandparent, sibling, sibling-in-law, step-sibling, son/daughter-in-law, grandchild

- **ATTENDANCE BONUS**

- An employee earns an extra day pay each calendar quarter for having no unexcused time off

- **RETIREMENT PLANS**

- Pension
 - Employees enter the pension plan after 90 days of employment
 - 2025
 - Employee contributes 1.65%
 - Citilink contributes 10.6%
 - Vested after five years
 - 2026
 - Employee contributes 3.65%
 - Citilink contributes 12.6%
 - Vested after 10 years

- 457 Plan – Employees have the option to contribute; Citilink does not contribute
- **TRAINING PAY**
 - Bus Operators and Shop Employees receive an additional \$3 per hour in addition to their base pay to train new employees.
 - The Company pays for the cost of CDL school and training.
 - The Company pays for the cost of testing and renewal for ASE certifications for shop employees.
 - Shop employees may receive up to \$750 per year in tuition assistance for completion of certifications.
- **UNIFORM AND TOOLS**
 - Bus Operators
 - Receive one (1) jacket, four (4) pairs of pants, six (6) shirts, and one (1) pair of shoes.
 - Receive a uniform and shoe allowance of \$450 and a \$85 cleaning allowance each year.
 - Shop Employees
 - Receive two (2) insulated jackets, ten (10) tee shirts, three (3) sweatshirts.
 - Mechanics, Lue Techs, Building/grounds Maintenance, Paint and Body person receive \$765 per year for tool, shoe, and foul weather gear allowance.
 - Hostlers receive \$685 per year for tool, shoe, and foul weather gear allowance.

Fleet Roster Fort Wayne Public Transportation Corporation / Citilink

																		Last Update	5/21/2025
Status	Number	Year	Make	Model	License plate #	Engine #	Updated Engine #	Serial #	Length	W/Chair	Seats	Mileage	Condition	Build Date	In Service Date	Useful Life Meet	Replacement Date in TIP		
Access Demand Response																			
Active	1994	2019	Elkhart Coach	Ford E-450	61489		new engine 11-2024 @ 175K miles 3 year warranty, unlimited miles	1FDFE4FSXKDC06588	26	Yes	10/5wc	191,654	Marginal	11/1/2018	1/15/2019	2024	2025		
Active	1995	2019	Elkhart Coach	Ford E-450	61491			1FDFE4FS8KDC06590	26	Yes	10/5wc	190,982	Marginal	11/1/2018	1/15/2019	2024	2025		
Active	1996	2019	Elkhart Coach	Ford E-450	61490			1FDFE4FS5KDC06594	26	Yes	10/5wc	190,195	Marginal	11/1/2018	2/15/2019	2024	2025		
Active	2311	2023	Elkhart Coach	Ford E-450			new warranty engine 5-17-24	1FDFE4FNXPDD20902		YES		68,957	Good	2/1/2023	3/23/2023	2028	2029		
Active	2312	2023	Elkhart Coach	Ford E-450			new warrentee engine 3-25-25	1FDFE4FN6PDD20914		YES	12/4wc	67,141	Good	2/1/2023	3/23/2023	2028	2030		
Active	2313	2023	Elkhart Coach	Ford E-450			Warrenty eng. Overhall 3-5-25	1FDFE4FN5PDD22430		YES		64,030	Good	2/1/2023	3/23/2023	2028	2030		
Active	2314	2023	Elkhart Coach	Ford E-450				1FDFE4FN2PDD22241		YES	12/4wc	73,482	Good	2/1/2023	3/23/2023	2028	2029		
Active	2315	2023	Elkhart Coach	Ford E-450			new warranty engine 5-17-24	1FDFE4FN6PDD25871		YES		52,061	Good	2/1/2023	3/23/2023	2028	2029		
Active	2316	2023	Elkhart Coach	Ford E-450				1FDFE4FN6PDD25885		YES	12/2wc	52,610	Good	2/1/2023	6/1/2023	2028	2029		
Active	2317	2023	Elkhart Coach	Ford E-450				1FDFE4FN2PDD22370		YES	12/2wc	46,856	Good	2/1/2023	6/1/2023	2028	2029		
Active	2321	2023	Elkhart Coach	Ford E-450				1FDFE4FN7PDD27807		YES	12/4wc	67,578	Good	2/1/2023	6/1/2023	2028	2030		
Active	2322	2023	Elkhart Coach	Ford E-450			new warranty engine 11-21-24	1FDFE4FN9PDD25976		YES	12/4wc	56,640	Good	2/1/2023	6/1/2023	2028	2030		
Active	2323	2023	Elkhart Coach	Ford E-450			warranty engine repairs 4-4-25	1FDFE4FN3PDD24113		YES	12/2wc	46,267	Good	2/1/2023	6/1/2023	2028	2030		
Active	2324	2023	Elkhart Coach	Ford E-450			new warranty engine 7-22-24	1FDFE4FN0PDD25963		YES	12/4wc	58,823	Good	2/1/2023	6/1/2023	2028	2030		
Active	2427	2024	Elkhart Coach	Ford E-450	101056			1FDFE4FN6RDD34332	26'	YES	10/5wc	35,689	new	24-Apr	6/15/2024	2029			
Active	2428	2024	Elkhart Coach	Ford E-450	101058			1FDFE4FN2RDD34523	26'	YES	10/5wc	35,872	new	24-Apr	6/15/2024	2029			
Active	2429	2024	Elkhart Coach	Ford E-450	101059			1FDFE4FN4RDD34524	26'	YES	10/5wc	31,691	new	24-Apr	6/15/2024	2029			
Active	2430	2024	Elkhart Coach	Ford E-450	101057			1FDFE4FN1RDD34495	26'	YES	10/5wc	35,695	new	24-Apr	6/15/2024	2029			
not yet in service	2560	2025	Elkhart Coach	Ford E-450					26'	YES	10/5wc		new	4/1/2025					
not yet in service	2561	2025	Elkhart Coach	Ford E-450					26'	YES	10/5wc		new	4/1/2025					
not yet in service	2562	2025	Elkhart Coach	Ford E-450					26'	YES	10/5wc		new	4/1/2025					