

# CITY OF EL PASO AGENDA FOR MASS TRANSIT DEPARTMENT BOARD MEETING

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November 10, 2009  
Council Chambers, City Hall  
1:00 p.m.

After the meeting is convened, the Mass Transit Department Board shall consider the following items no sooner than the designated time, but may consider them at a later time:

Roll call

\*At any time during the Mass Transit Department Board meeting, the Mass Transit Department Board may meet in executive session pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss items as permitted by law.

## **CALL TO THE PUBLIC – PUBLIC COMMENT**

**This time is reserved for members of the public who would like to address the Mass Transit Department Board on items that are not on the Mass Transit Department Board Agenda.**

A sign-up form is available on line at [https://www.elpasotexas.gov/muni\\_clerk/contact\\_public.asp](https://www.elpasotexas.gov/muni_clerk/contact_public.asp) for those who wish to sign up in advance of the meeting date and a sign-up form is available outside the City Council Chambers at the City Clerk table for those who wish to sign up on the day of the meeting. Requests to speak must be received by 9:00 a.m. on the date of the meeting.

30 Minutes total is allotted for speakers.

Three to five minutes may be allowed for each speaker

## **NOTICE TO THE PUBLIC**

All matters listed under the CONSENT AGENDA, including those on the Addition to the Agenda, will be considered by Mass Transit Department Board to be routine and will be enacted by one motion unless separate discussion is requested by Board Members. Prior to the vote, members of the audience may ask questions regarding items on the consent agenda. When the vote has been taken, if an item has not been called out for separate discussion, the item has been approved. The Mass Transit Department Board may, however, reconsider any item at any time during the meeting. The wording of all agenda items shall appear in the minutes of this meeting of the Mass Transit Department Board as posted, unless otherwise revised by this or other motion of the Mass Transit Department Board, without the necessity of the City Clerk reading the wording of each item into the record.

## **CONSENT AGENDA**

### **1. APPROVAL OF MINUTES:**

Approval of Minutes for the Mass Transit Department Board Meeting of October 13, 2009. [Director, Jay Banasiak (915) 533-1220] (Action 09-115)

**2. REQUEST TO EXCUSE ABSENT MASS TRANSIT DEPARTMENT BOARD MEMBERS**  
(Action 09-116)

**3. RESOLUTIONS:**

That the Chairman of the Mass Transit Department Board be authorized to sign an Affiliation Agreement by and between the City of El Paso and Southwest Career College ("the College"), wherein the students enrolled in the College will participate in obtaining practical field experience in the area of automotive repair at Sun Metro. [Director, Jay Banasiak (915) 533-1220] (Action 09-117)

**4. BOARD APPOINTMENTS:**

Appointment of Walt Phillips to the Citizen's Advisory Committee for the Board of the Mass Transit Department by Mayor John Cook. [Mayor John Cook, (915) 541-4145] (Action 09-118)

**5. BEST VALUE PROCUREMENT:**

The award of Solicitation No. 2009-254 (Rental of Uniforms and Shop Towels) to Unifirst Corporation for a total estimated award of \$352,000.00. (Action 09-119)

Department:	Sun Metro
Award to:	Unifirst Corporation El Paso, TX
Items:	All
Option:	Two Years
Annual Estimated Amount:	\$88,000.00
Account No.:	60600006 – 502222 - 40345
Funding Source:	Inventory Purchases/Sun Metro Inventory
Total Estimated Award:	\$352,000.00 (4 Year Total)
District(s):	All

This is a forty-eight month contract.

The cost under this best value contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term so long as increased funds are appropriated in the budget.

The Departments of Financial Services, Purchasing Division, and Mass Transit recommend award as indicated, to the vendor offering the best value bid.

Contact person: Terrence Freiburg, Purchasing Manager, 541-4313  
Jay Banasiak, Sun Metro, 534-5811

**6. PURCHASING REQUESTS TO ISSUE PURCHASE ORDERS, ETC.:**

Request that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to exercise the City's option to extend current Contract 2008-035 (Janitorial Services – Sun Metro Demand Response Facility) with Total Cleaning Services, Inc. for two additional years pursuant to the provisions of an award approved by Mass Transit

Board on December 18, 2007. Contract period from January 1, 2011 to December 31, 2013. (Action 09-120)

Department: Sun Metro  
Account No.: 60600005 – 502206 – 40345  
Annual Estimated Amount: \$46,846.80  
Funding Source: Facilities Maintenance-Maintenance Services Contracts/  
Janitorial-Sun Metro Operations  
Total Estimated Amount: \$93,693.60  
District(s): 2

Contact person: Terrence Freiburg, Purchasing Manager, 541-4313  
Jay Banasiak, Sun Metro, 534-5811

**REGULAR AGENDA – OTHER BIDS, CONTRACTS, PROCUREMENTS**

**7. BEST VALUE PROCUREMENT:**

Discussion and action on the award of Solicitation No. 2010-012 (Bus Radiator and Air Charge Cooler Services) to Emmett Radiator Service, Inc. for a total estimated award of \$600,000.00. (Action 09-121)

Department: Sun Metro  
Award to: Emmett Radiator Service, Inc.  
Items: All  
Annual Estimated Amount: \$200,000.00  
Account No.: 60600015 – 503118 – 40348  
Funding Source: Inventory Purchases/Sun Metro Inventory  
Total Estimated Award: \$600,000.00 (3 year total)  
Districts: All

This is a thirty-six month contract.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term so long as increased funds are appropriated in the budget.

The Departments of Financial Services, Purchasing Division, and Mass Transit recommend award to the sole bidder.

Contact person: Terrence Freiburg, Purchasing Manager, 541-4313  
Jay Banasiak, Sun Metro, 534-5811

**8. PURCHASING REQUESTS TO ISSUE PURCHASE ORDERS, ETC.:**

**8A.** Discussion and action on the request that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to issue Purchase Orders to North American Bus Industries, Inc. (NABI), the sole source provider for bus components required for the repair and maintenance of NABI coaches. Annual estimated amount, \$333,333.00. Total estimated three year award, \$1,000,000.00 with the

stipulation that the vendor provides an updated sole source letter and affidavit each year. (Action 09-122)

Department: Sun Metro  
Account No.: 60600015 – 503118 - 40348  
Funding Source: Inventory Purchases/Vehicle Maintenance  
Supplies/Sun Metro Inventory  
Total Estimated Award: \$1,000,000.00 (3 year total)  
Sole Source No: 2010-069  
Districts: All

Contact person: Terrence Freiburg, Purchasing Manager, 541-4313  
Jay Banasiak, Sun Metro, 534-5811

- 8B.** Discussion and action on the request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue Purchase Order to Continental Automotive Systems U.S. Inc., the sole source provider for the TransitMaster AVL system, for the purchase and installation of twenty five units in the 0400 series buses for a one-time amount of \$563,532.24, and \$50,000.00 annually for related spare parts. Total estimated three year award for spare parts is \$150,000.00 with the stipulation that the vendor provides an updated sole source letter and affidavit each year. The estimated total expenditure is \$713,532.24. (Action 09-123)

Department: Sun Metro  
Award to: Continental Automotive Systems U.S. Inc.  
Items: No. 1: AVL Units \$563,532.24 (25 total)  
No. 2: Spare Parts \$150,000.00 (3 year total)  
Account No.: 60600006 – 508006 – 40345  
Funding Source: Transit Maintenance-Vehicular Equipment-Sun  
Metro General Operations  
Total Estimated Award: \$713,532.24  
Sole Source: 2010-083  
Districts: All

Contact person: Terrence Freiburg, Purchasing Manager, 541-4313  
Lynly Leeper, Sun Metro, 534-5822

### **REGULAR AGENDA – OTHER BUSINESS**

- 9.** Discussion and action on the Mass Transit Department Board's nomination and appointment of a representative to the Far West Texas/El Paso Regional Transportation Committee (WTEP) to represent the City of El Paso's ridership. [Director, Jay Banasiak (915) 533-1220] (Action 09-124)
- 10.** Director's Report on status of the transfer centers. [Director, Jay Banasiak (915) 533-1220]

### **EXECUTIVE SESSION**

The Mass Transit Department Board of the City of El Paso may retire into **EXECUTIVE SESSION** pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Mass Transit Department Board of the City of El Paso may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.) The Mass Transit Department Board will return to open session to take any final action and may also, at any time during the meeting, bring forward any of the following items for public discussion, as appropriate.

Section 551.071 CONSULTATION WITH ATTORNEY  
Section 551.072 DELIBERATION REGARDING REAL PROPERTY  
Section 551.073 DELIBERATION REGARDING PROSPECTIVE GIFTS  
Section 551.074 PERSONNEL MATTERS  
Section 551.076 DELIBERATION REGARDING SECURITY DEVICES  
Section 551.087 DELIBERATIONS REGARDING ECONOMIC DEVELOPMENT

**NOTICE TO THE PUBLIC:**

Sign Language interpreters will be provided for this meeting upon request. Requests must be made to the Mass Transit Department ((915) 533-1220) a minimum of 24 hours prior to the posted date and time of this meeting. Copies of this agenda will be provided in Braille, large print, or audiotape upon requests made a minimum of 48 hours prior to the date and time of the meeting.

Hearing Assistance Devices are available upon request.

**MASS TRANSIT AGENDAS ARE PLACED ON THE INTERNET EVERY FRIDAY AT THE FOLLOWING ADDRESS: <http://www.elpasotexas.gov>**