



MEMPHIS AREA TRANSIT AUTHORITY

One Commerce Square
40 South Main Street
Memphis, TN 38103
www.matatransit.com
Gary J. Rosenfeld
Chief Executive Officer

Board of Commissioners

Dr. Martin Lipinski, Chair
Shelia Williams, Vice-Chair

Angus Blair
Michael Fulton
Edward Stephens, III
Janice Holder

Kristen Bland
Michelle McKissack
Anton Mack

Board of Commissioners

Regular Meeting

AGENDA

Tuesday, November 15, 2022

3:30 PM

- I. Call to Order Martin Lipinski
- II. Board Roll Call Bacarra Mauldin

Member	Arrived	Departed	Member	Arrived	Departed
Blair, Angus			Mack, Anton	1537	1634
Bland, Kristen	1533	1634	McKissack, Michelle	1533	1634
Fulton, Michael			Stephens, Edward	1533	1607
Holder, Janice	1533	1634	Williams, Shelia	1548	1634
Lipinski, Martin	1533	1634			

- III. Approval of Minutes Commissioners
 - a. Regular Board Meeting – September 27, 2022

- The minutes of the September 27, 2022, Board meeting can be found beginning on page 8.

Item:	Approval of the September 27, 2022, Regular Board Meeting Minutes								
Motion by:	Stephens				Second By:	Bland			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton				X
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

IV. CEO (Chief Executive Officer) Report

Gary Rosenfeld

V. Consent Agenda Items

VI. Procurement Item(s)

- a. Resolution to Authorize a contract with TRAPEZE SOFTWARE GROUP, INC for Trapeze Cloud Managed Services – EAM Only
 - Resolution 22-51
 - Memo 22-51

Item:	Resolution 22-51 to authorize a contract with TRAPEZE SOFTWARE GROUP, INC for Trapeze Cloud Managed Services – EAM Only								
Motion by:	McKissack				Second By:	Mack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton	X			
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- b. Resolution for purchase of 15 switch machines from Hanning & Kahl for the Madison Line Project
- Resolution 22-52
 - Memo 22-52

Item:	Resolution 22-52 for purchase of 15 switch machines from Hanning & Kahl for the Madison Line Project								
Motion by:	Mack				Second By:	Stephens			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton	X			
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- c. Resolution to approve sole-source procurement for electrical work
- Resolution 22-53

Item:	Resolution 22-53 to approve sole-source procurement for electrical work								
Motion by:	McKissack				Second By:	Williams			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton	X			
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- d. Resolution to authorize buildout of, and purchase of furniture for the 12th floor offices at One Commerce Square
- Resolution 22-54
 - Memo 22-54

Item:	Resolution 22-54 to authorize the purchase of furniture for the 12 th floor administrative offices at One Commerce Square								
Motion by:	McKissack				Second By:	Mack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton	X			
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- e. Resolution to award a three-year contract to Magnificent Grounds, LLC for lawn maintenance
- Resolution 22-55
 - Memo 22-55

Item:	Resolution 22-55 to award a three-year contract to Magnificent Grounds LLC for lawn maintenance								
Motion by:	Bland				Second By:	Stephens			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton	X			
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- f. Resolution to award a five-year contract to Otis Elevator for wheelchair lift and elevator maintenance
- Resolution 22-56
 - Memo 22-56

Item:	Resolution 22-56 to award a five-year contract to Otis Elevator for wheelchair lift and elevator maintenance								
Motion by:	Holder				Second By:	Williams			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton	X			
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward				X
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- g. Resolution to approve change order #1 to Tolar Manufacturing Company for the purchase of bus shelters and accessories
- Resolution 22-57
 - Memo 22-57

Item:	Resolution 22-57 to approve change order #1 to Tolar Manufacturing Company for the purchase of bus shelters and accessories								
Motion by:	Williams				Second By:	Holder			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton	X			
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward				X
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- h. Resolution to authorize entering a lease expansion a lease with One Commerce Square Realty LP for additional office space to support new project and program management needs

- Resolution 22-58
- Memo 22-58

Item:	Resolution 22-58 to authorize entering a lease expansion a lease with One Commerce Square Realty LP for additional office space to support new project and program management needs								
Motion by:	Holder				Second By:	Bland			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton	X			
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward				X
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- i. Resolution to approve purchase for 2023 Tahoe from Freeland Automotive

- Resolution 22-59
- Memo 22-59

Item:	Resolution 22-59 to approve purchase for 2023 Tahoe from Freeland Automotive								
Motion by:	McKissack				Second By:	Mack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton	X			
Bland, Kristen	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward				X
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- VII. Service and Development
- a. Procurement of vehicles/supply chain issues
- VIII. Finance Agenda Items
- a. October Financials
- IX. Acknowledgement of Public Comment
- X. Old or New Business

- a. Fare Policy
- b. Logo/Rebranding

XI. Adjournment

The Next Regular Meeting of the:

MATA Board of Commissioners will Be:

Tuesday, December 13, 2022

@ 3:30 PM

At

Memphis Area Transit Authority
One Commerce Square – 40 S. Main Street
Memphis, TN 38103

Board of Commissioners

Regular Meeting Minutes

APPROVED
11/15/22Meeting Date:
Tuesday September 27, 2022
3:30 PM

The regular meeting was called to by Chair Martin Lipinski at 3:32 p.m. Members present of the Commission are noted as are their departure times:

Member	Arrived	Departed
Bland, Kristen	1534	1621
Clark, Robert	1532	1641
Fulton, Michael		
Holder, Janice	1532	1641
Lipinski, Martin	1532	1641
Mack, Anton	1532	1641
McKissack, Michelle	1532	1621
Stephens, Edward	1536	1641
Williams, Shelia		

Approval of Minutes from June 28, 2022

Item:	Approval of the August 23, 2022, Regular Board Meeting Minutes								
Motion by:	McKissack				Second By:	Clark			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

Resolutions presented and voted upon:

Item:	Resolution 22-46 to approve change order #1 to the three-year service licensing agreement with REMIX, INC for inclusion of new on-demand transit planning platform								
Motion by:	Holder				Second By:	Mack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

11/15/22

Item:	Resolution 22-47 to recognize Linda Eskridge on her retirement									
Motion by:	All				Second By:	All				
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Bland, Kristen	X				Mack, Anton	X				
Clark, Robert	X				McKissack, Michelle	X				
Fulton, Michael				X	Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

Item:	Resolution 22-48 to approve change order for additional pressure washing services at William Hudson Transit Center									
Motion by:	Clark				Second By:	McKissack				
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Bland, Kristen	X				Mack, Anton	X				
Clark, Robert	X				McKissack, Michelle	X				
Fulton, Michael				X	Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

Item:	Resolution 22-49 to award a contract to Shuttleworth PLLC for legal services for transit claims									
Motion by:	Holder				Second By:	Mack				
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Bland, Kristen	X				Mack, Anton	X				
Clark, Robert	X				McKissack, Michelle	X				
Fulton, Michael				X	Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

Item:	Resolution 22-50 to extend a contract with SSR for engineering and technical services for all Modes									
Motion by:	Bland				Second By:	Holder				
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Bland, Kristen	X				Mack, Anton	X				
Clark, Robert	X				McKissack, Michelle	X				
Fulton, Michael				X	Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

The meeting was adjourned by Chair Lipinski at 4:41PM.

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

APPROVED
11/15/22

RESOLUTION NO. 22-51

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TRAPEZE SOFTWARE GROUP, INC. FOR TRAPEZE
CLOUD MANAGED SERVICES – EAM ONLY**

WHEREAS, The Memphis Area Transit Authority (MATA) needs to move its existing Trapeze Enterprise Asset Management (EAM) module to the Cloud; and

WHEREAS, MATA and Trapeze have agreed upon a 5-year contract amount of \$581,701.00 based on Trapeze Cloud Managed Services – EAM Only Statement of Work dated October 11, 2022, with the following payment schedule: Implementation Cost of \$53,163.00 paid as stated Milestones are completed, Year 1 - \$134,485.00 including one-time costs of \$47,413.00, Year 2 - \$91,425.00, Year 3 - \$95,996.00, Year 4 - \$100,796.00, and Year 5 - \$105,836.00; and

WHEREAS, Operating funds are available; and

WHEREAS, MATA’s staff recommends that the Board of Commissioners authorize MATA to approve a contract with Trapeze to move its existing Trapeze Enterprise Asset Management (EAM) module to the Cloud for a 5-year amount not to exceed \$581,701.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That MATA is authorized to enter a contract with Trapeze to move its existing Trapeze Enterprise Asset Management (EAM) module to the Cloud for a 5-year amount not to exceed \$581,701.00.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief of Staff, Chairman or Vice-Chairman be authorized to execute the necessary contract.

* * * * *

MEMO 22-51

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: Move MATA's existing Trapeze Enterprise Asset Management (EAM) module to the Cloud for a 5-year amount not to exceed \$581,701.00.

DATE: October 25, 2022

MATA needs to move its existing Trapeze Enterprise Asset Management (EAM) module to the Cloud for a 5-year amount not to exceed \$581,701.00. Moving the Trapeze EAM module to the Cloud will relieve MATA of the responsibility of upgrading and maintaining the on-premise servers that currently host the Trapeze EAM module.

The latest versions of all of the Trapeze modules that MATA uses (OPS, FX-Scheduling for Fixed Route, BLOCKBUSTER-Scheduling for MATA Plus, PASS IVR-MATA Plus Trip Booking, FA & RAIL for Maintenance & Trolley, INFO AGENT & IVR – MATA Plus and Customer Service) are designed for the Cloud. EAM will be the first module to be upgraded to the Trapeze Cloud services as part of MATA's long-term strategy to eliminate on premise servers.

Trapeze is a technology leader in the public transit sector and is very familiar with MATA's needs.

MATA's Staff recommends that a 5-year contract be executed with Trapeze in an amount not to exceed \$581,701.00.

APPROVED
11/15/22

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION 22-52

**RESOLUTION FOR PURCHASE OF 15 SWITCH MACHINES FROM HANNING & KAHL FOR THE MADISON
LINE PROJECT**

WHEREAS, The Memphis Area Transit Authority (MATA operates trolley service along Main Street and is rehabilitating the Madison Avenue Line prior to restarting service on that line; and

WHEREAS, It is necessary to purchase 15 new switch machines for the Madison Avenue Line since the existing switch machines are beyond repair; and

WHEREAS, Hanning & Kahl is the sole provider of the needed switch machines, and MATA has justified this as a sole source procurement in accordance with MATA's Procurement Manual; and

WHEREAS, MATA staff reviewed the quote from Hanning & Kahl at a cost of \$8,745.00 per switch machine for a total cost of \$131,175.00 which Staff has determined to be reasonable based on previous purchases of switch machines; and

WHEREAS, MATA staff requests the approval of the sole source procurement at a total cost of \$131,175.00; and

WHEREAS, Capital grant funds are available for this procurement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract is awarded to Hanning & Kahl for the purchase of 15 switch machines in the amount of \$131,175.00.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief of Staff, Chairman, or Vice-Chairman be authorized to execute the contract.

* * * * *

MEMO 22-52

TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, CEO
SUBJECT: Purchase of 15 Switch Machines for the Madison Avenue Rail Line
DATE: October 25, 2022

MATA is in the process of rehabilitating the Madison Avenue Rail Line so that trolley revenue service on the line can be resumed. The Rail Maintenance Department has determined that the existing switch machines on the line need to be replaced due to their age and condition. The switch machines used for Main Street were manufactured by Hanning & Kahl, and the Rail Maintenance Department recommends that MATA purchase Hanning & Kahl switch machines for the Madison Avenue Line as an Original Equipment Manufacturer (OEM) in order to avoid mechanical issues with alternate products.

MATA's Procurement Manual permits sole source procurements for various reasons, and one of them is for OEM parts and equipment.

Hanning & Kahl provided MATA a quote of \$8,475 per switch machine, and MATA's Rail Maintenance Department determined this price to be fair and reasonable based on the cost of previous switch machines purchased from Hanning & Kahl.

Capital grant funds from TDOT are available for this procurement. Due to it being a sole-source procurement, there was no DBE goal.

Let me know if you have questions.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-53

RESOLUTION TO APPROVE SOLE-SOURCE PROCUREMENT FOR ELECTRICAL WORK

WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners approved a lease agreement with One Commerce Square Memphis Realty, LP for office space to house the Operations and Administrative Staff through Resolution 21-42 on October 21, 2021; and

WHEREAS, Resolution 21-42 included a lease term of 10 years between MATA and One Commerce Square Memphis, Realty, LP for office space located at 40 South Main Street, Suite 1200, Memphis, TN 38103; and

WHEREAS, MATA has agreed to the terms of the contract concerning the build-out as it pertains to modifications, repairs, and electrical wiring of the space to which MATA will occupy upon completion; and

WHEREAS, MATA staff is requesting a sole source approval based on the lease agreement between MATA and the leasing company that in Section 8.2 which states that “a contractor of Landlord’s selection shall perform all mechanical, electrical, plumbing, structural and heating, ventilation and air conditioning work, and such work shall be performed at Tenant’s cost”; and

WHEREAS, MATA staff, being unable to use a formal bid process based on the lease agreement requirements, received a list of preferred vendors from the leasing company’s contractors that are approved to perform the work needed for the electrical portion of the buildout; and

WHEREAS, MATA staff received two proposals and Young Technologies of Millington, TN was selected as vendor of choice with a bid amount of \$151,951.95.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That contract in the amount of \$151,951.95 is awarded to Young Technologies of Millington, TN for the electrical portion of the build out of One Commerce Square 12th floor space located at 40 South Main, Suite 1200, Memphis, TN 38103.

BE IT FURTHER RESOLVED That the Contracting Officer is authorized to execute the agreement.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chairman, or Vice-Chairman is authorized to execute the necessary documents.

APPROVED
11/15/22

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-54

**RESOLUTION TO AUTHORIZE BUILDOUT OF, AND PURCHASE OF FURNITURE FOR, THE 12TH FLOOR
OFFICES AT ONE COMMERCE SQUARE**

WHEREAS, On August 26, 2021, the MATA Board of Commissioners by resolution 21-42 authorized MATA to enter into a lease with One Commerce Square Memphis Realty, LP for the lease of 14,363 square feet of office space for a base lease term of 10 years for the 12th floor; and

WHEREAS, On August 12, 2022, MATA received a General Contractor Bid Comparison from CBRE Memphis, TN Project Management for buildout of the 12th floor which, with pending layout changes, is expected to exceed the tenant improvement allowance in the lease agreement by \$800,000.00; and

WHEREAS, On November 7, 2022, MATA received pricing from ImageWorks Commercial Interiors for furnishing of the 12th floor which, with pending layout changes, is expected to total \$600,000.00; and

WHEREAS, Funding is available for the above items; and

WHEREAS, MATA's staff recommends that the Board of Commissioners authorize MATA to approve the 12th floor buildout cost in excess of the lease agreement's tenant improvement allowance and the cost to furnish the 12th floor, with a combined amount not to exceed \$1,400,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That MATA is authorized to enter into agreements with ImageWorks Commercial Interiors to purchase the furniture for the 12th floor and with One Commerce Square Memphis Realty, LP for the buildout costs in excess of the lease agreement's tenant improvement allowance for the 12th floor at One Commerce Square, with an aggregate amount not to exceed \$1,400,000.00.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chairman, and Vice-Chairman be authorized to execute all documents with One Commerce Square Memphis Realty, LP and ImageWorks Commercial Interiors necessary to complete the buildout and furnishing of the 12th floor offices at One Commerce Square, with a combined amount not to exceed \$1,400,000.00.

MEMO 22-54

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: Buildout of, and Purchase of Furniture for, the 12th Floor Offices at One Commerce Square

DATE: November 15, 2022

In August of 2021 the MATA Board of Commissioners authorized MATA to enter a 10-year lease for the 12th floor of One Commerce Square. Included in the lease agreement is a \$45/sq. ft. tenant improvement allowance. The actual construction costs for the buildout of the 12th floor are expected to exceed the allowance by \$800,000.00 when taking recent proposed floor plan changes into account.

MATA has been working with ImageWorks Commercial Interiors, a Women-Owned Business, to purchase Steelcase furniture at discounted rates using the State contract. The furniture being selected is very durable and should have a useful life that exceeds the expiration of the 10-year lease. Total amount for the purchase of 12th floor furniture is expected to be \$600,000.00.

Funding is available for both the buildout of, and the purchase of furniture for, the 12th Floor at One Commerce Square.

Staff recommends the approval of the buildout of, and the purchase of furniture for, the 12th Floor at One Commerce Square, with an aggregate amount not to exceed \$1,400,000.00. This is the amount approved in the FY23 Capital Budget.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-55

**RESOLUTION TO AWARD A THREE-YEAR CONTRACT TO MAGNIFICENT GROUNDS, LLC FOR LAWN
MAINTENANCE**

WHEREAS, The Memphis Area Transit Authority (MATA) has facilities that need routine lawn maintenance and weed control services; and

WHEREAS, Bids were solicited according to MATA’s Procurement Policy, and the procurement was formally advertised; and

WHEREAS, One bid was received and was found to be responsive and responsible; and

WHEREAS, Magnificent Grounds, LLC submitted the lowest and responsive and responsible bid and has met the DBE goal of 36%; and

WHEREAS, MATA has funds available for this service in the operating budget; and

WHEREAS, Staff recommends that a three-year contract be awarded to Magnificent Grounds, LLC for lawn maintenance at a cost not to exceed \$170,428.00:

Year One	\$	54,434.00
Year Two	\$	56,614.00
Year Three	\$	59,380.00
Total	\$	170,428.00

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a three-year contract be awarded to Magnificent Grounds, LLC for lawn maintenance at a cost not to exceed \$170,428.00.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief of Staff, Chairman or Vice-Chairman is authorized to execute the contract.

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MEMO 22-55

TO: The MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: Three-Year Lawn Maintenance - IFB 23-02

DATE: November 22, 2022

This memo summarizes the procurement process for a three-year contract for lawn maintenance at MATA's facilities.

The Invitation for Bid (IFB) was sent to 30 vendors, formally advertised and posted to MATA's website. One bid was received and was found to be responsive and responsible. Magnificent Grounds, LLC was able to meet the 36% DBE goal.

MATA's staff has determined that their price is fair and reasonable and recommends a three year contract be awarded to Magnificent Grounds, LLC the lowest responsive and responsible bidder at a cost not to exceed \$170,428.00.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION 22-56

**RESOLUTION TO AWARD A FIVE-YEAR CONTRACT TO OTIS ELEVATOR
FOR WHEELCHAIR LIFT AND ELEVATOR MAINTENANCE**

WHEREAS, The Memphis Area Transit Authority (MATA) has to maintain 34 wheelchair lifts and one hydraulic elevator; and

WHEREAS, MATA issued a Request for Proposal (RFP) for companies to provide services to maintain upkeep of equipment; and

WHEREAS, One proposal was received and was evaluated by MATA’s Evaluation Committee; and

WHEREAS, Contract award is based on the evaluation criteria set forth in the RFP; and

WHEREAS, The Evaluation Committee has determined that Otis Elevator’s proposal is responsive and responsible and recommends approval of a five-year contract with Otis at a cost of \$97,494.00 for wheelchair lift and elevator maintenance; and

Year One	\$	18,000.00
Year Two	\$	18,720.00
Year Three	\$	19,468.80
Year Four	\$	20,247.60
Year Five	\$	21,057.60
Total	\$	97,494.00

WHEREAS, Operating funds are available for this procurement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a five-year contract be awarded to Otis Elevator for Wheelchair Lift and Elevator Maintenance at a cost not to exceed \$97,494.00.

BE IT FURTHER RESOLVED, That the Chief Executive Officer, Chief of Staff, Chairman,-or Vice Chairman be authorized to execute the contract.

* * * * *

MEMO 22-56

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: RFP 23-01 FIVE-YEAR WHEELCHAIR LIFT AND ELEVATOR MAINTENANCE

DATE: November 22, 2022

This memo summarizes the procurement and evaluation process for the Five-Year Wheelchair Lift and Elevator Maintenance to maintain and up-keep MATA's various Main St. and Madison line wheelchair lifts and Levee Rd. elevator equipment.

The RFP was sent to 11 vendors, formally advertised, and posted to MATA's website. There was no DBE goal set for this procurement. The Evaluation Committee reviewed one proposal received on the criteria set forth in the RFP.

Each proposer had possibility of being awarded 400 points. The committee awarded Otis Elevator 375 points. The Evaluation Committee recommends the contract be awarded to Otis Elevator at a cost not to exceed \$97,494.00.

APPROVED

11/15/22

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

**REVISED
11/14/22**

RESOLUTION NO. 22-57

RESOLUTION TO APPROVE ADDITIONAL FUNDING TO TOLAR CONTRACT

WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners awarded a Contract for the Purchase and shipping of up to 125 Bus Shelters and Accessories over a five-year period with option to purchase various shelters with pricing to be negotiated to Tolar Manufacturing Company by Resolution No. 21-04 on February 21, 2021; and

WHEREAS, MATA has a need to purchase from the existing contract 125 shelters from the existing contract; and

WHEREAS, MATA was informed that the current cost to purchase from the contractor the 125 shelters and accessories exceeds the existing negotiated contract amount of \$513,125 due to increase in materials and supplies; and,

WHEREAS, MATA staff is requesting Change Order #1 in the additional amount of \$587,000 to cover the additional cost associated with the increase in materials which will bring the cost of the contract to \$1,100,125; and

WHEREAS, MATA staff recommends approval of Change Order #1 to Tolar Manufacturing Company contract for a not to exceed amount of \$1,100,125; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That Change Order #1 be approved \$587,000 in additional funding with the new amount of \$1,100,125 for the remainder of the contract with Tolar Manufacturing Company.

BE IT FURTHER RESOLVED That the Contracting Officer be authorized to execute the change order.

MEMO 22-57

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: To Approve a Change Order for Purchase and Shipping of up to 125 Bus Shelters and Accessories

DATE: November 15, 2022

REVISED
11/14/22

On February 1, 2021, the Memphis Area Transit Authority (MATA) Board of Commissioners awarded Contract #21-04 to Tolar Manufacturing Company for the Purchase of up to 125 Bus Shelters and Accessories over a five-year period.

The reason for this change order is to increase the contract amount, due to the cost increase of materials.

MATA staff recommends the approval of the resolution for Change Order #1 in the amount of \$587,000 for the remainder of the contract due to expire on January 31, 2026.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-57

**RESOLUTION TO APPROVE CHANGE ORDER #1 TO TOLAR MANUFACTURING COMPANY FOR THE
PURCHASE OF BUS SHELTERS AND ACCESSORIES**

WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners awarded a Contract for the Purchase and Shipping of up to 125 Bus Shelters and Accessories over a five-year period with option to purchase various shelters with pricing to be negotiated to Tolar Manufacturing Company by Resolution No. 21-04 on February 21, 2021; and

WHEREAS, MATA has the need to purchase from the existing contract; and

WHEREAS, MATA was informed that the current cost to purchase from the contractor the 25 shelters and accessories exceeds the existing negotiated contract amount of \$513,125 due to increase in materials and supplies; and

WHEREAS, MATA staff is requesting Change Order #1 in the additional amount of \$587,000 to cover the additional cost associated with the increase in materials which will bring the cost of the contract to \$1,100,125; and

WHEREAS, MATA staff recommends approval of Change Order #1 to Tolar Manufacturing Company contract for a not to exceed amount of \$1,100,125; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That Change Order #1 be approved with a not to exceed amount of \$1,100,125 for the remainder of the contract with Tolar Manufacturing Company.

BE IT FURTHER RESOLVED That the Contracting Officer be authorized to execute the change order.

MEMO 22-57

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: To Approve a Change Order for the Purchase and Shipping of up to 125 Bus Shelters and Accessories

DATE: November 8, 2022

On February 1, 2021, the Memphis Area Transit Authority (MATA) Board of Commissioners awarded Contract #21-04 to Tolar Manufacturing Company for the Purchase of up to 125 Bus Shelters and Accessories over a five-year period.

The reason for this change order is to increase the contract amount, due to the cost increase of materials. We are not increasing the quantity; we are just increasing the cost due to the increase in materials.

MATA staff recommends the approval of the resolution for Change Order #1 in the amount of \$587,000 for the remainder of the contract due to expire on January 31, 2026.

MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

RESOLUTION NO. 22-58

**RESOLUTION TO AUTHORIZE ENTERING A LEASE EXPANSION WITH ONE COMMERCE SQUARE
MEMPHIS REALTY LP FOR ADDITIONAL OFFICE SPACE TO SUPPORT NEW PROJECT AND PROGRAM
MANAGEMENT NEEDS**

WHEREAS, The Memphis Area Transit Authority (MATA) is required to maintain safe and efficient office space for its employees and now requires additional office space for the management of projects and programs related to recent FTA grant awards; and

WHEREAS, On August 26, 2021, the MATA Board of Commissioners by resolution 21-42 authorized MATA to enter into a lease with One Commerce Square Memphis Realty, LP for the lease of 14,363 square feet of office space at a lease rate not to exceed of \$267,210 per year, excluding parking and annual escalation fees, for a base lease term of 10 years for the 12th floor; and

WHEREAS, On November 5, 2022, MATA received a proposal from One Commerce Square Memphis Realty LP for a coterminous lease for 14,363 square feet of office space with the same terms and conditions as the prior lease; and

WHEREAS, Funding is available for the additional space.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a lease be entered into with One Commerce Square Memphis Realty, LP for the lease of an additional 14,363 square feet of office space on the 13th floor at a lease rate not to exceed of \$350,000 per year, including parking and annual escalation fees, for a base lease term of 10 years.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chairman, and Vice-Chairman be authorized to execute all documents for the contract.

MEMO 22-58

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: One Commerce Square Additional Office Space Lease

DATE: November 15, 2022

Due to recent FTA grant awards, MATA will begin the implementation of several projects such as the Memphis Innovation Corridor Bus Rapid Transit (BRT) project, new operations and maintenance facility, and battery electric bus program. These projects will require additional office space for MATA staff and various project and program management functions.

MATA has obtained a proposal from One Commerce Square Memphis Realty, LP for an additional 14,343 square feet of office space on the 13th floor to accommodate these needs. The proposal for the additional space will be coterminous with the existing lease for the 12th floor and have the same terms and conditions.

Funding is available for the additional lease space and a portion of cost for the additional space can be charged to various capital grants for associated project management expenses.

Staff recommends the approval of the lease in the amount NTE \$267,210 for an initial base term of 10 years with renewal options available.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-59

RESOLUTION TO APPROVE PURCHASE OF 2023 TAHOE FROM FREELAND AUTOMOTIVE

WHEREAS, MATA staff is requesting consent from the Memphis Area Transit Authority (MATA) Board of Commissioners for the purchase of 2023 Chevrolet Tahoe (CK10706) 4WD 4-dr LT with basic warranty; and

WHEREAS, MATA staff is requesting consent to purchase 2023 Chevrolet Tahoe from Freeland Automotive through the Tennessee State Procurement contract; and

WHEREAS, MATA staff recommends approval of the cost of 2023 Chevrolet Tahoe in the amount of \$59,000.00; and

WHEREAS, MATA staff recommend approval based on the availability of funds and to proceed with this purchase; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That MATA staff receive approval for the purchase of 2023 Chevrolet Tahoe in the amount of \$59,000.00

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chairman or Vice-Chairman is authorized to execute the necessary documents