



MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road
Memphis, TN 38108

www.matatransit.com

Gary J. Rosenfeld
Chief Executive Officer

Board of Commissioners
Martin Lipinski, Chair

Kristen Bland
Shelia Williams
Michael Fulton
Edward Stephens, III

Janice Holder
Robert Clark
Michelle McKissack

**Board of Commissioners
Regular Meeting
AGENDA
Tuesday February 23, 2021
3:30 p.m.**

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|------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| I. | Call to Order | Martin Lipinski |
| | a. Recognition of Special Guests | |
| II. | Board Roll Call | Linda Eskridge |
| III. | Approval of Minutes | Commissioners |
| | a. January 26, 2021 Regular Board Meeting | |
| IV. | CEO Report | Gary Rosenfeld |
| V. | Consent Agenda Item(s) | Gary Rosenfeld |
| | a. Resolution Authorizing the Chief Executive Officer
To Establish a Sustainability Initiative for The
Memphis Area Transit Authority | Gary Rosenfeld |
| | - Resolution 21-07 | |
| | - Information Document | |
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Note: Due to the Declarations of Emergency by the President of the United States, the Governor of Tennessee and the Mayor of the City of Memphis as a result of the COVID-19 pandemic, the Memphis Area Transit Authority Board meetings will be conducted by electronic means of communications for the Duration of the emergency. You can obtain streaming information at www.matatransit.com.



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| VI. | Service and Development Item(s) | Gary Rosenfeld |
| | a. Resolution to Extend An Interagency Agreement Between The University of Memphis and MATA for Updating the Transit Asset Management Program and Related Tasks: <ul style="list-style-type: none">- Resolution 21-08- Information Memo | |
| VII. | Procurement Item(s) | Gary Rosenfeld |
| | a. Resolution to Award a Contract to Freeland Automotive to Purchase Two SUV Service Vehicles: <ul style="list-style-type: none">- Resolution 21-09- Information Memo | |
| VIII. | Finance Committee Item(s) | Bernard Rudolph |
| | a. January Financial Report
(Provided under separate cover) | |
| IX. | Acknowledgement of Speaker's Comments | Lawson Albritton |
| X. | Old/New Business | Martin Lipinski |
| XI. | Adjournment | Martin Lipinski |

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MINUTES OF THE JANUARY 26, 2021 BOARD MEETING

CALL TO ORDER: A virtual meeting of the MATA Board of Commissioners was called to order by Chairman Martin Lipinski at 3:30 p.m. on Tuesday, January 26, 2021.

BOARD ROLL CALL:

Present: Martin Lipinski, Michael Fulton, Shelia Williams; Edward Stephens;
Robert Clark; Michelle McKissack; Janice Holder

Absent: Kristen Bland

Quorum: Yes

Staff: Lawson Albritton, Senior Administrative Officer; Linda Eskridge, Board Secretary/Executive Assistant, Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer; Susan Schubert, Chief Human Resource Officer; Ron Nickle, Chief Safety and Security Officer

Mr. Rosenfeld read the justification for MATA holding the Board meeting via electronic means.
There were no special guests present.

Minutes of the December 2020 Board of Commissioners Meeting were moved by Mr. Stephens and seconded by Ms. Williams. The minutes were unanimously approved.

CEO Report:

Mr. Rosenfeld gave an overview of the November and December Statistics for to include:

- Key Performance for ridership for Motor Bus, MATApplus and Trolley.
- A grand opening date and time will be determined for service to the new Central Station.
- OTP goals for MATApplus will be re-evaluated due to exceeding their current goal.
- The trolleys have been experiencing some equipment issues but do expect to see better performance from the trolleys.
- Customer comments were higher than what we have seen in the past. MATApplus comments fell during the month and trolley had two complaints, down from three.
- Top Five Comments: Scheduling/Service changes-37; Fixed Route/No Show-19; Fixed Route/Covid 19 capacity-18; Fixed Route/Rude operators-16; Building & Grounds-14.
- MATA Call Center is experiencing great answer time.
- Accidents are holding its own.
- Go901 experienced a nice rise in weekly ticket sales via mobile app.
- MATA won Outstanding Mobile Application Award from the 2020 Mobile Web Awards. Congratulations to Nicole Lacey and the team.

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- Mandatory Covid testing of all employees began December 9, 2020 with frontline testing weekly and others testing bi-weekly.
- Former APTA Chair and Santa Clara Valley Transit GM/CEO, Nuria Fernandez, joined FTA in the Biden Administration.
- Former South Bend Mayor, Pete Buttigieg, was named Secretary of Transportation in the Biden Administration.
- Mr. Rosenfeld gave an update on his future meetings.

This ended the CEO Report. Mr. Lipinski called for questions. *Mr. Fulton mentioned the president's mask mandate and asked what MATA is doing to enforce it.* Mr. Rosenfeld stated that the vast majority are aware of the mandate. We also have a team that conducts deep cleaning on buses by spraying, wiping and steam cleaning on a periodic basis. *Ms. McKissack asked whether we offer masks on buses or at our transit centers and what is the policy for that?* Masks continue to be available at the transit centers. Staff is investigating dispensers to be installed on board each bus for distribution in the field. *Mr. Clark asked about leverage on the 2021 Build Grant.* Mr. Rosenfeld stated that it was canceled, and we are in discussion with TMA and DMC. Mr. Lipinski asked about the infrastructure for the Riverfront Line. Mr. Rosenfeld stated it is still in place and we are getting the cars ready. *Mr. Stephen's asked when rider complain about no-shows is this user error, MATA error, or both.* Mr. Rosenfeld stated that it depends on the results of the investigation.

Consent Agenda Item(s)

- a) Resolution for Temporary Fare Policy Modifications in Response to COVID-19 Emergency:
Res. 21-01

Discussion: In response to the COVID-19 health emergency, Mayor Strickland's Executive Order, and actions by the Memphis City Council, MATA implemented a temporary free fare policy on all modes of public transportation for a period from March 25 through April 30, 2020. The free fares were advertised to the public on MATA's website and through social media. On April 28, 2020, the MATA Board of Commissioners extended the free fare policy beyond April 30, 2020, to comply with local government health regulations and policies to reduce the spread of the COVID-19 virus. On December 26, 2020 the Shelby County Health Department reinstated a Safer at Home policy restricting citizens' activity through January 22, 2021. Local Health Directive #17 that will go into effect on January 23, 2021 will loosen some of the earlier restrictions, but MATA expects many of the restrictions to remain in effect over the next six-month period, or through June 30, 2021. For these reasons, MATA is seeking flexibility from the Board of Commissioners for MATA's CEO to be granted the authority to restore fare collection at a reduced rate below previously Board adopted rates, commensurate with the level of service being restored and timing coincide with the community's reopening plans and service implementation dates. MATA's CEO is also seeking the authority to negotiate on behalf of the MATA Board of Commissioners an equitable fare structure for the new downtown on-demand service that is scheduled to begin

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February 2021 through a cooperative Transportation Management Authority (TMA) set up between MATA, the Downtown Memphis Commission (DMC), and Memphis Medical District Collaborative (MMDC). Ms. McKissack moved that the resolution be approved after questions and Ms. Williams seconded the motion. **Resolution No. 21-01 Passed.**

Procurement Item(s)

- a) Resolution to Terminate the Contract Between Memphis Area Transit Authority and Campbell Oil Company – Res. 21-02

Discussion: This resolution summarizes the dissolution of a contract between Memphis Area Transit Authority (MATA) and Campbell Oil Company (the company). The staff determination is that the company is unable to provide fuel services to MATA based on the immediate need and to ensure that the fuel reserve remained at a certain level due to COVID pandemic. MATA staff determined it is to our best interest to terminate the contract with prejudice against the company for future bids. MATA will utilize spot market pricing until a determination is made to close in with a contract. The company made the decision to forgo any further efforts with MATA to provide our company with fuel. They did, however, extend service until February 15, 2021. Mr. Rosenfeld stated we would go out for bid and procure fuel on spot market. *Mr. Lipinski asked if there is a cost associated with canceling the contract.* Mr. Rosenfeld stated that there is a cost associated with any commodity price increase. *Mr. Fulton asked what is MATA's Electric vehicle fleet and are there any future inquiries for more.* Mr. Rosenfeld stated that we expect to be 100% Electric within the next (12) years. **The Resolution Passed.**

- b) Resolution to Award a Contract to Ineo Systrans USA (Engie) to Purchase an Intelligent transportation Solution System – Res. 21-03

Discussion: nMomentum is MATA's consultant that is helping with this project, and they developed the Scope of Work for the Request for Proposals which was sent to 23 vendors. Five responsive and responsible proposals were received. The five vendors were Conduent, GMV Syncromatics, Trapeze Software Group, Ineo Systrans USA (Engie) and Clever Devices. The DBE goal was set at 3% for this procurement. The Evaluation Committee completed their evaluations based on the demonstrations, which resulted in MATA only requesting a Best and Final Offer (BAFO) from Ineo Systrans USA (Engie) for hosted services. The Evaluation Committee recommended that a contract be awarded to Engie to provide a new ITS System at a total cost not to exceed \$12,645,784.00. **The Resolution Passed.**

- c) Resolution to Award a Contract to Tolar Manufacturing for Bus Shelters –Res. No. 21-04

Discussion: This resolution summarizes the procurement process for a supplier to provide bus shelters on an as-needed basis over a five-year period. This procurement was formally advertised, and Request for Proposals was mailed to 17 vendors for this procurement. This procurement is only for supplying manufactured shelters. The goal for participation by Disadvantaged Business Enterprises (DBE) was set at 0%. MATA has a separate contract for installation of shelters with A&B Construction Company, which is a 100% DBE Company.

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The Evaluation Committee recommends that a five-year contract be awarded to Tolar Manufacturing for the purchase of up to 125 bus shelters at a total cost of \$513,125. *Mr. Fulton asked is Tolar a local company. Tolar is not a local company. Mr. Fulton stated that we really need to push DBE as well as make sure we do business with local companies.* **The Resolution Passed.**

d) Resolution to Approve Change Order #1 to SSR, Inc. for On-call General Engineering and Program Management Services -Res. 21-05

Discussion: The Memphis Area Transit Authority (MATA) Board of Commissioners awarded a Contract for On-Call General Engineering and Program Management to SSR, Inc. By Resolution 19-27 on June 27, 2019. MATA has additional engineering and architectural design needs to reconfigure existing administrative office space to improve safety and provider work environment due to the COVID-19 pandemic. MATA staff recommends approval of Change Order #1 to the SSR contract for a not to exceed amount of \$200,000 through the remaining contract period July 1, 2022. **The Resolution Passed.**

Finance Committee Item(s)

a) Resolution to Award a Contract to Apperson Crump, Brittenum Ward Lawyers, Burch Porter & Johnson PLLC, Glanker Brown, and William Parks PLLC for Legal Services - Res. 21-06

Discussion: This resolution is for the procurement process for legal services. The Request for Proposals was sent to 32 firms, formally advertised and posted to MATA's website. Five proposals were received and were determined responsive and responsible. There was not a DBE goal established for this solicitation. It was decided that all five proposers would be retained for legal services qualified in their area of expertise. MATA's Evaluation Committee, reviewed the five proposals and discussed their findings based on their area of expertise criteria set forth in their proposal. The Evaluation Committee recommends that a five-year contract be awarded to Apperson Crump, Brittenum Ward Lawyers, Birch Porter & Johnson PLLC, Glanker Brown and William S. Parks PLLC at the rates stated above in their area of expertise for the period of February 1, 2021 to January 31, 2026 for Legal Service. **The Resolution Passed.**

Financial Results from the Months of November and December 2020

Bernard Rudolph

Mr. Rudolph reported that the November and December 2020 financials were distributed, but he will be focusing on December's financials since all figures are year-to-date. Revenue year-to-date of \$24.5M is unfavorable to budget by <\$9.8M>. This was primarily due to a delay in the receipt of CARES Act funding. The Federal government's fiscal year starts in October and they close their grant funding system for a period at the start of each fiscal year. MATA submitted its grant request for the second half of its CARES Act funding when the system opened back up in November, but we did not receive the first \$8M draw until January. Actual Expenses through December are about \$3.5M favorable to budget as management is keeping a tight control on expenses. Passenger Fares covering July-December of \$744k are \$274k unfavorable to budget. Year-To-Date Fixed Route was unfavorable to budget by \$237k,

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MATAplus was \$21k unfavorable to budget, and Trolley was \$16k below budget. Note that passenger fares are running at about 20-25% of pre-COVID amounts. We ended December with a cash balance of \$3.6M, which is low and caused some concern. Fortunately, we received \$8M of CARES Act funding in January that will take care of our immediate cash needs.

Acknowledgement of Speaker Comments

There were no speaker comments.

Old/New Business

a. **Committee Assignment and Leadership**

Commissioners were assigned to active roles on committees of the Board.
 All Commissioners can participate and can vote within committee meetings.
 The chart below identifies full membership.

	Standing Committees		
	Finance	Service and Development	Executive
Chairperson	Edward Stephens	Martin Lipinski	Michelle McKissack
Members:	Kristen Bland	Shelia Williams	Shelia Williams
	Robert Clark	Kristen Bland	Michael Fulton
		Janice Holder	

b. **Board Vice-Chair**

Ms. Shelia Williams – MATA Board Vice-Chair

Committee Chairs

Ms. Michelle McKissack – Executive Committee Chair

Mr. Edward Stephens – Finance Committee Chair

Note: All Board of Commissioners are welcome and encouraged to attend committee meetings.

Adjournment

Mr. Lipinski called for a motion to adjourn. Ms. Williams moved that the meeting be adjourned, and Mr. Stephens seconded the motion. The meeting was adjourned.

Chairman Martin Lipinski

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**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. 21-07**

RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ESTABLISH A SUSTAINABILITY INITIATIVE FOR THE MEMPHIS AREA TRANSIT AUTHORITY

WHEREAS, The Memphis Area Transit Authority, through its provision of transit service for the region, helps protect the environment by providing alternatives to automobile travel, reducing the number of vehicle miles traveled, and by encouraging compact, urban development through its adherence to the adopted policies such as the Memphis 3.0 Comprehensive Plan and Transit Vision; and

WHEREAS, The Memphis Area Transit Authority Sustainability Initiative will be consistent with the goals and recommendations of Memphis and Shelby County Division of Planning and Development's Sustainable Shelby Implementation Plan; and

WHEREAS, The Sustainability Initiative is consistent with sustainability efforts outlined in the Memphis 3.0 Comprehensive Plan; and

WHEREAS, Reducing greenhouse gas emissions would contribute to a more livable, healthy environment for residents, our economy, and the impact on global warming; and

WHEREAS, The MATA Board of Commissioners acknowledges that embracing sustainability measures is critical to improving the safety, accessibility, and mobility for the Memphis region and is in the public interest; and

WHEREAS, While MATA has taken steps to address sustainability, the Board aims to reinforce and strengthen the authority's environmental protection commitment through a more comprehensive approach to further incorporate sustainability throughout the agency; and

WHEREAS, Increased sustainability efforts would result in additional cost savings and improve efficiency.

NOW, THEREFORE, BE IT RESOLVED By The MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS THAT:

(1) The Board hereby directs the chief executive officer to take appropriate steps to further integrate sustainable business practices and strategies throughout the organization including planning, designing, constructing, and operating existing and new transit systems and facilities. Such strategies shall constitute MATA's Sustainability Initiative and shall address at a minimum, but are not limited to, petroleum conservation, alternative fuels, and renewable energy; energy efficiency; greenhouse gas emissions; water conservation; toxics reduction; procurement; waste prevention, re-use, and recycling; building and facility performance; and land use.



(2) To ensure progress and continual improvement, objectives and targets shall be established and updated as a part of The Sustainability Action Plan. Reports will be provided to the MATA Board of Commissioners on an as-needed basis regarding the progress toward implementing this Resolution.

(3) Best practices, policy recommendations, and resources will be explored through the establishment and support of a sustainability working group or through a partnership with the Sustainability Advisory Committee of the Memphis Shelby County Office of Sustainability or service contracts to assist with the development of a collaborative, comprehensive sustainability plan with the expertise of local agencies and the community.

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Sustainability Action Plan Recommendations

As MATA strives to be an active agent in improving the quality of life for Memphis and Shelby residents by reducing its carbon footprint, the following recommendations are suggested to be implemented in Sustainability Action Plan. These recommendations are in support of policy proposals outlined in Memphis 3.0, the Memphis MPO's Livability 2050 Regional Transportation Plan, the Office of Sustainability's Climate Action Plan, the American Public Transit Association's Sustainability Commitment, along with MATA's Transit Vision (as part of Memphis 3.0 Comprehensive Plan).

Background and Recommended Actions

Over the past 10 years MATA has taken steps to implement sustainable practices in its everyday operations by using biofuel, purchasing hybrid-electric buses, and utilizing Leadership in Energy and Environmental Design (LEED) standards for new building design such as the Airways Transit Center. Future implementation steps and recommendations of the Chief Executive Officer for implementing MATA's Sustainability Initiative are as follows:

Implement sustainable business practices and strategies that will be integrated throughout the MATA organization, including planning, designing, constructing, and operating existing and new transit systems and facilities. These will collectively constitute MATA's Sustainability Initiative.

Direct staff to implement the following measures to the maximum extent practicable:

Petroleum Conservation and Renewable Fuel and Energy

- Purchase vehicles that reduce dependency on fossil fuels
- Reduce fuel consumption through measures such as (1) operating vehicles more efficiently, and (2) encouraging carpooling and use of public transit or other modes when traveling to meetings, events, and job sites.
- Use alternative fuels.
- Work with energy providers to maximize the percentage of renewable energy Purchased.

Energy Efficiency

- Implement energy conservation strategies at MATA buildings and facilities through measures such as (1) conducting audits; (2) monitoring utility usage; (3) assessing heating, ventilation, air conditioning (HV AC) and lighting controls; (4) maximizing use of energy-efficient lighting; and (5) enabling energy-efficient features on electronic equipment such as computers, monitors, televisions, and appliances.

Greenhouse Gas Emissions

- Explore ways to reduce greenhouse gas emissions through measures such as (1) assessing emissions during project environmental reviews based on accepted methodologies and identifying ways to reduce any adverse impacts through reasonable and appropriate project mitigation; and (2) implementing other measures contained in this list of activities.



Water Conservation

- Implement water conservation strategies at MATA buildings and facilities through measures such as (1) conducting audits; (2) monitoring usage; and (3) reducing consumption.

Toxics Reduction

- Reduce toxic and hazardous chemicals acquired, used, or disposed by MATA through measures such as (1) conducting audits; (2) requiring contractors to minimize use of pesticides and other toxics when maintaining landscaping and rights-of-way; and (3) using environmentally sound practices with respect to disposition of electronic equipment that has reached the end of its useful life.

Ecosystem Mitigation

- Avoid impacts to environmentally sensitive resources and provide adequate mitigation to ensure there is no net loss of ecosystem function and acreage as a result of Agency projects.

Procurement

- Purchase environmentally friendly, sustainable materials and products, such as those that are bio-based, energy-efficient, water-efficient, and which contain recycled-content.

Pollution Prevention, Re-Use, and Recycling

- Prevent waste in all administrative offices through measures such as (1) using duplex copying and printing as the default standard and deviating only when there is a compelling business justification; (2) printing out email and other documents only when necessary; (3) exploring options for reviewing and approving documents electronically; (4) turning off lights and computers when not in use; (5) minimizing paper use in kitchen and restroom areas; and (6) using durable products and otherwise minimizing waste when hosting Agency meetings:
- Re-use office supplies and other materials in all administrative offices
- Maximize recycling efforts in all buildings and facilities.
- Encourage contractors to prevent waste, re-use and re-cycle materials and debris, and purchase products and materials with recycled content.

Building and Facility Performance (Green Design/Green Building)

- Incorporate sustainable design features in MATA buildings and facilities through measures such as (1) revising design guidelines and considering Leadership in Energy and Environmental Design (LEED) standards or similar programs; (2) ensuring that construction and operations staff are consulted in the design phase of project development; (3) using low-impact development (LID) techniques, such as rain gardens and pervious pavement; and (4) using landscaping that minimizes use of water and pesticides.



Land Use

- Explore opportunities to further incorporate transit-oriented development (TOD) and other sustainable economic development around stations to foster compact urban communities.

Establish A Sustainability Working Group

MATA staff recommends the formation of a Sustainability Working Group or partnership with the Sustainability Advisory Committee of the Memphis Shelby County Office of Sustainability to develop a collaborative, comprehensive sustainability plan with the expertise of local agencies and the community with the intent to provide MATA with guidance on best practices and resources to reduce its contributions to climate change over the next several decades. The goal of the working group is to create a set of measures and procedures that will help guide MATA's decisions with the intent to be revised and referenced at regular intervals to determine whether MATA is on course to meet the agreed upon goals. Favorable outcomes will require bold action from MATA and support from the greater community. Task force responsibilities include:

1. Drafting MATA's sustainability mission and vision statements.
2. Establishing long-term and short-term goals, objectives, and strategies.
3. Review current base-line measurements and explore ways to continuously manage water usage, greenhouse gas emissions, recycling, and waste.
 - a. Reduce MATA's emissions per rider by XX% from 2016 standards by 2040.
 - b. Reduce MATA HQ's Carbon footprint by XX% by 2040.
4. Continuously monitor and realign goals with city, county, state, nation, and international policies and initiatives.
5. Create sustainable initiatives and programs.
6. Research and present grant opportunities to help fund MATA's sustainability efforts.

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**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 21-08

RESOLUTION TO EXTEND AN INTERAGENCY AGREEMENT BETWEEN THE UNIVERSITY OF MEMPHIS AND MATA FOR UPDATING THE TRANSIT ASSET MANAGEMENT PROGRAM AND RELATED TASKS

WHEREAS, MATA is responsible for maintaining its infrastructure, including all its buses, paratransit vehicles, rail trolleys, and facilities in a State of Good Repair; and

WHEREAS, Transit Asset management planning is now a national policy, as enacted by Federal surface transportation law with the passage of The Moving Ahead for Progress in the 21st Century Act, (MAP-21); and

WHEREAS, Transit planners are faced with determining successful formulas and/or plans for successfully allocating funds for fleet maintenance procurement; and

WHEREAS, An updated Transit Asset Management Plan is required to establish clear guidelines for the allocation of resources to maintain transit fleet vehicles and other agency owned assets; and

WHEREAS, MATA seeks assistance to develop and maintain the best practices for its transit asset management program; and

WHEREAS, The University of Memphis has submitted a proposal for providing these services to assist with the update of the Transit Asset Management Plan, inventory, and research related to best practices in transit asset management and other tasks through an interagency agreement at a cost of \$120,000.00; and

WHEREAS, Staff considers the cost to be fair and reasonable; and

WHEREAS, MATA and the University of Memphis will enter into an Interagency Agreement for the continued development and annual update of the Transit Asset Management Plan and related tasks.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That the existing interagency agreement is amended and extended for an additional year between MATA and the University of Memphis for the continued development and annual update of MATA's Transit Asset Management Program at a cost of \$ 120,000.00.

BE IT FURTHER RESOLVED That the Chairman, Vice Chairman, or Chief Executive Officer be authorized to execute the interagency agreement.

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TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: Resolution to Extend the Interagency Agreement Between the University of Memphis and MATA

DATE: February 23, 2021

The purpose of this Resolution is to renew an interagency agreement between MATA and the University of Memphis for preparation of the annual update of the Transit Asset Management Plan and ongoing development of a Transit Asset Management Program for MATA. The University of Memphis has submitted a proposal totaling \$120,000 to MATA to assist with the plan update inventory, and research related to best practices in transit asset management and other related tasks. The enactment of the Fixing America's Surface Transportation Act (FAST Act) created a national policy requiring agencies such as MATA to develop asset management plans to ensure that assets funding with federal funding were maintained in a State of Good Repair.

MATA staff has reviewed the University of Memphis's Transit Asset proposal and conducted a Cost Analysis to determine that the cost for the scope of services provided is fair and reasonable.

A Disadvantaged Business Enterprise (DBE) goal was not established for this procurement since it is an agreement between MATA and the University of Memphis and no opportunities for DBE participation have been identified.

For these reasons, Staff recommends renewal of the interagency agreement between MATA and the University of Memphis for the update and ongoing development of a Transit Asset Management Program and related tasks at a cost of \$120,000.

Please let me know if you have questions.

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**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 21-09

**RESOLUTION TO AWARD A CONTRACT TO FREELAND AUTOMOTIVE TO PURCHASE
TWO SUV SERVICE VEHICLES**

WHEREAS, The Memphis Area Transit Authority (MATA) is a public agency responsible for providing public transportation services within the City of Memphis and surrounding communities; and

WHEREAS, MATA has a fleet of service vehicles which periodically need to be replaced when they have met their useful service life and add additional fleet; and

WHEREAS, MATA needs to purchase two service vehicles to replace service vehicles that have met their useful service life and add additional fleet; and

WHEREAS, MATA will purchase these two service vehicles from the state contract; and

WHEREAS, MATA has capital funds available for this procurement; and

WHEREAS, Staff recommends that a contract be awarded to Freeland Automotive to purchase two SUV service vehicles at a unit price of \$27,700.00 for a total cost of \$55,400.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded to Freeland Automotive to purchase two SUV service vehicles at a unit price of \$27,700.00 for a total cost of \$55,400.00.

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

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TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: Purchase Two SUV Service VEHICLES

DATE: February 23, 2021

The Memphis Area Transit Authority (MATA) has a service vehicle fleet and periodically needs to replace the vehicles as they reach their useful service life and add additional vehicles. MATA currently needed to purchase two new SUV service vehicles.

MATA checked the state contract to see if these SUVs were included in their list of approved vehicles. They were, and MATA proposes to purchase two 2021 Chevrolet Traverse SUVs.

MATA has capital funds available for this procurement.

There was a no DBE goal assigned to this procurement since these vehicles are purchased off the state contract.

MATA recommends a contract be awarded to Freeland Automotive for the purchase of two SUV service vehicles at a unit price of \$27,700.00 for a total cost of \$55,400.00.

Let me know if you have any questions.

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