



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

Kristen Bland
Michael Fulton
Edward Stephens, III
Janice Holder

Robert Clark
Michelle McKissack
Anton Mack

**Board of Commissioners
Regular Meeting
AGENDA
Wednesday, May 4, 2022
9:00 AM**

- I. Call to Order Martin Lipinski 908am
- II. Board Roll Call ~~Bacarra Mauldin~~ Gary Rosenfeld

Member	Arrived	Departed	Member	Arrived	Departed
Bland, Kristen	912	1051	Mack, Anton	900	1108
Clark, Robert			McKissack, Michelle	900	1108
Fulton, Michael	900	1108	Stephens, Edward	917	1108
Holder, Janice			Williams, Shelia	911	1108
Lipinski, Martin	900	1108			

- III. Approval of Minutes Commissioners
 - a. Regular Board Meeting – February 24, 2022

- The minutes of the [February 24, 2022](#), Board meeting can be found beginning on page 7

Item:	Approval of the February 24, 2022, Regular Board Meeting Minutes									
Motion by:	Fulton				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									

IV. CEO (Chief Executive Officer) Report

Gary Rosenfeld

V. Consent Agenda Items

- Resolution to authorize a commitment signature to the American Public transportation Association (APTA) Racial Equity Commitment Pilot Program
 - [Resolution 22-07](#)
 - APTA Racial Equity Pledge

Item:	Resolution 22-07 to authorize a commitment signature to the American Public Transportation Association (APTA) Racial Equity Commitment Pilot Program									
Motion by:	McKissack				Second By:	Stephens				
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									

- Resolution to adopt the MATA Safety Audit and Safety Plan
 - [Resolution 22-08](#)

Item:	Resolution 22-08 to adopt the MATA Safety Audit ad Safety Plan									
Motion by:	Bland				Second By:	Williams				
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									

VI. Procurement Item(s)

- a. Resolution to award a contract to CONTINENTAL BATTERY SYSTEMS to purchase a three-year supply of batteries.

- [Resolution 22-09](#)
- [Information Memo 22-09](#)

Item:	Resolution 22-09 to award a contract to Continental Battery Systems to purchase a three-year supply of batteries								
Motion by:	Fulton				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								

- b. Resolution to award a contract to nMOMENTUM CORPORATION to purchase XR80 equipment for service vehicles and MG90 equipment for the 2022 Ford transit vans

- [Resolution 22-10](#)
- [Information Memo 22-10](#)

Item:	Resolution 22-10 to award a contract to nMomentum Corporation to purchase XR80 equipment for service vehicles and MG90 equipment for the 2022 Ford transit vans								
Motion by:	McKissack				Second By:	Williams			
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								

- c. Resolution to award a contract to MCGRUFF INSURANCE SERVICES for benefit brokerage services

- [Resolution 22-11](#)
- [Information Memo 22-11](#)

Item:	Resolution 22-11 to award a contract to McGriff Insurance Services for benefit brokerage services								
Motion by:	Mack				Second By:	Williams			
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								

- d. Resolution to award a five-year contract to SHELBY ELECTRIC COMPANY for on-call electrical services for rail system and facility maintenance

- [Resolution 22-12](#)
- [Information Memo 22-12](#)

Item:	Resolution 22-12 to award a five-year contract to Shelby Electric Company for on-call electrical services for rail system and facility maintenance								
Motion by:	McKissack				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								

- e. Resolution to award a five-year contract to PROTOUCH SERVICES, INC for janitorial services at the American Way Transit Center

- [Resolution 22-13](#)
- [Information Memo 22-13](#)

Item:	Resolution 22-13 to award a five-year contract to Protouch Services, Inc for janitorial services at the American Way Transit Center								
Motion by:	Fulton				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								

- f. Resolution to rescind change order #1 for five-year contract for on-call services for rail system track and facility maintenance

- [Resolution 22-14](#)

Item:	Resolution 22-14 to rescind change order #1 for five-year contract for on-call services for rail system track and facility maintenance								
Motion by:	Mack				Second By:	Williams			
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								

- g. Resolution to approve change order #1 to RIVER CITY RAILROAD TTC, LLC for five-year contract for on-call services for rail system track and facility maintenance
- [Resolution 22-15](#)

Item:	Resolution 22-15 to approve change order #1 to River City Railroad TTC, LLC for five-year contract for on-call services for rail system track and facility maintenance									
Motion by:	McKissack				Second By:	Edwards				
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									

- h. Resolution authorizing the disposal of surplus/obsolete vehicles
- [Resolution 22-16](#)

Item:	Resolution 22-16 authorizing the disposal of surplus/obsolete vehicles									
Motion by:	Mack				Second By:	Bland				
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									

- i. Resolution to award contract renewal to REMIX, INC for transit planning software for an additional three-years. (Sole-Source)
- [Resolution 22-17](#)
- [Sole Source Justification](#)

Item:	Resolution 22-17 to award contract renewal to Remix, Inc for transit planning software									
Motion by:	Williams				Second By:	Stephens				
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									

- j. Resolution to renew a three-year licensing agreement with TRANSLOC for transit planning software

- [Resolution 22-18](#)

Item:	Resolution 22-18 to renew a three-year service licensing agreement with Transloc for transit planning software									
Motion by:	Williams				Second By:	Fulton				
	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								

VII. Service and Development

- a. Resolution to approve May 8 service changes

- [Resolution 22-19](#)

Item:	Resolution 22-19 to approve May 8 service changes									
Motion by:	Mack				Second By:	Williams				
	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								

VIII. Finance Agenda Items

- a. February 2022 Financial Report
b. March 2022 Financial Report

IX. Acknowledgement of Public Comment

- X. Old or New Business
a. New Fare Policy Discussion

XI. Adjournment

The Next Regular Meeting of the
MATA Board of Commissioners
Will Be:
Tuesday May 24, 2022
At
Memphis Area Transit Authority
One Commerce Square – 40 S. Main Street
Memphis, TN 38103

Board of Commissioners
Regular Meeting Minutes

APPROVED 5/4/22

Meeting Date:
Tuesday February 24, 2022
10:00 AM

The regular meeting was called to by Vice-Chair Shelia Williams at 10:05 a.m. Members of the Commission are noted:

Member	Arrived	Departed
Bland, Kristen		
Clark, Robert		
Fulton, Michael	0958	1209
Holder, Janice	0958	1209
Lipinski, Martin		
Mack, Anton	1002	1209
McKissack, Michelle		
Stephens, Edward	0958	1209
Williams, Shelia	0900	1209

Approval of Minutes from the October 26, 2021

Item:	Approval of the December 14, 2021 Regular Board Meeting Minutes									
Motion by:					Second By:					
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 22-01 to authorize a letter of intent between the Memphis Area Transit Authority and Moment AI to participate in a joint effort in the development of autonomous vehicles									
Motion by:	Holder				Second By:	Fulton				
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 22-02 to award a contract to Freeland Automotive to purchase three sport utility vehicles for use as support and service vehicles								
Motion by:	Fulton				Second By:	Stephens			
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 22-03 to issue change order #1 to On Call services and facility maintenance agreement										
Motion by:	Holder					Second By:	Fulton				
	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 22-04 to award a contract for the purchase of up to three 40-foot electric transit buses										
Motion by:	Mack					Second By:	Stephens				
	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 22-05 approving a contract with Shelby County Government to support Memphis Area Transit Authority cost of operations and improvement to public transportation										
Motion by:	Fulton					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						

APPROVED 5/4/22

Item:	Resolution 22-06 to approve funding/contract with DMC for on-demand transit service in the Downtown and surrounding areas								
Motion by:	Fulton				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					

Item:	Acceptance of the FY2021 Fiscal Audit								
Motion by:	Fulton				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 Vice-Chair Williams at 12:09 P.M.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

APPROVED 5/4/22

RESOLUTION NO. 22-07

RESOLUTION TO SIGN THE COMMITMENT FORM FOR THE APTA RACIAL EQUITY ACTION PLAN PILOT PROGRAM

WHEREAS, The Memphis Area Transit Authority (MATA) serves a diverse population; and

WHEREAS, MATA strives to consistently evolve its inclusion; and

WHEREAS, APTA is uniting public transit to improve customer experience; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS that the APTA Racial Equity Commitment Signatory should be signed.

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

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**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

APPROVED 5/4/22

RESOLUTION NO. 22-08

RESOLUTION TO ADOPT THE MATA SAFETY AUDIT AND SAFETY PLAN

WHEREAS, The Memphis Area Transit Authority (MATA) has a rail trolley system; and

WHEREAS, MATA’s Safety Plan (Public Transportation Agency Safety Plan “PTASP”) is regulated by the Tennessee Department of Transportation’s (TDOT) State Safety Oversight Agency Program Standard, and the Federal Transportation Administration (FTA), under 49 CFR 673, which requires MATA to conduct compliance annual audits of its safety program, including the review, revision, approval, and certification of MATA’s Safety Plan; and

WHEREAS, MATA during the year of 2021 conducted safety audits as detailed in the 2021 MATA Trolley Safety Audit Report (Safety Audit Report), which describes MATA’s safety program compliance, achievements, findings, and recommendations for improvement, certified and signed by Gary Rosenfeld, MATA Chief Executive Officer and Ronald W. Nickle MATA Chief Safety & Security Officer, and

WHEREAS, MATA conducted a comprehensive review and revision of MATA’s Safety Plan, as presented in the 2022 MATA Safety Plan, which has been reviewed, revised, approved, and signed by Gary Rosenfeld, MATA Chief Executive Officer and Ronald W. Nickle MATA Chief Safety & Security Officer, and

WHEREAS, TDOT’s State Safety Oversight Standard and FTA’s 49 CFR 673 regulations require that MATA’s Board of Commissioners review, approve, and sign the 2022 MATA Safety Plan and 2021 MATA Trolley Safety Audit Report.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS has reviewed and approves the 2021 MATA Trolley Safety Audit Report and has reviewed, approves, and provides its signature in the 2022 MATA Safety Plan, as shown in the attachments of each.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief Safety & Security Officer, Chairman, or Vice- Chairman be authorized to execute the 2022 MATA Safety Plan.

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION 22-09

**RESOLUTION TO AWARD A CONTRACT TO CONTINENTAL BATTERY SYSTEMS FOR A THREE-YEAR
SUPPLY OF BATTERIES**

WHEREAS, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of parts and supplies to ensure the efficient and continued operation of its bus fleet and service vehicles; and

WHEREAS, Approximately 270 new batteries are needed to be purchased on an annual basis; and

WHEREAS, MATA issued an Invitation for Bid (IFB) for companies to provide new batteries for a three-year period; and two bids were received. One bid was deemed non-responsive, as they were not able to meet requirements set forth by MATA; and

WHEREAS, Staff has reviewed the bids received and recommends that a three-year contract be awarded to Continental Battery Systems at a cost not to exceed \$175,496.00; and

WHEREAS, Operating funds are available for this procurement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a contract be awarded to Continental Battery Systems for the purchase of batteries over a three-year period at a cost not to exceed \$175,496.00.

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

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APPROVED 5/4/22**MEMO 22-09**

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

DATE: April 26, 2022

SUBJECT: Three-Year Supply of Batteries

This memo summarizes the procurement process for the purchase of Three-Year Supply of Batteries. MATA needs to maintain an inventory of parts and equipment to ensure the efficient operation of its service vehicles and bus fleet.

The IFB was sent to eight vendors, formally advertised and posted to MATA's website. The DBE goal for participation was set at 0% since this procurement is only for supplying batteries.

Two bids were received and MATA staff reviewed each bid on the criteria of the lowest responsive and responsible bid. It was determined that one bid was deemed non-responsive, as they were not able to meet requirements set forth by MATA.

MATA's staff recommends that a three-year contract to be awarded to Continental Battery Systems at a total cost not to exceed \$175,496.00. The value of the contract, as presented in the board resolution is based on the lowest responsive and responsible bid.

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APPROVED 5/4/22

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-10

**RESOLUTION TO AWARD A CONTRACT TO nMOMENTUM CORPORATION TO PURCHASE XR80
EQUIPMENT FOR SERVICE VEHICLES AND MG90 EQUIPMENT FOR THE 2022 FORD TRANSIT VANS**

WHEREAS, The Memphis Area Transit Authority (MATA) needs to purchase XR80 equipment for upgrading MATA from 3G to 5G for service vehicles to be compatible with Engie CAD/AVL and MG90 equipment for the new 2022 Ford Transit vans purchased for MATAPlus and the Ready program; and

WHEREAS, nMomentum Corporation has provided MATA a proposal for purchasing the XR80 equipment for \$271,005.00 and the MG90 equipment for \$80,040.00 totaling \$351,045.00; and **WHEREAS**, Staff has determined that the price is fair and reasonable; and **WHEREAS**, Operating and Capital funds are available.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded to nMomentum Corporation to purchase the XR80 and MG90 equipment at a total cost of \$351,045.00.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief of Staff, Chairman and Vice-Chairman is authorized to execute any and all documents necessary to process this purchase.

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APPROVED 5/4/22

MEMO 22-10

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

DATE: May 4, 2022

SUBJECT: PURCHASE XR80 EQUIPMENT FOR SERVICE VEHICLES AND MG90 EQUIPMENT FOR THE 2022 FORD TRANSIT VANS

The Memphis Area Transit Authority (MATA) need to purchase XR80 equipment for upgrading MATA from 3G to 5G for service vehicles to be compatible with Engie CAD/AVL and MG90 equipment for the new 2022 Ford Transit vans purchased for MATAPlus and the Ready program.

MATA has operating and capital funds available for this procurement.

Staff has determined that the price is fair and reasonable.

MATA recommends a contract be awarded to nMomentum for the purchase of the XR80 equipment for \$271,005.00 and the MG90 equipment for \$80,040.00 totaling \$351,045.00.

Let me know if you have questions.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-11

**RESOLUTION TO AWARD THREE-YEAR CONTRACT TO MCGRIFF INSURANCE SERVICES FOR BENEFIT
BROKERAGE SERVICES**

WHEREAS, The Memphis Area Transit Authority (MATA) maintains employee health and supplemental benefits insurance coverage in the following areas:

Medical

Dental

Vision

Voluntary Benefits (i.e., Accident, Cancer, Short/Long Term Disability, etc.)

WHEREAS, Staff solicited proposals from insurance brokerage services for providing the brokerage services listed in the Request for Proposal; and

WHEREAS, Two proposals were received in response to MATA's procurement and were evaluated by Evaluation Committee. One proposal was found to be non-responsive for not being able to meet DBE requirements; and

WHEREAS, The Evaluation Committee determined McGriff Insurance Services, Inc. to be the lowest and best proposer; and

WHEREAS, Evaluation Committee recommends that a three-year contract be awarded to McGriff Insurance Services, Inc. at an annual cost of \$45,000 for a total cost not to exceed \$135,000 for all three years.

WHEREAS, Operating funds are available for this procurement; and

NOW, THEREFORE BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a three-year contract be awarded to McGriff Insurance Services, Inc. at an annual cost of \$45,000 for a total cost not to exceed \$135,000 for all three years.

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

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APPROVED 5/4/22**MEMO 22-11**

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

DATE: April 26, 2022

SUBJECT: Three-Year Benefit Brokerage Service

This memo summarizes the procurement process for the purchase of Three-Year Benefit Brokerage Services to maintain MATA employee health and supplemental benefits.

The RFP was sent to four vendors, formally advertised and posted to MATA's website. The DBE goal was set at 11% for this procurement.

Two proposals were received and MATA's Evaluation Committee reviewed the two proposals and discussed their findings based on the criteria set forth in the procurement. One of the proposals from Lockton Companies, LLC was found to be non-responsive for not being able to meet DBE requirements.

The proposers could receive a maximum of 400 points. The results of the evaluation committee's evaluations were as follows:

Vendor	Total Points	Cost for three years
McGriff	400	\$135000.00
Lockton	Non-Compliant	\$168012.00

The Evaluation committee recommends a three-year contract to be awarded to McGriff Insurance Services, Inc. at an annual cost of \$45,000 for a total cost not to exceed \$135,000.

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**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-12

**RESOLUTION TO AWARD A FIVE-YEAR CONTRACT TO SHELBY ELECTRIC COMPANY FOR ON-CALL
ELECTRICAL SERVICES FOR RAIL SYSTEM AND FACILITY MAINTENANCE**

WHEREAS, The Memphis Area Transit Authority (MATA) has a rail trolley system; and

WHEREAS, MATA solicited proposals for the services of electricians to provide repairs, maintenance and inspections of the system on an as-needed basis as determined by MATA over a five-year period; and

WHEREAS, The procurement was formally advertised and posted to MATA’s website, and one proposal was received, from Shelby Electric Company; and

WHEREAS, The Evaluation Committee determined Shelby Electric Company to be responsive, responsible and well qualified for the scope of services based on the evaluation criteria set forth in the RFP; and

WHEREAS, Shelby Electric’s proposal (Attachments 1-5) showing labor and equipment rates for Year 1 through Year 5 are attached; and

WHEREAS, Staff estimates that the cost of on-call services for rail track and facility maintenance to be about \$200,000 per year, or a total of \$1,000,000 for a five-year period; and

WHEREAS, Operating and Capital 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 for On-Call Electrical Services for Rail System and Facility Maintenance be awarded to Shelby Electric Company at the prices shown in the Attachments at an authorization level of \$1,000,000 over five years.

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

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MEMO 22-12

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: On-Call Electrical Services for Rail System and Facility Maintenance

DATE: April 26, 2022

This memo summarizes the procurement and evaluation process for a contractor to be on-call to handle electrical repairs and minor construction for the rail trolley system, vehicles and facilities. Work under this contract will be assigned by MATA through task orders on an as-needed basis. There are no minimum contract amounts associated with this contract. The Request for Proposal required submittal of hourly rates for personnel and equipment.

The Evaluation Committee consisted of five MATA staff members. The following criteria were established for evaluating proposals:

1.	Specialized experience and technical competence of the personal	30 points
2.	Qualifications and experience of the firm	30 points
3.	Cost	20 points
4.	Past performance	20 points
Total		100 points

The goal for participation by Disadvantaged Business Enterprises was 27.8%. The RFP was sent to 12 vendors; however, one proposal was received. Shelby Electric Company submitted a responsive and responsible proposal that included GCM Inc. and Industrial Sales Co. who are both certified DBE subcontractor for this project. Shelby Electric indicated that GCM Inc. (10.0%) and Industrial Sales Co. (17.8%) participation would be 27.8% which will meet MATA's DBE goal. The labor rates proposed by Shelby Electric for five years are comparable to the hourly rates being charged under the current contract (which is held by Shelby Electric).

The proposed escalation rates are as follows:

Year 1 to 2	3%
Year 2 to 3	4%
Year 3 to 4	4%
Year 4 to 5	5%

The Evaluation Committee recommends a five-year contract for on-call electrical services for rail system, vehicles and facility maintenance be awarded to Shelby Electric Company at a cost of \$1,000,000 over a five-year period.

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION 22-13

RESOLUTION TO AWARD A TWO-YEAR CONTRACT WITH ONE YEAR OPTION TO PROTOUCH SERVICES, INC. FOR JANITORIAL SERVICES AT THE AMERICAN WAY TRANSIT CENTER

WHEREAS, The Memphis Area Transit Authority (MATA) maintains upkeep and cleanliness of the various MATA locations; and

WHEREAS, MATA issued an Invitation for Bid (IFB) for companies to provide janitorial services for two-years w/one-year option for two of MATA's locations; and

WHEREAS, Three responsive and responsible bids were received; and

WHEREAS, A contract award is based on the lowest responsive and responsible bid and DBE participation; and

WHEREAS, Pro-Touch Services, Inc. submitted the lowest responsive and responsible bid and has met the DBE goal; and

WHEREAS, Staff recommends approval of a contract with Pro-Touch Services, Inc. at a total cost not to exceed \$131,568.00 for the two-year period and \$197,352.00 if the one-year option is enacted for janitorial services at the American Way Transit Center and Levee Road Administration Building.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, that a two-years w/one-year option contract be awarded to Pro-Touch Services, Inc. for janitorial services at the American Way Transit Center and Levee Road Administration Building at a total cost not to exceed \$131,568.00 for the two-year period and \$197,352.00 if the one-year option is enacted.

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

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MEMO 22-13

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

DATE: April 26, 2022

SUBJECT: Two-Year w/One-Year Option Janitorial Services

This memo summarizes the procurement process for a Two-Year w/One-Year Option contract for janitorial services at MATA's American Way Transit Center and Levee Road Administration building.

The IFB was sent to 10 vendors, formally advertised and posted to MATA's website. The DBE goal was set at 16% for this solicitation and three responsive bids were received. Pro-Touch Services, Inc. price was the most lowest and responsible of the six bids.

MATA's Staff has determined that their price is fair and reasonable and recommends that the contract to be awarded to Pro-Touch Services, Inc. at a total cost not to exceed \$131,568.00 for the two-year period and \$197,352.00 if the one-year option is enacted. The value of the contract, as presented in the Board Resolution is based on Pro-Touch Services, Inc. responsive and responsible bid and their ability to meet the DBE goal.

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 22-14

RESOLUTION TO RESCIND RESOLUTION NO. 22-03 AND CHANGE ORDER #1 FOR FIVE-YEAR CONTRACT FOR ON-CALL SERVICES FOR RAIL SYSTEM TRACK AND FACILITY MAINTENANCE

WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners awarded a Contract for On- Call Services for Rail System Track and Facility Maintenance to River City Railroad TTC, LLC. by Resolution No. 20-28 adopted on August 25, 2020; and

WHEREAS, MATA has additional rail system track services and repairs are needed on the Madison Line; and

WHEREAS, The task order proposals for these services and repairs exceed the existing contract amount and MATA agreed by Resolution No. 22-03 adopted on February 24, 2022 to increase the current contract amount by \$1,000,000 by Change Order #1 to accommodate the existing and anticipated task orders needs during the remaining period of the contract; and

WHEREAS, services and repairs as to Change Order #1 has not commenced; and
WHEREAS, MATA staff recommends that the MATA Board rescind Change Order #1 to the River City Railroad TTC, LLC contract ; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That Resolution No. 22-03 and Change Order #1 each be rescinded as to the River City Railroad TTC, LLC. contract.

BE IT FURTHER RESOLVED, That the Contracting Officer be authorized to execute documents related to the rescission of Change Order #1.

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

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 22-15

**RESOLUTION TO APPROVE CHANGE ORDER #1 TO RIVER CITY RAILROAD TTC, LLC
FOR FIVE-YEAR CONTRACT FOR ON-CALL SERVICES FOR RAIL SYSTEM TRACK AND FACILITY
MAINTENANCE**

WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners awarded a Contract for On- Call Services for Rail System Track and Facility Maintenance to River City Railroad TTC, LLC for a term of five- years by Resolution No. 20-28 adopted on August 25, 2020; and

WHEREAS, the MATA Board of Commissioners adopted Resolution No. 22-03 on February 24, 2022, which approved Change Order #1; and

WHEREAS, MATA has additional rail system track services and repairs needed on the Madison Line; and

WHEREAS, the MATA Board of Commissioners by Resolution No. 22-14 rescinded Resolution No. 22-03 and Change Order #1; and

WHEREAS, Task order proposals for these services and repairs exceed the existing \$750,000 five-year not to exceed contract amount and MATA agreed to increase the current five-year contract amount by \$1,250,000 making the current contract not to exceed 2,000,000; and

WHEREAS, Change Order #1 as revised incorporates existing and anticipated task orders needed during the remaining five-year period of the contract; and

WHEREAS, MATA staff recommends approval of Change Order #1 as revised to River City Railroad TTC, LLC to increase the current five-year contract amount by \$1,250,000 making the current contract not to exceed 2,000,000; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That Change Order #1 be approved to River City Railroad TTC, LLC at an amount not to exceed \$1,250,000 through the remaining contract period ending August 31, 2025.

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

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

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 22-16

RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS/OBSOLETE VEHICLES

WHEREAS, The Memphis Area Transit Authority (MATA) has revenue and service vehicles that have met their useful service life and/or are fully depreciated service as shown on Exhibit A respectively; and

WHEREAS, MATA has listed in Exhibit A vehicles that are considered surplus/obsolete; and

WHEREAS, It is in the best interest of MATA to dispose of the surplus/obsolete vehicles shown in Exhibit A; and

WHEREAS, Said surplus/obsolete vehicles shall be disposed by vendor credit, written bids, electronic bids, trade-in, FTA transfer, negotiated sale price or by public auction; and

WHEREAS, If MATA is unsuccessful in disposing of said items in the manner stated above, then they may be donated to a non-profit organization, a local government entity or agency, or disposed of accordingly; and

WHEREAS, Staff recommends that personnel employed by Mid-South Transportation Management, Inc. or RATP Dev USA, Inc. not be permitted to bid on any of the items sold by MATA.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS is hereby authorized to dispose of the aforementioned surplus/obsolete vehicles by vendor credit, written bids, electronic bids, trade-in, FTA transfer, negotiated sale price or by public auction.

BE IT FURTHER RESOLVED That personnel employed by Mid-South Transportation Management, Inc. or RATP Dev USA, Inc. not be permitted to bid on any of the items sold by MATA.

BE IT FURTHER RESOLVED That if the aforementioned methods of disposing of the surplus/obsolete vehicles are unsuccessful, they may be donated to a non-profit organization, a local government entity or agency, or disposed of accordingly.

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EXHIBIT A

VEHICLES TO BE DISPOSED

Vehicle #	Year	Make	Model	Mileage
502	2004	Neoplan	60 Ft Articulated	267,737
501	2004	Neoplan	60 Ft Articulated	285,167
506	2004	Neoplan	60 Ft Articulated	269,392
504	2004	Neoplan	60 Ft Articulated	282,841
507	2004	Neoplan	60 Ft Articulated	259,993
820	1998	Nova	40 Foot Bus	545,156
457	2010	Gillig	40 Foot Bus	369,507
435	2010	Gillig	40 Foot Bus	336,212
402	2003	Gillig	40 Foot Bus	257,457
4015	2012	Gillig	40 Foot Bus	423,755
S423	2012	Dodge	Van	221,658
S424	2012	Dodge	Van	284,848
S425	2012	Dodge	Van	286,667
S426	2012	Dodge	Van	317,077
S427	2012	Dodge	Van	223,005
S428	2012	Dodge	Van	335,848
S429	2012	Dodge	Van	291,035
S430	2012	Dodge	Van	259,715
S431	2012	Dodge	Van	231,360
S432	2012	Dodge	Van	254,992
MC1	2017	Braun	Van	64,140
MC2	2017	Braun	Van	30,000
MC3	2017	Braun	Van	40,160
MC4	2018	Braun	Van	2,790
MC5	2018	Braun	Van	14,567
MC6	2018	Braun	Van	8,687
MC7	2018	Braun	Van	34,213
MC8	2018	Braun	Van	32,189
MC9	2018	Braun	Van	14,412
MC10	2018	Braun	Van	31,993

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-17

**RESOLUTION TO RENEW THREE-YEAR SERVICE LICENSING AGREEMENT WITH REMIX, INC. FOR
TRANSIT PLANNING SOFTWARE**

WHEREAS, The Memphis Area Transit Authority (MATA) makes service changes periodically to increase efficiency and effectiveness of service and to align service levels with available funding and best serve MATA’s service areas; and

WHEREAS, MATA Staff makes proposals to do service changes based on data driven decisions including demographic and location-focused data; and

WHEREAS, MATA Staff is required to perform a service equity analysis before every major service change is completed as set by MATA’s Title VI Policies, adopted March 25, 2013; and

WHEREAS, Remix software has assisted MATA’s Planning and Development staff since 2016 in more efficiently proposing data-driven service change proposals and completing a Title VI service equity analysis; and

WHEREAS, Remix software assisted MATA’s Planning and Development staff in internal and external analysis and display of MATA’s current guiding document for future transit infrastructure and service improvements, to include the launch and continual implementation of MATA’s On-Demand services; and

WHEREAS, MATA Staff recommends that the Remix software license be renewed for a period of three years from June 1, 2022 to May 31, 2025 at an annual cost not to exceed \$36,000 for 2022, \$39,600 for 2023, and \$43,600 for 2024 with a total three-year cost of \$119,200; and

WHEREAS, Capital funds are available for this procurement

NOW THEREFORE, BE IT RESOLVED BY MEMPHIS AREA TRANSIT AUTHORITY BOARD OR COMMISSIONERS, That a license renewal be awarded to Remix, Inc. for providing transit planning software from June 1, 2022 to May 31, 2025 at an annual cost not to exceed \$36,000 for 2022, \$39,600 for 2023, and \$43,600 for 2024 with a total three-year cost of \$119,200.

BE IT FURTHER RESOLVED, That the Contracting Officer be authorized to execute documents related to this renewal.

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

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APPROVED 5/4/22

MEMO 22-17

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: Sole Source Justification – Remix Software

DATE: June 20, 2016

This memo provides justification for a sole source procurement of Remix Software for the planning and scheduling department's use of a web-based route scheduling and planning software.

MATA's Planning Department is requesting the purchase of a transit planning software package for the purpose of transit route design and analysis. Specifically, the purchase is for the Remix Software Platform to be used for completing transit assessments, transit scenario developments, generating maps and outreach materials for public input processes, and performing Title VI analyses on new routes and route changes. This unique product meets our needs because it is the only web-based transit planning software platform that provides route design, import/analysis/modification of existing routes, demographic analysis and operating cost calculations, all in a single platform with a user-friendly interface. Furthermore, Remix is delivered according to Software as a Service (SaaS) model, which allows for an unlimited number of users to access the cloud-based web platform with no downloads or installations necessary. Remix also provides training and customer service for the program. While other software platforms exist that may include some of these features, no alternative economically priced software platform that includes all of the aforementioned features.

MATA currently uses ArcGIS, TransCad, Ridecheck Plus, and Trapeze for transit planning and demographic analyses. However, many analyses require multiple steps of data formatting and file converting to perform a suitable analysis and be in compliance with multiple standards. Often these processes are time consuming and may even require assistance from outside consultants or partners. Procuring the Remix software will facilitate a planning process of higher quality and efficiency. The package will also significantly improve the planning departments' capacity to implement the short range transit plan, as well as increasing our capacity to create meaningful interactive and visual presentations to the public and to the MATA Board while reducing the need for other programs.

To get the best possible pricing on this software, MATA engaged in a series of discussions/ conference calls with the Remix associates to negotiate pricing. The initial quote from Remix was for \$34,100 per year plus \$5,000 set up fee, based on a fleet of 105 vehicles and a one year commitment. The total cost was negotiated down to \$30,000 with the set-up fee waived, based on 105 vehicles. This is a fair and reasonable price because Remix adjusts pricing based on agency size, and also allows an unlimited number of users within the agency to use the software. Many other software products require individual licenses for each user and can cost as much as \$2,500 per seat. If the product is not procured, it may require hundreds of additional work hours for planning staff and the need to retain consultants to produce the same quality of data driven transit planning and design. For these reasons, the decision has been made to procure this software from remix for the final annual subscription cost of \$30,000.00.

The Remix Software platform is being used by other transit agencies across the nation. Based on our prior research and selection process, we were unable to identify another vendor that provided a similar product that would meet our needs. Another factor for the use of a sole source procurement is due to the urgency to conduct a full service and Title VI Analysis for our proposed December 2016 service changes that will require approval by the MATA Board of Commissioners by September 2016.

For these reasons, MATA plans to procure the Remix Software. A copy of the cost proposal is attached.

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 22-18

**RESOLUTION TO RENEW A THREE-YEAR SERVICE LICENSING AGREEMENT WITH TRANSLOC FOR
TRANSIT PLANNING SOFTWARE**

WHEREAS, The Memphis Area Transit Authority (MATA) makes service changes periodically to increase efficiency and effectiveness of service and to align service levels with available funding and best serve MATA's service areas; and

WHEREAS, MATA Staff makes proposals to offer services that fall outside of the regular fixed-route or paratransit services; and

WHEREAS, MATA Staff is currently utilizing an On Demand Services software application developed by Transloc; and

WHEREAS, Transloc software has assisted MATA's Planning and Development staff since 2016 and as recently offered an additional product to assist with service change proposals and completing a Title VI service equity analysis for On Demand Services; and

WHEREAS, Transloc software assisted MATA's Planning and Development staff to offer self-sufficiency for riders to schedule for pick-ups and track vehicle location and estimated pickup time using an app developed by Transloc; and

WHEREAS, MATA Staff recommends that Transloc software and app for six (6) licenses be renewed for a period of three years from December 1, 2022 to November 30, 2025 at an annual cost not to exceed \$37,400 for a total three-year cost of \$102,200; and

WHEREAS, Capital funds are available for this procurement

NOW THEREFORE, BE IT RESOLVED BY MEMPHIS AREA TRANSIT AUTHORITY BOARD OR COMMISSIONERS, That six license renewals be awarded to Transloc. for providing transit software and app from December 1, 2022 to November 30, 2025 at an annual cost not to exceed \$37,400 for a total three-year cost of \$102,200.

BE IT FURTHER RESOLVED, That the Contracting Officer be authorized to execute documents related to this renewal.

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

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 22-19

RESOLUTION TO APPROVE MAY 8, 2022, SERVICE IMPROVEMENTS

WHEREAS, MATA makes service changes periodically to increase efficiency and effectiveness of service and to align service levels with available funding; and

WHEREAS, The proposed service improvements are minor in nature (greater than 2% but not greater than 5% of annual fixed-route revenue hours and meets the requirements of MATA’s adopted Non-Major Service Change Policy, which was adopted on March 19, 2019.

WHEREAS, The service improvements will be made available to the public via MATA’s website www.matatransit.com and communicated via social media and other normal means.

WHEREAS, Staff recommends that the changes summarized in Appendix A be approved for fixed route bus service; and

WHEREAS, The recommended changes are consistent with the goals and recommendations of the Transit Vision that was adopted by the MATA Board of Commissioners on January 29, 2019; and

WHEREAS, The proposed changes have been reviewed according to MATA’s Title VI policies, adopted on March 25, 2013. Since the proposed improvements meet the requirements of a Non-Major Service Change a service equity analysis is not required; and

WHEREAS, Staff recommends that said changes be effective on May 8, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That said service changes are approved to be effective May 8, 2022.

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MINOR SERVICE IMPROVEMENTS EFFECTIVE SUNDAY, MAY 8, 2022

Route	MODIFICATIONS
2	All service days; Improve Mt. Moriah Pattern headway from 120 minutes to 60 minutes
7	All service days; Adjustment to inbound trip providing start time of 15 minutes earlier
8	All service days; Combined National pattern from Hudson Transit Center to National St. At Kruger RD., which continues to the American Way Transit Center.
	All service days; Improve route headway from 60 minutes to 30 minutes
	All service days; Shift Inbound trips back from 15 minutes and added time point at Getwell at Elliston to decrease waiting time to Getwell at Park. This improves connections with Route 42.
	All the above changes to Route 8 provide transport between the Hudson Transit Center and the American Way Transit Center every 30 minutes
12	Weekday change to improve headway from 120 minutes to 60 minutes.
36	All service days; Adjusted route to better serve the New Excel Center at American Way and Thousand Oaks Blvd.
42	All service days; Added new early morning trip.