

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

Gary J. Rosenfeld
Chief Executive Officer

Board of Commissioners

Martin Lipinski – Chair

Kristen Bland
Shelia Williams
Roquita Williams
Tommy Pacello

Michael Fulton
Janice Holder
Robert Clark
Michelle McKissack

AGENDA

Board of Commissioners Meeting
MATA Headquarters -1370 Levee Road
Tuesday February 25, 2020
3:30 p.m.

- | | | |
|-------|--|-----------------|
| I. | Call to Order | Martin Lipinski |
| II. | Board Roll Call | Linda Eskridge |
| III. | Approval of January 28, 2020 Board Minutes | |
| IV. | CEO Report | Gary Rosenfeld |
| V. | Procurement Agenda Item(s) | Gary Rosenfeld |
| | a) Resolution to Authorize the Purchase of Diesel Fuel
-Res. No. 20-08 | |
| | b) Resolution to Authorize the Purchase of Unleaded Gasoline
- Res. No. 20-09 | |
| VI. | Service and Development Item(s) | Gary Rosenfeld |
| | a) MATAplus Seatbelt Policy Discussion | |
| VII. | Finance Agenda Item(s) | Bernard Rudolph |
| | a) Financial Report | Gary Rosenfeld |
| | b) FY21 Budget Outlook Discussion | |
| VIII. | Speaker(s) Acknowledgement | Linda Eskridge |
| IX. | Old/New Business | Martin Lipinski |
| X. | Adjournment | |
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CALL TO ORDER: A regular meeting of the .MATA Board of Commissioners was called to order by Acting Chair, John Vergos at 3:30 p.m. on Tuesday, January 28, 2020 at 1370 Levee Road in the MATA Headquarters Board Room.

BOARD ROLL CALL:

Present: John Vergos, Martin Lipinski, Tommy Pacello, Kristen Bland, Janice Holder, Robert Clark, Roquita Williams

Absent: Michael Fulton and Shelia Williams

Quorum: Yes

Staff: Lawson Albritton, Senior Administrative Officer; Linda Eskridge, Executive Assistant, Manager; Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Alvin Pearson, Chief Operations Officer; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer

Guests: Kenny Bonds, Citizens for Better Services; Nicole Bowen, PCA for Pearly Bowen, MATAplus customer; Dalair Deener, MATA customer; Cheryl Elam, MATAplus customer; Marcellus Gunn, ATU; Brandon Morrison, Shelby County Commissioner; Michelle McKissack, MATA new Board Member; Johnnie Mosley, Citizens for Better Services; Rider; James Johnson, Small Planet Works; Betty Robinson, MBRU; Jordan Smith, Memphis MPO; Micheal Wilson, ATU

Minutes of the January 28, 2020 Board Meeting were unanimously approved.

Recognition of Service: Mr. Rosenfeld took the opportunity to recognize Chairman John Vergos for his many years of service to the MATA Board of Commissioners. A video was shown in his honor and a framed presentation of his Op Ed and how he went so far to get MATA funding and the public to recognize the value of transit. MATA staff, as well as the Board of Commissioners wished Mr. Vergos the best and thanked him very much for his service.

CEO Report:

- Mr. Rosenfeld stated that all in all it has been a good year for MATA. The Shelby Co. Commission is ever so close to delivering operating assistance for us so that we can begin delivering the Transit Vision that Staff and the community have worked very hard on.
 - At the end of last year, MATA introduced wi-fi on all MATA vehicles and a campaign to get people to recognize it is there and can utilize it.
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It generated a lot of interest and was our first posting early in the morning that we had established the Go 901 Network on any MATA bus that's present. Our buses and trolleys are hot spots and we gained a lot of media attention as a result of it and continues to be a topic of discussion on social media. As of January 23, 2020, over 5.5MM searches were completed using the Go 901 Network. This is a big hit with our customers

- Funding for MATA at the county level continues to be debated. Mayor Harris introduced his programs and he has had a whole host of community outreach about the need for public transportation and the reliance of transportation from so many different parts of our community. MATA appreciates how the Mayor and his team have kept this topic in the public discussions. The discussion has been difficult at times. The wheel tax has a very high history here in Memphis that brings about questions of trust. The county has pushed this issue to an ad-hoc committee which will be meeting on Tuesday nights from 5:30p.m. to 8:00p.m. at different locations throughout the county. Mr. Rosenfeld also thanks MATA's community partners that have been instrumental in this effort for more funding for MATA.
- Memphis Flyer was out as well as Justin Davis and MBRU and did a video onboard to bring the message to the community.
- On January 16th, a Hydrogen-powered fuel cell bus stopped by Memphis for us to look at. It is part of the Stark Area Regional Transit Authority in Canton, OH, and stopped through for MATA to look at it to see if it was something we might be interested in. State has a goal to be zero emission within the next 10 or 12 years and we are looking at battery powered buses. It is worth a look at for the future. We must assure that it is safe.
- Our MATA Matters video won first place in the APTA AdWheel Awards Competition. Congratulations to MATA's CCO, Ms. Lacey. She will attend the communications workshop in Florida to receive the award. Congratulation Ms. Lacey.

The Board was updated on the Key Performance Indicators

- Fixed Route is being negatively affected due to driver shortage. Paratransit OTP continues to be our goal at 93% for the month and 95% is the goal. We will be looking at ways to redefine what performance means in Paratransit. The 30-minute window needs to be reviewed. Trolley 81% OTP again this is negatively affected by the bus bridge.
 - Customer comments: 79 on motorbus, 15 on paratransit, and three on trolleys.
 - Top Performers: seven bus operators, three trolley operators, and 39 MATAplus operators with 90% or greater OTP for the month.
 - Mr. Rosenfeld gave an update on his upcoming calendar meetings, and well as informed the Board of meetings that he has already attended.
 - Next MATA Board Meeting will be February 25, 2020 at the Levee Road Headquarters.
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Mr. Clark mentioned operator shortage and asked has any of our recruiters had any communication with Goodwill Excel Centers or is that going to be an opportunity for operators. Mr. Rosenfeld stated a meeting has taken place with them. We are instituting a referral program that agencies as well as employees will be able to participate. There is a lot of outreaching going on. Mr. Pacello asked what qualities those drivers have that consistently allow them to receive OTP and what can be done to help other drivers to work to receive this recognition. Mr. Rosenfeld stated there is a mentor possibility. A lot of it is just an attitude on how you do your job. Room for improvement on training, as well as review schedules. The bulk of our operators are very good at what they do. Mr. Clark stated that he would like to see our positive comments reported as well.

Consent Agenda Items(s)

- a) Resolution to Adopt MATA Holiday and Fare Schedule Res. No. 20-01

Discussion: Mr. Rosenfeld stated that this a task that we do every year at the beginning of the year and asked the Board for approval. Mr. Pacello moved that the resolution be approved after discussion. Mr. Lipinski seconded the motion. There was no discussion. **Resolution No. 20-01 Passed.**

Procurement Agenda Item(s)

- a) Resolution to Approve a Change Order for the Central Station Trolley Station – Res. No. 20-02

Discussion: Mr. Rosenfeld stated this should be the final change order for the trolley stops installed at Central Station as a by-product of the redevelopment of Central Station. The changes amount to \$993,874.00. This is a part of the project team, Central Station Collaborative, developed the plans and final cost estimates. The Board approved the use of additional capital funds of \$1.5MM on July 26, 2018 and this is the change order to back that up and looks like we will have to reallocate some funds as a result. Ms. Holder moved that the motion be approved after discussion. Ms. Bland seconded the motion. **Resolution No. 20-02 Passed.**

- b) Resolution to Award a Contract to Jim’s Tank Service, LLC for a three-year Contract for Used Oil Management - Res. No. 20-03

Discussion: Mr. Rosenfeld stated that this contract is for the removal of hazardous material and lubricants. It is \$ 597,142.68 over a three-year period. The bulk of this removal is used oil, but it is also used antifreeze and other materials that fit the hazardous designation. Jim Tank has done service for MATA in the past and we recommend approval of the contract. Mr. Pacello moved that the resolution be approved after discussion. Mr. Clark seconded the motion. **Resolution No. 20-03 Passed.**

- c) Resolution to Award a Contract to AT&T to Manage SD-Wan and Internet Services for a Complete Telephone and Contact Center System – Res. No. 20-04

Discussion: Mr. Rosenfeld stated this is probably one of the most anticipated contracts that we will enter this year. This is for new data lines and a new telephone system due to complaints from customers getting through to our customer service lines and the reliability of our MATAplus reservation lines. This contract will be to set up not just new service but also redundant service.

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This will have a completion date for some time in November in order to do it right. The contract is \$240,882.00 for three years and two one-year options. Year one is for \$70,359.00 and year two option would be the same. Staff recommends approval. Mr. Rudolph added that this resolution is only for internet service and the next resolution is only for the actual phone system.

- d) Resolution to Award a Contract to Converge One for Hosted Voice, Telephony Hardware and Software for a Complete Telephone and Contact Center System – Res. No. 20-05

Discussion: Mr. Rosenfeld stated this contract was awarded to Converge One for Hosted Voice Telephone hardware and software at a cost of \$748,260.00 for a three-year period with two one-year options at \$210,700.60 each year. Again, this contract is for the telephone system itself the previous proposal was for the internet of which both go together. Mr. Pacello moved that the resolution be approved after discussion. Ms. Coleman-Williams seconded the motion. **Resolution No. 20-05 Passed**

- e) Resolution to Award a Contract to Southern Tire Mart for a Three-Year Supply of Retread Tires – Res. No. 20-06

Discussion: Mr. Rosenfeld stated this is for retreat tires with a three-year contract not to exceed \$315,724.00. This is not a contract where we are going necessarily spend all this money, this is our best estimate as to the number of retread tires we will use. This does include tire disposal, tire repairs and refurbished tires. Retread tires are used on the rear of the buses. The difference in a new tire and a retread tire is about two-thirds of the cost. Ms. Holder moved that the resolution be approved after discussion. Mr. Clark seconded the motion. **Resolution No. 20-06 Passed.**

- f) Resolution to Support the Action of the Shelby County Board of Commissioners to Provide Funding for MATA – Res. No. 20-07

Discussion: Mr. Rosenfeld stated that this Resolution is to commend the County Commissioners on working toward funding MATA and encouraging them to continue the discussion and conclude in providing MATA with some operating assistance. Mr. Clark moved that the resolution be approved after discussion. Ms. Coleman-Williams seconded the motion. Mr. Pacello stated that he feels this a good thing for MATA to take on. Mr. Vergos stated that he would like to thank Mr. Rosenfeld and Ms. Lacey for really pushing this. Commissioner Morrison was present at the Board Meeting and Mr. Vergos also stated that on behalf of the MATA Board, we really do appreciate the county stepping up and assuming this role and possible funding for MATA. We are hoping that it will be a success. Commissioner Morrison stated that she hopes it will be a success for MATA as well. **Resolution No. 20-07 Passed**

Finance Agenda Item(s)

Financial Report – CFO, Bernhard Rudolph

Mr. Rudolph reported on budget through November 2019. Actual Revenue of \$39.5MM is favorable to budget by \$3.1MM and grant funded revenues of about \$1MM. The Expenses are unfavorable to budget about \$900,000; however, when factoring in getting the revenue on the top end to cover those, we are \$100,000 under budget for expenses. Passenger Fares were about \$200,000 unfavorable to budget after adjusting for the \$300,000 Shelby County School Pass Program that was budgeted as Grant Revenue.

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On a year-to-date basis, Fixed Route was under budget about \$173,000; MATApplus was positive by \$1,000 and trolley was \$28,000 below budget. On a cash basis we are looking okay through February. We have already put in the request for the Bridge Loan we get every year to carry us over until the Federal money comes in, so assuming we were to draw that down in February, we are looking good. Mr. Rosenfeld stated there is a current agenda item in City Council to moved \$2.5MM in Improved Act Funds to MATA which were already programmed into our budget this year. This is **not** additional money.

Old/New Business

The below resolution was discussed during the Old/New section of the meeting. If approved, it will be moved to the January Board Agenda.

Resolution to Support the Actions of the Shelby County Board of Commissioners to Provide Funding for MATA -Res. No. 20-07

Discussion: Mr. Rosenfeld stated that this Resolution is to commend the County Commission on working toward funding MATA and encouraging them to continue the discussion and conclude in providing MATA with operating assistance. Mr. Clark moved that the resolution be approved after discussion. Ms. Coleman-Williams seconded the motion. Mr. Pacello stated he feels this a good thing for MATA to take on and is something that we should do. Mr. Vergos stated that he would like to thank Mr. Rosenfeld and Ms. Lacey for really pushing this and with Commissioner Morrison being present, on behalf of the Board we really do appreciate the county stepping up and assuming this role and the possible funding for MATA. We are hoping that it will be a success. Commissioner Morrison stated that she hopes as well that it will be a success for MATA. **Resolution No. 20-07 Passed.**

Speakers

Mr. Dalair Deener – RE: Bus Route in Raleigh and grievances with service

Mr. Deener stated that he was made aware that a potential bus route would become available in the area of Frayser where the Amazon Factory will be later this year. He pointed out the areas on the map in the that he was speaking of and stated that this area is going to expand a lot. Mr. Deener stated that he use to ride the bus, but now owns a vehicle. He stated that he would do everything he can to improve the service going forward, even though he now has a vehicle. He feels that the people that lives in the Frazier area deserves the same amenities as other areas of the city. Mr. Rosenfeld stated the we have already been in contact with Amazon for access to their property and adjusting routes to that area.

Mr. Michael Wilson, President ATU Local 13 – Re: Safety Shields and other Issues

Mr. Wilson stated that he applauds what Mayor Lee Harris is doing. The union stands behind this funding and is something that is needed. Every year or so we have to face cuts for services and that's not a good thing for the customers or the employees. Mr. Wilson asked Mr. Rosenfeld for an update on the shields, as he has not heard anything at this time regarding the surveys that have gone out.

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Mr. Rosenfeld stated that we have received between 60 to 70 completed surveys, but we will not tally the surveys until we are complete with receiving them because we want it to be statistically valid. There is still a need for some public surveys to occur as well. Mr. Rosenfeld stated that he would be happy to meet with Mr. Wilson and go over where we are and how we view the process for the future. Mr. Wilson mentioned the issue with being short on drivers and stated that not getting qualified drivers, as stated, is an issue. Mr. Wilson asked when we do get qualified drivers, what are going to do to keep these drivers, because we know the morale around here is not good. Mr. Rosenfeld stated they will figure this out once they meet on the other issues.

Old/New Business

The next Board Meeting is scheduled for March 31, 2020 at Pine Hill Community Center, 973 Alice Ave, Memphis, TN 38106.

Adjournment

The Meeting was adjourned.

John C. Vergos, Acting Board Chair

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 20-08

RESOLUTION TO AUTHORIZE THE PURCHASE OF DIESEL FUEL

WHEREAS, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of diesel fuel to ensure the efficient and continued operation of its fleet; and

WHEREAS, Staff projects that the requirement for diesel fuel is approximately 1,200,000 gallons per year; and

WHEREAS, MATA has funds available through its operating budget to purchase such diesel fuel; and

WHEREAS, MATA solicited bids from vendors to participate in the procurement process for diesel fuel in accordance with MATA's Procurement Manual which included the possibility of awarding a fixed-price contract for 1,200,000 gallons of low-sulfur diesel fuel and to purchase off the spot market; and

WHEREAS, This procurement was formally advertised; and

WHEREAS, MATA received six responsive and responsible offers from vendors willing to participate in both the fixed-price and the spot market procurement; and

WHEREAS, Staff recommends that the following companies be authorized to participate in the procurement process for both the fixed-price and the spot market procurement for a one-year period:

Campbell Oil Company
Delta Products Lubricants
Hartland Fuel Products, LLC
Mansfield Oil Company of Gainesville, Inc.
Petroleum Traders Corporation
Truman Arnold Companies (TAC); and

WHEREAS, MATA Staff recommends the Board authorize it to lock in a fixed-price contract for 1,200,000 gallons of low-sulfur diesel fuel with the lowest bidder from the vendors listed above on the date requested by the MATA Staff during the period of March 1, 2020 – July 31, 2020 provided the price per gallon does not exceed \$2.40; and

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WHEREAS, MATA Staff recommends the Board authorize it to purchase diesel fuel on the spot market from any of the vendors listed above during the fiscal year on **an as-needed** basis until a fixed-price contract is awarded and for quantities of diesel fuel required above 1,200,000 gallons if a fixed-price contract is awarded.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the MATA Staff is authorized to lock in a fixed-price contract for 1,200,000 gallons of low-sulfur diesel fuel with the lowest bidder from the vendors listed above on the date requested by the MATA Staff during the period of March 1, 2020 – July 31, 2020 provided the price does not exceed \$2.40 per gallon.

BE IT FURTHER RESOLVED That the MATA Staff is authorized to purchase diesel fuel off the spot market during the fiscal year from any of the vendors listed above until a fixed-price contract is awarded and for quantities of diesel fuel above the 1,200,000 gallons if a fixed-price contract is awarded.

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

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TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, CEO
SUBJECT: IFB 20-12, Purchase of Diesel Fuel
DATE: February 25, 2020

MATA has issued a solicitation for diesel fuel. The current contract for diesel fuel expires November 5, 2020.

Based upon MATA's procurement process for diesel fuel that the Board approved on February 24, 2014, MATA's Staff requested vendors to indicate if they would agree to participate in submitting quotes during the period of March 1, 2020 – July 31, 2020 for the purpose of locking in a fixed-price contract for 1,200,000 gallons of ultra-low sulfur diesel fuel. They were also asked to indicate if they would submit quotes during the year for diesel fuel off the spot market.

The six vendors listed below submitted their required certificates and stated they were willing to participate.

Campbell Oil Company
Delta Products Lubricants
Hartland Fuel Products, LLC
Mansfield Oil Company of Gainesville, Inc.
Petroleum Traders Corporation
Truman Arnold Companies (TAC)

MATA's Contracting Officer has determined that all six were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of March 1, 2020 – July 31, 2020 in order to lock in a fixed-price contract for 1,200,000 gallons of ultra-low sulfur diesel fuel. If Staff determines that the market price is fair and reasonable and does not exceed the Board-established maximum price per gallon of \$2.40, we will request the vendors to provide their best price and then lock in the price with the lowest bidder.

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MATA is also recommending that the Board authorize Staff to obtain quotes from any of the vendors listed above during the fiscal year to purchase diesel fuel off the spot market until a fixed-price contract is awarded and for quantities of fuel needed above the 1,200,000 gallons if a fixed-price contract is awarded. Staff will review quotes received and issue a purchase order to the lowest bidder that can deliver the quantity within the required delivery time.

Please let me know if you have questions or would like to discuss.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 20-09

RESOLUTION TO AUTHORIZE THE PURCHASE OF UNLEADED GASOLINE

WHEREAS, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of unleaded gasoline to ensure the efficient and continued operation of its vehicles; and

WHEREAS, Staff projects that the requirement for unleaded gasoline will be approximately 260,000 gallons per year; and

WHEREAS, MATA has funds available through its operating budget to purchase such fuel; and

WHEREAS, MATA solicited bids from vendors to participate in the procurement process for unleaded gasoline in accordance with MATA's Procurement Manual which included the possibility of awarding a fixed-price contract for 260,000 gallons of unleaded gasoline with the remaining gallons needed during the year to be purchased off the spot market; and

WHEREAS, This procurement was formally advertised; and

WHEREAS, MATA received six responsive and responsible offers from vendors willing to participate in the procurement for the unleaded gasoline for 260,000 gallons; and

WHEREAS, Staff recommends that the following companies be authorized to participate in the procurement process for both the fixed-price and the spot market procurement for a one-year period:

Campbell Oil Company
Delta Products Lubricants
Hartland Fuel Products, LLC
Mansfield Oil Company of Gainesville, Inc.
Petroleum Traders Corporation
Truman Arnold Companies (TAC); and

WHEREAS, MATA Staff recommends the Board authorize it to lock in a fixed-price contract for 260,000 gallons of unleaded gasoline to the lowest bidder during the period of March 1, 2020 – July 31, 2020 provided the price per gallon does not exceed \$2.40; and

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WHEREAS, MATA Staff recommends the Board authorize it to purchase gasoline on the spot market from any of the vendors listed above during the fiscal year on an as-needed basis until a fixed-price contract is awarded and for quantities of unleaded gasoline required above 260,000 gallons if a fixed-price contract is awarded.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the MATA Staff is authorized to lock in a fixed-price contract for 260,000 gallons of unleaded gasoline to the lowest bidder during the period of March 1, 2020 – July 31, 2020 provided the price does not exceed \$2.40 per gallon.

BE IT FURTHER RESOLVED That the MATA Staff is authorized to purchase unleaded gasoline off the spot market during the fiscal year from any of the vendors listed above until a fixed-price contract is awarded and for quantities of unleaded gasoline above the 260,000 gallons if a fixed-price contract is awarded.

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

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TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, CEO

SUBJECT: IFB 20-12, Purchase of Unleaded Gasoline

DATE: February 25, 2020

MATA has issued a solicitation for unleaded gasoline. The current contract for unleaded gasoline expires November 11, 2020.

Based upon MATA's procurement process for unleaded gasoline that the Board approved on February 24, 2014, MATA's Staff requested vendors to indicate if they would agree to participate in submitting quotes during the period of March 1, 2020 – July 31, 2020 for the purpose of locking in a fixed-price contract for 260,000 gallons of unleaded gasoline. They were also asked to indicate if they would submit quotes during the year for prices for these commodities off the spot market.

The six vendors listed below stated they were willing to participate in the procurement for the fixed-price contract for 260,000 gallons of unleaded gasoline.

Campbell Oil Company
Delta Products Lubricants
Hartland Fuel Products, LLC
Mansfield Oil Company of Gainesville, Inc.
Petroleum Traders Corporation
Truman Arnold Companies (TAC)

MATA's Contracting Officer has determined that all six were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of March 1, 2020 – July 31, 2020 in order to lock in a fixed-price contract for 260,000 gallons of unleaded gasoline. If Staff determines that the market price is fair and reasonable and does not exceed the Board-established maximum price per gallon of \$2.40, we will request the vendors to provide their best price and then lock in the price with the lowest bidder.

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MATA is also recommending that the Board authorize Staff to obtain quotes from any of the vendors listed above during the fiscal year to purchase unleaded gasoline off the spot market until a fixed-price contract is awarded and for quantities of unleaded gasoline needed above the 260,000 gallons if a fixed-price contract is awarded. Staff will review quotes received and issue a purchase order to the lowest bidder that can deliver the quantity within the required delivery time.

Please let me know if you have questions or would like to discuss.