

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road
Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

MINUTES OF 7/26/18 ITEM I

Gary J. Rosenfeld

Chief Executive Officer

Board of Commissioners

Commissioners

Kristen Bland
Roquita Coleman-Williams
Martin Lipinski
Janice Holder

Tommy Pacello
John C. Vergos
Shelia Williams
Michael Fulton

AGENDA

for the

Regular Meeting of the MATA Board of Commissioners

Thursday, July 26, 2018

3:30 p.m.

- | | | |
|-------|--|----------------|
| I. | Call to Order | John Vergos |
| II. | Board Roll Call | John Vergos |
| III. | Approval of June 26, 2018 Board Meeting Minutes | John Vergos |
| IV. | CEO Report | Gary Rosenfeld |
| V. | Consent Agenda Items
NONE | |
| VI. | Finance Agenda Items | John Vergos |
| | a. Resolution to Approve Operating Budget for
Fiscal Year 2019 – Res. No. 18-28 | |
| VII. | Service and Development Agenda Items
NONE | |
| VIII. | Procurement Agenda Items | John Vergos |
| | a. Resolution Authorizing Insurance Coverage – Res. No. 18-29 | |
| | b. Resolution to Provide Additional Funds for Changes to the
Central Station Trolley Station – Res. No. 18-30 | |
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- c. Resolution to Award a Change Order to TransPro for Strategic Planning Services – Res. No. 18-31
- d. Resolution to Authorize the Purchase of Diesel Fuel – Res. No. 18-32
- e. Resolution to Authorize the Purchase of Unleaded Gasoline Res. No. 18-33
- f. Resolution to Award a Contract to Alliance Bus Group for the Purchase of Vans for MATAplus – Res. No. 18-34

IX.	Financial Report	Bernhard Rudolph
X.	Speaker Acknowledgement	Lawson Albritton
XI.	Old/New Business	John Vergos
XII.	Adjournment	John Vergos

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**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 18-28

RESOLUTION TO APPROVE OPERATING BUDGET FOR FISCAL YEAR 2019

WHEREAS, MATA operates Fixed Route Bus, MATAPlus and Rail Trolley service within its service area; and

WHEREAS, The cost of Salaries and Wages, Materials and Supplies, Utilities/Telephone, Insurance and other miscellaneous items comprise the Operating Expenses; and

WHEREAS, MATA's Operating Budget Fiscal Year (FY) 2018 totals \$ 63,220,912 – consisting of the following departments:

- Fixed Route Operations
- MATAPlus Operations
- Trolley Operations
- Maintenance – Fixed Route
- Maintenance – MATAPlus
- Maintenance – Trolley
- Maintenance – Building & Grounds
- Scheduling
- Risk Management
- Customer Experience
- Human Resources
- Purchasing
- Planning
- Executive
- Finance
- Coin Room Operations
- Information Technology

WHEREAS, Revenues from Operations, City of Memphis, State of Tennessee, and Federal government comprise the total Revenues for Operations; and

WHEREAS, The City of Memphis has approved an Operating Budget that includes its share of funds for this budget; and

WHEREAS, The Federal Transit Administration and Tennessee Department of Transportation will issue grants and/or contracts for their share of funds for this budget.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY That the Fiscal Year 2019 Operating Budget is approved at a level of \$ 63,220,912.

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BE IT FURTHER RESOLVED That the Chief Executive Officer is authorized to execute contracts and file grant applications with federal, state and city agencies for the funds to fulfill the operating budget.

Res. No. 18-28

Motion Made By: Tommy Pacello; Seconded: Shelia Williams

YEA: Kristen Bland; Tommy Pacello; Shelia Williams; John Vergos; Janice Holder; Michael Fulton

NAY: None

Approved: July 26, 2018

Absent at Time: Roquita Williams; Martin Lipinski

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OPERATING P&L

	FY2018	FY2019
	Preliminary	Proposed Operating Budget
Revenues:		
<u>Operating Revenue</u>		
Passenger Fares	6,420,884	6,383,248
Special Service Fares		
Charter Revenue		
Auxilliary Revenue	854,875	891,753
Non-Transp.Revenue	213,072	656,987
Operating Revenue	7,488,830	7,931,988
<u>Subsidy Revenue</u>		
City of Memphis	29,075,205	26,888,400
State of Tennessee	8,010,695	7,652,400
Federal Government	13,964,350	12,285,000
Non Gov't Grants		100,000
Subsidy Revenue	51,050,250	46,925,800
Revenues	58,539,080	54,857,788
Operating Expenses:		
<u>Salaries & Wages</u>		
Operators	12,834,580	12,369,861
Other Salaries	9,049,980	10,130,051
Salaries & Wages	21,884,561	22,499,912
Employee Leave	2,865,686	2,893,463
Other Fringes, incl Pension	8,318,130	8,666,888
HealthCare, incl OPEB	13,608,400	13,559,926
Fringes - Total	24,792,215	25,120,277
Services	8,822,205	5,585,894
<u>Materials & Supplies</u>		
Fuel, Lubricants, Tires	3,533,094	3,629,040
Materials & Supplies	4,422,027	3,932,295
Materials & Supplies	7,955,121	7,561,335
Utilities/Telephone	1,122,085	1,303,994
Insurance	691,601	746,124
Misc & Taxes	(180,741)	396,976
Lease/Rentals	6,284	6,400
Operating Expenses	65,093,331	63,220,912
Operating Gain/(Loss)	(6,554,251)	(8,363,124)
Before Depreciation		
OPEB-Retiree Benefits (Non-Operating)	8,478,435	8,517,632
Net Impact--excluding OPEB	1,924,184	154,508

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Memphis Area Transit Authority

July 26,
2018

Departmental Expense Budgets \$\$ Thousands	FY2018	FY2019	FY2019 Variance	
	Prelim	Proposed Budget	Favorable (Unfavorable)	
			\$\$	%
MATA - All Departments	\$ 65,093.3	\$ 63,220.9	1,872.4	2.9 %
Fixed Route Operations	24,835.1	24,713.1	121.9	0.5 %
MATAPlus Operations	6,457.7	6,343.6	114.2	1.8 %
Trolley Operations	2,565.7	2,798.8	(233.1)	- 9.1 %
Maintenance - Fixed Route	8,511.4	8,633.9	(122.5)	- 1.4 %
Maintenance - MATAPlus	863.2	376.4	486.8	56.4 %
Maintenance - Trolley	3,161.6	2,464.3	697.3	22.1 %
Building & Grounds	2,511.0	2,415.4	95.6	3.8 %
Scheduling	543.2	530.7	12.5	2.3 %
Risk Management	1,611.9	2,046.6	(434.7)	- 27.0%
Marketing & Cust Service	1,334.6	1,556.2	(221.5)	- 16.6%
Human Resources	6,492.2	6,589.3	(97.1)	- 1.5 %
Purchasing	325.4	331.3	(5.9)	- 1.8 %
Planning	1,904.8	490.3	1,414.6	74.3 %
Executive	2,118.2	2,098.7	19.6	0.9 %
Information Technology	712.7	739.3	(26.6)	- 3.7 %
Finance	852.1	769.8	82.4	9.7 %
Coinroom	292.4	323.4	(31.0)	- 10.6%

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 18-29

RESOLUTION AUTHORIZING INSURANCE COVERAGE

WHEREAS, The Memphis Area Transit Authority (MATA) maintains a risk management program that includes various lines of insurance coverage; and

WHEREAS, Third Party Administration services are included for Workers Compensation claims and Auto/General Liability claims; and

WHEREAS, The expiration date for the current coverage is July 31, 2018 at 11:59 p.m.; and

WHEREAS, Under contract, MATA's insurance broker, Arthur J. Gallagher Risk Management Service, Inc., solicited requests for coverage for the period August 1, 2018 to July 31, 2019; and

WHEREAS, The carriers listed on the attached schedule quoted the most competitive premiums; and

WHEREAS, Staff considers these premiums to be reasonable given the current facts and circumstances.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That insurance coverages and Third-Party Administration agreements be approved as shown for the period of August 1, 2018 to July 31, 2019 for a total cost of \$626,615.

BE IT FURTHER RESOLVED That Staff is authorized to add and delete rolling stock and facilities from the insured items list at the appropriate time at rates consistent with those approved by this resolution.

BE IT FURTHER RESOLVED That Staff is authorized to approve additional costs of the Third-Party Administrator associated with investigation and settlement of claims on an as needed basis.

BE IT FURTHER RESOLVED That the President/General Manager, Deputy General Manager, Chairman and Vice-Chairman are authorized to execute the necessary documents.

MINUTES OF July 18, 2018 ~~July 18, 2018~~

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Res. No. 18-29

Motion Made By: Tommy Pacello; Seconded: Janice Holder

YEA: Kristen Bland; Tommy Pacello; Shelia Williams; John Vergos; Janice Holder; Michael Fulton

NAY: None

Approved: July 26, 2018

Absent at Time: Roquita Williams; Martin Lipinski

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MEMPHIS AREA TRANSIT AUTHORITY

INSURANCE COVERAGES FOR PERIOD OF AUGUST 1, 2018 – JULY 31, 2019

<u>Coverage</u>	<u>Company/Carrier</u>	<u>Annual Premium</u>
Property: (including Risk Control Assessment)	The Travelers Insurance Company	\$105,041
Defined Perils – Revenue Vehicle Fleet	RSUI Indemnity/Allegheny Insurance	109,306
Physical Damage – Service Vehicle Fleet	Scottsdale Insurance/ Nationwide Group	34,332
Directors & Officers and Employment Practices Liability:	National Union Fire of PA/American International Group	15,427
Crime and Fiduciary:	Federal Insurance/Chubb	8,729
Terrorism Stand Alone:	Lloyd's Syndicate	18,000
Excess General Liability:	The Insurance Co. of the State of Pennsylvania/American International Group	191,600
Excess Worker's Compensation:	Safety National Casualty/ Safety National Group	97,902
Felonious Assault	Federal Insurance/Chubb	1,729
Cyber	BCS Insurance/AJG Cyber Program	8,049
SUBTOTAL INSURANCE PREMIUMS:		\$590,115
Third Party Administrator Fee For Workers Compensation Claims:	PMA Companies	27,500
Third Party Administrator Fee For Auto/General Liability Claims	PMA Companies	9,000
SUBTOTAL THIRD PARTY ADMINISTRATION:		\$36,500
GRAND TOTAL:		\$626,615

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TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
SUBJECT: Insurance Coverage Effective August 1, 2018
DATE: July 26, 2018

Staff proposes private insurance in the following categories of coverage:

- Property
- Defined Perils Physical Damage – Revenue Vehicle Fleet
- Physical Damage – Service Vehicle Fleet
- Directors & Officers and Employment Practices Liability
- Crime & Fiduciary
- Terrorism
- Excess General Liability
- Excess Workers' Compensation
- Felonious Assault
- Cyber

MATA is self-insured for General Liability up to \$2,000,000 and for Workers Compensation up to \$500,000. The Excess policies are invoked for claims exceeding these retention amounts. The other coverages' deductibles are generally in the range of \$10,000-\$75,000, except for buses (\$100,000) and trolleys (\$250,000).

MATA has a five-year contract with Arthur J. Gallagher Risk Management Services Inc. (AJG) to develop our insurance program on an annual basis. AJG's services include securing the most competitive quotes for the various insurance coverages and advising MATA on insurance-related issues. AJG is recommending the carriers and premiums shown on the accompanying resolution for the year beginning on August 1, 2019.

The comparison of premiums for the new year as compared to the expiring year are shown on the following page.

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<i>Coverage</i>	<i>Premium 2017-2018</i>	<i>Premium 2018-2019</i>	<i>Percent Change</i>
Property	\$119,550	\$105,041	-12.1%
Defined Perils Physical Damage Revenue Vehicle Fleet	\$131,402	\$109,306	-16.8%
Physical Damage – Service Vehicle Fleet	\$ 22,760	\$ 34,332	+50.8%
Directors & Officers and Employment Practices Liability	\$ 18,441	\$ 15,427	-16.3%
Crime & Fiduciary	\$ 8,729	\$ 8,729	0.0%
Terrorism	\$ 20,000	\$ 18,000	- 10.0%
Excess General Liability	\$151,250	\$191,600	+26.7%
Excess Workers' Compensation	\$ 95,858	\$ 97,902	+2.1%
Felonious Assault	\$ 1,729	\$ 1,729	0.0%
Cyber	\$ 8,049	\$ 8,049	0.0%
SUBTOTAL INSURANCE PREMIUMS	\$577,768	\$590,115	+2.1%
3 rd Party Admin. – Worker's Compensation	\$ 27,500	\$ 27,500	0.0%
3 rd Party Admin. – Auto/GL Claims*	\$ 11,500	\$ 9,000	-21.7%
Broker Fee	\$ 60,000	\$ 62,500	+4.2%
SUBTOTAL THIRD-PARTY FEES	\$ 99,000	\$ 99,000	0.0%
GRAND TOTAL	\$676,768	\$689,115	+1.8%

*plus additional third-party administration fees of \$595 for bodily injury and \$395 for physical damage for auto liability and general liability claims above a set number.

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Compared to the expiring policies, there is an increase in total premium. Premiums are determined largely by exposure (measured by value of assets or operating costs) and per unit rates established by the insurance companies. Per unit rates are affected by our experience as well as the experience across the country.

In addition to the insurance program, AJG also arranges for the Third-Party Administrator (TPA) for Workers Compensation claims and Auto and General Liability claims. AJG is recommending continuing with PMA Companies for both. Use of the TPA for workers compensation claims has resulted in improved management and cost containment in this program. The cost comparison from the expiring year is shown below.

<i>Coverage</i>	<i>Fee 2017-2018</i>	<i>Fee 2018-2019</i>	<i>Percent Change</i>
Third Party Administration for Workers Compensation	\$27,500	\$27,500	0.0%
Third Party Administration for Auto/General Liability Claims	\$11,500	\$ 9,000	-21.7%
TOTAL	\$39,000	\$36,500	-6.4%

Staff recommends approval of the proposed program.

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 18-30

**RESOLUTION TO PROVIDE ADDITIONAL FUNDS FOR CHANGES TO THE
CENTRAL STATION TROLLEY STATION**

WHEREAS, The Memphis Area Transit Authority (MATA) approved the Phase 2 Central Station Redevelopment project by Resolution 15-11 on April 27, 2015; and

WHEREAS, The development team for the project, Central Station Collaborative, developed design plans and cost estimates for the new trolley station as included in the approved development plans; and

WHEREAS, MATA staff reviewed the design plans and recommended changes to the original design to improve trolley operations, provide additional trolley storage, increase passenger waiting areas, and reduce traffic congestion at the hotel entrance; and

WHEREAS, The City of Memphis and Downtown Memphis Commission have reviewed and approved the changes; and

WHEREAS, Existing project funds are not sufficient to cover the increased construction costs; and

WHEREAS, Capital grant funds are available to make these improvements; and

WHEREAS, MATA staff recommends the provision of additional funding to cover the construction costs of the new trolley station design.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That additional funding, not to exceed, \$1,500,000 be provided to the project for the construction of the new trolley station.

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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Res. No. 18-30

Motion Made By: Tommy Pacello; Seconded: Kristen Bland

YEA: Kristen Bland; Tommy Pacello; Shelia Williams; John Vergos; Janice Holder; Michael Fulton

NAY: None

Approved: July 26, 2018

Absent at Time: Roquita Williams; Martin Lipinski

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TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
SUBJECT: Provision of Additional Funding for New Central Station Trolley Station
DATE: July 26, 2018

On April 27, 2015, The MATA Board of Commissioners approved a Development Agreement for the development team of Central Station Collaborative to redevelop the Central Station property. The project scope for the new development included several transit components, of which a new ADA accessible trolley station would be built as part of the project using Congestion Mitigation and Air Quality (CMAQ) funds provided by the Tennessee Department of Transportation (TDOT). Central Station Collaborative then designed the new trolley station to serve the redeveloped site and proposed hotel property. During the design review process, it was determined that the new trolley station design would not meet the desired operational requirements. There were concerns that the original design would not offer adequate trolley storage, passenger boarding space, and that trolleys would not be able to board and alight passengers in a timely manner to maintain future headway requirements. There were also concerns that automobile, taxi, and bicycle traffic near the new hotel entrance would create safety issues for the public. For these reasons, a new design was undertaken that moved the station platform from the west sidewalk to the center of Main Street. That resulted in additional construction cost due to the need for additional special trackwork and a new platform and canopy design. The current construction cost estimate for this change is \$1,500,000. The new design coupled with changes to the entrance and canopies at the connector concourse increased the estimated construction cost significantly over what had been previously estimated in the concept design when the project was initially conceived and the amount available from the CMAQ funds. MATA has the necessary capital grant funds available to fund the estimated increase in construction cost.

All site design and traffic control plans have been developed in close coordination with the City of Memphis Engineering Department. All design plans for the new trolley station have been reviewed and approved by The City of Memphis and Downtown Memphis Commission.

MATA staff recommends the provision of additional funding to cover the construction costs of the new trolley station design.

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 18-31

**RESOLUTION TO AWARD A CHANGE ORDER TO TRANSPRO FOR STRATEGIC
PLANNING SERVICES**

WHEREAS, The Memphis Area Transit Authority (MATA) awarded a strategic planning services contract to TransPro; and

WHEREAS, MATA has additional needs for specialized services to accomplish these projects; and

WHEREAS, MATA has received a proposal for these additional services; and

WHEREAS, It has been determined that TransPro can provide value to MATA and the community due to their unique qualifications, experience, and costs; and

WHEREAS, Staff recommends that the MATA Board authorize a Change Order to the contract with TransPro for Strategic Planning Services for an amount of \$98,875.00; and

WHEREAS, Operating funds are available to cover this cost.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a Change Order be authorized to TransPro for Strategic Planning Services in an amount of \$98,875.00 increasing the total contract amount to \$184,626.61.

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

Res. No. 18-31

Motion Made By: Shelia Williams; Seconded: Tommy Pacello

YEA: Kristen Bland; Tommy Pacello; Shelia Williams; John Vergos; Janice Holder; Michael Fulton

NAY: None

Approved: July 26, 2018

Absent at Time: Roquita Williams; Martin Lipinski

MEMPHIS AREA TRANSIT AUTHORITY
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TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
SUBJECT: TransPro Change Order #3
DATE: July 26, 2018

MATA previously awarded a contract to TransPro to develop a strategic plan for the organization. The MATA Strategic Focus developed in 2017 outlined a path forward for MATA. The Strategic Focus included a Work Plan consisting of 22 operating tactics. These operating tactics represented specific initiatives MATA planned to undertake in Fiscal Year 2017-2018 to drive MATA toward its goals. Evaluating MATA's success in completing these tactics will allow MATA to track its forward progress.

Once the Strategic Focus was completed and implemented, it was determined that a customer satisfaction survey for fixed-route bus customers was needed to determine a benchmark and provide feedback for the goals and objectives identified in the Strategic Focus. After completion of the fixed-route bus customer satisfaction survey by TransPro, it was recommended that MATA conduct a similar customer service satisfaction survey for its MATApplus customers. As part of the original Strategic Focus, MATA wishes to update the tactics identified in the plan and make on-going quarterly reports to the MATA Board of Commissioners. The plan included an organizational scorecard designed to track MATA's quarterly performance as it moved toward its goals. Tracking organizational performance on a quarterly basis will allow MATA to track its success and will identify areas on which MATA may need to focus.

MATA also requires assistance from TransPro's specialized transit support services to identify uniquely qualified individuals with specialized skills to develop a succession plan for key staff and assist MATA with the selection of staff.

MATA's Staff recommends that a change order in the amount of \$98,875.00 be authorized to the TransPro contract increasing the total amount to \$184,626.61. Operating funds are available to cover the additional cost associated with this change.

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**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 18-32

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 1,400,000 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 1,400,000 gallons of low-sulfur diesel fuel and to purchase off the spot market; and

WHEREAS, This procurement was formally advertised; and

WHEREAS, MATA received five 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:

Hartland Fuel Products, LLC
JAT Oil, Inc
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 1,400,000 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 August 1, 2018 – January 31, 2019 provided the price per gallon does not exceed \$2.90; and

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 1,400,000 gallons if a fixed-price contract is awarded.

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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 1,400,000 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 August 1, 2018 – January 31, 2019 provided the price does not exceed \$2.90 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 1,400,000 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.

* * * * *

Res. No. 18-32

Motion Made By: Tommy Pacello; Seconded: Shelia Williams

YEA: Kristen Bland; Tommy Pacello; Shelia Williams; John Vergos; Janice Holder; Michael Fulton

NAY: None

Approved: July 26, 2018

Absent at Time: Roquita Williams; Martin Lipinski

MEMPHIS AREA TRANSIT AUTHORITY
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TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, CEO
SUBJECT: IFB 19-01, Purchase of Diesel Fuel
DATE: July 26, 2018

MATA has issued a solicitation for diesel fuel. The current contract for diesel fuel expires August 31, 2018.

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 August 1, 2018 – January 31, 2019 for the purpose of locking in a fixed-price contract for 1,400,000 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 five vendors listed below submitted their required certificates and stated they were willing to participate.

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

MATA's Contracting Officer determined that all five were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of August 1, 2018 – January 31, 2019 in order to lock in a fixed-price contract for 1,400,000 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 \$2.90, we will request the vendors to provide their best price and then lock in the price with the lowest bidder.

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 1,400,000 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.

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 18-33

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 280,000 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 280,000 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 five responsive and responsible offers from vendors willing to participate in the procurement for the unleaded gasoline for 280,000 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:

Hartland Fuel Products, LLC
JAT Oil, Inc.
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 280,000 gallons of unleaded gasoline to the lowest bidder during the period of August 1, 2018 – January 31, 2019 provided the price per gallon does not exceed \$2.90; and

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 280,000 gallons if a fixed-price contract is awarded.

MEMPHIS AREA TRANSIT AUTHORITY

Telephone: 901-722-7100 www.matatransit.com

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 280,000 gallons of unleaded gasoline to the lowest bidder during the period of August 1, 2018 – January 31, 2019 provided the price does not exceed \$2.90 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 280,000 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.

* * * * *

Res. No. 18-33

Motion Made By: Tommy Pacello; Seconded: Shelia Williams

YEA: Kristen Bland; Tommy Pacello; Shelia Williams; John Vergos; Janice Holder; Michael Fulton

NAY: None

Approved: July 26, 2018

Absent at Time: Roquita Williams; Martin Lipinski

MEMPHIS AREA TRANSIT AUTHORITY
Telephone: 901-722-7100 www.matatransit.com



TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, CEO
SUBJECT: IFB 19-01, Purchase of Unleaded Gasoline
DATE: July 26, 2018

MATA has issued a solicitation for unleaded gasoline. The current contract for unleaded gasoline expires October 31, 2018.

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 August 1, 2018 – January 31, 2019 for the purpose of locking in a fixed-price contract for 280,000 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 five vendors listed below stated they were willing to participate in the procurement for the fixed-price contract for 280,000 gallons of unleaded gasoline.

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

MATA's Contracting Officer determined that all five were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of August 1, 2018 – January 31, 2019 in order to lock in a fixed-price contract for 280,000 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 \$2.90, we will request the vendors to provide their best price and then lock in the price with the lowest bidder.

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 280,000 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
Telephone: 901-722-7100 www.matatransit.com

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 18-34

**RESOLUTION TO AWARD A CONTRACT TO ALLIANCE BUS GROUP FOR THE
PURCHASE OF VANS FOR MATAPLUS**

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, Several of MATA's vehicles in the MATAPlus fleet have reached their useful service life and need to be replaced; and

WHEREAS, MATA has been selected by the Tennessee Department of Transportation (TDOT) to receive a Section 5339(b) grant for replacement vehicles; and

WHEREAS, TDOT solicited proposals from vendors for purchasing various rolling stock; and

WHEREAS, MATA is able to purchase vans under TDOT's contract and has decided that the Ford Transit vans under TDOT's contract with Alliance Bus Group meets our demand; and

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

WHEREAS, MATA's Staff recommends that a contract be awarded to Alliance Bus Group for the purchase of up to 35 wheelchair-accessible vans at a unit price of up to \$70,000 for a total of \$2,450,000 and a delivery time of 120 days from Notice to Proceed.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract is awarded to Alliance Bus Group for the purchase of up to 35 new wheelchair-accessible vans at a unit price of up to \$70,000 for a total of \$2,450,000 and a delivery time of 120 days from Notice to Proceed.

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

MEMPHIS AREA TRANSIT AUTHORITY
Telephone: 901-722-7100 www.matatransit.com

Res. No. 18-34

Motion Made By: Tommy Pacello; Seconded: Shelia Williams

YEA: Kristen Bland; Tommy Pacello; Shelia Williams; John Vergos; Janice Holder; Michael
Fulton

NAY: None

Approved: July 26, 2018

Absent at Time: Roquita Williams; Martin Lipinski

MEMPHIS AREA TRANSIT AUTHORITY
Telephone: 901-722-7100 www.matatransit.com



TO: The MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
DATE: July 26, 2018
SUBJECT: RFP# 18-34 - Purchase of up to 35 Vans for MATAPlus

MATA has been notified by TDOT that MATA will receive a portion of TDOT's Section 5339(b) allocation for the purchase of revenue vehicles. We are currently in the process of having the Transportation Improvement Program amended to include these funds, and once amended, MATA will be able to submit a grant application to FTA for their 61% share and TDOT for their 29% share. The City of Memphis will provide the remaining 10%.

Since MATA has several MATAPlus buses and vans that have met their useful service life, we decided to purchase vans to replace these. TDOT recently awarded contracts for vehicles on the state contract, and MATA is able to purchase vehicles under their contract with Alliance Bus Group for extended length Ford Transit vans.

The MATAPlus Department often needs vehicles with different seating configurations in order to meet the demands of ambulatory passengers and passengers requiring the use of a wheelchair. To meet these needs, MATA will be purchasing a variety of Ford Transit vans with various seating arrangements and wheelchair positions. Since the variety has not been determined at this time, the unit price of the vans has not been finalized. MATA estimates that the unit price will not exceed \$70,000 and is requesting the Board's approval to purchase up to 35 vans depending on the availability of funding.

MATA's Staff recommends a contract be awarded to Alliance Bus Group for the purchase of up to 35 vans for MATAPlus at a unit price of up to \$70,000 for a total cost of \$2,450,000 contingent upon approval of the Section 5339(b) grant by FTA and TDOT's matching grant. Alliance Bus Group has notified MATA that the vans should be delivered within 120 days from Notice to Proceed.

Let me know if you have questions.