



## Memphis Area Transit Authority

**MATA'S MISSION:** To provide a reliable, safe, accessible, clean and customer-friendly Public Transportation System that meets the needs of the community.

Ronald L. Garrison  
Chief Executive Officer

---

### Board of Commissioners

Chairman – Sean Healy  
Vice Chairman – Andre Gibson

#### Commissioners

Chooch Pickard	Shelia Williams
John C. Vergos	Kristen Bland
Martin Lipinski	Lauren Taylor
Roquita Coleman-Williams	

---

Board of Commissioners Meeting  
September 28, 2015  
3:30 p.m.  
1370 Levee Road

- |      |  |                |
|------|--|----------------|
| I.   | CALL TO ORDER  | Sean Healy     |
| II.  | BOARD ROLL CALL & OBSERVATIONS   | Linda Eskridge |
| III. | APPROVAL August 24, 2015 BOARD MINUTES   |                |
| IV.  | GENERAL MANAGER'S REPORT   | Ron Garrison   |
| V.   | ACTION ITEMS:  | Sean Healy     |
| A.   | <u>FINANCE COMMITTEE</u>   |                |
| 1.   | Resolution to Authorize a Change Order to the Contract with ORX for the Refurbishment of Repair of Melbourne MCB Trolley Trucks – Res. No. 15-31 | Ron Garrison   |
| 2.   | Resolution to Authorize the Purchase of 10 Paratransit Vehicles from Creative Bus Sales – Res. 15-32   | Ron Garrison   |

**B. SERVICE AND DEVELOPMENT**

1. Resolution to Authorize the Purchase  
of Diesel Fuel – Res. No. 15-33 Ron Garrison

2. Resolution to Authorize the Purchase  
of Unleaded Gasoline – Res. No. 15-34 Ron Garrison

VI. FINANCIAL REPORT Gilbert Noble

VII. SRTP Presentation Mata Staff

VIII. SPEAKERS Sean Healy  
(Please fill out a Speakers' card)

VIII. OLD/NEW BUSINESS Sean Healy

- Ron Garrison
  - Discuss October, November, December Board Meetings

**MINUTES OF BOARD MEETING  
MEMPHIS AREA TRANSIT AUTHORITY  
August 24, 2015**

---

**CALL TO ORDER:** A regular meeting of the MATA Board of Commissioners was called to order by Chairman Sean Healy at 3:30 p.m. on Monday August 24, 2015 at the 1370 Levee Road Board Room.

**BOARD ROLL CALL:**

**Present:** Vice-Chairman Andre Gibson  
Commissioners: Charles Pickard; Lauren Taylor; Shelia Williams; John Vergos; Martin Lipinski; Roquita Coleman

**Absent:** Kristen Bland; Sean Healy

**Quorum:** Yes

**Staff:** Bobbie Abram, Director of Maintenance; Lawson Albritton, Executive Administrative Officer; Alison Burton, Director Marketing/Customer Relations; Linda Eskridge, Administrative Asst.; Tom Fox, Deputy General Manager; Ron Garrison, President/General Manager; John Lancaster, Manager of Planning; Willie Lewis, Manager of DBE and Security; Gilbert Noble, Chief Financial Officer; Alvin Pearson, Asst. General Manager;

**Guests:** MCIL/STAC Attendees: None present  
Memphis Bus Riders Union: Cynthia Bailey; Bennett Foster; Ed Huntley, Jr.; Curtis Tillman;

Others: Betty Anderson, Transportation Advocate; Kwasi Agyakwa, MPO; Chris Eggleston, Global Innovation Now; Diane Friedman, Vanguard, Inc.; Sasha Kucharzek, Preteckt, Inc.; Johnnie Mosley, Citizens for Better Service; Nicholas Oyler, MPO; Henry Wilson, Retiree;

Linda Eskridge, Board Secretary, welcomed all guests that were present. Ms. Eskridge also made some Board Meeting observations.

Page 2

**APPROVAL OF MINUTES:** Mr. Vergos moved for approval of the July 27, 2015 Board Minutes. Mr. Pickard seconded the motion.

**GENERAL MANAGER'S REPORT**  
**Mr. Ronald Garrison**

Mr. Garrison began his report by going over the Action Items from the July Board Meeting.

- All Board Members should have received a new Media Policy, and if not, Linda Eskridge would email one to the Board.
- Body cameras on security guards at HTC are on at all times both video and audio.
- Travel training was held on August 13<sup>th</sup>.
- The October and November Board Meetings will be held at the Benjamin Hooks Library. The October meeting will remain on Monday at 3:30p.m.; however we will begin our 4<sup>th</sup> Tuesday of the month meetings in November at 3:30p.m. , as The Board opted to keep the meetings at 3:30p.m.

Mr. Garrison continued his report with general updates

- MATA is working with Sullivan Branding Company on the communications plan and there is a lot more updates forthcoming.
- MATA's active fleet numbers includes: 59 MATAplus vehicles, 127 active buses in fixed route. There are more in our contingency fleet that are not in as good of shape.
- Staffing numbers and levels for FY15 shows a slight increase, but the budget is about the same. FY15 was \$23.2MM for all staff and with increase, most of which is the union contract, FY16 was \$23.8MM
- A complete report, status update and overview of the SRTP will be presented at the September Board Meeting.
- Garrison and staff met with individuals at the Nonconnah Corporate Center, and we are getting ready to complete that service. They have committed to buying a minimum of 60 passes a month. They are helping to pay for the services that we are hoping to start this month.
- All CMAQ grants have been awarded for a total of approximately \$6MM for the State and Federal dollars, also for the matching dollars from the city. MATA applied for all of the monies we could get for the routes. We are only allowed to apply for certain types of routes that meet certain specifications.

- Mr. Garrison mentioned the new sound system was installed in the Conference room to help enhance our meetings, as well as to assure that the audience is able to hear what is being discussed. There is also a small conference adjacent to the Board Room to use as an overflow, the meeting can be shown on screen in the room, but no communication can go on from the overflow room.

Mr. Garrison discussed the 7 Parallel Priorities, of which an Executive Summary sheet was distributed to the MATA Board with a short explanation of each priority. A copy will also be emailed to the Board as well.

**Cultural Transformation:** Eight hours of training have taken place with operators, and some Executive training has taken place as well.

**Staffing:** A number of positions have been vacated and some have retired and we are filling those positions. Mr. Garrison listed a number of the new hires that have taken place since the last Board Meeting, as well as new positions.

**Maintenance:** Mr. Garrison discussed some things that are taking place in the Maintenance department regarding staff and the new Apprentice/Intern program that staff is working very closely with the union on to bring in some additional talent.

**IT & ITS:** We are continuing to make some good progress. A lot of the data integrity issues have been resolved.

**MATApplus:** MATA was very instrumental in coming up with ways to get 15 leased vehicles. Maintenance is working on getting those vehicles that are down back in shape so that the leased vehicles can be returned and we can put our vehicles back into service. Vehicles were leased because we have to deny trips because vehicles were not available. Travel Training with SVRS has proven to be a great success, as well as one-on-one training with SVRS instructors.

**Facilities:** We are continuing to make progress on the MATA facilities. One of the main areas we are finalizing is the Operator's Assembly Room, which is about 80% done. There is a safety issue that has to be addressed, and until we resolve it, it will not be complete. Mr. Garrison invited the Board to review this area if they had any concerns. John Lancaster would be available to answer any questions regarding this area. Office spaces have been redone, and all staff has been moved in the same location per department. We also have two additional meeting rooms. The flooring at the HTC has been completed, and looks very good.

**Trolley Service:** An FTA quarterly meeting has been scheduled for September 9<sup>th</sup> at MATA, and TDOT will be attending as well. We have had several phone meetings with them, but they are coming to Memphis in person and will help codify our plan. This ended GM's Report.

## ACTION ITEMS:

### FINANCE COMMITTEE

#### 1. Resolution to Approve Capital Budget for Fiscal Year 2016 - Res. No. 15-26

Discussion: Dr. Tom Fox presented this resolution to the MATA Board of Commissioners. Mr. Vergos moved that Resolution No. 15-26 be moved to the floor for discussion. Ms. Coleman-Williams seconded the motion. Dr. Fox stated this resolution is for budget approval at a level of \$10,495,891, as well as details of what this budget is made up of. The largest item is vehicles, which we are proposing to purchase two fixed route buses and 18 MATApplus vehicles and one trolley. A breakdown of details was presented with this Resolution, and Dr. Fox gave a brief explanation of each project included in the

budget. A memo was attached explaining where the money is coming from as explained by Dr. Fox. Mr. Vergos asked is the balance carryover from future years? Dr. Fox stated that the numbers in the available funds does include carry-over, as we have about 10 or 15 different grants that we manage at one time, and there is money left over in a few of those grants. Mr. Gibson asked for discussion on staff's approach to vehicle purchases. Mr. Garrison gave a brief discussion on this question, and stated that this is a short-term strategy, as we do not want to do this long term. Ms. Taylor asked for an explanation on the trend of changes in numbers over the next five to 10 years as we work to resolve the trolley issues. Mr. Garrison stated that it depends upon funding. Our goal is to actually increase bus service so that we can implement the SRTP in a way that can create better service for all Memphians. Mr. Gibson asked to explain where the 18 new MATApplus vehicles fit, what will they replace, and how they will improve MATApplus overall. Mr. Garrison stated overall it would give us more capacity to get the problem buses fixed, but yet keep the service level high. Mr. Pickard asked for clarity on the Central Station money. Mr. Garrison stated that we have identified most of those funds and is working with the city on that, but TDOT is not matching. Mr. Pickard asked about the projected income per year on the ground lease at Central Station. Mr. Garrison stated it will be very small, but will get some more concrete numbers on this. Mr. Garrison stated this is a good partnership and he hopes that everything continues to go as projected.

Mr. Bennett Foster, with MBRU spoke on this Agenda item. His concern was they were told they would receive a copy of the budget, but they did not. He also stated his concern that the Board was given a totally different document from the MBRU. Mr. Foster mentioned the budget workshop that took place on August 14th, and if anyone at the Board was present for that meeting. Mr. Garrison respectfully stated that this was speakers' opportunity to make a statement to the Board, and not ask questions. Mr. Foster stated that he would follow up via email. Mr. Vergos asked if it is a problem to give the MBRU the information that the Board receives. Mr. Garrison said this is done through a public records request. Mr. Garrison said that he made the decision not to give the MBRU the budget information because he felt that transparency and working together was not reciprocated. Ms. Shelia Williams totally agreed with Mr. Garrison's statement. Resolution No. 15-26 was unanimously approved by the Board of Commissioners.

## **2. Resolution to Approve Operating Budget for Fiscal Year 2016 – Res. No. 15-27**

**Discussion:** Mr. Gil Noble, CFO presented this resolution to the MATA Board. The resolution is accompanied by a summary line item budget. Management is recommending approval of expenditures of \$58.4MM in FY2016. Staff is asking for the authority to spend \$58,437,502, which is about \$1/2MM more in expenses than we are projecting for FY2015. This actually is about \$300,000 less than the budget that was approved for FY2015 last year. We are projecting revenues of \$53,115,000 and that would yield us an operating loss of \$5.3MM, due primarily to the OPEB. If the OPEB was excluded that would be a positive by \$1.1MM, which would be the most favorable situation we have been in in several years. *Mr. Vergos moved that Resolution No. 15-27 be put on the floor for discussion. Ms. Coleman-Williams seconded the motion.* Mr. Noble explained to the Board how the \$6MM would be made up, as asked by Mr. Vergos. Mr. Noble also gave some brief discussion on the Pension Plan. Resolution No. 15-27 was unanimously approved.

**SERVICE AND DEVELOPMENT****1. Resolution to Purchase Five-Year Supply of Fleet Shampoo – Res. No. 15-28**

**Discussion:** Mr. Bobbie Abram, Director of Maintenance, presented this resolution to the MATA Board. This product is used to clean both the inside and outside of the buses. There were four bidders, and Vanguard, Inc. submitted the only responsive bid at a cost of \$52,509.60 per year for a total cost of \$262,548. Vanguard also met the DBE goal requirements. *Mr. Vergos moved that Resolution No. 15-28 be put on the floor for discussion. Mr. Pickard seconded the motion.* Dr. Fox gave an update on some questions previously asked by Mr. Gibson regarding information on previous contracts as well as the savings on this contract. There is a 1.8% savings with this current contract. Vanguard is a certified DBE, and the goal on this contract is 100%. Resolution No. 15-28 was unanimously approved.

**2. Resolution to Purchase Three-Year Supply of New Transit Tires – Res. No. 15-29**

**Discussion:** Mr. Bobbie Abram, Director of Maintenance, presented this resolution to the MATA Board. Five bids were received, and this was a savings of 12.6% over the expiring contract. The contract expires August 31, 2015 and staff recommends that the three-year contract be awarded to Goodyear Tire & Rubber at a cost of \$181,600; Southern Tire Mart at a cost of \$1,149,193.00; Bridgestone America, and Quality Tire Mart will be issued purchase orders on an as needed basis since their contract amounts are below \$50,000. *Mr. Vergos moved that Resolution No. 15-29 be moved to the floor for discussion. Mr. Pickard seconded the motion.* Mr. Gibson asked about the DBE participation. Dr. Fox stated that there was zero percent as there was no DBEs certified in Tennessee. Resolution No. 15-29 was unanimously approved.

**3. Resolution to Authorize a Lease with Agricenter International for a Park-and-Ride lot at Agricenter – Res. No. 15-30**

**Discussion:** Dr. Tom Fox, Deputy General Manager, presented this resolution to the MATA Board. This lease is in conjunction with the CMAQ awards that MATA received last year for two park and ride lots and services in the Shelby Farms and I-40 Corridor area. In preparation for implementing those services in the spring, we approached the Agricenter to see if they would be willing to lease some parking spaces at the Agricenter International parking lot, which would be a park and ride for the Walnut Grove express route which would operate Monday-Friday, and the Shelby Farms Shuttle that would operate on weekends that would go through the park. It has been negotiated at \$25,000 for three years for an estimated 100 spaces. This works out to about \$7.00 per space per month. Dr. Fox answered Mr. Gibson's question about previous history on parking leases, and MATA leased out some private spaces in the midtown area during the construction of the Madison Avenue Line from a private owner and we paid about 10.00 per space per month in 2002. *Mr. Vergos moved that Resolution No. 15-30 be put on the floor for discussion. Dr. Lipinski seconded the motion.* Mr. Vergos asked about the availabilities of the spaces. Dr. Fox stated they will be used seven days a week. It is understood that the spaces will be designated to MATA regardless to what is going on at the Agricenter. Dr. Lipinski stated a concern about paying them in advance and if the demand does not come close to that could it be scaled back. Part of the negotiations was that they would agree to \$25,000 if it was paid in advance. Mr. Pickard stated his concern about promoting the park-and-ride to the public. Dr. Fox stated we will develop our marketing plan closer to the time the service is implemented.



There will be further discussion on when we pay them and when the lease actually starts. Our goal is to pay it around the time the service starts. After further discussion Mr. Vergos made a motion to amend the resolution to state that the payments are made to coincide with the initiation of service. Ms. Coleman-Williams seconded the motion, and the amendment was unanimously approved. Mr. Vergos asked if MATA could go back to the connection at the Agricenter regarding the payment process and come back to the Board within the next 30 days. Dr. Fox stated that he would do so. Mr. Vergos made another motion to defer the main resolution No. 15-30 for 30-days. Ms. Coleman-Williams seconded the motion. The motion was unanimously passed, and Res. No. 15-30 was tabled for 30 days.

## VII. FINANCIAL REPORT

July, 2015

Gilbert Noble, CFO

Mr. Noble gave a report for the month of July, which is the first month of the new fiscal year. In the month of July we had projected \$6.8MM in revenue, but actually got \$9MM, primarily because a City grant, which was expected to be received in August, was sent early by a few days on July 31<sup>st</sup>. The expenses are just below budget. Everything is fairly lined up with the way we projected. Cash status is roughly the same position in the amount of cash but receivables at the end of July were \$5MM higher because there were some federal grants from FY15 that we did not receive in FY15, which caused MATA to borrow \$2.5MM from the City to make it through the fiscal yearend. MATA is obligated to pay the \$2.5MM back before the end of August, and we will do so. The cash position contains \$1MM pertaining to trolley insurance proceeds and we are obligated to use them for trolley-line vehicles. We are looking to receive \$2.8MM this week from last fiscal year federal funds that normally we would have gotten back last April or May, and that puts us in a strong position to repay the \$2.5MM that we owe to the City this week. This ended the financial report.

## VIII. SPEAKERS

**Mr. Ed Huntley, 2910 Henry, #4 - MBRU** Mr. Huntley addressed the Board regarding the HTC, as he rides the bus every day. He stated that HTC is in very bad shape. The people at the terminal is selling drugs and doing all kinds of despicable things. The security guards do not know what they are doing. He stated that the guards threw him off the property because he confronted them regarding someone smoking in a non-smoking area, and they did nothing. Most of the guards try to work with you, but some talk badly to you, they are not trained, and he feels that the HTC needs a new guard service. Mr. Huntley stated that he appreciates the Board giving him an opportunity to speak.



Page 7

**Mr. Chris Eggleston, President/CEO of Global Innovation Now - 5383 Oakleaf, Memphis, TN 38134** - Mr. Eggleston was invited to the meeting to introduce mobile apps for easy travel. This is regarding marketing on buses. Global Innovation Now creates mobile apps for businesses. It is a streamline process and if MATA feels this is something they would be interested in, he would be very happy to discuss this further with MATA. Mr. Pickard asked what is the App? Mr. Eggleston stated it is the MATA Transportation App. Mr. Pickard stated that MATA has already invested a lot of money in the TransLoc App. Mr. Gibson asked for further information on the revenue piece and MATA's role in it. MATA would only need their name on the App and it is run by MATA and people pay purchase ads. Mr. Eggleston explained all that would be included in the ads, plus promotional code at a cost of \$10,000/annually. Mr. Pickard asked if he has existing transit apps for review in another city. Mr. Eggleston stated they have one in demo form. They work with the Billion Dollar Apps, who already has 1,000 sponsors; WLRM Mobile Apps, who has roughly 100 sponsors; and Cooper Young Mobile, with about 15 sponsors. Mr. Gibson stated that staff has been directed to add this as an option for MATA's mobile apps.

**Mr. Sasha Kucharczek - Preteckt, Inc., 88 Union Ave., Suite 200, Memphis, TN 38103** Mr. Kucharczek was invited to the meeting to introduce maintenance innovation. He wanted to come to the meeting to introduce his company. The company is designed to predict diagnostic for vehicle fleet. This means that they can look at vehicles and predict what could go wrong and what type of issues is going to happen. He was invited by Ms. Coleman-Williams, and he had some handouts for the Board about his company, of which he is the co-founder. He stated that he would love to talk with MATA more in depth in the future about how his company could work with MATA. Mr. Pearson will follow up with Mr. Kucharczek after the meeting.

**Mr. Henry Wilson, MATA Retiree - 7708 Hunters View Drive, Olive Branch, MS** Mr. Wilson came before the Board to address some concern with the overcrowding of the bus that was addressed by a citizen at the last Board Meeting and the fact the driver did not say or do anything about it, but constantly let people board the bus. Mr. Wilson quoted the rules from the Rule Book regarding this to the Board that drivers cannot refuse anyone getting on the bus regardless of the crowd on the bus. Mr. Wilson stated that he has a plan, but no one wants to listen to his plan. His plan is on how MATA can prevent the lateness of the buses. The buses need to be on time, and he listens to the same complaints today as was happening when he was employed with MATA. He stated that we need to make MATA a better transit authority for our customers as well as for our staff. We cannot do that if we don't want to listen to someone that knows.

Mr. Wilson stated if MATA wants to listen to some of the things that would make MATA better, you are welcome to get in touch with him.

#### IX. OLD/NEW BUSINESS

- Mr. Pickard asked for a report on Bass Pro rerouting that Mr. Pickard drew up for the discussion of rerouting of the Riverfront Loop. Mr. Garrison stated there is no report at this time. Mr. Garrison stated that he and other will go back to Bass Pro for more discussion on this. Mr. Garrison hopes to bring this back to the Board and show maps on the rerouting as well.
- Mr. Garrison stated there would be a Board Retreat on November 10, 2015. Funding will be the main subject of this Retreat.
- The SRTP will be discussed in detail at the September Board Meeting
- Dr. Fox gave the Board a brief update on the moving of the two trolley stations to make it better spaced and better access for our disabled customers in the Vance and Main area. The contractor is ready to go within the next 30 days unless the Board says otherwise. Staff has met with businesses and there is only one business that is not 100% happy, but it is much better for our customers. We do not have an engineered estimated cost this time.
- The next Board Meeting is Monday September 28, 2015 at 3:30 p.m. at 1370 Levee Road.

Mr. Gibson called for a motion to adjourn. Mr. Vergos moved that the meeting be adjourned. Ms. Coleman-Williams seconded the motion and the August Board Meeting was adjourned.

---

Mr. Andre Gibson  
Vice Chairman of the Board

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 15-31**

**RESOLUTION TO AUTHORIZE A CHANGE ORDER TO THE CONTRACT WITH ORX  
FOR THE REFURBISHMENT/REPAIR OF MELBOURNE MCB TROLLEY TRUCKS**

**WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners approved Resolution No. 15-12 on April 27, 2015 to award a contract to ORX for the refurbishment/repair of four trolley trucks with an option for 20 additional trucks for a total cost of \$491,904; and**

**WHEREAS, The contract included costs for various additional services for individual components that might be required once ORX disassembled the trucks; and**

**WHEREAS, MATA estimated the cost for the additional services for a list of common components; and**

**WHEREAS, ORX has disassembled the trucks and informed MATA that there are other components not on the list that require repair and some items require multiple units which results in a greater cost than included in the original contract amount; and**

**WHEREAS, It is necessary to process a change order to cover the additional costs which totals an average of \$17,426 per truck or a total of \$69,704 for the first four trucks bringing the total value of the base order to \$151,688; and**

**WHEREAS, This amount is greater than 10% of the total contract which requires Board approval in accordance with MATA's Procurement Manual; and**

**WHEREAS, Staff has determined the extra cost to be fair and reasonable and recommends authorization of the change order.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a change order is authorized in the amount of \$69,704 to increase the total cost of the contract with ORX for the refurbishment/repair of four Melbourne MCB trolley trucks with an option for 20 additional trucks to \$561,608.**

**BE IT FURTHER RESOLVED That Board approval would also be required for additional services for the 20 optional trucks if Staff chooses to exercise the option.**

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

\*\*\*\*\*

**Motion Made By:** John Vergos

**SECONDED:** Lauren Taylor

**YEA:** Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Andre Gibson; Sean Healy

**NAY:** None

**Approved:** September 28, 2015

**Absent at Time:** Kristen Bland; Roquita Coleman (via phone)



**TO:** MATA Board of Commissioners

**FROM:** Ron Garrison, President/General Manager

**SUBJECT:** ORX Change Order for Truck Refurbishment/Repair

**DATE:** September 24, 2015

---

On April 27, 2015, The MATA Board approved a contract with ORX for refurbishment/repair of four trolley trucks with an option for 20 additional trucks.

Included in the contract was an allowance for "extra work" that might be needed on individual components. The extent of extra work would not be known until the trucks were received and dissembled by ORX. MATA gave a Notice to Proceed for four trucks, and ORX transported these to their company. ORX dissembled and assessed the condition of the trucks and individual components and has provided MATA with a revised list of components that require repair, along with unit costs. The differences from the contract fall into the categories of:

- Not currently on the list
- Have multiple units that need to be replaced
- Have revised unit costs due to more extensive repair needed

ORX estimates the average repair cost per truck at \$37,922.

The proposed change order amount of \$69,704 for the four trucks will be adequate to complete their restoration/repair bringing the total amount of the base contract to \$151,688.

If MATA decides to execute the option for additional trucks, MATA Board approval may be required to further increase the contract limit, depending on the number of trucks that need to be sent to ORX. MATA may choose to refurbish/repair some trucks in-house in the future.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 15-32**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
10 PARATRANSIT VEHICLES FROM CREATIVE BUS SALES**

**WHEREAS, The Memphis Area Transit Authority (MATA) maintains safe, reliable and cost effective transit service within the Memphis urbanized area; and**

**WHEREAS, MATA needs to acquire additional paratransit vehicles to meet demand by MATAPlus customers; and**

**WHEREAS, The State of Oklahoma issued a Request for Proposals (RFP) for various configurations of paratransit vehicles with seating capacities ranging between 12 and 20 passengers, and lengths ranging between 24 and 26-feet in length; and**

**WHEREAS, The State of Oklahoma awarded the contract to Creative Bus Sales for various bus models at specific prices; and**

**WHEREAS, The RFP and resulting contract provides language that allows agencies such as MATA to purchase vehicles directly from Creative Bus Sales; and**

**WHEREAS, Staff has identified Vehicle "I", a 12-passenger, 24-foot vehicle with a price of \$58,2847.40 as a suitable vehicle for MATAPlus operations; and**

**WHEREAS, The total price for ten vehicles is \$588,474.40; and**

**WHEREAS, The delivery schedule is 120 days from issuance of Notice to Proceed; and**

**WHEREAS, MATA staff recommends that ten vehicles be purchased from Creative Bus Sales under the State of Oklahoma Bus Contract; and**

**WHEREAS, Federal, state and local capital funds are programmed for the purchase of said vehicles.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That Staff is authorized to purchase 10 paratransit vehicles from Creative Bus Sales under the State of Oklahoma contract at a cost of \$588,474.40.**

**BE IT FURTHER RESOLVED, That the President/General Manager, Chairman or Vice-Chairman be authorized to execute the necessary contract documents.**

**\* \* \* \* \***

**Motion Made By: John Vergos                      SECONDED: Martin Lipinski**

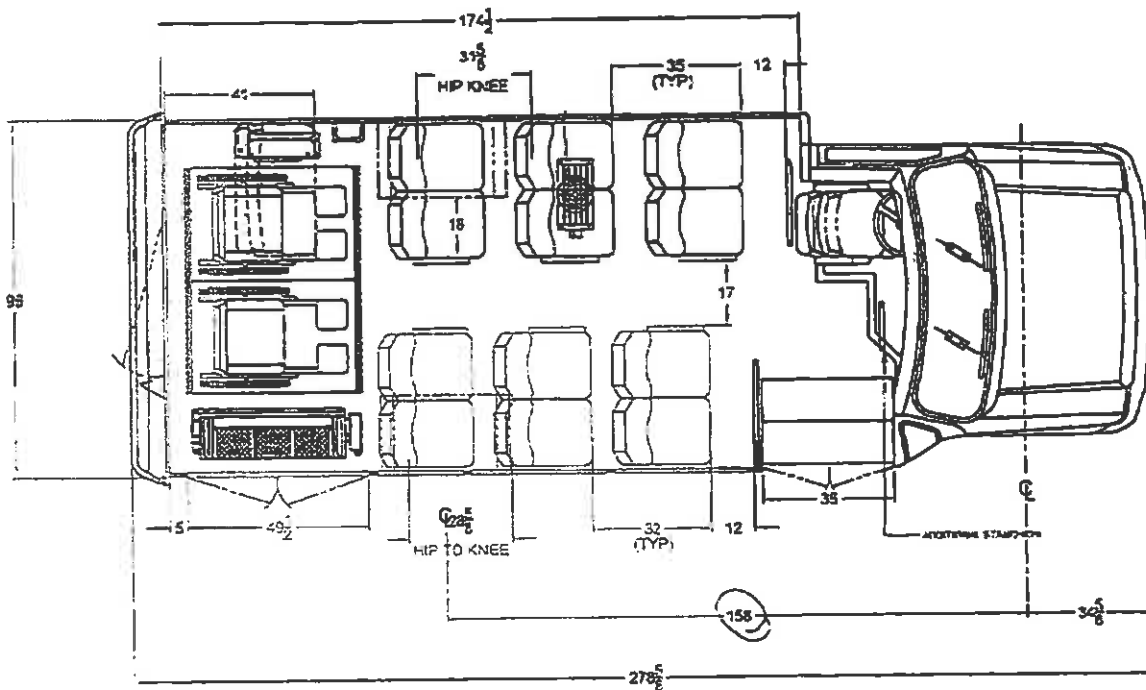
**YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Sean Healy**

**NAY: Andre Gibson**

**Approved: September 28, 2015**

**Absent at Time: Kristen Bland; Roquita Coleman - (via phone)**





California • Nevada • Indiana • Arizona • New Mexico • Texas • Florida • South Carolina • Oklahoma • New York • Illinois

## CREATIVE BUS SALES

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 15-33**

**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 1,800,000 gallons per year; and**

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

**WHEREAS, MATA solicited offers 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 1,500,000 gallons of low-sulfur diesel fuel and to purchase off the spot market; and**

**WHEREAS, This procurement was formally advertised; and**

**WHEREAS, MATA received seven 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  
Hightowers Petroleum  
Indigo Energy Partners, LLC  
Mansfield Oil Company of Gainesville, Inc.  
Parman Energy Corporation  
Petroleum Traders Corporation  
(TAC)Truman Arnold Companies; and**

**WHEREAS, MATA Staff recommends the Board authorize it to lock in a fixed-price for 1,500,000 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 October 1, 2015 – March 31, 2016 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 year on an as-needed basis for quantities of diesel fuel above the amount in the fixed-price contract, and/or to lock in additional fixed-price contracts for future periods.**

**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 for 1,500,000 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 October 1, 2015 – March 31, 2016 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 year from any of the vendors listed above for quantities of diesel fuel above the amount in the fixed-price contract and/or to lock in additional fixed-price contracts for future periods with companies that are willing to participate.**

**BE IT FURTHER RESOLVED That the President/General Manager, Chairman or Vice-Chairman is authorized to execute any and all documents necessary to process such contract(s).**

\*\*\*\*\*

**Motion Made By: Chooch Pickard      SECONDED: Andre Gibson**

**YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Andre Gibson; Sean Healy**

**NAY: None**

**Approved: September 28, 2015**

**Absent at Time: Kristen Bland; Roquita Coleman (via phone)**



**TO:** MATA Board of Commissioners  
**FROM:** Ron Garrison, President/General Manager  
**SUBJECT:** IFB 16-01, Purchase of Diesel Fuel  
**DATE:** September 21, 2015

---

MATA has issued a solicitation for diesel fuel. The current contract for diesel fuel expires August 31, 2016.

Based upon the new 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 October 1, 2015 – March 31, 2016 for the purpose of locking in a fixed-price contract for 1,500,000 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 seven vendors listed below submitted their required certificates and stated they were willing to participate.

Hartland Fuel Products, LLC  
Hightowers Petroleum  
Indigo Energy Partners, LLC  
Mansfield Oil Company of Gainesville, Inc.  
Parman Energy Corporation  
Petroleum Traders Corporation  
(TAC)Truman Arnold Companies; and

MATA's Contracting Officer determined that all seven were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of October 1, 2015 – March 31, 2016 in order to lock in a fixed-price contract for 1,500,000 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.

Page 2

MATA is also recommending that the Board authorize Staff to obtain quotes during the fiscal year to purchase diesel fuel from any of the vendors listed above that are willing to participate for quantities of fuel needed above the amount in any fixed-price contract and/or to lock in additional fixed-price contracts for future periods. 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. 15-34**

**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 75,000 gallons per year; and**

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

**WHEREAS, MATA solicited offers 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 75,000 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 seven responsive and responsible offers from vendors willing to participate in the procurement for the unleaded gasoline for 75,000 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  
Hightowers Petroleum  
Indigo Energy Partners, LLC  
Mansfield Oil Company of Gainesville, Inc.  
Parman Energy Corporation  
Petroleum Traders Corporation  
(TAC)Truman Arnold Companies; and**

**WHEREAS, MATA Staff recommends the Board authorize it to lock in a fixed-price for 75,000 gallons of unleaded gasoline to the lowest bidder during the period of October 1, 2015 – March 31, 2016 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 year on an as-needed basis for quantities of gasoline above the amount in the fixed-price contract, and/or to lock in additional fixed-price contracts for future periods with companies that are willing to participate.**

**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 for 75,000 gallons of unleaded gasoline to the lowest bidder during the period of October 1, 2015 – March 31, 2016 provided the price does not exceed \$2.90 per gallon.**

**BE IT FURTHER RESOLVED That the MATA Staff is authorized to purchase unleaded gasoline on the spot market during the year from any of the vendors listed above for quantities of unleaded gasoline above the amount in the fixed-price contract and/or lock in additional fixed-price contracts for future periods with companies that are willing to participate.**

**BE IT FURTHER RESOLVED That the President/General Manager, Chairman or Vice-Chairman is authorized to execute any and all documents necessary to process such contract(s).**

\*\*\*\*\*

**Motion Made By: Lauren Taylor      SECONDED: Shelia Williams**

**YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Lauren Taylor; John Vergos; Andre Gibson; Sean Healy**

**NAY: None**

**Approved: September 28, 2015**

**Absent at Time: Kristen Bland; Roquita Coleman (via phone)**





**TO:** MATA Board of Commissioners  
**FROM:** Ron Garrison, General Manager  
**SUBJECT:** IFB 16-01, Purchase of Unleaded Gasoline  
**DATE:** September 21, 2015

---

MATA has issued a solicitation for unleaded gasoline. The current contract for unleaded gasoline expires July 31, 2016.

Based upon the new 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 October 1, 2015 – March 31, 2016 for the purpose of locking in a fixed-price contract for 75,000 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 seven vendors listed below stated they were willing to participate in the procurement for the fixed-price contract for 75,000 gallons of unleaded gasoline.

Hartland Fuel Products, LLC  
Hightowers Petroleum  
Indigo Energy Partners, LLC  
Mansfield Oil Company of Gainesville, Inc.  
Parman Energy Corporation  
Petroleum Traders Corporation  
(TAC)Truman Arnold Companies; and

MATA's Contracting Officer determined that all seven were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of October 1, 2015 – March 31, 2016 in order to lock in a fixed-price contract for 75,000 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 during the fiscal year to purchase unleaded gasoline from any of the vendors listed above that are willing to participate for quantities of fuel needed above the amount in any fixed-price

contract and/or to lock in additional fixed-price contracts for future periods. 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.