

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: El Paso International Airport

AGENDA DATE: March 30, 2021

CONTACT PERSON/PHONE: Sam Rodriguez, P.E., Chief Operations and Transportation Officer, Aviation Director and City Engineer, (915) 212-1845
Bruce D. Collins, Purchasing Director, 915-212-1181

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: NO. 1 – Create an Environment Conducive to Strong, Sustainable Economic Development

The linkage to the Strategic Plan is Subsection 1.4 – Grow the core business of air transportation

SUBJECT:

Request for the Purchasing Director, of the Purchasing & Strategic Sourcing Department, be authorized to issue Purchase Orders over the next three (3) years totaling an estimated amount of \$180,328.15 to Mitchell Adding Machine (DBA Mitchell Time & Parking), the sole source provider for maintenance of Amano McGann parking system used at the airport parking lot, with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

BACKGROUND / DISCUSSION:

Mitchell Time and Parking will provide preventive maintenance along with repair of equipment and software support for the entire revenue control system for both the short-term and long-term parking lots at the El Paso International Airport.

SELECTION SUMMARY:

Mitchell Adding Machine DBA Mitchell Time & Parking is the sole source provider for maintenance of Amano McGann parking system used to operate the Airport Parking Lot.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

\$180,328.15 – 562/62080/3000/522290 – Equipment Maintenance Contracts – Airport Enterprise Funds

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: *Samuel Rodriguez*

Sam Rodriguez, P.E., Chief Operations and Transportation Officer, Aviation Director and City Engineer

**COUNCIL PROJECT FORM
(SOLE SOURCE)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **March 30, 2021**.

STRATEGIC GOAL: No. 1 – Create an Environment Conducive to Strong, Sustainable Economic Development

The linkage to the Strategic Plan is subsection 1.4 – Grow the core business of air transportation

Discussion and action on the request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order(s) to Mitchell Adding Machine Company Inc. dba Mitchell Time & Parking, the sole source authorized provider for maintenance of Amano McGann parking system used at the airport parking lot, with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

Contract Variance: The difference in cost, based on the comparison to the previous contract, is as follows: An annual increase of 4,291.91 which is a 7.67% increase compared to previous contract.

Department:	El Paso International Airport
Award to:	Mitchel Adding Machine Company Inc. dba Mitchell Time & Parking Austin, TX
Term:	Three (3) Years
Total Estimated Award:	\$180,328.15
Account No.:	562-3000-62080-522290
Funding Source:	Airport Operations - Office Equipment Maintenance Contracts
District(s):	All
Sole Source No.	2021-1068

This is a Sole Source, service contract.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.

*******ADDITIONAL INFO BELOW*******



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

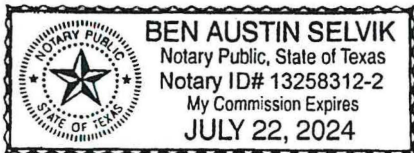
THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared _____ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Kevin Hobbs. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Mitchell Adding Machine Co. Inc DBA Mitchell Time And Parking
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Amano Mcgann Parking Equipment, Software and Time Clocks
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

[Signature]
Signature

SUBSCRIBED AND SWORN to before me on this 3rd day of March 2021



Bee Selvik
NOTARY PUBLIC
Ben Selvik
PRINTED NAME
July 22, 2024
MY COMMISSION EXPIRES

COMPANY NAME: Mitchell Adding Machine Co. Inc DBA Mitchell Time And Parking

ADDRESS, CITY, STATE & ZIP CODE: 4806 N IH 35 Austin, Tx 78751

PHONE: 512.371.7773 FAX NUMBER: 512.371.7181

CONTACT NAME AND TITLE: Gary J. Hobbs, President

WEB ADDRESS: Mitchelltimeandparking.com EMAIL: Service@Mitchelltimeandparking.com

FEDERAL TAX ID NUMBER: 741790608 TEXAS SALES TAX NUMBER: 17417906082



Amano McGann, Inc.
2699 Patton Rd
Roseville, MN 55113
Phone: (612) 331-2020
Fax: (612) 331-5187
www.amanomcgann.com

March 5, 2021

El Paso International Airport
6701 Convair Road
El Paso, TX 79925

Subject: Statement of Qualifications – Mitchell Time and Parking To Whom

It May Concern:

This letter will serve as confirmation that Mitchell Time and Parking's status as an authorized dealer and sole source supplier for all Amano McGann products. Mitchell Time and Parking is the only authorized dealer of Amano McGann, Inc. parking access and revenue control system products in El Paso, Texas.

Mitchell Time and Parking is the only approved vendor that utilizes factory trained and certified personnel for installation, servicing and technical support of Amano McGann, Inc. parking systems in the El Paso area. As one of our premier active Amano McGann, Inc. dealers, Mitchell Time and Parking has been in good standing for over 20 years.

Should you have any questions, please feel free to contact me at (314)703-0008.

Sincerely,
Amano McGann, Inc.

A handwritten signature in black ink that reads "Jeff Becker". The signature is written in a cursive style with a large, stylized "J" and "B".

Jeff Becker
Vice President – Strategic Accounts