



## **AGENDA FOR THE MASS TRANSIT DEPARTMENT BOARD MEETING**

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**January 03, 2024  
COUNCIL CHAMBERS, CITY HALL, 300 N. CAMPBELL AND VIRTUALLY  
10:00 AM**

**Teleconference phone number: 1-915-213-4096  
Toll free number: 1-833-664-9267  
Conference ID: 941-073-775#**

Members of the public may view the meeting via the following means:

Via the City's website. <http://www.elpasotexas.gov/videos>  
Via television on City15,  
YouTube: <https://www.youtube.com/user/cityofelpasotx/videos>

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with Council during public comment, and regarding agenda items by calling either of the numbers listed above and entering the corresponding conference ID.

**The public is strongly encouraged to sign up to speak on items on this agenda before the start of this meeting on the following links:**

**<https://www.elpasotexas.gov/city-clerk/forms/>**

**<https://app.smartsheet.com/b/form/7086be5f4ed44a239290caa6185d0bdb>**

**The following Board Member(s) will be present via video conference:**

**Cassandra Hernandez**

**A quorum of the Mass Transit Department Board must participate in the meeting.**

### **ROLL CALL**

### **CALL TO THE PUBLIC – PUBLIC COMMENT:**

This time is reserved for members of the public who would like to address the Mass Transit Department Board on items that are not on the Mass Transit Department Board Agenda.

Members of the public may communicate with Board Members during public comment, and regarding agenda items by calling 1-915-213-4096 or toll free number 1-833-664-9267 at the prompt please enter the following Conference ID: 941-073-775#

A sign-up form is available on line at:

<https://app.smartsheet.com/b/form/dfad29e838da41fd86052bb264abd397>

for those who wish to sign up in advance of the meeting date. Requests to speak must be received by 9:00 a.m. on the date of the meeting. 30 Minutes total is allotted for speakers. Three to five minutes may be allowed for each speaker.

### **NOTICE TO THE PUBLIC:**

All matters listed under the CONSENT AGENDA, including those on the Addition to the Agenda, will be considered by Mass Transit Department Board to be routine and will be enacted by one motion unless separate discussion is requested by Board Members. Prior to the vote, members of the audience may ask questions regarding items on the consent agenda. When the vote has been taken, if an item has not been called out for separate discussion, the item has been approved. The Mass Transit Department Board may, however, reconsider any item at any time during the meeting.

### **CONSENT AGENDA - APPROVAL OF MINUTES:**

#### **Goal 6: Set the Standard for Sound Governance and Fiscal Management**

1. Approval of minutes of the Regular Mass Transit Department Board Meeting of December 5, 2023. [24-21](#)

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306

### **CONSENT AGENDA – REQUEST TO EXCUSE ABSENT MASS TRANSIT BOARD MEMBERS**

2. Request to excuse absent Mass Transit Department Board Members. [24-22](#)

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306

### **CONSENT AGENDA - BIDS:**

#### **Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

3. The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system

[24-02](#)

**Award Summary:**

The award of Solicitation 2023-0536 Bus Batteries to Continental Battery Company for an initial term of three (3) years for an estimated amount of \$166,260.00. The award also includes a two (2) year option for an estimated amount of \$110,840.00. The total contract time is for five (5) years for a total estimated amount of \$277,100.00. This contract will allow for the purchase of bus batteries necessary to maintain transit fleet.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$24,369.75 for the initial term, which represents a 17.18% increase due to an increase in prices.

Department:	Mass Transit (Sun Metro)
Award to:	Continental Battery Company
City & State:	Dallas, TX
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$55,420.00
Initial Term Estimated Award:	\$166,260.00
Option Term Estimated Award:	\$110,840.00
Total Estimated Award	\$277,100.00
Account(s)	560-3215-60050-531180-P6017- P60FTA117-G60225307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Procurement - unit price contract.

The Purchasing & Strategic Sourcing Department and Mass Transit Department recommend award as indicated to Continental Battery Company the lowest responsive and responsible bidder.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

**REGULAR AGENDA – OTHER BIDS, CONTRACTS, PROCUREMENTS:**

**Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

4. The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system.

[24-01](#)

**Award Summary:**

Discussion and action on the award of Solicitation 2023-0601 ZF Transmissions Proprietary Parts & Service to Harbor Diesel & Equipment, Inc. dba HD Industries for an initial term three (3) years for an estimated amount of \$1,200,000.00. The award also includes a two (2) year option for an estimated amount of \$800,000.00. The total contract time is for five (5) years for a total estimated amount of \$2,000,000.00. This contract will allow for the purchase of ZF proprietary parts and services for Sun Metro fleet.

Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$450,000.00 for the initial term, which represents a 60.00% increase due to an increase in the annual budgeted amount to cover the increase in prices for parts and service.

Department:	Mass Transit (Sun Metro)
Award to:	Harbor Diesel & Equipment, Inc. dba HD Industries
City & State:	Long Beach, CA
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$400,000.00
Initial Term Estimated Award:	\$1,200,000.00
Option Term Estimated Award:	\$800,000.00
Total Estimated Award	\$2,000,000.00
Account(s)	560-3215-60050-531180-P6017- P60FTA117-G60215307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Procurement - catalog contract.

The Purchasing & Strategic Sourcing Department and Mass Transit Department recommend award as indicated to Harbor Diesel & Equipment, Inc. dba HD Industries the sole lowest responsive and responsible bidder.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all

documents necessary for execution of this award.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

- 5. The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system [24-35](#)

**Award Summary:**

Discussion and action on the request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to increase contract 2022-0355 New Flyer- NABI Parts to Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC. This change order will increase referenced contract by \$900,000.00 for a total estimated amount not to exceed \$4,500,000.00. This change order will add capacity to the current contract to allow Sun Metro to purchase proprietary bus components necessary for the maintenance and repair of New Flyer-NABI manufactured buses.

Department:	Mass Transit (Sun Metro)
Award to:	Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC
City & State:	Delaware, OH
Current Contract Estimated Amount:	\$3,600,000.00
Change Order Award:	\$900,000.00
Total estimated Amount not to Exceed:	\$4,500,000.00
Account(s):	560-3215-600050-531180-P6017-P60FTA117-G60225307
Funding Source(s):	Federal Transit Administration (FTA) Formula 5307 Grant
District(s):	All

This was a Non-Competitive Award to the sole and authorized distributor.

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

- 6. The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system. [24-36](#)

**Award Summary:**

Discussion and action on the request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to decrease contract 2023-0673 Janitorial Services - Mass Transit (Re-Bid) to Francisco Corral dba Eagle Janitorial Service Co. This change order will decrease referenced contract by \$1,295,869.50 for a total estimated amount not to exceed \$5,508,709.50. This change order will amend the scope of work and reduce the number of services hours needed by 69,918 hours. The number of

hours for the first year of service is sufficient to adequately clean Sun Metro terminals and office facilities.

Department:	Mass Transit (Sun Metro)
Award to:	Francisco Corral dba Eagle Janitorial Service Co.
City & State:	El Paso, TX
Current Contract Estimated Amount:	\$6,804,579.00
Change Order Award:	\$1,295,869.50
Total estimated Amount not to Exceed:	\$5,508,709.50
Account(s):	560-3215-522060-60050- P6018-P60FTA117-G60195307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Award - unit price contract.

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

**REGULAR AGENDA - OTHER BUSINESS:**

**Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

7. Discussion and action that the City Manager or designee be authorized to sign the Merchant Processing Agreement between the City of El Paso, through its Mass Transit Department (Sun Metro) and WorldPay, a limited liability company, for credit card payment processing services connected to validators that the public will use to purchase Sun Metro bus passes, for 36 months from the first day of the calendar month following the date WorldPay processes the first transaction; the term is automatically renewed for a period of 36 months unless the parties provide 90 day termination notice. The contract price is for 0.1% of each transaction plus \$0.10 per transaction processed charged at a monthly interval; and that the City Manager or designee be authorized to take actions necessary and effectuate any budget transfers, sign all related agreements, amendments to such agreements and documents necessary to carry out the intent of this resolution.

[24-10](#)

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306

**EXECUTIVE SESSION**

The Mass Transit Department Board of the City of El Paso may retire into EXECUTIVE SESSION pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Mass Transit Department Board of the City of El Paso may

move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.) The Mass Transit Department Board will return to open session to take any final action and may also, at any time during the meeting, bring forward any of the following items for public discussion, as appropriate.

Section 551.071      CONSULTATION WITH ATTORNEY  
Section 551.072      DELIBERATION REGARDING REAL PROPERTY  
Section 551.073      DELIBERATION REGARDING PROSPECTIVE GIFTS  
Section 551.074      PERSONNEL MATTERS  
Section 551.076      DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS  
Section 551.087      DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS  
Section 551.089      DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED  
                                 MEETING

## **ADJOURN**

### **NOTICE TO THE PUBLIC:**

Sign Language interpreters are provided for this meeting. If you need Spanish Interpreter Services, you must email [CityClerk@elpasotexas.gov](mailto:CityClerk@elpasotexas.gov) at least 72 hours in advance of the meeting.

**MASS TRANSIT BOARD AGENDAS ARE PLACED ON THE INTERNET THE THURSDAY PRIOR TO EACH MEETING AT THE FOLLOWING ADDRESS:**

<http://www.elpasotexas.gov/>