



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

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**May 09, 2023**

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

**THE LOCAL HEALTH AUTHORITY STRONGLY RECOMMENDS THE USE OF  
MASKS IN ALL CITY FACILITIES AND INDOOR SPACES**

**Teleconference phone number: 1-915-213-4096**

**Toll free number: 1-833-664-9267**

**Conference ID: 795-447-859#**

**AND**

**AGENDA REVIEW MEETING**

**COUNCIL CHAMBERS, CITY HALL, 300 N. CAMPBELL AND VIRTUALLY**

**May 08, 2023**

**9:00 AM**

**Teleconference phone number: 1-915-213-4096**

**Toll free number: 1-833-664-9267**

**Conference ID: 454-412-447#**

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/cc20aad8258146ab8f63761079bd1091>

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: 795-447-859#

A sign-up form is available on line at:

<https://app.smartsheet.com/b/form/dc001f113c14440db558b9da4e973ce2>

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 Special Mass Transit Department Board Meeting of March 28, 2023. [23-600](https://www.elpasotexas.gov/city-clerk/forms/)

#### **All Districts**

Sun Metro Mass Transit, Ellen A. Smyth, (915) 212-6000

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

## **MEMBERS**

2. Request to excuse Board Member Joe Molinar from the May 9, 2023, Mass Transit Department Board meeting.

[23-601](#)

### **All Districts**

Sun Metro Mass Transit, Ellen A. Smyth, (915) 212-6000

## **CONSENT AGENDA - RESOLUTIONS:**

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

3. The linkage to the Strategic Plan is subsection 6.7 - Deliver effective and efficient processes to maximize value in obtaining goods and services.

[23-615](#)

Resolution that the City of El Paso Mass Transit Department hereby approves the adoption of the Purchasing & Strategic Sourcing Amended and Restated Procurement and Sourcing Policy for the City of El Paso, which is attached as Exhibit A of this resolution.

### **All Districts**

Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

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

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

[23-598](#)

Resolution that the City Manager be authorized to sign the Consent to Assignment of Contract No. 2018-1293 Printed Bus Passes by and between the City of El Paso, Electronic Data Magnetics, Inc. ("Assignor") and EDM Technology, Inc. ("Assignee").

### **All Districts**

Purchasing & Strategic Sourcing, K. Nicole Cote, (915) 212-1092  
Sun Metro Mass Transit, Ellen A. Smyth, (915) 212-6000

## **CONSENT AGENDA - REQUESTS TO ISSUE PURCHASE ORDERS:**

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

5. The linkage to the Strategic Plan is subsection 7.3 - Enhance regional comprehensive transportation system.

[23-597](#)

Request that the Managing Director of the Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order(s) to Avail Technologies, Inc. the sole and authorized distributor for 2023-0420 Enterprise Resource Management (ERP) Software and Support for a term of three (3) years for an

estimated amount of \$254,284.00, with the stipulation that the vendor provides an updated sole source letter and affidavit each year. This contract will allow for the purchase of myAvail Enterprises Transit Management Solution (ETMS) software cloud base conversion, warranty, maintenance, and support directly from Avail necessary to support the converted software cloud base system and maintain the functionality of the Enterprise Resource Management (ERP) software.

Department: Mass Transit (Sun Metro)  
Award to: Avail Technologies, Inc.  
State College, PA  
Year 1 Total: \$105,450.00  
Year 2 Total: \$72,602.00  
Year 3 Total: \$76,232.00  
Total Estimated Amount: \$254,284.00 (3 years)  
Account No.: 560-3200-60030-522020-P6005  
Funding Source: Sun Metro Operating Fund  
District(s): All  
Sole Source No.: 2023-0420

This is a Sole Source contract.

The Purchasing & Strategic Sourcing and Mass Transit (Sun Metro) Departments recommend that the contract be awarded as indicated to Avail Technologies, Inc. the sole source and authorized distributor for myAvail Enterprises Transit Management Solution (ETMS) software cloud base conversion, warranty, maintenance, and support.

**All Districts**

Purchasing & Strategic Sourcing, K. Nicole Cote, (915) 212-1092  
Sun Metro Mass Transit, Ellen A. Smyth, (915) 212-6000

- 6. The linkage to the Strategic Plan is subsection 7.3 - Enhance regional comprehensive transportation system. [23-599](#)

**Award Summary:**

Request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Ace Government Services, LLC referencing Contract 2017-1280 Janitorial Services - Mass Transit (Sun Metro). This will be a change order to increase the award by \$228,187.74 for a total amount not to exceed \$2,139,911.99. This change order will add capacity to the current contract for an additional six (6) months of janitorial services for bus shelters.

Department: Mass Transit (Sun Metro)  
Award to: Ace Government Services, LLC  
El Paso, TX  
Total Estimated Amount: \$228,187.74  
Account No: 560-3215-522060-60050-P6018-P60FTA117  
-G60195307  
Funding Source: FTA Formula 5307 Grant

District(s): All

**All Districts**

Purchasing & Strategic Sourcing, K. Nicole Cote, (915) 212-1092  
Sun Metro Mass Transit, Ellen A. Smyth, (915) 212-6000

**REGULAR AGENDA - OTHER BUSINESS:**

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

7. Discussion and action to authorize the City Manager or his/her designee to amend the FY 2023 Mass Transit Budget to allow the transfer of \$2.5 million from the Sun Metro Operating fund to the Sun Metro Capital fund to complete the purchase of buses and equipment as approved by City Council in Schedule A of the FY2023 Mass Transit Board Budget Resolution. [23-612](#)

**All Districts**

Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092  
Sun Metro Mass Transit, Ellen A. Smyth, (915) 212-6000

**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:  
<https://elpasotexas.legistar.com/Calendar.aspx>**

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