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

DEPARTMENT: **AIRPORT**

AGENDA DATE: **May 22, 2012**

CONTACT PERSON NAME AND PHONE NUMBER: **Monica Lombraña/780-4724**
Bruce Collins/541-4308

DISTRICT(S) AFFECTED: **ALL**

SUBJECT:

Request that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to issue a Purchase Order for $7,900 to Mitchell Adding Machine (DBA Mitchell Time & Parking), the sole source provider for Amano McGann software and equipment used at the Airport Parking Lot.

Additionally, that the City Manager is also authorized to make all necessary budget transfers in connection with the issuance of this Purchase Order.

BACKGROUND / DISCUSSION:

This expenditure is for work required to install a lane controller and configure the count for the new exit from the Long Term North Parking Lot (over flow parking) opened in November 2011. This will be done in conjunction with changes to the revenue control software required to be in place by July 1, 2012, to meet industry standards for credit card acceptance. This $7,900 request together with the Purchase Order already issued to Mitchell brings the commitments this fiscal year to $51,320.

The parking lot is a revenue producing operation and grosses about six million dollars annually for EPIA.

PRIOR COUNCIL ACTION:

No

AMOUNT AND SOURCE OF FUNDING:

$ 7,900 – 62620027/41080/508027/PAP0040

BOARD / COMMISSION ACTION: N/A

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

DEPARTMENT HEAD: Monica Lombraña

Monica Lombraña, A.A.E.
Director of Aviation

Information copy to appropriate Deputy City Manager

COUNCIL PROJECT FORM
(SOLE SOURCE)

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

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS**, etc.) for the Council Meeting of **MAY 22, 2012**.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue a Purchase Order in the amount of $7,900.00 to Mitchell Adding Machine Co., Inc. DBA Mitchell Time and Parking; the sole provider of Amano McGann Software and equipment. This is an additional work to the existing project already in place. This purchase coupled with the purchase of Amano McGann Software and Equipment Service Agreement ($43,420.00) will increase the total purchases from this vendor to $51,320.00 in this fiscal year.

Department:	Aviation (El Paso International Airport)
Award to:	Mitchell Adding Machine Co., Inc. DBA Mitchell Time and Parking Austin, TX
Total Award:	$51,320.00
Account No.:	62620027 – 508027 – 41080 – PAP0040
Funding Source:	Construction (CWIP) – PAP0040 Extension Of Long-Term Parking
District(s):	All
Sole Source No.:	2012-231

This is a Sole Source service contract.

FINANCIAL SERVICES
PURCHASING DIVISION

SOLE SOURCE AFFIDAVIT

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

Before me, the undersigned official, on this day, personally appeared Joe Hobbs, 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 Joe Hobbs. I am over the age of 18, have never been convicted of a 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 & 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, Parts, and Service
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

SUBSCRIBED AND SWORN to before me on this 26th day of October, 2011.

MARY E. HOBBS
Notary Public, State of Texas
My Commission Expires
JULY 7, 2014

NOTARY PUBLIC

Mary Elizabeth Hobbs
PRINTED NAME

July 7, 2014
MY COMMISSION EXPIRES

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

ADDRESS, CITY, STATE & ZIP CODE 4806 North IH 35, Austin, TX 78751

PHONE: (512) 371-7773 FAX NUMBER: (512) 371-7181

CONTACT NAME AND TITLE: Joe Hobbs, Senior Vice President & Treasurer

WEB ADDRESS: www.mitchell-time-parking.com EMAIL: mtparking@sbcglobal.net

FEDERAL TAX ID NUMBER: 74-1790608 TEXAS SALES TAX NUMBER: 1-74-1790608-2

AMANO McGANN, INC.

October 26, 2011

Re: Verification of Authorized Reseller Status

To Whom It May Concern:

Amano McGann, Inc. is a supplier of proprietary equipment and software to the El Paso Airport through our authorized dealer Mitchell Time and Parking. No other hardware or software will function with our equipment. Please let this letter serve as verification that Mitchell Time and Parking of Texas has the protected account of the El Paso Airport and is an authorized reseller of Amano McGann, Inc. Parking Access and Revenue Control Systems which include hardware, software and all replacement components. Their longevity in the market place combined with their commitment to customer satisfaction and reputation for superior service has lead to our decision to make Mitchell Time and Parking our exclusive distributor for the El Paso Airport. Mitchell Time and Parking has successfully completed sales, installation, and service training on our complete line of products and is in good standing with AMI. We fully support their endeavors at the El Paso Airport and look forward to the opportunity to work together with them in providing your system requirements. Should you require additional information or clarification, please feel free to contact me at your convenience.

Sincerely,
Amano McGann, Inc.

Bryan Blackwell
Region Sales Manager
615-497-2916
Bryan.blackwell@amanomcgann.com
Amano McGann, Inc. • 651 Taft Street NE, Minneapolis, MN 55413