

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

**DEPARTMENT:** AVIATION  
**AGENDA DATE:** OCTOBER 22, 2013  
**CONTACT PERSON NAME AND PHONE NUMBER:** Monica Lombraña/780-4724  
Bruce D. Collins/541-4308  
**DISTRICT(S) AFFECTED:** ALL  
**SUBJECT:**

Request that the Purchasing Director of the Purchasing and Strategic Sourcing Department be authorized to issue Purchase Orders over the next three (3) years totaling an estimated amount of \$299,850 to Mitchell Adding Machine (DBA Mitchell Time & Parking), the sole source authorized provider for Amano McGann revenue control software and equipment used at the Airport Parking Lot, with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

**BACKGROUND / DISCUSSION:**

The Airport uses Amano McGann revenue control software and equipment for its parking lot operations, and estimates spending \$299,850 (\$99,950 per year) over the next three years for maintenance, repair, replacement and upgrade of this equipment and software.

\$149,850 (\$49,950 per year) is for maintenance based upon a Service Quote provided by Mitchell. This includes two annual on-site inspections and associated preventative maintenance of the revenue control equipment along with Amano McGann's NowCare IT Pro which includes all software updates.

\$150,000 (\$50,000 per year) is for the replacement and upgrade of revenue control equipment. This includes: the purchase of proprietary parts not included in the annual maintenance contract; replacement of items such as Read/Write/Print/Validate units used at each entrance gate to print the parking ticket and at each exit to print the customer's receipt; and validators to be used with the new Fee Computers purchased in Fiscal Year 2013.

Mitchell maintains the Amano McGann equipment used at the Glory Road parking facilities, and will install Amano McGann equipment at the Convention Center. There are no local authorized Amano McGann distributors.

**SELECTION SUMMARY:**

Mitchell Adding Machine DBA Mitchell Time & Parking is the sole source provider for Amano McGann software and revenue control equipment used to operate the Airport Parking Lot.

**PRIOR COUNCIL ACTION:**

Yes – City Council authorized a sole source purchase of \$81,261.25 from Mitchell Time on November 13, 2012.

**AMOUNT AND SOURCE OF FUNDING:**

\$150,000 – 562/62080/3000/532000 (Bldgs/Facilities Maintenance Repair) & 562/62080/3080/580030 (Bldg Improvements) P5000040

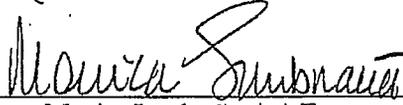
\$149,850 – 562/62080/3000/522290 (Office Equip Maintenance Contracts)

*Information copy to appropriate Deputy City Manager*

BOARD / COMMISSION ACTION: N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

DEPARTMENT HEAD:



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 **OCTOBER 22, 2013**.

Request that the Purchasing Director for Purchasing and Strategic Sourcing Department be authorized to issue a Purchase Order(s) to Mitchell Adding Machine (DBA Mitchell Time & Parking) the sole source authorized provider for Amano McGann revenue control software and equipment used at the Airport Parking Lot, with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

Department: El Paso International Airport  
Award to: Mitchell Adding Machine (DBA Mitchell Time & Parking)  
Austin, TX  
Annual Estimated Amount: \$99,950.00  
Total Estimated Award: \$299,850.00 (3 years)  
Account No.: 562-62080-3000-532000  
562-62080-3080-580030-P5000040  
562-62080-3000-522290  
Funding Source: Buildings/Facilities Maintenance Repair  
Building Improvements  
Office Equipment Maintenance Contracts  
District(s): All  
Sole Source No.: 2014-009

This is a sole source, requirement type contract.

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



**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.

Mitchell Adding Machine Company, Inc. DBA

2. I am an authorized representative of the following company or firm: 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):

Sales and service of Amano McGann Parking Equipment

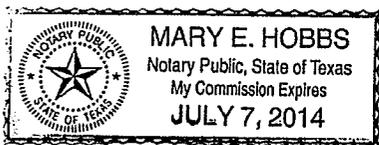
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached 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.

*Joe Hobbs*  
Signature

SUBSCRIBED AND SWORN to before me on this 19th day of August, 2013.



*Mary E. Hobbs*  
NOTARY PUBLIC  
Mary E. Hobbs  
PRINTED NAME  
07/07/2014  
MY COMMISSION EXPIRES

COMPANY NAME: Mitchell Adding Machine Company, 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 and 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.**

*Amano McGann, Inc.*

*1057 Meta Drive  
Cincinnati, OH 45237  
Phone: (513) 683-2906  
Fax: (513) 683-4480  
www.amanomcgann.com*

September 11, 2013

Mr. Pete Dunavant CNU-A  
El Paso International Airport  
6701 Convair Road  
El Paso, TX 79925

VIA EMAIL: [dunavantpp@elpasotexas.gov](mailto:dunavantpp@elpasotexas.gov)

Subject: Statement of Qualification-Mitchell Time and Parking

Dear Mr. Dunavant:

Please let this letter serve as verification that Mitchell Time and Parking of Texas is the sole authorized dealer of Amano McGann, Inc. manufactured Parking Access and Revenue Control Systems for the El Paso International Airport. Their longevity in the market place combined with their commitment to overall customer satisfaction, and reputation for superior service, which I understand based upon our conversation have met your expectations, influenced our decision to make Mitchell Time and Parking our exclusive distributor for the El Paso International Airport account.

Mitchell Time and Parking is an authorized dealer of Amano McGann, Inc. manufactured line of products, currently in good standing, whose relationship with our organization extends back to the 1960's. While territories throughout our national dealer network have evolved over the past 50 + years through acquisition, sales, and restructuring, we recognize and support the investment and commitment our dealers have made to their individual customers. It is our company guiding principal to provide sales and technical support to the authorized dealer to whom a site is licensed, and is consistently in good standing with our organization.

Mitchell Time and Parking understands and abides by the terms and conditions established by Amano to be an authorized dealer. Mitchell Time and Parking is the only authorized dealer to provide the various Amano McGann, Inc. support, preventative maintenance, supply items, replacement parts and equipment upgrades for the Amano McGann system installed at El Paso International Airport.

We fully support their endeavors with the El Paso International Airport and look forward to the opportunity to work together with them in their continued support and enhancement of your Amano McGann system. Should you have any questions, please feel free to contact me.

Sincerely,

Amano McGann, Inc.



Michelle Copas  
Vice President – Distributor Sales

MC/

## **Mitchell Time & Parking**

**4806 North IH-35 Austin, Texas 78751**  
**Tel: (512) 371-7773 Fax: (512) 371-7181**  
**Service Support: Monday - Friday 8:00AM - 4:30PM**

### **SERVICE QUOTE:**

#### **El Paso International Airport**

**6701 Convair Road  
El Paso, TX 79925-1029**

Effective the date of this quote, Mitchell Adding Machine Co., Inc., dba Mitchell Time & Parking (MTP), upon receipt of payment in advance, of the amount listed below, agrees to render service twice during the quote period to the equipment at El Paso International Airport (El Paso Airport); to clean, adjust and make necessary replacement of parts at the time of each inspection; and to make any necessary mechanical or programming adjustments or repairs at any time between inspections. There will be a trip charge of \$500.00, including labor, per technician, per call, for us to send a technician during the quote period to El Paso Airport to repair or replace your equipment or software. All parts are covered under Depot Maintenance. There will be two regular inspections during the quote period--trip charge is included. We will pay the shipping charge for UPS Ground each way for parts sent for repair. Our UPS number is 523327.

This quote is made with the understanding that the equipment listed below is in good operating condition at the date hereof, and that said service will be rendered during ordinary business hours, as shown above. It is understood that this quote does not cover labor or parts necessary to repair damages caused by fire, water, accident or abuse and does not cover ribbons, tickets, gate arms, receipt paper and their application. Fiber communication line and fiber boxes are not included. This quote is not transferable upon the sale of the equipment covered by this quote and is subject to cancellation by either party at any time upon written notice.

Amano McGann Inc. offers a Preferred Customer service quote, NowCare IT Pro. This program would supply El Paso Airport with software upgrades, providing MTP with a guaranteed timely response time for support and service for software questions and hardware system maintenance requests at a fixed service cost. During the quote period, we will purchase NowCare software upgrades at no additional cost to El Paso Airport to ensure software will have the latest features and guarantee the system will always be compliant with industry standards. The credit card software has been upgraded.

The service quote includes all equipment (with Depot Maintenance), and labor. MTP will charge a trip charge of \$500.00 per person per trip to get a Technician to the job but not charge for any parts and labor to repair equipment.

Depot Maintenance is the most economical way to support the El Paso Airport. Depot Maintenance will require El Paso Airport to notify MTP when equipment is not working. MTP would send loaner equipment to the El Paso Airport, Next Day Air, and so on-site maintenance can replace and then return to MTP the part to repair. MTP would keep equipment in stock to keep the system in operation. MTP has a replacement Ticket Dispenser, Fee Computer, Validator, Fee Display, Cash Drawer, and Parking Gate in stock to minimize down time. We will cover freight both ways. We can assist personnel over the phone on all problems when they occur. We answer the phone 24 hours a day, 7 days a week, with a live person, not an answering service.

According to our quote, the definition of Depot Maintenance is:

- When MTP is notified, by phone 1-866-371-7773 or email [mtparking@sbcglobal.net](mailto:mtparking@sbcglobal.net), that a part is not operational and a replacement or loaner part is requested to replace the nonoperational part, MTP will send you a loaner part Next Day Air;
- Once the part is received and installed by you, the nonoperational part is to be sent to MTP, UPS Collect;
- MTP will replace or repair the nonoperational part and return it to you operational, under the terms of your quote, and there will be no charge for the replacement, repair or shipping to you; and
- If a technician of MTP flies out to El Paso Airport to replace or repair a part, there will only be a trip charge of \$500.00 per technician, and no additional charge for parts to repair or replace equipment, or employee expenses.

Two regular inspections per duration of service quote will be provided at no cost to El Paso Airport. The inspections will provide preventative maintenance on all equipment, including cleaning, oiling and adjusting equipment to ensure it is in proper operating condition.

Under this maintenance quote, gate arms and gate shear pins are not under warranty. We stock those parts for next day delivery, but we highly recommend the El Paso Airport stock those parts. It is further understood that this quote does not cover labor or parts necessary to repair damages caused by fire, water, accident, wind, lightning or abuse. The fiber backbone from Long Term to Short Term and to the Entry/Exit lanes is not covered in this quote. Maintenance keeps the equipment working, but the gate that receives most of the traffic will start wearing out and may need to be replaced.

If equipment is replaced, the new equipment will have a one year warranty. It will pro-rate the annual contract amount. The maximum price of \$49,995.00 per year will be reduced each year, depending on the purchase of new equipment.

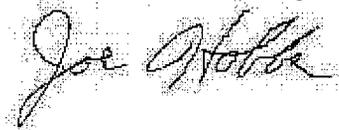
Annual Payment: **\$49,995.00**

Effective Date of Quote:

From:	<u>09/01/2013</u>	To:	<u>08/31/2014</u>
From:	<u>09/01/2014</u>	To:	<u>08/31/2015</u>
	<u>09/01/2015</u>	To:	<u>08/31/2016</u>

Mitchell Time and Parking:

Customer:



\_\_\_\_\_  
Authorized Signature/Title

\_\_\_\_\_  
Authorized Signature/Title

Date: 08/13/2013

Date: \_\_\_\_\_