

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

DEPARTMENT: AIRPORT

AGENDA DATE: November 13, 2012

CONTACT PERSON NAME AND PHONE NUMBER: Monica Lombraña/780-4724  
Bruce D. 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 \$81,261.25 to Mitchell Adding Machine (DBA Mitchell Time & Parking), the sole source provider for Amano McGann software and equipment used at the Airport Parking Lot.

**BACKGROUND / DISCUSSION:**

The Airport uses Amano McGann revenue control equipment at its parking lots. Mitchell Time and Parking is the sole source provider of this equipment. This expenditure of \$81,261.25 is for replacement of seven fee computers, and handheld License Plate Scanner units including a new docking station. Both are critical to daily parking lot operation, are past their useful lives, and funds are appropriated in the Fiscal Year 2013 Budget. Replacement parts are no longer available for the LPI units used for nightly parking lot vehicle inventories, and only one unit is operable.

This \$81,261.25 request together with a Purchase Order for \$49,740 already issued to Mitchell for FY 2013 maintenance service brings the commitments this fiscal year to \$131,001.25.

**SELECTION SUMMARY:**

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

**PRIOR COUNCIL ACTION:**

Yes – City Council authorized a sole source purchase of \$7,900 from Mitchell Time on May 22, 2012.

**AMOUNT AND SOURCE OF FUNDING:**

Amount:	\$ 77,981.25
Funding Source:	562-62220-580100-3080-P5000040
Amount:	\$ 3,280.00
Funding Source:	562-62080-533030-3000

BOARD / COMMISSION ACTION: N/A

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

**DEPARTMENT HEAD:**



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

**COUNCIL PROJECT FORM  
(SOLE SOURCE)**

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

Please place the following item on the **Regular** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **November 13, 2012**.

Discussion and action on the request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue a Purchase Order(s) to Mitchell Adding Machine dba Mitchell Time & Parking, the sole provider for Amano McGann software and equipment, with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

Department: (Aviation) El Paso International Airport  
Award to: Mitchell Adding Machine Co., Inc dba Mitchell Time and Parking  
Austin, Texas  
Annual Estimated Amount: \$81,261.25  
Total Estimated Award: \$81,261.25  
Account No.: 562-62220-580100-3080-P0000040  
562-62080-533030-3000  
Funding Source: Airport Capital Projects– Data Processing Equipment  
Airport Operations – Other Equipment  
District(s): All  
Sole Source No.: 2013-072

This is a sole source, requirements contract.

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



**FINANCIAL SERVICES  
PURCHASING DIVISION**

**SOLE SOURCE AFFIDAVIT**

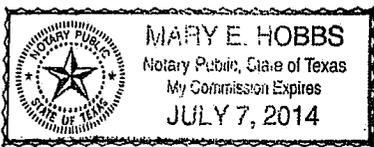
**THIS IS AN OFFICIAL PURCHASING DOCUMENT – RETAIN WITH PURCHASE ORDER FILE**

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.
2. I am an authorized representative of the following company or firm: 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 gates, ticket dispensers, pay stations, exit stations and fee computers.  
Amano McGann parking software.
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 16th day of October, 2012



Mary Elizabeth Hobbs  
NOTARY PUBLIC  
Mary Elizabeth 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  
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

Mitchell Adding Machine Co., Inc DBA

# **MITCHELL TIME AND PARKING**

**SALES & SERVICE**

*AMANO McGANN PARKING & TIME EQUIPMENT*

October 16, 2012

El Paso International Airport

El Paso, TX

Attn: Pete Dunavant

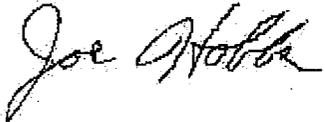
Phone: 915-780-4736

To Whom It May Concern:

Mitchell Time & Parking (MTP) is the only authorized Amano McGann dealer in the El Paso market licensed to sell, support, and maintain the complete line of parking equipment and software being utilized at the El Paso International Airport parking lot.

If you have any questions, please do not hesitate in contacting us at 512-371-7773.

Sincerely,



Joe Hobbs  
Senior Vice President

**AMANO.**

*Amano McGann, Inc.*

*1057 Meta Drive*

*Cincinnati, OH 45237*

*Phone: (513) 683-2906*

*Fax: (513) 683-4480*

*www.amanomcgann.com*

October 1, 2012

El Paso Airport  
6701 Convair Rd  
El Paso, TX 79925

Subject: Statement of Qualification-Mitchell Time and Parking  
El Paso Airport

To Whom It May Concern:

Please let this letter serve as verification that Mitchell Time and Parking of Texas is the sole authorized reseller of Amano McGann, Inc. Parking Access and Revenue Control Systems for the El Paso Airport. 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 account.

Mitchell Time and Parking has successfully completed sales, installation, and service training on our complete line of products and is in good standing with Amano McGann, Inc. We fully support their endeavors with the El Paso Airport and look forward to the opportunity to work together with them in providing a system to meet your requirements. Should you require additional information or clarification, please feel free to contact me at your convenience.

Sincerely,

Amano McGann, Inc.



Michelle Copas  
Vice President – Distributor Sales

MC/