

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

**DEPARTMENT:** Aviation  
**AGENDA DATE:** April 30, 2019  
**CONTACT PERSON/PHONE:** Monica Lombrana, A.A.E., Director of Aviation (915) 212-7301  
Bruce D. Collins, Purchasing Director, 915-212-1181  
**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL: NO. 1 – Create an Environment Conducive to Strong, Sustainable Economic Development**

**SUBJECT:**

Request for the Purchasing Director, of the Purchasing & Strategic Sourcing Department, be authorized to issue Purchase Orders over the next two (2) years totaling an estimated amount of \$111,634.92 to Mitchell Adding Machine (DBA Mitchell Time & Parking), the sole source 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:**

Mitchell Time & Parking will provide preventive maintenance along with the repair of equipment and software support for the entire revenue control system for both the Short-Term and Long-Term parking lots at the El Paso International Airport.

With the previous contracts only parts replacement has been provided along with two visits per year. This new contract adds preventive maintenance with onsite parts replacement. This is made possible with a new local company providing additional support. The additional cost increase is approximately \$6,000 for the full service contract.

**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 sole source purchases of \$214,593.64 from Mitchell Time on May 3, 2016.

**AMOUNT AND SOURCE OF FUNDING:**

\$54,992.57 – 62080/3000/522290 – Equipment Maintenance Contracts – Airport Enterprise Funds

**BOARD / COMMISSION ACTION:**

N/A

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

**DEPARTMENT HEAD:**

*fol* \_\_\_\_\_  
Monica Lombrana, A.A.E  
Managing Director of Aviation and  
International Bridges

4/16/19  
Date

**COUNCIL PROJECT FORM  
(SOLE SOURCE)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **APRIL 30, 2019**.

**STRATEGIC GOAL: No. 1 – Create an Environment Conducive to Strong, Sustainable Economic Development**

Discussion and action on the request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order(s) to Mitchell Adding Machine Company Inc. 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.

**Contract Variance:** The difference in cost, based on the comparison to the previous contract, is as follows: A decrease of \$334,857.43 which is an 86% decrease compared to previous contract. The previous contract included maintenance and equipment upgrades with the majority of funds allocated to the equipment upgrades. This contract includes maintenance.

Department:	El Paso International Airport
Award to:	Mitchel Adding Machine (dba Mitchell Time & Parking) Austin, TX
Initial Term:	1 year
Option:	1 year
Annual Estimated Award:	\$ 54,992.57
Total Estimated Award:	\$111,634.92 (2 years)
Account No.:	562-3000-62080-522290
Funding Source:	Airport Operations - Office Equipment Maintenance Contracts
District(s):	All

This is a Sole Source, requirement contract.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award. In accordance with this award the City Manager or designee is authorized to exercise future options if needed.

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



## PURCHASING & STRATEGIC SOURCING DEPARTMENT

### SOLE SOURCE AFFIDAVIT

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

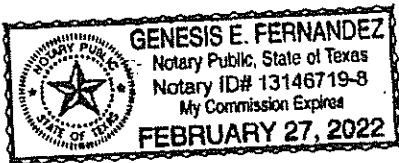
Before me, the undersigned official, on this day, personally appeared \_\_\_\_\_ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Gary J Hobbs. I am over the age of 18, have never been of a convicted 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 DMA 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, Software and Time Clocks
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

*[Handwritten Signature]*

SUBSCRIBED AND SWORN to before me on this 15 day of March, 2019



NOTARY PUBLIC

*[Handwritten Signature]*

PRINTED NAME

Genesis Fernandez

MY COMMISSION EXPIRES

February 27, 2022

COMPANY NAME: Mitchell Adding Machine co. Inc. DBA Mitchell Time & Parking

ADDRESS, CITY, STATE & ZIP CODE: 4806 North I. H. 35, Austin Texas 78751

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

CONTACT NAME AND TITLE: Gary J Hobbs, President

WEB ADDRESS: www.mitchelltimeandparking.com EMAIL: service@mitchelltimeandparking.com

FEDERAL TAX ID NUMBER: 741790608 TEXAS SALES TAX NUMBER: 17417906082



Amano McGann, Inc.  
2699 Patton Rd  
Roseville, MN 55113  
Phone: (612) 331-2020  
Fax: (612) 331-5187  
[www.amanomcgann.com](http://www.amanomcgann.com)

Mar 08, 2019

Subject: Statement of Qualifications – Mitchell Time and Parking

To Whom It May Concern:

This letter will serve as confirmation that Mitchell Time and Parking's status as an authorized dealer and sole source supplier for all Amano McGann products. Mitchell Time and Parking is the only authorized dealer of Amano McGann, Inc. parking access and revenue control system products in El Paso County, Texas and surrounding area.

Mitchell Time and Parking is the only provider of factory trained and certified personnel for installation, servicing and technical support of Amano McGann, Inc. PARCS systems for El Paso County, Texas. One of our premier active Amano McGann, Inc. dealers, Mitchell Time and Parking has been in good standing for over 20 years.

Should you have any questions, please feel free to contact me at (512) 914-0119.

Sincerely,  
Amano McGann, Inc.

Brandon Rech  
Director of Channel Sales- Western Region