

ITEM 11-C
January 4, 2018
Regular Meeting
Res. No. 18-01-___

MOTION:

SECOND:

**RE: AUTHORIZATION TO ENTER INTO A CONTRACT FOR FLEET AUDITING SERVICES
WITH TRANSIT RESOURCE CENTER**

ACTION:

WHEREAS, an independent fleet audit is essential to the Potomac and Rappahannock Transportation Commission's ("PRTC" or the "Commission") bus operations for providing quality service; and

WHEREAS, PRTC received one proposal in response to the solicitation; and

WHEREAS, Transit Resource Center (TRC) is the incumbent to providing these services and understands PRTC's fleet; and

WHEREAS, a fair and reasonable analysis review was conducted and concluded that PRTC is justified in awarding the contract to TRC; and

WHEREAS, fleet auditing costs are currently included in the annual operating budget.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to award a new contract to Transit Resource Center for one year and to exercise nine option years if, in the Executive Director's judgment, doing so would be in PRTC's interest.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Note Voting:

Absent from Meeting:




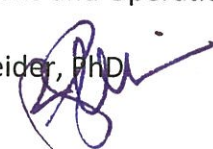
Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

January 4, 2018

TO: Chairman Principi and Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Dr. Robert A. Schneider, PhD 
Executive Director

RE: Authorization to Enter into a Contract for Fleet Auditing Services

Recommendation:

Authorize the Executive Director to award a contract to Transit Resource Center (TRC), for Fleet Auditing Services.

Background:

In September 2007, PRTC entered into a contract with Ameritrans Service Corp, Inc. (dba Transit Resource Center—TRC) for fleet auditing and technical specifications services as part of a competitive Request for Proposal (RFP) process. These services are vital to the organization for providing quality service to thousands of passengers that rely on PRTC's bus services within Prince William County as well as to major employment centers in Northern Virginia and Washington, D.C.

While PRTC does contract with First Transit to provide overall operations and maintenance services, the independent fleet audit allows a third party to review records to ensure proper preventative maintenance per the contract is being completed, as well as other general maintenance audit to protect the capital assets that PRTC owns.

TRC is one of the few companies that provides this level of service and was the only company to submit a proposal. A fair and reasonable analysis review was conducted and concluded that PRTC is justified in awarding the contract to TRC due to the following:

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- PRTC's fleet auditing service is already conducted by TRC.
- TRC has provided technical services for the creation of Requests for Proposals for vehicle mid-life overhauls as well as related line inspections and auditing of overhauls being conducted.
- Provided line inspection services after competitive bidding for new vehicles.
- Understands PRTC's fleet and high quality demands for maintenance.
- Excellent track record and willingness to work with PRTC and First Transit staff on any outstanding issues.

The term for this Contract shall be for one year from the date of execution. PRTC shall have the option to extend the Contract for nine additional one (1) year periods, contingent upon availability of funds for the purpose. The option to renew shall be exercised at the sole discretion of PRTC.

Fiscal Impact:

Fleet Auditing costs are included in the annual operating budget. There was no per unit cost change for the audit in the new contract. There is sufficient operating budget to cover the estimated fleet auditing costs for the remainder of FY17. Future year operating budgets will incorporate estimated fleet auditing costs in accordance with the contract.