

ITEM 11-B
October 4, 2018
PRTC Regular Meeting
Res. No. 18-10-___

MOTION:

SECOND:

**RE: AUTHORIZATION TO AWARD A CONTRACT FOR THE OMNIRIDE TRANSIT
 CENTER LED LIGHTING PHASE II PROJECT**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission (PRTC) has determined that the exterior lighting at the OmniRide Transit Center is inadequate; and

WHEREAS, a competitive procurement was authorized earlier this year and the Invitation for Bids (IFB) was issued on August 3, 2018; and

WHEREAS, four bids were received on September 14, 2018; and

WHEREAS, the lowest responsive and responsible bid was submitted by SFM Services LLC.; and

WHEREAS, funding for the OmniRide Transit Center LED Lighting Phase II project is from state (DRPT) and local funding included in the FY2019 budget.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the Executive Director to award a contract to SFM Services, LLC. in the amount of \$160,008 for the OmniRide Transit Center LED Lighting Phase II project.

BE IT FURTHER RESOLVED, that the Commission authorizes a five (5) percent contingency allowance of \$8,000 for a total budget authorization of \$168,008.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



October 4, 2018

To: Madam Chair Anderson and PRTC Commissioner

From: Betsy Massie *Betsy Massie*
Director of Grants and Project Management

Through: Robert A. Schneider, PhD *RS*
Executive Director

SUBJECT: Authorization to Award a Contract for the OmniRide Transit Center LED
Lighting Phase
II Project

Recommendation:

Authorize the Executive Director to Award a contract to SFM Services LLC. in the amount of \$160,008 as the lowest responsive and responsible bidder to IFB #19-02 for the OmniRide Transit Center LED Lighting Phase II Project.

Background:

The Potomac and Rappahannock Transportation Commission (PRTC) has determined through internal and external site safety and security audits that the exterior lighting is inadequate at the OmniRide Transit Center. With concerns for employee and facility safety and security, PRTC has identified a quality replacement LED light fixture that will greatly increase the exterior lighting as well as lowering power consumption and meeting the required foot-candles as recommended by the audits.

PRTC authorized a competitive procurement earlier this year and the Invitation for Bids (IFB) was issued on August 3, 2018 with the pre-bid meeting held on August 20, 2018. Four bids were received on September 14, 2018. After the bid opening it was determined that the initial low bidder had proposed an unapproved product. PRTC didn't receive the specifications for the alternate product prior to receiving the bids, therefore management deemed the bid non-responsive¹.

Management is recommending that the contract be awarded to the lowest responsive and responsible bidder, SFM Services LLC. in the amount of \$160,008 and is seeking budget authorization for a contingency allowance of five (5) percent, or \$8,000, for a total budget of \$168,008.

Fiscal Impact:

Funding for this project is included in PRTC's FY2019 budget and is being provided by state and local funds.

¹ Bidders were given the opportunity to bid a LED light product that wasn't specified in the Scope of Work, if they submitted the specifications for that product three weeks in advance of the bid due dates so that staff could determine if the product met the technical specifications and foot candles of coverage required by the procurement.