

MOTION:

SECOND:

**RE: AUTHORIZE THE EXECUTIVE DIRECTOR TO ISSUE AN INVITATION FOR BIDS FOR
MAINTENANCE AND REPAIR OF POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION OWNED BUS STOPS AND SHELTERS**

ACTION:

WHEREAS, in May 2011, the Potomac and Rappahannock Transportation Commission (PRTC) entered into a contract with Window Wizard for maintenance of PRTC-owned bus stops and shelters, including damage repair, bi-annual shelter cleaning, sign installation and removal, and snow and ice treatment; and

WHEREAS, the terms of the contract were for one (1) year at the onset, with nine (9) additional one-year options, with the contract ending on May 8, 2021; and

WHEREAS, the Invitation for Bids (IFB) will allow PRTC to solicit bids from interested parties for those that are able to perform according to the scope of work that has been established; and

WHEREAS, after bids have been evaluated, management will return to the Commission for authorization to award a new multi-year contract; and

WHEREAS, a list of potential bidders will be developed and information will be sent to those parties, as well as advertised on PRTC's website and localized print media outlets.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to issue an IFB for the maintenance and repair of PRTC-owned bus stops and shelters.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:


Alternate Present Not Voting:


Absent from Meeting:



February 4, 2021

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorize the Executive Director to Issue an Invitation for Bids for Maintenance and Repair of Potomac and Rappahannock Transportation Commission Owned Bus Stops and Shelters

Recommendation:

Authorize the Executive Director to issue an Invitation for Bids for maintenance and repair of Potomac and Rappahannock Transportation Commission (PRTC) owned bus stops and shelters.

Background:

On May 9, 2011, the Potomac and Rappahannock Transportation Commission (PRTC) entered into a contract with Window Wizard for maintenance of PRTC owned bus stops and shelters in Prince William County, and the Cities of Manassas and Manassas Park, as well as bus stops in other parts of Northern Virginia and Washington, DC. These services included graffiti removal, damage repair to bus shelters and bus stops, installation and removal of signs and poles, snow and ice treatment during inclement weather, additional bi-annual cleaning of shelters, as well as an assortment of as-needed repairs. The terms of the contract were for one (1) year at the onset of the contract followed by nine (9) additional one-year options, for a total potential term of ten years, ending May 8, 2021.

The Invitation for Bids will allow PRTC to solicit bids from interested parties for those that are able to perform according to the scope of work that has been established. After bids have been evaluated, management will return to the Commission for authorization to award a new multi-year contract.

A list of potential bidders will be developed and information will be sent to those parties, as well as advertised on PRTC's website and localized print media outlets.

Fiscal Impact:

Funding for maintenance and repair of bus stops and bus shelters is included in the approved FY21 budget and the proposed FY22 budget. Exact costs will be determined once bids have been received and accepted. The funding breakdown by jurisdiction will be included in the Board item seeking authorization to execute a contract.