

MOTION:

SECOND:

RE: AUTHORIZATION TO AWARD A CONTRACT FOR SECURITY SERVICES

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") authorized the Executive Director to advertise for a competitive procurement for security guard services; and

WHEREAS, five (5) proposals were received for a one (1) year contract with nine one-year options that are PRTC's to exercise at its sole discretion; and

WHEREAS, based on an evaluation of the proposals received, employing the evaluation criteria in the Request for Proposals (RFP), the evaluation committee has concluded that SecurCorp, Inc. of Woodbridge, Virginia is the highest scored proposer and recommended that the Commission authorize its selection for contract award; and

WHEREAS, the Executive Director concurs; and

WHEREAS, funds for the first year of this contract are available in the FY 2018 and proposed FY 2019 PRTC budgets and funds for the out-years of the contract will be sought on an annual basis; and

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to award SecurCorp, Inc. a contract for a period of one year amounting to \$101,088, and further authorizes the Executive Director to exercise each of the nine one-year options without any further Commission action if this is deemed to be in the Commission's best interest.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission also authorizes a ten (10) percent contingency allowance that the Executive Director may use to defray additional unforeseen security services costs if they prove necessary.

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Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:





Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

March 1, 2018

TO: Madam Chair Anderson and PRTC Commissioners

THROUGH: Perrin Palistrant 
Director of Operations and Operations Planning

FROM: Robert A. Schneider, PhD 
Executive Director

RE: Authorize the Executive Director to Contract for Security Services

Recommendation:

Authorize the Executive Director to enter into a contract with SecurCorp Inc. for on-site security guard services for a base period of one year in the one-year amount of \$101,088, and to exercise options for these same services provided for in the Request for Proposals (RFP) without any further Commission action. Finally, authorize a ten (10) percent contingency allowance that the Executive Director can tap for additional security services that might arise which have not been foreseen.

Background:

In 2002, PRTC began contracting for on-site security services. The current contract, awarded to ERIS Security, Inc. in April 2012 expires March 31, 2018. To sustain on-site security guard services, the Commission authorized management to commence a competitive procurement at the December 2017 Commission meeting.

Management received five (5) proposals on January 19. The SecurCorp proposal was the highest scored proposal among the five according to the PRTC evaluation committee (employing the evaluation criteria specified in the RFP), and thus the committee is recommending (with the Executive Director's concurrence) that the Commission authorize the award of the contract to SecurCorp, Inc. for an initial one (1) year base period with the option of nine (9) 1-year extensions that the Executive Director can exercise without further Commission approval if he deems this to be in PRTC's best interest. The amount for the one year base period of the contract is \$101,088.

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Management also seeks the Commission's approval of a ten (10) percent contingency allowance of \$10,108 that can be tapped in the event a need for additional, unforeseen security services arises.

Fiscal Impact:

Funding for the first year of this procurement, plus contingency is included in the FY 2018 and the proposed FY2019 PRTC budgets. Funding for the nine (9) option years, would be sought as part of the annual budget process.