

**POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION**

**RESOLUTION**

**MOTION:** \_\_\_\_\_

**RESOLUTION NO. 08-12-\_\_\_\_  
OFFICIAL COMMISSION MEETING  
DECEMBER 4, 2008**

**SECOND:** \_\_\_\_\_

**RE: AUTHORIZATION TO ADVERTISE FOR PROCUREMENT OF TWO STAFF  
VEHICLES AND TO AWARD A CONTRACT TO THE LOWEST RESPONSIVE  
AND RESPONSIBLE BIDDER**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission (PRTC) has two staff cars that have very high mileage, one of which is seven years old, the other eleven; and

**WHEREAS**, both of these vehicles are becoming increasingly expensive to maintain and, considering their age and mileage, are ripe for replacement before they become reliability problems; and

**WHEREAS**, management proposes to replace both vehicles with least expensive compact hybrid SUV on the market to have the functionality of an SUV while achieving maximum fuel efficiency and lessening pollution; and

**WHEREAS**, funds for this procurement are included in PRTC's FY2009 budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to commence a competitive procurement for the purchase of two staff cars in accordance with the Commission's adopted procurement policy.

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to award a contract for this procurement to the lowest responsive and responsible bidder.



Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

December 4, 2008

TO: Chairman Jones and Commissioners

FROM: Alfred H. Harf   
Executive Director

RE: Authorization to Advertise for Procurement of Two Staff Vehicles and to Award a Contract to the Lowest Responsive and Responsible Bidder

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Recommendation:

Authorize the Executive Director to advertise for procurement of two staff vehicles and award a contract to the lowest responsive and responsible bidder.

Background:

Two staff vehicles have reached the end of their useful life and are in need of replacement. One of these is assigned to the Executive Director while the other serves general staff needs.

The Executive Director's current vehicle is a 2001 Nissan Pathfinder that has accumulated approximately 160,000 miles. The other vehicle is a 1997 Nissan Pathfinder that has logged approximately 120,000 miles. Both are becoming increasingly expensive to maintain and, considering their age and mileage, are ripe for replacement before they become a reliability problem.

The proposed replacements are Ford Escape hybrid four wheel drive vehicles, the least expensive compact hybrid SUV on the market. The hybrid version is more fuel efficient and emits a lower level of pollution. Four-wheel drive allows their safe use in winter weather and other adverse conditions. While each vehicle is expected to cost much less than the level of authority delegated by the Commission to the Executive Director, the combined cost of the two vehicles exceeds this amount.

Contract award will be made to the lowest responsive and responsible bidder.

Fiscal Impact:

The list price for this vehicle is approximately \$32,000. State and local match funds for this procurement are provided for in PRTC's FY2009 budget.