

ITEM 12-B.11

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**POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION**

**RESOLUTION**

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

**RESOLUTION NO. 09-06-\_\_\_\_  
OFFICIAL COMMISSION MEETING  
JUNE 4, 2009**

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

**RE: AUTHORIZATION TO AWARD A CONTRACT TO IMS ENVIRONMENTAL SERVICES, INC. FOR STORM WATER MANAGEMENT SYSTEM (SWMS) MAINTENANCE AND REPAIR SERVICES**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission's (PRTC) Board of Directors authorized advertisement for the procurement of Storm Water Management System (SWMS) maintenance and repair services; and

**WHEREAS**, a solicitation was conducted in accordance with PRTC's adopted purchase policy resulting in submission of two bids; and

**WHEREAS**, the lowest bidder was deemed "responsive" and "responsible;" and

**WHEREAS**, funding for procurement of such services has been included in the Commission's FY 2010 budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to award a contract to IMS Environmental Services, Inc. for basic Storm Water Management System maintenance for the amounts quoted in its bid submission.

**BE IT FURTHER RESOLVED** that the Commission authorizes the Executive Director to award option year contract extensions if he believes such extensions are in the Commission's best interest.



Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

June 4, 2009

TO: Chairman May and Commissioners

FROM: Alfred H. Harf *Alfred H. Harf*  
Executive Director

SUBJECT: Authorization to Award a Contract to IMS Environmental Services, Inc. for Storm Water Management System (SWMS) Maintenance and Repair Services

Recommendation:

Authorize PRTC's Executive Director to award a contract to IMS Environmental Services, Inc. for Storm Water Management System (SWMS) Maintenance and Repair services.

Background:

At the February 11, 2009 Commission meeting, the Commission authorized solicitation of bids for SWMS maintenance and repair services.

Two bids were received in response to the ensuing invitation for bids (IFB). Bids were opened at 10:00 AM on May 15, 2009 by the Director of Planning and Operations in the presence of the Facility and Grounds Administrator and a representative from one of the two bidders (Combs Industrial Services, Inc. dba Onsite Environmental). The bids are as follows:

COMPANY & RANKING	Semi-Annual Inspection & Clean-out Services (Bid Price X 10 Services, 2 per unit)	Sand Filter & Sedimentation Chamber Media Removal & Replacement (Bid Price X 3 Services for Type 1A Unit)	Sand Filter & Sedimentation Chamber Media Removal & Replacement (Bid Price X 1 Services for Type 1B Unit)	Sand Filter & Sedimentation Chamber Media Removal & Replacement (Bid Price X 1 Services for Type 2 Unit)	Disposal Fees Liquids (Bid Price X 15,000 gallons, 3,000 gallons per unit)	Disposal Fees Solids (Bid Price X 10 tons, 2 tons per unit)	Total	Other Services (Hourly Cost)
IMS Environmental Services (1)	\$6,000.00	\$12,000.00	\$3,200.00	\$3,600.00	\$7,500.00	\$500.00	<b>\$32,800.00</b>	\$60.00
Combs Industrial Services (2)	\$20,750.00	\$30,000.00	\$10,000.00	\$10,000.00	\$3,750.00	\$1,750.00	<b>\$76,250.00</b>	\$175.00

Both bids were deemed responsive and "Total" costs were based on an estimate of services to be conducted over the course of one year. Reference checks were not necessary for the lowest bidder, inasmuch as the firm has provided excellent services in maintaining PRTC's SWMS over the past eight years and the firm is "responsible." Therefore, management recommends the Commission authorize the award of a contract to provide SWMS maintenance and repair services to IMS Environmental Services, Inc.

Chairman May and Commissioners  
June 4, 2009  
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Fiscal Impact:

PRTC has included funding in the FY 2010 budget to cover anticipated expenditures. The term of the contract is for one year plus four one-year options at PRTC's sole discretion, adjusted annually for inflation based on the "Washington-Baltimore Area Consumer Price Index for Urban Earners and Clerical Workers (CPI-W)." The authorization sought here would enable the Executive Director to exercise the one-year options without the need for further Commission action if this is deemed to be in the Commission's interest.