

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

RESOLUTION

MOTION: _____

RESOLUTION NO. 09-05-_____
OFFICIAL COMMISSION MEETING
MAY 7, 2009

SECOND: _____

RE: **AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE CONTRACT
AWARD FOR ACQUISITION OF BUS SHELTERS**

WHEREAS, the Commission authorized the Executive Director to advertise for bids for prefabricated bus shelters at its September 2008 meeting, and to return to the Commission for a separate authorization to award a contract after bids have been received and evaluated.

WHEREAS, five bids were received and have been evaluated by PRTC management; and

WHEREAS, Brasco International, Inc. was determined to be the lowest responsive and responsible bidder; and

WHEREAS, funding for the ten (10) prefabricated bus shelters management proposes to acquire in the first year of this contract is present in the Commission's adopted budget; and

WHEREAS, funding that management will propose for acquisition of such shelters in the ensuing four "option" years of this contract will be sought as part of each year's budget.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to execute a contract with Brasco International, Inc. for the acquisition of prefabricated bus shelters, for as long as five years -- a base year and four one-year options -- without the need for further Commission authorization.

BE IT FURTHER RESOLVED that purchases of prefabricated bus shelters via this contract will be made in accordance with the Commission's adopted purchase policy.

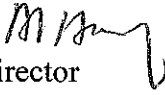


Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

May 7, 2009

TO: Chairman May and Commissioners

FROM: Alfred Harf 
Executive Director

RE: Authorize the Executive Director to Execute Contract Award for Acquisition of Bus Shelters

Recommendation:

Authorize the Executive Director to award a contract to Brasco International for the acquisition of prefabricated passenger bus shelters. The contract has a maximum, five year duration – a base year and four one-year options. The first year of the contract provides for the acquisition of ten (10) shelters, and the four ensuing “option” years provide for as many as fifty (50) additional shelters over the four year period. The authorization sought here encompasses all five years. Each shelter order would be separately contracted in accordance with the adopted PRTC purchase policy – those orders entailing an expense over \$50,000 would be the subject of separate Commission authorizations. The sum of purchase orders issued in any given year will be governed by the amount authorized for this purpose in that year’s adopted budget.

Background:

Since FY 1999, PRTC has acquired fifty (50) shelters from the Columbia Equipment Company funded by Congestion Mitigation and Air Quality (CMAQ) grant funds. Because the contract with Columbia Equipment Company was expired and PRTC’s bus shelter inventory was nearing depletion, management sought the Commission’s authorization to commence a competitive procurement for additional shelters at the September 2008 meeting, which the Commission approved. The procurement has now been completed, and the lowest responsive/responsible bidder (based on a comparison of bid prices on a unit basis) among the five bids received is Brasco International.

Assuming the Commission authorizes the award of a contract as proposed, shelters would be ordered in batches to sustain installations in accordance with the Commission’s adopted shelter siting plan and annual budget allowances. Orders would be placed in accordance with the Commission’s adopted purchase policy, meaning that orders in excess of \$50,000 would be the subject of a separate Commission authorization. The first year order (for ten shelters) totals \$39,350, an amount that the Executive Director has delegated authority to acquire without Commission approval.

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Chairman May and Commissioners

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Unit costs for shelters in the option years will be escalated using the national construction cost index as specified by the prospective contract.

Fiscal Impact:

Funds for this bus shelter procurement are part of PRTC's adopted budget.