

ITEM 12-B.6

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**POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION**

**RESOLUTION**

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

**RESOLUTION NO. 07-09-\_\_\_\_\_  
OFFICIAL COMMISSION MEETING  
SEPTEMBER 6, 2007**

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

**RE: AUTHORIZATION TO AWARD A CONTRACT FOR SECURITY SERVICES**

**WHEREAS**, the Board authorized the Executive Director to advertise for a competitive procurement for security services; and

**WHEREAS**, five (5) bids were received for a one year contract with four (4) one-year options that are PRTC's to exercise at its sole discretion; and

**WHEREAS**, ERIS Inc.; was found to be the lowest responsive and responsible bidder; and

**WHEREAS**, funds for the first year of this contract are available in the FY2008 PRTC budget;

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to award ERIS Inc. a contract for a period of one year amounting to \$66,192, and further authorizes the Executive Director to exercise each of the four one year options without any further Commission action if he deems this to be in the Commission's best interest.

**BE IT FURTHER RESOLVED** that the Commission also authorizes a 10 percent contingency allowance that the Executive Director may use to defray additional unforeseen security services costs that may prove necessary.

September 6, 2007

TO: Chairman Gibbons and Commissioners

FROM: Alfred H. Harf  
Executive Director

RE: Authorize the Executive Director to Contract for Security Services

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Recommendation:

Authorize the Executive Director to enter into a contract with ERIS Security, Inc. for on-site security services.

Background:

In 2002 PRTC began contracting for on-site security services. The contract, awarded to the Virginia Uniformed Security Services, expires September 29, 2007. To sustain on-site security services, at the May 2007 Commission meeting, management was authorized to begin a competitive procurement for such services.

Management received five (5) bids which were opened on August 8<sup>th</sup>. The lowest bidder, Nivek Services, was found to be non-responsive because it lacked the required number of references. The next lowest bidder, ERIS, was determined to be responsive and responsible. Management is recommending the Commission authorize the award of a contract with ERIS for up to five (5) years – a one (1) year base period with the option of four (4) one-year extensions – that are PRTC's to exercise at its sole discretion. The amount of first year of the contract is \$66,192.

Management seeks the Commission's authorization to award the contract to ERIS Security, Inc. and seeks the Commission's authorization to exercise each of the four one-year options without further Commission action if the exercise of these options is deemed by the Executive Director to be in PRTC's best interest.

Fiscal Impact:

Funding for the first year of this procurement is included in the FY 2008 PRTC budget. Funding for the option years would be sought as part of the budget process.