

AGENDA ITEM 9-I
ACTION ITEM

TO: CHAIRMAN JENKINS AND THE VRE OPERATIONS BOARD

FROM: DALE ZEHNER

DATE: JUNE 20, 2008

RE: AUTHORIZATION TO EXECUTE A LEASE FOR AVAILABLE SPACE AT THE QUANTICO VRE STATION

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to enter into a lease agreement with the Coffee Club Café Company, Inc. for the operation of concession and ticket sales at the Quantico VRE station.

BACKGROUND:

On May 2, 2008, VRE requested proposals for the operation of concession and ticket sales at the Quantico station. VRE requested proposals including hours of operation and monthly payments. Proposals were due on June 2, 2008 and an interview took place on June 9, 2008.

One proposal was submitted and included operation from 5:00 a.m. until 8:00 p.m. Monday through Friday with a payment of \$500 per month. Following review by the selection committee, the Coffee Club Café is being recommended for award. The term of the lease is for one year from the date of contract execution, with four one year renewal options. VRE's CEO will exercise the option years at his discretion.

FISCAL IMPACT:

The monthly revenue generated from this lease is invested in VRE's Operating account to help offset maintenance expenses.

TO: CHAIRMAN JENKINS AND THE VRE OPERATIONS BOARD
FROM: DALE ZEHNER
DATE: JUNE 20, 2008
RE: AUTHORIZATION TO EXECUTE A LEASE FOR AVAILABLE
SPACE AT THE QUANTICO STATION

RESOLUTION
9I-06-2008
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, one of the enclosed vendor spaces inside the Quantico VRE station has become available for lease; and,

WHEREAS, a competitive procurement was issued in May of 2008 through which one proposal was received; and,

WHEREAS, the selection committee has reviewed this proposal and is recommending award.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to enter into a lease agreement with the Coffee Club Café company, Inc. for the operation of concession and ticket sales at the Quantico VRE station.