To: Chairman Cook and the VRE Operations Board  
From: Doug Allen  
Date: December 18, 2015  
Re: Authorization to Issue a Supplemental Task Order for Electrical Repair Services

Recommendation:  
The VRE Operations Board is asked to authorize the Chief Executive Officer to issue Supplemental Task Order 1C for Electrical Repair Services. The on-call electrical repair services provided through this contract with NV Enterprises are done annually with Supplemental Task Orders. This is the fourth Task Order. Task Order 1 was executed in the amount of $75,000, Supplemental Task Order 1A was executed in the amount of $90,000 and Supplemental Task Order 1B was executed in the amount of $90,000. Task Order 1C is an additional $90,000, plus a 5% contingency of $4,500, for a total amount of $94,500. The total amount for Task Order 1 plus Supplemental Task Orders 1A, 1B and 1C will not exceed $349,500.

Background:  
In April of 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for the Facilities Maintenance Services Contract with NV Enterprises. The Operations Board approved the first option year in April of 2014 and the second option year in April of 2015.

The contract includes base work along with Task Order work on an as-needed basis to address various facility repairs, as well as routine and preventive maintenance related
projects. The purpose of this Task Order is to address routine electrical repairs, including those related to lighting and power outages, among others.

The first Task Order executed under the contract was Task Order 1, Electrical Repair Services, in the amount of $75,000. In November 2014, the Operations Board approved Task Order Supplement 1A, in the amount of $90,000. In June 2015, the Operations Board approved Task Order Supplement 1B, in the amount of $90,000.

During the course of the work, the amount expended has approached the current Task Order total. The requested supplement is estimated to allow NV Enterprises to continue performing electrical repair services through the end of the second option year.

**Fiscal Impact:**

The FY 2016 Operating budget for Facilities Maintenance includes a budget amount of $430,000 for Routine Maintenance. The requested supplemental amount of $94,500 for electrical repair services is available within this budget.
Virginia Railway Express  
Operations Board  

Resolution  
9E-12-2015  

Authorization to Issue a Supplemental  
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WHEREAS, in April of 2013, the Operations Board approved a five-year contract with one base year and four one-year options for the Facilities Maintenance Services Contract with NV Enterprises; and,  

WHEREAS, the Operations Board approved the first option year in April of 2014 and the second option year in April of 2015; and,  

WHEREAS, the Operations Board previously approved Task Order 1 for $75,000, Supplemental Task Order 1A for $90,000 and Supplemental Task Order 1B for $90,000; and,  

WHEREAS, the amount expended for Task Order 1 and Supplemental Task Orders 1A and 1B, Electrical Repair Services has approached the approved Task Order total; and,  

WHEREAS, this Supplemental Task Order is estimated to allow NV Enterprises to continue performing electrical repair services through the end of the second option year;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue Supplemental Task Order 1C under the Facilities Maintenance Contract to NV Enterprises for electrical repair services in an amount of $94,500 ($90,000, plus a 5% contingency of $4,500), for a total amount (Task Order 1 plus Supplemental Task Orders 1A, 1B and 1C) not to exceed $349,500.  

Approved this 18th day of December 2015  

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John C. Cook  
Chairman  

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Paul Smedberg  
Secretary