To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: June 17, 2016

Re: Authorization to Issue a Supplemental Task Order for Handyman Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue Supplemental Task Order 2D under the Facilities Maintenance Contract to NV Enterprises for handyman services in an amount of $30,000, plus a 5% contingency of $1,500, for a total of $31,500. This brings the total not to exceed amount for Task Order 2 (including Supplemental Task Orders 2A, 2B, 2C and 2D) to $130,500.

Background:

In addition to base work, the Facilities Maintenance Contract allows for Task Order work on an as-needed basis to address various facility repairs. The purpose of this Task Order is to address routine minor repairs to benches, signage, windscreens, gutters and downspouts, flashing, windows, doors and locks, and other amenities at 18 stations, two rail storage yards, and headquarters and satellite office spaces.

The first Task Order executed under the contract was Task Order 2, Handyman Services, in the amount of $30,000. As Task Order work is completed and additional work is required, subsequent Supplemental Task Orders have been issued under the CEO’s spending authority as follows:

- 2A - November 2014, in the amount of $15,000.
• 2B - July 2015, in the amount of $40,000.
• 2C - November 2015, in the amount of $14,000.

The requested authorization for Task Order 2D will allow NV Enterprises to continue performing handyman services through the end of the third option year.

**Fiscal Impact:**

Funding for the requested supplemental amount of $31,500 for handyman services is included in the FY 2016 and FY 2017 Operating budgets for Facilities Routine Maintenance.
Virginia Railway Express
Operations Board

Resolution
8B-06-2016

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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, the second option year in April of 2015 and the third option year in April of 2016; and,

WHEREAS, routine minor repairs to benches, signage, windscreens, gutters and downspouts, flashing, windows, doors and locks, and other amenities at stations, rail storage yards, and office spaces are necessary for operations; and,

WHEREAS, Task Order 2 for $30,000, Supplemental Task Order 2A for $15,000, Supplemental Task Order 2B for $40,000 and Supplemental Task Order 2C for $14,000, were issued under the Chief Executive Officer’s authority; and,

WHEREAS, authorization for Task Order 2D will allow NV Enterprises to continue performing handyman services through the end of the third option year;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue Supplemental Task Order 2D under the Facilities Maintenance Contract to NV Enterprises for handyman services in an amount of $31,500 ($30,000, plus a 5% contingency of $1,500), for a total amount (Task Order 2 plus Supplemental Task Orders 2A, 2B, 2C and 2D) not to exceed $130,500.

Approved this 17th day of June 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary