Agenda Item 8-D  
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: June 17, 2016

Re: Authorization to Execute a Contract for Station Platform LED Lighting Upgrades

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Capital Tristate Lighting and Supply of Upper Marlboro, MD for an initial order of 70 lamps and associated supplies in the amount of $120,335, plus a 10% contingency of $12,034, for a total amount not to exceed $132,369.

Background:

On January 15, 2016, the VRE Operations Board approved a request to issue an Invitation for Bids (IFB) for the purchase and delivery of a base order of LED lighting supplies for the seven stations identified for lighting improvements in VRE’s most recent Threat and Vulnerability Assessment. These stations; (L’Enfant, Woodbridge, Lorton, Rolling Road, Manassas Park, Manassas and Fredericksburg) employ legacy mercury vapor or incandescent lighting and the lighting levels are inadequate relative to modern safety and security standards. The IFB requested option pricing for additional lighting supplies as funding becomes available.

The IFB requested unit prices on a base order of 29 lamp units, 19 arms and 19 lamp posts. It also requested unit prices for an option of up to 250 lamp units, 150 arms, 150 lamp posts and 250 LED wall sconces.
A mailing list of seven prospective Bidders was established for the solicitation to ensure access to adequate sources of services. On May 2, 2016, an IFB was issued and bids were due on June 2, 2016. Only one response was received. The staff conducted a survey to determine why only one bid was received and is satisfied with the result.

The following reasons were given for why Bidders did not respond to the solicitation:

- Terms were more suited to a contractor rather than a distributor.
- Unable to provide competitive pricing for the specified items.
- Unaware of the ability to submit a bid electronically
- Notice of solicitation was overlooked

Staff conducted an historical and market price analysis to determine the Independent Cost Estimate (ICE). Proposed costs were less than the ICE and therefore certified to be fair and reasonable.

The bid tabulation is as follows:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount (Base order plus all Options)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Capital Tristate Lighting/Supply</td>
<td>$722,718</td>
</tr>
</tbody>
</table>

In addition to being the only bidder, it should be noted this vendor has also provided the lighting for several other VRE station upgrade projects.

Current funding allows this initial authorization amount, not to exceed $132,369, to include the base order and some additional optional items. During the five year period, as funding becomes available, staff will return to the Board requesting authorization to purchase more optional items.

**Fiscal Impact:**

Initial project funding for the base order is provided through an FTA grant for station lighting improvements. Additional funding will be included in each proposed annual budget.
Virginia Railway Express
Operations Board

Resolution
8D-06-2016

Authorization to Execute a Contract for Station Platform LED Lighting Upgrades

WHEREAS, VRE employs a formal Threat and Vulnerability Assessment (TVA) process to identify measures to improve safety and security; and,

WHEREAS, seven VRE stations currently have been identified through the TVA process for lighting improvements as an important step in continuous safety and security improvement; and,

WHEREAS, initial program funding has been provided through Federal Transit Administration grants for lighting improvements; and,

WHEREAS, VRE staff completed a competitive procurement process to establish a unit price for lighting supplies; and,

WHEREAS it was determined that Capital Tristate Lighting and Supply was the only responsive-responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Capital Tristate Lighting and Supply of Upper Marlboro, MD for an initial order of 70 lamps and associated supplies in the amount of $120,335, plus a 10% contingency of $12,034, for a total amount not to exceed $132,369.

Approved this 17th day of June 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary