To: Chairman Smedberg and the VRE Operations Board  
From: Doug Allen  
Date: October 20, 2017  
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 2E 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, 2D and 2E) to $160,500.

**Summary:**

This Task Order is for minor, routine repair services at 18 rail stations, two rail storage yards, headquarters and satellite office spaces.

**Background:**

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. In addition to base work, the 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 minor, routine 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 was completed and additional work was 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 following Supplemental Task Order was subsequently approved by the Operations Board:

• 2D – June 2016, in the amount of $30,000

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

**Fiscal Impact:**

Funding for the requested supplemental amount of $31,500 for handyman services is included in the FY 2018 operating budget for facilities routine maintenance.
Virginia Railway Express  
Operations Board  
Resolution  
8C-10-2017

Authorization to Issue a Supplemental  
Task Order for Handyman Services

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, the third option year in April of 2016 and the fourth option year in April of 2017; and,

WHEREAS, minor, routine 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 periodically 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 the Operations Board approved Supplemental Task Order 2D for $30,000; and,

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

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue Supplemental Task Order 2E 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, 2D and 2E) to $160,500.

Approved this 20th day of October 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary