To: Chairman Nohe and the VRE Operations Board  
From: Doug Allen  
Date: November 16, 2018  
Re: Authorization to Execute a Contract for Facility Security Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Sentry Force Security, LLC of Fairfax, VA for Facility Security Services in the amount of $2,822,511, plus a 10% contingency of $282,251, for a total amount not to exceed $3,104,762, for a base year and four option years, with the CEO exercising the option years at his discretion.

Summary:

This contract will provide private security officers to continuously patrol VRE’s maintenance and storage facilities as well as support other projects where security officers are needed, such as construction sites.

Background:

On March 16, 2018, the VRE Operations Board authorized the Chief Executive Officer (CEO) to issue a Request for Proposals (RFP) for Facility Security Services. An RFP is the preferred method of procurement for this solicitation because there are different approaches to the desired service and an evaluation of technical merit is required. Upon completion of evaluation of proposals, negotiations were conducted with the highest ranked firms deemed to be fully qualified and best suited among those submitting proposals, based on the factors specified in the evaluation criteria. Price was considered in
context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

A solicitation for competitive proposals for Facility Security Services was necessary because the scope of work included requirements for methodologies to support safety and security training, staffing accountability and incident report management. Therefore, the approach to these requirements must be evaluated to ensure they are performed in a manner which presents the best value to VRE.

A mailing list of six prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On August 13, 2018, an RFP was issued, and proposals were due on September 20, 2018. Ten responses were received.

Evaluation of the proposals received was performed by the Technical Evaluation Team (TET), which consisted of four VRE staff members.

The TET met to discuss and evaluate the proposals using the following criteria:

- Overall project approach
- Site Management Plan
- Capability and expertise of the proposed company
- Knowledge and qualifications of the proposed key personnel
- Cost for services

Interviews were conducted with the two highest-ranked firms. It was determined the proposal from Sentry Force Security, LLC was technically compliant and was selected to be the best value for the project.

Below is the final ranking of companies who submitted a proposal for Facility Security Services:

<table>
<thead>
<tr>
<th>Offerors</th>
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<tbody>
<tr>
<td>1. Sentry Force</td>
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<td>2. SOS Security</td>
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<tr>
<td>3. Securcorp</td>
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<tr>
<td>4. Allied Universal</td>
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<tr>
<td>5. US Security</td>
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<tr>
<td>6. United American</td>
</tr>
<tr>
<td>7. ASPIS Protection</td>
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<tr>
<td>---------------------</td>
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<tr>
<td>8. Eagle Protection</td>
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<td>9. Alexander Security</td>
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<tr>
<td>10. SASS Security</td>
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The Offerors’ proposed pricing was in the range of $20.00 per hour to $50.00 per hour. Complete pricing information may not be publicly disclosed until after execution of a contract. VRE staff has certified the highest ranked Offeror’s price is fair and reasonable based on the cost estimate for this project.

The contract will be for a base year and four option years, with the VRE CEO exercising the option years at his discretion. This authorization allows work to begin.

**Fiscal Impact:**

The FY 2019 operating budget for station and facility security and yard security includes funding of $493,546 for the first partial year of this activity. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express
Operations Board

Resolution
9E-11-2018

Authorization to Execute a Contract for Facility Security Services

WHEREAS, VRE remains committed to protecting passengers, employees and equipment from security risks at VRE facilities; and,

WHEREAS, on March 16, 2018, the VRE Operations Board authorized the CEO to issue an RFP for Facility Security Services in anticipation of the expiration of the current contract in November 2018; and,

WHEREAS, on August 13, 2018, a Request for Proposal was issued; and,

WHEREAS, on September 20, 2018, ten (10) proposals were received; and,

WHEREAS, the Technical Evaluation Team determined the proposal from Sentry Force Security of Fairfax, Virginia to be technically compliant and was selected to be the best value; and,

WHEREAS, the Operations Board’s approval of this procurement does not represent its independent assessment of the candidate’s responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board’s action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Sentry Force, LLC of Fairfax, Virginia for Facility Security Services in the amount of $2,822,511, plus a 10% contingency of $282,251, for a total amount not to exceed $3,104,762. The contract will be for a base year and four option years, with the VRE CEO exercising the option years at his discretion.

Approved this 16th day of November 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary