Agenda Item 8-A
Consent Item

To: Chair Cristol and the VRE Operations Board
From: Doug Allen
Date: May 17, 2019
Re: Authorization to Issue an Invitation for Bids for Forklift Trucks

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for Forklift Trucks.

Summary:

This resolution will authorize the solicitation to procure five new forklift trucks to replace existing equipment that has exceeded its Useful Life Benchmark (ULB) of seven years as described in VRE’s Transit Asset Management (TAM) Plan.

Background:

VRE purchased five forklifts between 1998 and 2007. These forklifts are heavily relied upon to move materials throughout the Maintenance and Storage Facilities. With time and use, the forklift trucks have worn out requiring regular repairs and downtime.

VRE’s TAM Plan defines the approach to asset management as required by the Moving Ahead for Progress in the 21st Century (MAP-21) federal transportation act. The Federal Transit Administration (FTA) issued its Final Rule on July 26, 2016 (effective October 1, 2016) which describes the TAM requirements. In addition to the federal requirements, VRE’s TAM Plan provides recommendations for capital improvement and maintenance...
programs to meet service and performance needs as well as to achieve a State of Good Repair (SGR) for capital assets.

The TAM Plan addresses facilities, rolling stock and non-revenue service vehicles such as forklift trucks as well as other assets. The TAM Plan identifies the ULB of assets and recommends rehabilitation, overhaul or replacement when each asset reaches its ULB to ensure safe operation and to optimize performance.

The forklift trucks at both Maintenance and Storage Facilities (MSF) have exceeded their ULB, defined as seven years, and should be replaced to ensure safe, economical and reliable operation necessary to maintain the MSF and rolling stock.

An IFB is the preferred and normal method of procurement when seeking bids to provide goods and services at a firm-fixed price. This method is utilized when there is a complete, adequate, precise specification or purchase description. Award is made based on price alone without discussions or negotiations with the Bidders.

The scope of work for the IFB includes the purchase and delivery of five new forklift trucks as well as operator training for the new forklift trucks.

Upon receipt of the bids, staff will return to the Operations Board to request authorization to execute the contract.

**Fiscal Impact:**

There is no fiscal impact from issuing an IFB. Funding for this procurement is provided for in the FY 2019 Budget using Capital Reserve Funds.
Virginia Railway Express
Operations Board

Resolution
8A-05-2019

Authorization to Issue an Invitation for Bids for Forklift Trucks

WHEREAS, the Federal Transit Administration (FTA) issued its Final Rule on July 26, 2016 (effective October 1, 2016) which describes the Transit Asset Management (TAM) requirements; and,

WHEREAS, VRE’s TAM Plan provides recommendations for capital improvement and maintenance programs to meet service and performance needs as well as to achieve a State of Good Repair (SGR) for capital assets; and,

WHEREAS, VRE’s Transit Asset Management Plan defines the Useful Life Benchmark for forklift trucks as seven years; and,

WHEREAS, the forklift trucks at VRE’s Maintenance and Storage Facilities have exceeded their Useful Life Benchmark; and,

WHEREAS, program funding has been identified in the FY 2019 Budget amendment using Capital Reserve Funds;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Forklift Trucks.

Approved this 17th day of May 2019

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Katie Cristol
Chair

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John Cook
Secretary