To: Chairman Skinner and the VRE Operations Board  
From: Rich Dalton  
Date: June 19, 2020  
Re: Authorization to Execute a Contract for Seat Bottoms for Passenger Railcars  

Recommendation:

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to execute a contract with FELLFAB Corporation of Atlanta, Georgia, for Seat Bottoms for Passenger Railcars in the amount of $1,072,675, plus a 10 percent contingency of $107,268, for a total amount not to exceed $1,179,943.

Summary:

The VRE Operations Board adopted a life cycle maintenance strategy for VRE rolling stock in January 2014 to maintain VRE locomotives and passenger railcars at the highest level of reliability throughout the equipment lifecycle. The passenger railcar seat bottoms are reaching the end of their useful life under VRE’s Life Cycle Maintenance (LCM) Program. This authorization will allow VRE to purchase a total of 6,528 seat bottoms to retrofit 71 passenger railcars.

Background:

VRE purchased 71 Gallery IV passenger railcars between 2006 and 2010. Each passenger railcar has on average 91 bottom seat cushions. After thousands of hours spent supporting the weight of seated passengers, as well as wear and tear from riders sitting down and getting up, the foam struts break down, lose their ability to bear weight and are unable to return to their original dimensions.
Under VRE’s LCM Program, these seat bottoms have reached the end of their useful life and need replacement. The scope of work includes the purchase and delivery of seat bottoms to retrofit 71 passenger railcars. Installation of the seat bottoms will be performed by VRE’s maintenance services contractor, Keolis Rail Services Virginia.

On December 15, 2017, the VRE Operations Board approved a request to issue an Invitation for Bids (IFB) for the Purchase and Delivery of Seat Bottoms for Passenger Railcars. A mailing list of five prospective Bidders was established for the solicitation to ensure access to adequate sources of services. On January 17, 2020, an IFB was issued and bids were due on May 29, 2020. Two responses were received.

The staff has certified the lowest bid price is fair and reasonable.

The bid tabulation is as follows:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FELLFAB Corporation</td>
<td>$1,072,675</td>
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<tr>
<td>2. KSU N.A. LLC</td>
<td>$1,236,608</td>
</tr>
</tbody>
</table>

After review of the bids, it was determined FELLFAB Corporation was the lowest responsive-responsible bidder.

**Fiscal Impact:**

Funding for the Seat Bottoms for Passenger Rail Cars is provided through existing Federal formula funds (Section 5337- State of Good Repair) with associated state and local matching funds.
WHEREAS, the VRE Operations Board adopted a life cycle maintenance strategy in January 2014 to maintain VRE locomotives and passenger railcars at the highest level of reliability throughout the equipment lifecycle; and,

WHEREAS, passenger seat bottom cushions have lost their ability to bear weight and are unable to return to their original dimensions; and,

WHEREAS, the VRE Operations Board authorized the Chief Executive Officer to issue an Invitation for Bids for the purchase and delivery of seat bottoms for passenger railcars on December 15, 2017; and,

WHEREAS, an Invitation for Bids was issued on January 17, 2020 with bids due May 29, 2020; and,

WHEREAS, it was determined FELLFAB Corporation was the lowest responsive-responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on June 19, 2020, and that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board’s lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract with FELLFAB Corporation of Atlanta, Georgia, for Seat Bottoms for Passenger Railcars in the amount of $1,072,675, plus a 10 percent contingency of $107,268, for a total amount not to exceed $1,179,943.
Approved this 19th day of June 2020

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Gary Skinner
Chairman

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Jeanine Lawson
Secretary