Agenda Item 7-A
Action Item

To: Chair Bennett-Parker and the VRE Operations Board  

From: Rich Dalton  

Date: April 16, 2021  

Re: Authorization to Exercise a Contract Option and Amend a Task Order for Maintenance Services for VRE Facilities

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to exercise the two-year option period of the contract with NVE, Inc. of Reston, Virginia for Maintenance Services for VRE Facilities and to increase the contract value by $2,386,778, plus a 10% contingency of $238,678, for a total amount not to exceed $6,150,870 for the original three-year contract term, which was in the amount of $3,525,414, and two-year option period combined. This contract includes base work along with task order work.

The VRE Operations Board is also asked to authorize the Chief Executive Officer to amend a task order under the Maintenance Services for VRE Facilities contract with NVE, Inc. for comprehensive on-call services, including miscellaneous repair, installation and inspection services, electrical, lighting, generator and plumbing service and repairs, HVAC service and repairs, and elevator service and repairs, in an amount of $650,000, plus a 10% contingency of $65,000, for a total of $715,000. This will increase the total authorization for this task order from $1,013,250, to a total amount not to exceed $1,728,250.

Summary:

This action will provide ongoing maintenance services at 18 rail stations, two rail storage yards, headquarters, and satellite office spaces. The task order amendment will enable ongoing, comprehensive repair, installation, and inspection services of small to medium effort to be performed through the two-year option period of the contract.
**Background:**

On April 20, 2018, the Operations Board approved award of a contract to NVE, Inc. for Maintenance Services for VRE Facilities for a term of three years with the option to extend the contract for an additional period of two years, to be exercised with the authorization of the Operations Board. The base term of the contract will expire on May 19, 2021.

The scope of services for this contract includes base work along with task order work on an as-needed basis to address electrical, lighting, generator, plumbing, HVAC and elevator service and repairs, as well as other routine and preventive maintenance-related projects. Each project will include different requirements depending on location and degree of work; as such, the contract includes provisions for work to be assigned through the VRE task order process. VRE Operations Board approval is required prior to award of each task order in excess of the CEO’s delegated spending authority.

**Fiscal Impact:**

Funding is provided for in the FY 2021 and FY 2022 operating budgets for facilities routine and non-routine maintenance and repairs. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express  
Operations Board Resolution  

7A-04-2021  

Authorization to Exercise a Contract Option and Amend a Task Order for Maintenance Services for VRE Facilities  

WHEREAS, in April 2018, the Operations Board approved award of a contract to NVE, Inc. for Maintenance Services for VRE Facilities for a term of three years with the option to extend the contract for an additional period of two years; and,  

WHEREAS, the current base contract will expire on May 19, 2021; and,  

WHEREAS, exercising this contract option will provide ongoing maintenance services at eighteen rail stations, two rail storage yards, headquarters, and satellite office spaces; and,  

WHEREAS, the task order amendment will enable continued, comprehensive repair, installation, and inspection services of small to medium effort through the two-year option period of the contract;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to exercise the two-year option period of the contract with NVE, Inc. of Reston, Virginia for Maintenance Services for VRE Facilities and to increase the contract value by $2,386,778, plus a 10% contingency of $238,678, for a total amount not to exceed $6,150,870 for the original three-year contract term, which was in the amount of $3,525,414, and two-year option period combined. This contract includes base work along with task order work; and,  

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend a task order under the Maintenance Services for VRE Facilities contract with NVE, Inc. for comprehensive on-call services, including miscellaneous repair, installation and inspection services, electrical, lighting, generator and plumbing service and repairs, HVAC service and repairs, and elevator service and repairs, in an amount of $650,000, plus a 10% contingency of $65,000, for a total of $715,000. This will increase the total authorization for this task order from $1,013,250, to a total amount not to exceed $1,728,250.  

Approved this 16th day of April 2021  

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Elizabeth Bennett-Parker  
Chair  

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James Walkinshaw  
Secretary