To: Chair Bennett-Parker and the VRE Operations Board  
From: Rich Dalton  
Date: April 16, 2021  
Re: Authorization to Exercise a Contract Option for Custodial and Seasonal 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 Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland, for Custodial and Seasonal Services for VRE Facilities and to increase the contract value by $4,481,662, plus a 10% contingency of $448,166, for a total amount not to exceed $11,300,047 for the original three-year contract term, which was in the amount of $6,370,219, and two-year option period combined. This contract includes base work along with task order work.

Summary:

This action will provide ongoing custodial and seasonal services at eighteen rail stations, two rail storage yards, headquarters and satellite office spaces.

Background:

On April 20, 2018, the Operations Board approved award of a contract to Fresh Air Duct Cleaning, LLC for Custodial and Seasonal 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 custodial, landscaping, winter weather services, station and
platform cleaning, trash removal and painting services, 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 custodial and winter weather services. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express  
Operations Board Resolution  

7B-04-2021  

Authorization to Exercise a Contract Option for Custodial 
and Seasonal Services for VRE Facilities  

WHEREAS, in April 2018, the Operations Board approved award of a contract to Fresh Air Duct Cleaning, LLC for Custodial and Seasonal Services for VRE Facilities for a base term of three years with the option to extend the contract for an additional period of two years; and,  

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

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

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 Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland, for Custodial and Seasonal Services for VRE Facilities and to increase the contract value by $4,481,662, plus a 10% contingency of $448,166, for a total amount not to exceed $11,300,047 for the original three-year contract term, which was in the amount of $6,370,219, and two-year option period combined. This contract includes base work along with task order work.  

Approved this 16th day of April 2021  

________________________
Elizabeth Bennett-Parker  
Chair  

________________________
James Walkinshaw  
Secretary