VIRGINIA RAILWAY EXPRESS

REQUEST FOR QUOTES (RFQ)

COURIER SERVICES

RFQ ISSUED:  FEBRUARY 11, 2020

QUESTIONS DUE:  FEBRUARY 18, 2020 at 10:00 A.M. EST

QUOTES DUE:  FEBRUARY 25, 2020 at 10:00 A.M. EST

VIRGINIA RAILWAY EXPRESS
1500 King Street, Suite 202
Alexandria, VA 22314
P: (703) 684-1001
F: (703) 684-1313
www.vre.org

Submit Quotes To:

Amanda Vitko
Purchasing and Contract Compliance Specialist
Telephone/Facsimile: (703) 838-5414
Email: avitko@vre.org
1. PURPOSE/BACKGROUND

A. INTRODUCTION

The Virginia Railway Express (VRE) is soliciting Quotes to establish a firm-fixed unit price Blanket Purchase Order with one (1) qualified and experienced Contractor to provide courier services.

B. VRE BACKGROUND

1. VRE is a commuter rail service linking the District of Columbia and Northern Virginia. The Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) are transportation districts established under Virginia law and jointly own this service. An Operations Board consisting of members from each of the jurisdictions within the VRE service area governs the development and operation of VRE and serves as an advisory board to the NVTC and PRTC governing boards. Use of the term VRE in this RFQ refers to NVTC and PRTC.

2. VRE began operations in 1992 and carries an average of approximately 19,000 weekday trips on two (2) lines. In January 2014, VRE’s Operations Board adopted System Plan 2040 which calls for expansion of service, requiring the addition of railcars, expansion of station and maintenance and storage facilities, as well as expanding operations to meet the goal of doubling ridership by 2040. VRE’s multi-prong program addresses short term growth needs, as well as longer term capacity improvements and investments in maintaining and servicing VRE’s equipment and facilities.

3. The primary mission of VRE is to provide commuter-oriented passenger rail service between the outlying suburbs and the Washington-Arlington-Alexandria urban core. Some tourists and “day-trippers” also ride the trains. The service is heavily oriented towards the core area in the morning and in the opposite direction in the evening.
2. **SUBMISSION OF QUESTIONS**

A. **DEADLINE**

1. All questions and requests for clarification regarding the meaning or interpretation of this RFQ and other solicitation documents, or any ambiguities, discrepancies, inconsistencies, or conflicts in or between any of the technical, pricing, or contractual provisions must be submitted no later than the date and time specified on Page 1 of this RFQ. Questions and clarifications requested after such time will not be answered unless VRE elects, at its sole discretion, to do so.

2. Any interpretation of a question made by VRE will be in the form of an addendum to the RFQ. Questions and responses as well as any addendum will be posted on VRE’s website at [http://www.vre.org/about/procurement.htm](http://www.vre.org/about/procurement.htm) for all interested Contractors.

B. **FORMAT FOR QUESTIONS**

Questions must be submitted to the VRE Purchasing and Contract Administration Department in writing via electronic mail to the email address listed on Page 1 of this RFQ. No questions or requests for additional information, clarification or any other communication should be directed to any other individual.

C. **VRE POINT OF CONTACT**

The VRE Operations and Communications Administrator will be the point of contact for all aspects of this project following award of a Blanket Purchase Order.

D. **NO ORAL COMMUNICATION WILL BE ACCEPTED**

VRE will not be bound by any oral communications, written interpretations or clarifications that are not set forth in an addendum to the RFQ.
3. **SCOPE OF WORK**

A. **GENERAL REQUIREMENTS**

1. While performing work under this Blanket Purchase Order, the courier, referred to herein as the Contractor, is required to display a VRE Contractor Identification Badge.

2. The Contractor shall wear a VRE provided vest when performing work on VRE platforms and when at Amtrak’s Ivy City Coach Yard.

3. The Contractor shall supply any equipment and material necessary to perform the work specified herein, such as a hand cart.

4. The Contractor shall be responsible for all costs associated with the operation and maintenance of their vehicles, including the cost of gasoline, toll charges, parking fees, etc.

5. Each of the Contractor’s representatives responsible for providing courier services for VRE shall have a valid driver’s license and possess valid automobile liability insurance.

6. Courier services shall be performed by the Contractor on weekdays (Monday-Friday) with the exception of Federal holidays or days VRE offices are closed for inclement weather.

7. Each of the Contractor’s representatives responsible for providing courier services for VRE shall be capable of lifting up to 50 lbs.

B. **DAILY LOST AND FOUND**

1. The Contractor shall pick up daily lost and found items on weekdays from two (2) drop boxes at the Alexandria Station, located at 110 Callahan Drive, Alexandria, VA 22301, between the hours of 10:00 A.M. and 12:01 P.M., Eastern Time.

2. There is a single drop box located on each of the two (2) platforms at the Alexandria Station. The Contractor shall use the pedestrian tunnel to access the platform farthest from the train depot.

3. The Contractor shall pick up daily lost and found items on weekdays from the drop box at Amtrak’s Ivy City Coach Yard, located at 1801 9th Street NE, Washington, DC 20018, between the hours of 10:00 A.M. and 12:01 P.M., Eastern Time. The Contractor shall also pick up any items from personnel at this location which are too large to fit inside the drop box.

4. VRE will provide key(s) for each of the drop boxes to be accessed by the Contractor.
5. All items retrieved from the Alexandria Station and Amtrak’s Ivy City Coach Yard shall be transported by the Contractor in a VRE provided bag and delivered to VRE Headquarters, located at 1500 King Street, Suite 202, Alexandria, VA 22314, by 1:30 P.M. Eastern Time, the same day.

6. The Contractor shall receive a verbal confirmation from VRE staff once at VRE Headquarters that all items were received. VRE will email a daily confirmation to the Contractor of receipt of the items transported.

C. **ON-CALL SERVICES**

1. The Contractor shall provide on call services on an as needed basis for both pick-up and delivery.

2. The Contactor shall provide scheduled delivery, same day, and rush delivery options.
4. SPECIAL TERMS AND CONDITIONS

A. TERM OF PURCHASE ORDER

1. The Blanket Purchase Order shall be valid for one (1) calendar year.

2. VRE is not obligated to expend all funds authorized for the Blanket Purchase Order.

B. SINGLE POINT OF CONTACT

The Contractor shall assign a single point of contact that must be available between the hours of 9:00 A.M. and 5:00 P.M., Eastern Time, Monday through Friday.

C. GENERAL PROVISIONS

The Contractor shall at all times comply with ATTACHMENT 1 – VRE GENERAL PROVISIONS, as applicable to the Scope of Work.

D. MODIFICATION OF THE SCOPE OF WORK

VRE reserves the right to modify the Scope of Work at its discretion when it is in the best interest of VRE. See Clause 15. CHANGES of the General Provisions.

E. SAFETY RULES AND SECURITY AT VRE’S RAILROAD FACILITIES

1. The Contractor and all its employees performing work on this Purchase Order must complete the online Contractor safety training provided by VRE at https://www.vre.org/safety/safety-initiatives/contractors/.

2. In an emergency, the Contractor shall act at its discretion to prevent threatened damage, injury or loss.

3. The Contractor is responsible for initiating, maintaining and supervising all safety precautions and programs in connection with this Purchase Order. This includes the Contractor’s employees and other persons who may be affected thereby, as well as materials and equipment.

4. It is incumbent upon the Contractor and its employees to work in a safe manner at all times due to the nature of the rail service. The Contractor while performing work around VRE’s facilities shall be alert for train movement through the facility to ensure a safe operation. While train movement is ongoing at the facility the Contractor shall move to a safe distance. VRE reserves the right to require the Contractor to be qualified and its...
employees to meet the safety qualifications required by the applicable railroads, Federal Railroad Administration (FRA), and VRE’s safety rules for operations.

F. QUOTE ACCEPTANCE PERIOD

The Quote and any modification thereof shall be binding upon the Quoter for ninety (90) calendar days following the Quote closing date. Any Quote in which the Quoter shortens the acceptance period shall be rejected, although the acceptance period may be extended by mutual agreement between VRE and the Quoter. At the end of the Quote acceptance period, the Quoter may withdraw its Quote by giving written notice to VRE.
5. INSURANCE

A. CERTIFICATE OF INSURANCE

1. By signing and submitting a Quote under this solicitation, the Contractor certifies if issued the Blanket Purchase Order, the Contractor will have the insurance coverage identified and described in ATTACHMENT 2 – VRE INSURANCE COVERAGE REQUIREMENTS FOR SMALL PURCHASE OF GOODS/SERVICES.

2. The Contractor shall furnish VRE proof of compliance with these insurance requirements in the form of an original Certificate of Insurance signed by an authorized representative or agent of the insurance company(ies). The Certificate of Insurance must be furnished within three (3) business days of request by VRE.

3. Failure to provide the Certificate(s) of Insurance when required may be cause for VRE to issue a Blanket Purchase Order to the next responsive Contractor. However, in no event shall work be performed until the required Certificate(s) of Insurance have been furnished and approved by VRE.
6. INVOICES

A. INVOICES

1. Invoices shall be submitted by the Contractor for services/goods ordered, delivered, and accepted by VRE.

2. Invoices shall be submitted via VRE’s electronic mailbox or US mail.

3. It is preferred that invoices be submitted electronically in one (1) continuous electronic copy in PDF format to ebills@vre.org.

4. Hard copy invoices may be mailed to:

   Virginia Railway Express
   1500 King Street, Suite 202
   Alexandria, VA 22314-2730
   Attn: Annalee Judd, Communications Specialist

5. The VRE Point of Contact shall be indicated on the invoice cover sheet.

6. At a minimum, invoices shall contain the following information:
   a. Name, address and telephone number of the Contractor
   b. VRE Blanket Purchase Order number
   c. Invoice number
   d. Date of invoice
   e. Date, time and location of the pick-up and delivery
   f. Total invoice amount

7. If invoices fail to meet all of the above requirements, they will not be processed for payment and will result in the invoice being returned to the Contractor for correction and resubmission. VRE may request additional substantiating documentation as necessary.

B. PAYMENT

Payment will be made on a monthly basis.
7. PRICE INFORMATION

Quoters are strongly encouraged to read this section carefully. **INCOMPLETE QUOTES WILL BE AUTOMATICALLY DISQUALIFIED.**

A. The price information must be submitted in **ATTACHMENT 3 – QUOTE FORM** included herein. Quoters shall attach as necessary, additional sheets to itemize the prices provided in the quote form. Failure to provide complete price information and tabulation may result in the Quote being deemed non-responsive and removed from further consideration.

B. Unless indicated otherwise, Quotes shall be **inclusive of all costs** and shall include full compensation for all taxes, fees, shipping/delivery charges, materials, labor, equipment, tools, transportation, insurance, permits, overhead and profit, etc. necessary to complete the work in conformance with the Scope of Work and to the satisfaction of VRE. Extra charges will not be allowed.

C. The prices without exception shall be net, not subject to discount, and shall include all royalties and costs arising from patents, trademarks and copyrights in any way involved in the work.

D. No erasures or other handwritten changes may appear on the Quote Form.
8. ATTACHMENTS

The following documents are incorporated in this Request for Quotes and the resulting Blanket Purchase Order by this reference.

A. Attachment 1 – VRE General Provisions, dated June 28, 2019

B. Attachment 2 – VRE Insurance Coverage Requirements for Small Purchase of Goods/Services

C. Attachment 3 – Quote Form