



VIRGINIA RAILWAY EXPRESS
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VIRGINIA RAILWAY EXPRESS

REQUEST FOR QUOTES (RFQ)

INFORMATION SECURITY & TECHNOLOGY (IST) BRIVO ACCESS CONTROL BADGE READERS UPGRADE

RFQ Issued: February 25, 2026

Questions Due: March 5, 2026, at 10:00 A.M. Eastern Time

Quotes Due: March 12, 2026, at 1:00 P.M. Eastern Time

Contact: Monica McKenzie, Purchasing & Contract Compliance Specialist
Virginia Railway Express, 1500 King Street, Suite 202, Alexandria, VA 22314

Main Office: (703) 684-1001 **Email:** procurement@vre.org

1. PURPOSE/BACKGROUND

A. INTRODUCTION

The Virginia Railway Express (VRE) is soliciting Quotes to establish a firm-fixed price Purchase Order with a qualified and experienced Contractor to supply and install one-hundred two (102) new Brivo access control badge smart readers at multiple facilities within the VRE service area.

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. As a joint project of NVTC and PRTC, VRE will provide safe, cost effective, accessible, reliable, convenient, and comfortable commuter-oriented rail passenger service. VRE will contribute to the economic development of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



2. INSTRUCTIONS FOR QUOTERS

A. SUBMISSION OF WRITTEN QUESTIONS

1. **Deadline:** 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, in its sole discretion, to do so.
2. **Format for Questions:** Questions must be submitted in writing and include the related section number and title.
3. Questions must be submitted to VRE's contact in writing via electronic mail as listed on Page 1 of this RFQ. No questions or requests for additional information, clarification, or any other communication should be direct to any other individual.
4. No oral communication will be accepted. VRE will not be bound by any oral communications, or written interpretations or clarifications that are not set forth in an addendum to the RFQ.
5. Questions and responses will be posted on VRE's website at www.vre.org.
6. Any interpretation of the questions made by VRE will be responded to and distributed in the form of an addendum to the RFQ and will be available to all interested Quoters through VRE's website.

B. SUBMISSION OF QUOTE

1. Quotes must be submitted no later than the ***date and time specified on Page 1*** of this RFQ.
2. The Quote shall be submitted on **ATTACHMENT 1 - QUOTE FORM** provided by VRE.
3. Quotes shall be submitted via electronic mail to VRE's contact as listed on Page 1 of this RFQ.
4. The subject line of the electronic mail shall include the RFQ title.
5. Incomplete Quotes or Quotes received after the Quote closing date and time will not be considered by VRE.

C. AWARD

A firm-fixed price Purchase Order will be awarded by VRE to the lowest responsive, responsible Quoter.

D. VRE POINT OF CONTACT (POC)

VRE's Information Security and Technology Project Specialist will be the point of contact following award of a Purchase Order.



3. GENERAL CONDITIONS FOR QUOTERS

A. ACCESS FOR CONTRACTOR PERSONNEL

Enumerated below are requirements and conditions imposed upon the Contractor in order to access the proposed work. These requirements shall be considered in the Contractor's proposed operations, schedule, and cost to complete the work. A Notice-to-Proceed (NTP) to the Contractor is contingent upon successfully fulfilling these requirements to the satisfaction of VRE.

1. **Marine Corp Base Quantico (MCBQ) Access for Contractor Personnel:** All Contractor personnel that will travel to the Quantico Station must obtain access to MCBQ. VRE cannot and shall not obtain access on behalf of the Contractor or the Contractor's personnel or Subcontractors, however, VRE shall be named as the "Sponsor". The VRE Quantico Station is accessible only through MCBQ.
2. Described below is the process to obtain access as presented by MCBQ. Additional information may be obtained from the MCBQ / Department of Defense (DoD) website at: <https://www.quantico.marines.mil/Info/Base-Access/>.
3. **The MCBQ webpage states:** *"All personnel requesting access to MCINCR-MCB Quantico must have an approved ID and be registered into the Defense Biometric Identification System (DBIDS), prior to being allowed access to the base. DoD issued ID cards (CAC – common access card & TESLIN – retiree, dependent, reserve, individual ready reserve) do not require any action and will be automatically enrolled into DBIDS. All other approved IDs require registering that ID credential into DBIDS at the visitor control center, or other approved site aboard the installation. There is no cost to the individual or company to register or obtain a base access credential.*

Prior to arrival at the Visitor Control Center, it is highly recommended that each person pre-register in DBIDS to reduce wait times. Print out the registration confirmation or write down the alpha-numeric (QR) code and bring it to the Visitor Control Center."

4. To enroll in DBIDS prior to visiting the Visitor Control Center (VCC), visit the following website: <https://dbids-global.dmdc.mil/home/>. The VCC is located in Bldg. 27175, Telegraph Rd., Stafford, VA 22554. The required registration can only be obtained in person at this facility.

B. SAFETY RULES AND SECURITY AT VRE'S RAILROAD FACILITIES

1. In the performance of this Contract, the Contractor shall comply with the following:
 - a. VRE Rules to Live By (<https://www.vre.org/about/safety-and-security/contractors/>)
 - b. VRE Safety and Security Guidelines (ATTACHMENT 5)
 - c. VRE Facilities Access Requirements (https://www.vre.org/assets/1/6/Access_Badge_Request.pdf)



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

2. 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, both in storage and on-site.
3. 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.
4. The designated VRE Project Manager shall be notified immediately by the Contractor should installation activities necessitate the use of a ladder on the station platform, as adherence to specific railroad safety protocols is required in such circumstances.



4. SCOPE OF WORK

A. PROJECT BACKGROUND

VRE is seeking a qualified Contractor to upgrade its badge reader access control panels. VRE operates an existing Brivo access control infrastructure. All badge readers must be replaced with Brivo-manufactured hardware that is fully compatible with VRE's current system architecture. VRE seeks to replace a total of one-hundred two (102) badge readers with new Brivo B-BSPSF-B model readers to strengthen its security posture. This modernization will enhance system security, ensure compatibility with current technologies, and maintain compliance with industry standards.

B. GENERAL REQUIREMENTS

1. The Contractor shall furnish and install one-hundred two (102) new Brivo B-BSPSF-B Single Gang BLE Smart Readers.
2. The Contractor shall be a licensed, authorized Brivo dealer.
3. The Contractor shall be responsible for providing all labor, supervision, equipment, material, and transportation necessary to install new badge access control readers in accordance with the requirements specified herein.
4. The Contractor shall test all smart readers and main boards to ensure full functionality.
5. The Contractor shall work with VRE Safety and Security staff to complete all necessary configurations to integrate the new smart reads and main boards with VRE's access control environment.
6. The Contractor shall present VRE with an installation schedule, noting any potential service disruptions to the VRE access control infrastructure, which shall impact VRE, VRE's contractors, or guests. Any changes to this schedule must be communicated to the VRE Director of IST or designated VRE Project Manager in writing at least forty-eight (48) hours in advance.
7. The Contractor shall remove and recycle all abandoned equipment and provide VRE with a certificate of disposal.
8. The Contractor shall provide in-person training to VRE IST and Safety and Security staff on the new equipment prior to project closeout.
9. The Contractor shall provide a minimum one-year warranty on all installed parts and labor, covering defects in materials and workmanship. Warranty service shall include repair or replacement of defective components and associated labor at no additional cost to VRE during the warranty period.



C. INSTALLATION

The Contractor shall supply and install one-hundred two (102) new Brivo Single Gang BLE Smart Readers, Part No. B-BSPSF-B at the following locations:

Item No.	Quantity	Location
1.	36	<u>Crossroads Maintenance and Storage Facility</u> 9400 Crossroads Parkway Fredericksburg, VA 22408
2.	2	<u>Spotsylvania Station</u> Station Headhouse 9442 Crossroads Parkway Fredericksburg, VA 22408
3.	4	<u>Fredericksburg Southern Command Office</u> Southern Command Office 400 Prince Edward St Fredericksburg, VA 22401
4.	14	<u>Quantico Station</u> Station Building 540 Railroad Ave Quantico, VA 22134
5.	9	<u>Broad Run Maintenance and Storage Facility</u> 10637 Piper Ln Bristow, VA 20136
6.	37	<u>Alexandria Office</u> Headquarters 1500 King Street, Suite(s) 201-202 Alexandria, VA 22314

1. Upon award of the Purchase Order, VRE’s Information Security and Technology Project Specialist, the designated VRE Project Manager, shall coordinate the installation schedule with the Contractor. However, all work must be completed by the Contractor within sixty (60) consecutive calendar days from receipt of the Purchase Order from VRE.
2. Installation by the Contractor shall occur during normal business hours of 9:00 A.M. through 4:00 P.M. Eastern Time, Monday through Friday (excluding Federal Observed Holidays). Weekend work is prohibited unless authorized in advance by the IST Project Specialist.
3. Work performed at the Crossroads Maintenance and Storage Facility and at the Broad Run Maintenance and Storage Facility is strictly prohibited when there is train movement related to AM or PM service.



4. Any delay in the schedule shall be submitted to VRE in writing for approval.
5. The Contractor shall provide VRE with a comprehensive inventory, listing all installed badge reader serial numbers along with their corresponding installation locations.

D. PRODUCT SPECIFICATIONS AND SALIENT CHARACTERISTICS

The devices purchased by the Contractor shall meet the following requirements for form, fit, and function:

General Description:

1. Type: Single Gang Bluetooth Smart Reader
2. Mounting: Standard single-gang electrical box
3. Works with Brivo Access platform for secure, cloud-based access control

Credential Support:

1. Brivo Mobile Pass (BLE): Yes
2. Encrypted Smart Cards: 13.56 MHz (Brivo DESFire EV3 series)
3. Legacy Proximity Cards: 125 kHz non-encrypted
4. Key Fobs: Brivo DESFire EV3 series

Communication & Interface:

1. Protocols: OSDP and Wiegand
2. Integration: Compatible with Brivo ACS6000, ACS300, and ACS100 controllers

Power & Electrical:

1. Power Consumption: 100–190 mA @ 5–16 VDC

Physical & Environmental:

1. Dimensions: 5.7" (H) × 3.25" (W) × 0.8" (D)
2. Operating Temperature: -35°C to 66°C (-31°F to 151°F)
3. Ingress Protection: IP55 (indoor/outdoor use)

Read Range:

1. Mobile Pass (BLE): 1–6 ft
2. Smart Cards (13.56 MHz): 1–1.5 in
3. Proximity Cards: (125 kHz): 2–4 in

Certifications:

1. UL294, FCC Part 15 Class A, CE compliant



5. SPECIAL TERMS AND CONDITIONS

A. TERM

The Purchase Order shall be valid for no more than sixty (60) consecutive calendar days.

B. GENERAL PROVISIONS

The Contractor shall comply with **ATTACHMENT 2 – VRE GENERAL PROVISIONS**, as applicable to the Scope of Work.

C. FEDERAL TRANSIT ADMINISTRATION THIRD PARTY CONTRACT PROVISIONS

This purchase is funded in whole or in part by grants from the Federal Transit Administration (FTA) of the United States Department of Transportation. Therefore, the Contractor shall comply with **ATTACHMENT 3 - FEDERAL TRANSIT ADMINISTRATION (FTA) THIRD PARTY CONTRACT PROVISIONS FOR MATERIALS & SUPPLIES**.

D. REPRESENTATIONS AND CERTIFICATIONS

The Contractor shall complete and sign the forms in **ATTACHMENT 4 – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS/OFFERORS** included herein.

E. QUOTE ACCEPTANCE PERIOD

The Quote and any modification thereof shall be binding upon the Quoter for ninety (90) consecutive 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.

F. SIGNATURES

All documents requiring a signature may be executed via handwritten (manual) stamped, electronic (portable document format), photocopied, digital or scanned signature. A signed copy of the documents transmitted by any of the means listed above shall be deemed to have the same legal effect as an original executed copy.

G. WARRANTY OF MATERIALS AND WORKMANSHIP

1. The Contractor shall warrant all labor and material provided by the Contractor pursuant to the Scope of Work and/or technical specifications for a period of one (1) year or as otherwise stated in the **PRODUCT SPECIFICATIONS AND SALIENT CHARACTERISTICS identified above in Section 4D**. The Contractor, at no expense to VRE, shall correct all defects covered by this guarantee.
2. If any portion of the work performed or material provided by the Contractor proves to be defective within the warranty period, the Contractor will be notified by VRE. Upon receipt of such notification, the Contractor shall immediately furnish VRE with instructions for the disposition of the defective part(s).
3. Within ten (10) business days from notification of the warranty claim by VRE, the Contractor shall deliver replacement parts. Prior written authorization is required from VRE for completions exceeding ten (10) business days.



4. Any material or labor applied by the Contractor to correct warranted defects shall be warranted for one (1) additional year from the date of delivery.
5. All defective parts returned to and by the Contractor for repair or replacement shall be shipped at the Contractor's sole expense.
6. The Contractor shall supply a failure analysis for any warranty failure, unless the requirement is waived in writing by VRE.
7. Repetitive failure (i.e., three (3) failures during the warranty period) of an item that was repaired by the Contractor shall be considered a breach. VRE may at its sole discretion, have the repairs made by another party, with no further notice to the Contractor, and the Contractor shall be fully liable to pay for all such third-party work.

H. QUALITY ASSURANCE

Any material or part which fails to meet the requirements of the Scope of Work and/or technical specifications shall be subject to rejection and shall be replaced, or brought up to specification, free of charge, by the Contractor, if directed by VRE.

I. NEW MATERIALS

Unless noted otherwise, the Contractor shall furnish all materials required to produce the work in accordance with the Scope of Work and/or technical specifications and said materials shall meet the requirements of the Scope of Work, plans, drawings and/or specifications for the kind of applications involving their use. Only quality materials, which are generally accepted in the industry, and which conform to the requirements of the Scope of Work, plans, drawings and/or specifications, shall be used in the work.

J. SUBSTITUTIONS

1. The Purchase Order is based on the materials, equipment and methods described herein that will allow for compliance with all Federal, State, and Local rules and regulations. No substitutions or cancellations shall be permitted without the written approval of VRE. VRE will consider requests for substitutions of materials, equipment and methods only when such requests are accompanied by full and complete technical data and all other information required to evaluate the proposed substitution.
2. The Contractor shall not substitute materials, equipment or methods unless VRE has specifically approved such substitutions in writing. Substitutions, if approved, shall be without any additional compensation from VRE, unless approved otherwise.



6. INSURANCE

A. GENERAL REQUIREMENTS

1. The Contractor shall secure, pay the premiums for and keep in force until the expiration of the Purchase Order, and any renewal thereof, adequate insurance as identified in the "VRE Insurance Coverage Requirements" document. Items marked "X" are required to be provided. By signing and submitting a Quote under this solicitation, the Contractor certifies if issued a Purchase Order, the Contractor will have the insurance coverage identified and described below in the VRE Insurance Coverage Requirements matrix at the time of the issuance of a Purchase Order.
2. All required insurance coverage must be acquired from insurers that are authorized to do business in the Commonwealth of Virginia, with a rating of "A-" or better and a financial size of "Class VII" or better in the latest edition of the A.M. Best Co. Guides.
3. 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 Certificates of Insurance must be furnished within three (3) calendar days of the request from VRE and before any work under the Purchase Order will be allowed to commence.
4. Failure to provide the Certificate(s) when required may be cause for VRE to issue a Purchase Order to the next responsive, responsible Quoter. However, in no event shall work be performed until the required Certificate(s) of Insurance have been furnished and approved by VRE.
5. If the Contractor is furnished a written notice of cancellation from the insurance carrier, the Contractor shall provide VRE a copy of the cancellation notice within thirty (30) calendar days of receipt of the notification.
6. In no event shall the failure by VRE to receive Certificates of Insurance required hereunder, or to receive them by the date(s) required hereunder, be construed as a waiver of the Contractor's obligation to obtain the required insurance coverages. Failure by VRE to demand any Certificate of Insurance or other evidence of full compliance with the insurance requirements set forth herein, or failure by VRE to identify a deficiency in the evidence provided, shall not be construed as a waiver of the obligation to procure or maintain the insurance required hereunder. The acceptance of shipments by VRE does not constitute approval or agreement that the insurance requirements have been met or that the insurance policies identified in the Certificates of Insurance are in compliance with such requirements.



B. VRE INSURANCE COVERAGE REQUIREMENTS

“X” denotes that coverage is required. Applicability	Description	Coverage
	1. Workers' Compensation and Employer's Liability	Limits as required by the Workers' Compensation Act of Virginia. Employers Liability - \$1,000,000
	Admitted in Virginia	YES
	All States Endorsement	Statutory
	USL&H Endorsement	Statutory
	Voluntary Compensation	Statutory
X	2. General Liability, which shall be Commercial General Liability endorsed as broad form to include the following minimum limits: <ul style="list-style-type: none"> • General Aggregate • Products & Completed Operations Aggregate • Personal & Advertising Injury • Each Occurrence 	<ul style="list-style-type: none"> \$2,000,000 \$2,000,000 \$1,000,000 \$1,000,000
X	Contractual Liability	
X	Personal Injury	
X	Independent Contractors	
	XCU Property Damage Exclusion Deleted	
X	3. Automobile Liability (Coverage sufficient to cover all vehicles owned, used, or hired by the Contractor, its agents, representatives, or employees.) Minimum limits: <ul style="list-style-type: none"> • Combined Single Limit • Medical Expense Limit 	<ul style="list-style-type: none"> \$1,000,000 \$ 5,000
	4. Professional Errors and Omissions	\$1,000,000
	5. Builder's Risk	Purchase Order Value
	6. Installation Floater	Purchase Order Value
	7. Garage Liability	
	8. Garage Keeper's Legal Liability	
	9. Fire Legal Liability	
	10. Railroad Protective Liability Insurance. VRE shall be named as insured. The language shall read as follows: "Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as the Virginia Railway Express."	\$5,000,000 per occurrence; \$10,000,000 aggregate
	11. Railroad Protective Liability Insurance. A second policy shall name the host railroad as insured. Furnish a copy of the policy to VRE, prior to entry on VRE property or any other railroad property upon which VRE operates.	\$5,000,000 per occurrence; \$10,000,000 aggregate
X	12. Pollution Liability.	Purchase Order Value
X	13. VRE shall be named as additional insured on the General Liability Policy. This coverage is primary to all other coverage VRE may possess. The language shall read as follows: "Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as Virginia Railway Express."	
X	14. Best's Guide Rating – A:VI or better or Equivalent	
X	15. The Certification must state the Request for Quotes Title	
X	16. Umbrella Liability	\$5,000,000



7. INVOICES

A. INVOICES

1. Invoices shall be submitted by the Contractor for services/goods ordered, delivered, and accepted by VRE.
2. The Contractor shall submit invoices by electronic mail to itinvoices@vre.org and cc the VRE Project Manager, Kevin Goldman at kgoldman@vre.org.
3. At a minimum, invoices shall contain the following information:
 - a. Name, address and telephone number of the Contractor
 - b. Remit to address
 - c. VRE Purchase Order Number
 - d. Invoice number
 - e. Invoice date
 - f. Description, part/model/item number, unit price, quantity, and extended price
 - g. Total invoice amount
4. 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 upon receipt and acceptance of goods and services by VRE.



8. ATTACHMENTS

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

- A. Attachment 1 – Quote Form**
- B. Attachment 2 – VRE General Provisions**
- C. Attachment 3 – Federal Transit Administration (FTA) Third Party Contract Provisions for Materials & Supplies**
- D. Attachment 4 – Representations and Certifications**
- E. Attachment 5 – VRE Safety and Security Guidelines**

