

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

**RESOLUTION NO. 10-02-____
OFFICIAL COMMISSION MEETING
FEBRUARY 4, 2010**

SECOND: _____

**RE: AUTHORIZATION TO AWARD CONTRACT FOR PRTC TRANSIT CENTER
CLEANING AND JANITORIAL SERVICES TO IN AND OUT TOTAL BUILDING
MAINTENANCE**

WHEREAS, the Potomac and Rappahannock Transportation Commission (PRTC) advertised an Invitation for Bids (IFB) for PRTC Transit Center Cleaning and Janitorial Services; and

WHEREAS, bids were received from four firms; and

WHEREAS, In and Out Total Building Maintenance was the lowest responsive and responsible bidder; and

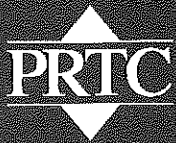
WHEREAS, In and Out Total Building Maintenance reference checks were considered to be excellent in all respects; and

WHEREAS, PRTC has included funding in the FY 2010 and proposed FY 2011 budgets to cover these services.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to award a contract to In and Out Total Building Maintenance to perform Cleaning and Janitorial Services for the PRTC Transit Center.

BE IT FURTHER RESOLVED that the Commission authorizes the Executive Director to exercise the four one-year options if, in his judgment, it would be in the Commission's best interest to do so.

BE IT FURTHER RESOLVED that the Commission does hereby recognize Excelsior Services for the years of dedicated, friendly, and professional services provided to PRTC since 1997.

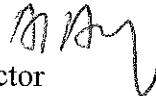


Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

February 4, 2010

TO: Chairman May and Commissioners

FROM: Alfred H. Harf 
Executive Director

RE: Authorization to Award Contract for Transit Center Cleaning and Janitorial Services to In and Out Total Building Maintenance

Recommendation:

Authorize the Executive Director to award a contract to In and Out Total Building Maintenance for PRTC Transit Center Cleaning and Janitorial Services.

Background:

On December 3, 2009, the PRTC Board authorized the Executive Director to solicit bids for Transit Center cleaning and janitorial services. Staff advertised the Invitation for Bids (IFB) and received four bids. In and Out Total Building Maintenance submitted the lowest responsive and responsible bid and their reference checks, in all respects, are excellent.

Bid proposals were as follows:

In and Out Total Building Maintenance	\$46,776.00 per year
Excelsior Services, Inc.	\$61,680.00 per year
B. A. Enterprize, Inc.	\$67,200.00 per year
Professional Maintenance	\$76,547.04 per year

While the incumbent contractor, Excelsior Services, was not selected, they have been providing cleaning services at the Transit Center since it was new and have consistently done superlative work, and thus management proposes to expressed PRTC's gratitude to Excelsior's proprietor for its years of dedicated, friendly, and professional services assuming the contract is awarded to In and Out Total Building Maintenance as recommended.

Chairman May and Commissioners
February 4, 2010
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Fiscal Impact:

The new contract will maintain current services at a substantially lower cost than before. The initial contract period is one year, with PRTC having sole discretion to extend for up to four one-year periods. Annual increases in the contract price will be based on the "Washington – Baltimore Area Consumer Price Index for Urban Earners and Clerical Workers (CPI-W)." PRTC has included funding for these services in the FY 2010 and proposed FY 2011 budgets.