

POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION

RESOLUTION

MOTION: \_\_\_\_\_

RESOLUTION NO. 10-03-\_\_\_\_  
OFFICIAL COMMISSION MEETING  
MARCH 4, 2010

SECOND: \_\_\_\_\_

RE: **AUTHORIZATION TO AWARD CONTRACT FOR PRTC TRANSIT  
CENTER LANDSCAPING SERVICES TO GRASS ROOTS, INCORPORATED**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission (PRTC) Board authorized re-procurement of Transit Center Landscaping Services; and

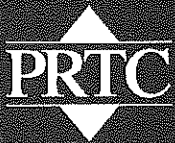
**WHEREAS**, PRTC advertised an Invitation for Bids (IFB) and received bids from five firms; and

**WHEREAS**, Grass Roots, Incorporated was the lowest responsive and responsible bidder; and

**WHEREAS**, PRTC has included funding in the FY 2010 and draft 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 Grass Roots, Incorporated to perform Landscaping Services for the PRTC Transit Center.

**BE IT FURTHER RESOLVED** that the Commission also authorizes the Executive Director to exercise each of the four one-year options without the need for further Commission approval if, in the opinion of the Executive Director, it is in PRTC's interest to do so.



Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

March 4, 2010

TO: Chairman May and Commissioners

FROM: Alfred H. Harf *M/Harf*  
Executive Director

RE: Authorization to Award Contract for Transit Center Landscaping Services to Grass Roots, Incorporated

Recommendation:

Authorize the Executive Director to award a contract to Grass Roots, Incorporated for PRTC Transit Center Landscaping Services.

Background:

On December 3, 2009, the Potomac and Rappahannock Transportation Commission (PRTC) Board authorized the Executive Director to solicit bids for Transit Center Landscaping Services since the existing contract would soon expire. Staff advertised the Invitation for Bids (IFB) and received five bids. Grass Roots, Incorporated submitted the lowest responsive and responsible bid and their reference checks, in all respects, are good. Bid proposals were as follows:

Grass Roots, Inc.	\$28,400.00 per year
The Word Group, Inc.	\$29,830.00 per year
Landscape by Art, LLC	\$68,194.92 per year
Affordable Lawn Care, Inc.	\$87,184.00 per year
Lakeridge Nursery, Inc.	\$90,509.32 per year

While Grass Roots, Incorporated is the incumbent contractor and their work over the last five years has been acceptable, staff has specified expectations for improved performance under the new contract and Grass Roots has affirmed its understanding and resolve to do so.

While the annual contract amount is less than the purchasing authority delegated by the Commission to the Executive Director, management is seeking the Commission's approval to not only award the contract as stated, but also exercise options present in the procurement (see below) without further Commission approval if, in the Executive Director's judgment, the

Chairman May and Commissioners

March 4, 2010

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exercise of these options are in PRTC's best interest. The combined cost of the base contract and the options is greater than the spending authority delegated to the Executive Director, which is why the Commission is being asked to take this action.

Fiscal Impact:

PRTC has included funding for these services in the FY 2010 and proposed FY 2011 budgets. The new contract rate is not only lower than budget, it is actually somewhat lower than the existing contract for landscaping services already provided (\$23,900 vs. \$27,375). Note that the \$28,400 annual cost includes \$4,500 for annual landscape maintenance of the new commuter park and ride lot, a cost that was anticipated and included in the budgets. The initial contract period is one year, which can be extended at PRTC's sole discretion 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)."