



Meeting of the Operations and Oversight Committee

Thursday, September 12, 2024, • 10:00 a.m.
3400 Victoria Blvd. Hampton, VA and Virtual via ZOOM

A meeting of the Operations and Oversight Committee is scheduled for Thursday, September 12, 2024, at 10:00 a.m. in the HAMPTON Boardroom. Please note that currently, the in-person meetings are for commissioners and senior HRT staff only. All others can join the meeting via ZOOM by following the link at:

<https://hrtransit-org.zoom.us/meeting/register/tZMocOmpgzgqH9DL0Hma5c6GBdQ4K1WFVbA>

The agenda and supporting materials are included in this package for your review.



Meeting of the Operations and Oversight Committee

Thursday, September 12, 2024, • 10:00 a.m.
Hybrid 3400 Victoria Blvd. Hampton, VA and
Virtual ZOOM Meeting

AGENDA

1. Approval of the August 2024 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update-Malika Blume
4. Procurement Recommendations to the Committee-Sonya Luther
 - a. Contract No. 24-00301, Crane and Hoist Inspection and Repair Service (Renewal).
 - b. Contract No. 24-00283, General Environmental Services (Renewal).
 - c. Contract No. 24-00303, Vanpool Assistance Program (Renewal).
 - d. Contract No. 24-00300, Vehicle Wash Equipment Maintenance, Inspection, and Repair Services (Renewal).
5. Task Orders **(for informational purposes only)**.
 - a. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support:
 - i. Task Order 150. This Task Order is for Farebox slider boxes. This Task order is for \$416.80 and is funded with operating funds.
 - ii. Task Order 151. This Task Order is for Flange bearings; Coin chute ramps; Laser door boards; Shaft No. 10A; Label, power supply, 12 VDC; Label, power supply 24 VDC. This

Task Order is for \$3,024.69 and is funded with operating funds.

- iii. Task Order 152. This Task Order is for Ring, protection-Laser Sensor. This Task Order is for \$455.80 and is funded with operating funds.
- iv. Task Order 153. This Task Order is for “C” retaining rings; Bearings, flange (farebox); Catch, cashbox (farebox); Body and one-way clutches (farebox); Universal sensor boards (TVM); Laser door boards (TVM); Synchronous belts 175T (Trim); 140MXL, .25” wide, N/F, timing belts; Odyssey red jumpers; Trim main driver motors. This Task Order is for \$7,543.09 and is funded with operating funds.
- v. Task Order 154. This Task Order is for Coin validator repair. This Task Order is for \$540.00 and is funded with operating funds.
- vi. Task Order 155. This Task Order is for Cable, keypad-patron; Cable, lock bar-upper; Cable, video (LVDS) display. This Task Order is for \$462.80 and is funded with operating funds.

6. Options to be Exercised November 2024-Sonya Luther

7. Upcoming Commission Approvals-Sonya Luther

8. Operations Update-Benjamin Simms, IV

9. Old and New Business

10. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, October 10, 2024, in Norfolk, VA and virtually via ZOOM.



Meeting of the Operations and Oversight Committee

Thursday August 15, 2024, • 10:00 a.m.
509 E. 18th Street, Norfolk, VA, and Zoom Meeting

MEETING MINUTES

Call to Order

Commissioner Glover called the meeting to order at 10:01 AM.

Commissioners in attendance:

Chairman Glover, Portsmouth
Commissioner Bullock, Newport News
Commissioner Johnson, Chesapeake
Commissioner Ross-Hammond, Virginia Beach
Commissioner, Woodbury, Newport News

Hampton Roads Transit Staff in attendance:

Tammara Askew, Administrative Support Tech (Zoom)
Monique Battle, Associate Project Manager (Zoom)
Malika Blume, Director of Internal Audit
William Collins, Facilities Maintenance Manager
Sherri Dawson, Director of Transit Development
Sheri Dixon, Director of Revenue Services (Zoom)
April Garrett, Sr. Executive Assistant
Wayne Groover, Director of Light Rail Maintenance and Facilities
William E. Harrell, President, and CEO
Keianna Harris, Special Project Assistant Executive
Danielle Hill, Director of Human Resources (Zoom)
Keith Johnson, Paratransit Service Contract Admin.
Shane Kelly, Sr. Manager Security & Emergency Preparedness
Charles Knox-Yearwood, Manager of Fleet Maintenance
Sonya Luther, Director of Procurement
Alexis Majied, Chief Communications Officer
Steven Magaro, Emergency Preparedness Manager
Maryann Martin, Data Analyst II (Zoom)
Tracy Moore, Director of Transportation
John Nason, Director of Bus Maintenance
Sibyl Papas, Chief Engineering & Facilities Officer
Michael Price, Chief Information Officer/CTO
Chad Pritchett, Sr. Budget Analyst

Luis Ramos, Executive Assistant to the President & CEO
Dawn Sciortino, Chief Safety Officer (Zoom)
Brian Smith, Deputy Chief Executive Officer
Monique Strickland, Talent Acquisition Manager (Zoom)
Paula Studebaker, HR Executive Assistant
Robert Travers, Corporate Counsel
Alex Touzov, Sr. Director of Tech Services (Zoom)
Uma Uma, Helpdesk Technology
Keishia Williams, Operations Support Technician

Others in attendance:

Alt. Commissioner Brian Swets, Portsmouth (Zoom)
Alt. Commissioner Cipriano,
Avery Daugherty, (Zoom)

The August 2024 Operations and Oversight meeting package was distributed electronically to committee members and the media in advance of the meeting. The meeting package consisted of:

- Agenda
- Action Items
- Minutes from the Previous Meeting
- Audit Update
- Procurement Items for Approval
- Options to be Exercised.
- Upcoming Procurements

Approval of the June 13, 2024, Meeting Minutes

A motion to approve the June 13, 2024, Operations and Oversight Committee meeting minutes was made by Commissioner Bullock, and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, and Woodbury.

Nays: None

Abstain: None

Audit Update

There was no audit update given.

Commissioner Ross-Hammond entered the room at 10:07am.

Review of the Operations and Oversight Committee Action Items

There were no action Items to discuss.

Procurement Items for Approval

Contract No. 24-00302, Bus Diagnostic and Repair Services (Renewal).

Ms. Sonya Luther presented Contract No. 24-00302, Bus Diagnostic and Repair Services (Renewal), as a recommendation that the Commission approve the award of a sole source contract to Cummins Sales and Service to provide bus diagnostic and repair services in the not-to-exceed amount of \$1,414,075.75 for five (5) years.

Mr. John Nason was available to answer questions.

There was discussion regarding the percentage increase of 25% and if the year options could potentially be a lower amount.

A motion to approve Contract No. 24-00302, Bus Diagnostic and Repair Services (Renewal) was made by Commissioner Bullock and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hammond, and Woodbury.

Nays: None

Abstain: None

Contract No. 24-00280, Equipment Rental Services.

Ms. Sonya Luther presented Contract No. 24-00280, Equipment Rental Services, as a recommendation that the Commission approve the award of a contract to United Rentals, Inc. to provide rental equipment services in the not-to-exceed amount of \$325,000.00 over a four (4) year period.

Mr. Wayne Groover was available to answer questions. There was discussion regarding what HRT uses bucket trucks for.

A motion to approve Contract No. 24-00280, Equipment Rental Services was made by Commissioner Woodbury and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hammond and Woodbury.

Nays: None

Abstain: None

Contract No. 24-00287, Forklift and Manlift Preventative Maintenance and Repair Services (Renewal).

Ms. Sonya Luther presented Contract No. 24-00287, Forklift and Manlift Preventative Maintenance and Repair Services (Renewal), as a recommendation that the Commission approve the award of a contract to United Rentals, Inc. to provide forklift and manlift preventative maintenance and repair services in the not-to-exceed amount of \$280,115.00 over five (5) years.

Mr. Wayne Groover was available to answer questions.

There was discussion regarding if this contract is overlapping with the previously mentioned contract and if it was possible to consolidate the two.

A motion to approve Contract No. 24-00287, Forklift and Manlift Preventative Maintenance and Repair Services (Renewal) was made by Commissioner Bullock and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hammond and Woodbury

Nays: None

Abstain: None

Contract No. 24-00304R, Microsoft Software Assurance (Renewal).

Ms. Sonya Luther presented Contract No. 24-00304R, Microsoft Software Assurance (Renewal), as a recommendation that the Commission approve the award of a contract to Crayon Software Experts, LLC to provide Microsoft Software licenses renewal, maintenance, and support in the not-to-exceed amount of \$2,566,140.46 over a three-year period.

Mr. Michael Price was available to answer questions.

A motion to approve Contract No. 24-00304R, Microsoft Software Assurance (Renewal) was made by Commissioner Bullock and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hammond and Woodbury

Nays: None

Abstain: None

Contract No. 24-00293, Transit Mobile Data Wireless Services (Renewal)

Ms. Sonya Luther presented Contract No. 24-00293, Transit Mobile Data Wireless Services (Renewal), as a recommendation that the Commission approve the award of a contract to T-Mobile USA, Inc. to provide transit mobile data wireless services to HRT in the not-to exceed amount of \$570,076.00 over five (5) years.

Mr. Michael Price was available to answer questions.

A motion to approve Contract No. 24-00293, Transit Mobile Data Wireless Services (Renewal) was made by Commissioner Woodbury and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hammond and Woodbury.

Nays: None

Abstain: None

Task Orders

Task orders were included on the agenda for review. There were no questions or comments regarding same.

Options to be Exercised.

Options to be Exercised enclosed in the meeting package for October 2024 were reviewed by the Committee.

Upcoming Procurements

Upcoming procurements enclosed in the meeting package were reviewed with the Committee.

Operations Update

Mr. Tracy Moore gave the operations update in which he spoke on the upcoming Savana Banana's Games in which HRT will support with additional service and staff as well as Homeland Security and the Coast Guard.

Mr. Moore also spoke about the upcoming Mobile Heart to Heart that will be taking place on both the Southside (August 30th at Victory Crossing Transfer Center from 12-2) and the Northside (September 19th at the Hampton Transit Center from 12-2) and encouraged the board to come out and support the operators.

Old and New Business

There was no old or new business to discuss.

Commissioner Comments

1. It was requested to receive an update on micro transit for Virginia Beach and Newport News at the next Operations and Oversight Committee Meeting.
2. Commissioner Glover thanks the HRT team and congrats to job well done, as well as welcoming kids back to school. Congratulations to Mr. Harrell's daughter for completing Law school training and wished the commission a Happy Labor Day.

Adjournment

Commissioner Glover adjourned the meeting at 10:34 AM.

Next Operations and Oversight Committee meeting will be held in the HAMPTON boardroom on September 12, 2024, at 10am.



HAMPTON ROADS TRANSIT
AUGUST 2024/SEPTEMBER 2024
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
August 15, 2024	It was requested to receive an update for Microtransit for Virginia Beach and Newport News at the next Operations and Oversight Committee Meeting.	Operations/Amy Braziel	September 12, 2024	September 12, 2024 at the Operations and Oversight Committee Meeting

Contract No.: 24-00301	Title: Crane and Hoist Inspection and Repair Service (Renewal)	Contract Amount:	
		Base Year:	\$ 54,957.00
		Three Option Years:	\$181,047.61
		Total:	\$236,004.61

Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform scheduled and unscheduled crane, hoist, boom lift, and runway inspections and repairs.

Background: Hampton Roads Transit (HRT) is required to adhere to Occupational Safety and Health Administration (OSHA) regulations as they apply to cranes, hoists, and boom lifts in service at its facilities. Under the terms of this agreement, the Contractor will provide experienced maintenance technicians to perform scheduled and unscheduled inspections, repairs, and preventative maintenance for cranes, hoists, and booms in accordance with OSHA requirements.

Contract Approach: An Invitation for Bids (IFB) was issued on July 12, 2024. Three (3) bids were received on August 20, 2024, from the following firms:

- Crane Tech Solutions, LLC (Crane Tech)
- Hoist and Crane Service Group
- Royal Arc Welding Company

In response to the IFB, Bidders were required to provide pricing for annual inspections of crane, hoist, and lift equipment, and hourly rates for labor categories listed in the Price Schedule.

After an evaluation of bids received, Crane Tech was determined to be the lowest priced responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder, and therefore eligible for award.

Crane Tech’s bid price is deemed fair and reasonable based upon a price analysis performed utilizing the independent cost estimate, historical data, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed Crane Tech is technically and financially capable of performing the work.

Crane Tech is located in Portsmouth, VA, and has performed similar services for Balicore, in Virginia Beach, VA; Superior Marble in Portsmouth, VA; and BMG Marble in Chesapeake, VA.

The period of performance for this contract is one (1) base year, with three (3) additional one-year options.

No DBE goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with operating funds.

Contract No.: 24-00301	Title: Crane and Hoist Inspection and Repair Service (Renewal)	Contract Amount:	
		Base Year:	\$ 54,957.00
		Three Option Years:	\$181,047.61
		Total:	\$236,004.61

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Crane Tech Solutions, LLC to perform crane and hoist inspection and repair services in the not-to-exceed amount of \$236,004.61 over four (4) years.

Solicitation Results

Bidder	Total Price
Crane Tech Solutions, LLC	\$236,004.61
Royal Arc Welding Company	\$272,719.32
Hoist and Crane Service Group	\$298,109.10

Crane Tech Solutions LLC's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Total
\$54,957.00	\$57,704.85	\$60,307.95	\$63,034.81	\$236,004.61

Contract No.: 24-00283	Title: General Environmental Services (Renewal)	Contract Amount:	
		Base Year:	\$133,443.55
		Three Option Years:	\$601,500.50
		Total:	\$734,944.05

Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform a variety of general environmental services.

Background: Hampton Roads Transit (HRT) requires a Contractor to provide the necessary personnel, equipment, materials, and supplies to perform various general environmental services as required, or upon request, in compliance with all applicable federal, state, and local laws and regulations, including, but not limited to, those under the Resource Conservation and Recovery Act (RCRA), the Toxic Substances Control Act, the Occupational Safety and Health Act (OSHA), the Hazardous Materials Transportation Act, and all applicable U.S. Department of Transportation (DOT), U.S. Environmental Protection Agency (EPA), and Virginia Department of Environmental Quality (DEQ) regulations. Under the terms of this agreement, the Contractor will perform waste tank vacuum services; emergency spill response and environmental remediation services; hazardous, toxic, and biohazard materials/waste testing and disposal; non-hazardous waste removal; and bulk used oil materials removal services.

Contract Approach: A Request for Proposals (RFP) was issued on May 30, 2024. Two (2) proposals were received on July 2, 2024, from the following firms:

- First Call Environmental, LLC (First Call)
- HEPACO, LLC (HEPACO)

In response to the RFP, Proposers were required to describe their approach to, and provide unit pricing for, various scheduled environmental services described in the Scope of Work; as well as unit rates for unscheduled and other services that may be requested by HRT.

Upon review and evaluation of the proposals received, both firms were deemed qualified to meet the Scope of Work requirements. The two (2) firms were invited for discussions and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and confirming each firm's approach to performing the services. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested from both firms.

After review and analysis of the BAFOs received, HRT staff determined that First Call provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, First Call's total price decreased by \$52,240.58, or approximately 6.64%. First Call's pricing is deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that First Call is both technically and financially capable of performing the services.

Contract No.: 24-00283	Title: General Environmental Services (Renewal)	Contract Amount:	
		Base Year:	\$133,443.55
		Three Option Years:	\$601,500.50
		Total:	\$734,944.05

First Call is located in Ashland, VA, and has performed similar services for the County of Chesterfield, in Chesterfield, VA; the City of Richmond Water Plant in Richmond, VA; and AXA XL in Exton, PA.

The period of performance for this contract is one (1) base year, with four (4) additional one-year options.

No DBE goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with operating funds.

Project Managers: Colton Brown, Environmental Compliance Manager

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to First Call Environmental, LLC to provide general environmental services for HRT in the not-to-exceed amount of \$734,944.05 over five (5) years.

Solicitation Results

Offeror	Original Offer	Best and Final Offer
First Call Environmental, LLC	\$787,184.63	\$734,944.05
HEPACO, LLC	\$714,537.50	\$1,437,243.00*

*Hepaco, LLC failed to include their indirect and direct costs in their original offer.

First Call Environmental LLC's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$133,443.55	\$139,126.00	\$146,459.00	\$154,791.50	\$161,124.00	\$734,944.05

Contract No.: 24-00303	Title: Vanpool Assistance Program (Renewal)	Contract Amount: \$612,000.00 1 yr. w/4 1-yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide vanpool services for commuter vanpool programs.

Background: Hampton Roads Transit (HRT), through its TRAFFIX Program, is the premier Transportation Demand Management Program in the Hampton Roads and surrounding areas, including an association of fifteen (15) cities and counties. TRAFFIX manages commuter programs including ride-matching, commuter rewards, and vanpool. Under the terms of this agreement, HRT will offer a flat subsidy per van to the Contractor to provide vanpool services. The Contractor will be responsible for the administration, insurance, and all costs associated with maintaining its fleet, to include compliance with National Transit Database (NTD) reporting and submission requirements and preparing all required data for reporting the vanpool program.

Contract Approach: A Request for Proposals was issued on June 21, 2024. Two (2) proposals were received on July 26, 2024, from the following firms:

- Enterprise Leasing Co. of Norfolk/Richmond, LLC d/b/a Commute with Enterprise (Enterprise)
- K & K Connections, LLC (K&K)

In response to the RFP, Proposers provided a list of monthly rates for vanpool groups with the assumption that the fleet is composed of five (5) various van sizes, for evaluation purposes. Proposers were not required to submit pricing on all five (5) van sizes. The exact amount of the van subsidy, if any, will be defined annually by HRT.

Following review and evaluation of the technical proposals, both firms were invited for discussions to provide clarification on various aspects of their proposal. At the conclusion of discussions, both firms were deemed qualified to meet the requirements of the Scope of Work, based on their technical approach, experience, and qualifications.

In an effort to obtain more favorable pricing, both Enterprise and K&K were invited for further discussions and negotiations. Negotiations focused on clarifying assumptions made in establishing pricing, reducing the proposed monthly rates, and discussing deviations from the Scope of Services and exceptions to the terms and conditions of the RFP. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested from both firms.

As a result of the negotiations, Enterprise offered an average reduction of approximately 3.6% for all five (5) van sizes, over the five-year contract period, while K&K offered an average increase of 47% for two (2) van sizes, over the same period. The increase for K&K was a result of their failure to include all direct and indirect costs in their original pricing.

Contract No.: 24-00303	Title: Vanpool Assistance Program (Renewal)	Contract Amount: \$612,000.00 1 yr. w/4 1-yr. options
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In order to provide more choices to TRAFFIX vanpool customers, a decision was made to award to both firms. Both firm's proposed rates are deemed fair and reasonable based on the results of the negotiations, and the fact that pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that both firms are technically and financially capable of performing the services.

Enterprise is located in Glen Allen, VA and provides similar services to the Virginia Department of Rail and Public Transportation (DRPT) and the Greater Richmond Transit Company, both in Richmond, VA; and Norfolk Naval Shipyard in Portsmouth, VA. Enterprise currently provides these services for HRT satisfactorily.

K&K is located in Chesterfield, VA and provides similar services for the Greater Richmond Transit Company in Richmond, VA; Vanpool Alliance in Woodbridge, VA; and Washington Metropolitan Area Transit Authority in Washington, DC.

The period of performance for this contract is one (1) base year, with four (4) additional one-year options.

No DBE goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with DRPT grant and operating funds.

Project Manager: Alexis Majied, Chief Communications and External Affairs Officer

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of contracts to Enterprise Leasing Co. of Norfolk/Richmond, LLC d/b/a Commute with Enterprise and K & K Connections, LLC to provide vanpool services for commuter vanpool programs. The total combined amount of the vanpool subsidy to be provided is \$612,000.00 over five (5) years.

Contract No: 24-00300	Title: Vehicle Wash Equipment Maintenance, Inspection, and Repair Services (Renewal)	Contract Amount: Two Base Years: \$173,392.60 Three Option Years: \$275,832.40 Total: \$449,225.00
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform scheduled and unscheduled preventative maintenance, inspections, and repairs of bus and light rail vehicle wash equipment located various Hampton Roads Transit (HRT) facilities.

Background: HRT has a requirement to provide safe, reliable, and clean equipment for public transportation. To meet this requirement, HRT owns and operates vehicle wash equipment at three (3) major locations which require routine inspections, maintenance, and repair. Under the terms of this agreement, the Contractor will provide soap, activator, and other necessary materials for use in the vehicle wash equipment; be readily available for unscheduled and emergency repairs; and provide knowledgeable, properly trained, and experienced vehicle wash maintenance technicians.

Contract Approach: An Invitation for Bids (IFB) was issued July 3, 2024. One (1) bid was received on August 20, 2024, from EST Companies, LLC (EST). A post solicitation survey of other firms solicited did not yield any responses.

In response to the IFB, Bidders were required to provide pricing for scheduled preventative maintenance and inspections and hourly rates for unscheduled repairs, as well as pricing for soap and activators for use in the vehicle wash equipment.

After an evaluation of the bid received, HRT staff determined that EST was responsive (in compliance with submittal requirements) and responsible (capable to perform); and is therefore eligible for award. EST's total bid price includes an annual allowance of \$30,000.00 for unscheduled repairs that HRT may request during the Contract term.

Since there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation, a decision was made to enter into price negotiations with EST. Negotiations focused on reducing the preventative maintenance and annual inspection rates. As a result of the negotiations, EST reduced its total bid price by \$8,906.00, or approximately 1.9%.

EST's revised pricing is deemed fair and reasonable based on results of the negotiations and EST's certification that the pricing is in line with prices charged to other customers. A contractor responsibility review confirmed that EST is technically and financially capable of performing the work.

EST is located in Tempe, AZ and provides similar services for the City of Phoenix Aviation in Phoenix, AZ; the City of Glendale in Glendale, AZ; and Davis Monthan Air Force Base in Tucson, AZ.

Contract No: 24-00300	Title: Vehicle Wash Equipment Maintenance, Inspection, and Repair Services (Renewal)	Contract Amount:	
		Two Base Years:	\$173,392.60
		Three Option Years:	\$275,832.40
		Total:	\$449,225.00

The period of performance for this contract is two (2) base years, with three (3) additional one-year options.

No DBE goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with operating funds.

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to EST Companies, LLC to provide vehicle wash equipment maintenance, inspection, and repair services in the not-to-exceed amount of \$449,225.00 over a five-year period.

Bid Result	
Original Bid Price	Revised Bid Price
\$458,131.00	\$449,225.00

EST Companies, LLC Bid Summary					
Base Year 1	Base Year 2	Option Year 1	Option Year 2	Option Year 3	Total
\$85,697.20	\$87,695.40	\$89,754.50	\$91,921.00	\$94,156.90	\$449,225.00

Exercise of Options – November 2024

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
20-00076	On-Site Vehicle Inspection Services	To provide on-site vehicle inspections and quality assurance services on a Task Order basis.	\$174,854.00	1 yr. w/4 1-yr. options	Fourth	\$41,737.50
20-00091	Employee Benefits Consulting and Broker Services	To provide employee benefits and broker services to HRT.	\$240,500.00	3 yrs. w/2 1-yr. options	Fourth	\$49,000.00
22-00196	General Painting Services	To provide general painting services on a Task Order basis.	\$200,000.00	1 yr. w/2 1-yr. options	Second	\$66,666.67

UPCOMING CONTRACTS FOR APPROVAL

Title	Description	Renewal Contract Expiration Date
Architectural and Engineering Services	To provide comprehensive architectural and engineering services.	1/26/2025
Audio/Visual Services	To provide audio and visual support services on a Task Order basis.	12/15/2024
Audit Management System	To provide a cloud-based, fully integrated software solution to deliver strategic value and increase efficiencies through a streamlined internal audit process.	New
Client Technology Support Services	To provide equipment and services necessary to modernize, expand, and operate HRT's Client Technology systems.	New
Contract and Vendor Software Solution	To provide a commercial off-the-shelf, Software as a Service Contract and Vendor Management Software solution.	New
Data Archive Software and Extraction Services for PeopleSoft Financials	To provide a secure commercial off-the-shelf software as a service data archiving management solution for HRT's PeopleSoft Financials application.	New
Database Administration Managed Services	To provide 24x7 support of all current Production Servers and their associated databases; 8x5 support of all Development/Test Servers and their associated databases; and Database Project Support Services for activities not covered under the Database Administration Managed Services offerings.	New
Human Resources Temporary Staffing Services	To assist in recruiting and placement efforts for the Human Resources department.	New
Infrastructure Support Services	To provide equipment and services necessary to modernize, expand, and operate HRT's Infrastructure Systems.	New
Light Rail Vehicle Midlife Overhaul	To provide the complete turnkey provision of Light Rail Vehicle midlife overhauls for a fleet of nine Siemens S70 LRVs.	New
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.	New
Provision of Facilities Materials and Supplies	To supply and deliver facility materials and supplies on an as needed basis.	09/20/2024

Provision of Two (2) Non-Revenue Security Vehicles	To procure two (2) Police Interceptor Utility vehicles to expand the fleet of security support vehicles.	New
State Legislative and Advocacy Services	To provide state legislative and advocacy services for HRT.	New
Technology Staffing Services	To provide technology staffing services.	06/23/2024
Towing and Flat Tire Replacement Services	To provide towing and flat tire replacement services for HRT.	10/29/2024
Transit Amenity Services	To maintain the appearance and cleanliness of HRT's bus, light rail, and ferry passenger amenity stops throughout Hampton Roads.	01/31/2025
Transit Bus Replacement	To procure twenty-two (22) 35' transit buses.	New
Wi-Fi/Networking	To provide equipment and services necessary to modernize, expand, and operate HRT's Network Systems on a Task Order basis.	New