




DATE: December 22, 2011

TO: Christopher P. Morrill, GRTC Vice President of Operations

FROM: Carl L. Palmer, GRTC General Manager 

SUBJECT: Award Memo for Armed Security Services for GRTC's Campbell Court Transportation Station Facility

The Greater Roanoke Transit Company, d/b/a Valley Metro (GRTC or Valley Metro) is seeking to obtain armed security services (security services) for GRTC's Campbell Court Transfer Station (Facility) located at 17-31 Campbell Avenue, S.W., Roanoke, Virginia, 24011. Such security services are for purposes of providing trained security service personnel or guards to deal with circumstances and/or instances that may arise during the busy time periods that Valley Metro provides bus services Monday through Saturday and to effectively address emergency situations that may occur during those times.

GRTC issued an Invitation for Bid (IFB) on September 22, 2011, for such security services at GRTC's Campbell Court Facility, IFB No. 11-GRTC-0922. The opening date was October 11, 2011. The IFB was for turnkey services and provided that the bidders could bid on two alternate types of shifts, one for an eight-hour shift per day Monday through Saturday, and one for a ten-hour shift per day Monday through Saturday.

The IFB was advertised in the Roanoke Times on Thursday, September 22, 2011, and in the Roanoke Tribune on Thursday, September 22, 2011. The IFB was also posted on Valley Metro's website on Thursday, September 22, 2011, and in the lobby of the Roy Z. Meador Valley Metro, Administration Building at 1108 Campbell Avenue, S.E., Roanoke, Virginia, on the same date. On Thursday, October 11, 2011, at 2:00 p.m., one bid was received for the project from Professional Security Services Corp. at a rate of \$18.50 per hour for either of the two options mentioned above.

Since only one bid response was received to the IFB, GRTC performed due diligence requirements in accordance with Federal Transit Administration Regulations to establish that the proposed bid amount was reasonable and that there had been adequate competition in the IFB process.

The GRTC General Manager has determined that Professional Security Services Corp., 2203 Shenandoah Valley Avenue, Roanoke, Virginia, 24024, submitted the only bid response and that such bidder is the lowest responsive and responsible bidder for the project for security services at GRTC's Campbell Court Facility. The Contract agreed to

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**Greater Roanoke Transit Company**

Award Memo to Christopher P. Morrill

December 22, 2011

Page 2

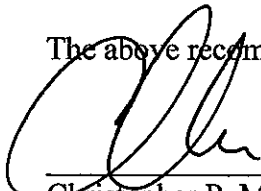
by the parties will be for a one year period of time, from January 1, 2012, through December 31, 2012, with the option of the parties, upon mutual agreement, to renew the Contract for one additional year. The cost of the Contract will be \$18.50 per hour for one security guard, Monday through Saturday, during the hours of 5:30 a.m. to 9:30 a.m. and 2:30 p.m. to 8:30 p.m., which will be a 10 hour daily shift. However, the Contract provides that the parties may modify such time periods by mutual agreement of the parties by a letter signed by both parties, as the need may arise. The total not to exceed amount of the Contract for the initial one year period is \$59,670.00.

Project funding in the amount of \$59,670.00 is available through federal and state grants and a local match from the City of Roanoke.

**Recommended Action:**

Accept the above bid response, Award, and execute a Contract with Professional Security Services Corp. for the above described services and work in an amount not to exceed \$59,670.00 for the first year of the Contract for the period of January 1, 2012, through December 31, 2012, at the rate of \$18.50 per hour for one security guard, with an option for the parties to renew, upon mutual agreement, the Contract for one additional year, as described above.

The above recommendations are approved by the GRTC Vice President of Operations.

  
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Christopher P. Morrill  
GRTC Vice President of Operations

12-20-11  
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Date

cc: Carl L. Palmer, General Manager, GRTC  
Sherman M. Stovall, Assistant Vice President for Operations, GRTC  
Kevin Price, Assistant General Manager, GRTC  
Stephanie Giles, Director of Finance, GRTC  
Tiffany Ollie, Purchasing Agent, GRTC  
William M. Hackworth, General Counsel, GRTC