



Date of Council Meeting: February 9, 2016

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Contract for access control security on entrance gates and buildings for the Water Pollution Control Facility and the Utility Maintenance Building project.

Staff Contact: Renée LaFollette, P.E., Director, Public Works & Capital Projects
Amy Wyks, P.E., Director, Utilities
Octavia Andrew, Chief Procurement Officer, Finance & Administrative Services

Council Action Requested: Contract award for access control security on entrance gates and buildings at the Water Pollution Control Facility and the Utility Maintenance Building in the amount of \$292,182.71.

Staff Recommendation: Staff recommends that Town Council award the contract for access control security on the entrance gates and buildings for the Water Pollution Control Facility and Utility Maintenance Building to CTSI in the amount of \$292,182.71.

Commission Recommendation: Not applicable.

Fiscal Impact: No additional funding is necessary for the first phase of the security project. The access control security on the entrance gates and buildings at the Water Pollution Control Facility and Utility Maintenance Building is a fully funded project in the Town's Capital Improvements Program for Fiscal Year 2016-2021. The security contract is \$292,182.71.

Work Plan Impact: None. This project is part of the current work plan for the Department of Public Works & Capital Projects and the Utility Department.

Executive Summary: With the construction of Russell Branch Parkway and the new Lowes Home Improvement store, the Water Pollution Control Facility and the Utility Maintenance Building will now be located in clear view of a major roadway. During the review of the construction plans, the Leesburg Police Department recommended that both facilities be protected with a security system that includes fencing, access gates, and secure building access.

Background: With the new development occurring between Route 7 and the Water Pollution Control Facility and the Utility Maintenance Building, the Leesburg Police Department recommended the installation of a security system for both facilities. The developer for Lowes's is constructing a new store and the section of Russell Branch Parkway in front of the Town facilities. The developer is required to provide the automated gates for the Water Pollution Control Facility, the Utility Maintenance Building and the Town Shop facilities.

Construction contract for security fence and gates at the Water Pollution Control Facility and the Utility Maintenance Building project.

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The project being awarded will include key card access for all gates, buildings at both Utility facilities, and additional cameras on key buildings within the Utility compound.

Staff working with the Chief Procurement Officer found two contracts that are rideable by other jurisdictions for security type projects, one from Fairfax and one from National Cooperative Purchasing Alliance (NCPA). By working within the guidelines of these contracts, Town staff contacted three vendors to price the security work:

- CTSI Fairfax Contract
- MCDean Fairfax Contract
- Kratos NCPA Contract

CTSI provided a price for the work to be performed that was lower than the other two contactors that were contacted.

The proposal from CTSI was evaluated by the Building Maintenance Superintendent, the Director of Public Works and Capital Projects, along with the Chief Procurement Officer in accordance with the Town's Procurement Policy. CTSI, a veteran owned business of Chantilly, Virginia was determined to be the lowest responsive and responsible bidder.

This is a unit price contract. The estimated quantities multiplied by the unit price have established the not to exceed proposal cost. Change order procedures are detailed in the rideable contract specifications.

PRESENTED February 9, 2016

RESOLUTION NO. 2016-

ADOPTED _____

A RESOLUTION: AWARDING THE ACCESS CONTROL SECURITY CONTRACT FOR THE WATER POLLUTION CONTROL FACILITY AND UTILITY MAINTENANCE BUILDING SECURITY FENCE AND GATES PROJECT TO CTSI.

WHEREAS, the Water and Pollution Control Facility and Utility Maintenance Building security fence and gates project is a fully funded Capital Project; and

WHEREAS, staff requested proposals from three firms that hold current continuing services contracts in Fairfax and for the National Cooperative Purchasing Alliance (NCPA) that are rideable by other jurisdictions; and

WHEREAS, the Town received three proposals from the following firms:

- CTSI Fairfax Contract
- MCDean Fairfax Contract
- Kratos NCPA Contract

WHEREAS, Lowe's has agreed to provide conduit from the buildings to the gates and power for the gates; and

WHEREAS, the proposals were evaluated by the Building Maintenance Superintendent, the Director of Public Works and Capital Projects, and also the Chief Procurement Officer in accordance with the Town Procurement Policy; and

WHEREAS, CTSI is determined to have the lowest responsive and responsible proposal; and

WHEREAS, this is a unit price contract and the estimated quantities multiplied by the unit price have established the not to exceed contract price; and

A RESOLUTION: AWARDING THE ACCESS CONTROL SECURITY CONTRACT FOR THE WATER POLLUTION CONTROL FACILITY AND UTILITY MAINTENANCE BUILDING SECURITY FENCE AND GATES PROJECT TO CTSI.

WHEREAS, change order procedures are detailed in the Fairfax rideable contract specifications; and

WHEREAS, no additional funding is needed to award this contract.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that:

The Town Manager is authorized to execute a contract in a form approved by the Town Attorney with CTSI in the amount \$292,182.71 for the access control security at the Water Pollution Control Facility and the Utility Maintenance Building project.

PASSED this 9th day of February, 2016.

Kelly Burk, Vice Mayor
Town of Leesburg

ATTEST:

Clerk of Council