



**Date of Council Meeting: May 26, 2015**

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Construction contract for the Leesburg Town Hall and Leesburg Police Station Emergency Generator Upgrade.

**Staff Contacts:** Renée LaFollette, PE, Director of Capital Projects  
Lott Bolden, Buildings Superintendent  
Kathy Elgin, Chief Procurement Officer  
Lisa Haley, Senior Management Analyst

**Staff Recommendation:** Town staff recommends award of the construction contract for the Leesburg Town Hall and Leesburg Police Station Emergency Generator project to FLBE, Inc. in the amount of \$499,927.

**Commission Recommendation:** Not Applicable

**Fiscal Impact:** This is a fully funded project in the current Fiscal Year 2015 Capital Asset Replacement Fund (CARF). The total approved budget for this project is \$518,500.

**Executive Summary:** The generators at the Town Hall and the Leesburg Police Station have reached the end of their useful life. The reliability of these generators is necessary to sustain critical functions operational in the event of a power outage, and to ensure these facilities are operational during emergency situations. Construction is anticipated to begin in summer 2015 and be substantially complete in fall 2015.

**Background:** This project is to replace the 25 year old generator at Town Hall and to replace the generator at the Police Station. The Town Hall generator replacement will improve reliability and allow operation of the entire Town Hall building during a power outage. The Police Station generator replacement will restore the reliability of the standby power required for the critical function of the Police Department.

In response to a public solicitation for the Leesburg Town Hall and Leesburg Police Station Emergency Generator Upgrade project, the Town received two responsive bids on May 12, 2015. The bids received were as follows:

- |                                  |           |
|----------------------------------|-----------|
| • FLBE, Inc.                     | \$499,927 |
| • Monacacy Valley Electric, Inc. | \$520,565 |

The bids were evaluated by the Director of Capital Projects and the Chief Procurement Officer in accordance with the Town's Procurement Policy. FLBE, Inc. of Herndon, 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 contract price. Change order procedures are detailed in the bid specifications.



A RESOLUTION:     AWARDING THE CONSTRUCTION CONTRACT FOR THE  
LEESBURG TOWN HALL AND LEESBURG POLICE STATION  
EMERGENCY GENERATOR UPGRADE.

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

SECTION I: The Town Manager is authorized to execute a contract in a form approved by  
the Town Attorney with FLBE, Inc. in the amount of \$499,927 for the construction of the Leesburg  
Town Hall and Leesburg Police Station Emergency Generator Upgrade project.

PASSED this \_\_\_\_ day of May, 2015.

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Kristen C. Umstattd, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council