



WILLIAMSBURG AREA TRANSIT AUTHORITY

MEMORANDUM

TO: The Board of Directors

DATE: January 13, 2021


SUBJECT: Contract Award – Ventilation Improvements – WATA Service Center, *Proposed Resolution #R21-25*

During negotiations to purchase the property at 7239 Pocahontas Trail, WATA and CWF reached an agreement for improvements to be completed on the facility for items that were of particular concern to WATA as buyer. One improvement is the installation of a ventilation fan to ensure that the maintenance garage is in compliance with applicable codes to work on compressed natural gas (CNG) vehicles. The other was the replacement of the HVAC unit that serves the upstairs office area.

Via the Escrow Agreement that was executed at closing, CWF agreed to commit \$95,000 for these two improvements. Estimates for the work were obtained from a facility assessment commissioned by WATA. The ventilation fan installation was estimated to exceed \$50,000 and the work was put out for competitive bid, IFB #21-14883. A contract of this amount also requires approval by the Board of Directors

Staff received bids for the work and Comfort Systems of Virginia, Inc., was the low bidder at a cost of \$87,896.00. Staff has determined that the bid is responsive, the cost is fair and reasonable, and recommends awarding the contract to Comfort Systems.

Recommendation: The Board of Directors authorize the Executive Director, or designee, to negotiate and execute all documentation necessary to award a contract to Comfort Systems of Virginia, Inc., in accordance with IFB #21-14883.



Zach Trogdon
Executive Director