

MOTION:

**June 16, 2015
Regular Meeting
Res. No. 15-**

SECOND:

**RE: AWARD A CONTRACT FOR \$133,966.28 TO CXT INCORPORATED
FOR THE PURCHASE OF A PREFABRICATED RESTROOM
FACILITY AT VETERANS MEMORIAL PARK – WOODBRIDGE
MAGISTERIAL DISTRICT**

ACTION:

WHEREAS, the Prince William Board of County Supervisors is the owner of the Veterans Memorial Park located at 14300 Veterans Drive in Woodbridge, Virginia; and

WHEREAS, increased use of the soccer fields at the south end of the park has resulted in the need for a permanent restroom facility to serve park users; and

WHEREAS, on December 10, 2013, the Board of County Supervisors provided \$300,000 in end-of-year funding to support the construction of a prefabricated restroom facility at Veterans Memorial Park and to extend water and sewer lines to the restroom; and

WHEREAS, Prince William County has access to a competitively-procured purchasing contract through National Joint Powers Alliance as a cooperative procurement for prefabricated buildings from CXT Incorporated; and

WHEREAS, the County requested a proposal from CXT Incorporated for a prefabricated building to be delivered and installed on a County-provided site pad; and

WHEREAS, available funding in the Department of Parks and Recreation Capital Improvement Program (OCA #445029, OL3 – 7810) supports completion of the work;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors does hereby award a contract for \$133,966.28 to CXT Incorporated for the purchase of a prefabricated restroom facility at Veterans Memorial Park;

BE IT FURTHER RESOLVED that the Prince William Board of County Supervisors does hereby authorize the Director of Finance to execute the purchase contract as approved by the County Attorney.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

ATTEST: _____

Clerk to the Board



Melissa S. Peacor
County Executive

COUNTY OF PRINCE WILLIAM
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May 26, 2015

TO: Board of County Supervisors

FROM: Debra D. Andrew
Director of Parks and Recreation

THRU: Melissa S. Peacor
County Executive

RE: Award a Contract for \$133,966.28 to CXT Incorporated for the Purchase of a Prefabricated Restroom Facility at Veterans Memorial Park – **Woodbridge Magisterial District**

I. Background in chronological order is as follows:

- A. Veterans Memorial Park – Prince William County is the owner of a 107.383 acre Regional Park, known as Veterans Memorial Park located in the Woodbridge Magisterial District.
- B. Community Use – Veterans Memorial Park has been well-used by the community for a wide variety of recreation and fitness uses, including field sports, swimming, skateboarding, nature trails, and picnics, along with a wide variety of recreation and fitness classes and programs.
- C. Issue identified – With increasing use of the soccer fields at the south end of the park, a need for restrooms in the south end of the park has been more pronounced. The short-term solution of port-a-johns does not adequately meet the need.
- D. Project Funded – On December 10, 2013, the Board of County Supervisors provided \$300,000 in end of year funding to support the construction of a prefabricated restroom at Veterans Memorial Park and to extend water and sewer lines to the restroom. The project was included in the Capital Improvement Plan for FY15.

- E. Prefabricated Restroom Buildings – The County has previously purchased prefabricated restrooms facilities for Hellwig and Fairmont Parks from CXT Incorporated, through a national contract with National Joint Powers Alliance (NJPA) #022113-CXT. Based on this contract, CXT was asked to provide a quote for a prefabricated restroom as a cost-effective solution for this need at Veterans Memorial Park.

II. Current Situation is as follows:

- A. Procurement Process – Based on a competitively-procured pre-fabricated buildings contract available to Prince William County as a cooperative procurement, CXT provided pricing for their Montrose Flush Building.
- B. Pricing Summary - With delivery and set-up on an County-provided building pad, the price is \$133,966.28. The County-provided building pad, inclusive of utility extensions, will be separately procured and is currently in the design process.
- C. Site Preparation and Utility Connections - The site preparation and utility work will go to bid in June. If the bids are over \$100,000, as projected, a separate contract award will be brought to the BOCS in July. The utilities and site preparation work will be completed prior to delivery of the restroom building.
- D. Board Action Requested – The Board is requested to award a contract for \$133,966.28 to CXT Incorporated for the purchase of a prefabricated restroom facility at Veterans Memorial Park.

III. Issues in order of importance are as follows:

- A. Service Level/Policy Impact – How does this project provide improved service delivery for public recreation?
- B. Fiscal Impact – What is the fiscal impact of this project?
- C. Timing – Why is this action needed at this time?
- D. Legal – Does the award of the contract comply with state law and the Prince William County purchasing regulations?

IV. Alternatives in order of feasibility are as follows:

- A. Award a contract for \$133,966.28 to CXT Incorporated for a prefabricated restroom facility at Veterans Memorial Park.

1. Service Level/Policy Impact – The new restrooms are a highly desired amenity for fields in Prince William County as they provide more sanitary conditions, as well as ADA accessibility.
2. Fiscal Impact – There are adequate funds to purchase the prefabricated restroom available in the Parks and Recreation Capital Improvement Program (OCA # 445029) (OL3 #7810). Park maintenance funds for FY16 through FY20 have been increased by \$9,000 a year to include additional hours for a part time Park Caretaker at Veterans Park. The Park Caretaker will open/close and maintain the restrooms.
3. Timing – There is a lead time of approximately 90 days from order placement to delivery for the restroom building. Ordering the building now will ensure it is ready for delivery when the building pad and utility work is completed. The Parks Department desires to have the facility online for the fall soccer season, commencing in September. The price proposal expires July 18, 2015.
4. Legal – The contract will be awarded in compliance with the County's Purchasing Regulations and reviewed by the County Attorney.

B. Take No Action

1. Service Level/Policy Impact – The Parks and Recreation Department will continue to provide port-a-johns for the Park users.
2. Fiscal Impact – The contract for restrooms will not be awarded and the Capital Improvement funds and the approved \$9,000 for the Park Caretaker will not be expended.
3. Timing – The price proposal provided expires July 18, 2015.
4. Legal – None

V. **Recommendation** is that the Board concur with Alternative A and approve the attached Resolution.

Staff Contact: Gary Rzepecki 4270