



DEPARTMENT OF MANAGEMENT AND FINANCE  
Office of the Purchasing Agent

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**OFFICE OF THE PURCHASING AGENT**

**Contract No. 513-15  
Modification No. Six (0006)**

Arlington County Government Contract No. 513-15, entitled, "Municipal Parking Garage Maintenance" by this Modification No. Six (0006) is made on the date of execution by the County, dated October 5, 2015, between ABM Parking Services ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor the Agreement in accordance with the attached Scope of Work.

**Terms and Conditions**

All other terms and conditions of the Agreement remain in full force and effect.

**WITNESS these signatures:**

**THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA**

**CONTRACTOR**

**AUTHORIZED  
SIGNATURE:**

**AUTHORIZED  
SIGNATURE:**

**NAME: Shirley Diamond  
TITLE: Procurement Officer**

**NAME: Brian Bush  
TITLE: Regional Vice-President**

**DATE:** 9-3-20

**DATE:** September 3, 2020

**CONTRACT #513-15 CONTRACT**  
**MODIFICATION #6**

**SCOPE OF WORK**

The Contractor shall operate and manage the Lubber Run Community Center Garage (Lubber Run Garage), located at 300 North Park Drive, Arlington, Virginia 22203, as a self-parking public parking garage for the benefit of the County in accordance with the requirements contained herein.

**1. Hours of Operation and Staffing Requirements**

- A. The Lubber Run Garage is a single-level underground parking garage with One-Hundred Thirty-Two (132) parking spaces with a single entrance and exit lane for the garage. There will be no overnight parking. The garage will be closed and secured using a rolling security gate.
- B. The Lubber Run Garage shall be open for business Seven (7) days per week. The hours are as follows:
- Monday through Friday: 7 A.M. - 10:00 P.M.;
  - Saturday: 8:00 A.M. - 8:00 P.M., and
  - Sunday: 11:00 A.M. – 7:00 P.M.

The operations of the garage are as follows:

- When the Community Center closes a rolling security gate at the entrance comes down making the garage only available to Arlington County staff using County issued access cards or fobs.
  - A parking ticket dispenser will dispense time-stamped tickets to customers upon entry into the parking garage and is used to verify the amount to be charged to customers at the Pay-on-Foot kiosks or payment device at the exit lane; and
  - There is an hourly fee structure with the first Four (4) hours of parking free.
- C. The Contractor shall provide staffing by a Customer Service Representative at the Lubber Run Garage between 10:00 AM and 3:00 PM, Monday through Friday. The Contractor must provide a staffing plan within Twenty (20) days of execution of the Contract Amendment for County approval.
- D. While at the Lubber Run Garage, the Customer Service Representative shall be responsible for ensuring the garage is operational which includes, but is not limited to, the following duties: (1) monitoring garage access equipment; (2) setting door timers; (3) conducting walk-through inspections and (4) assisting customers with parking related issues.
- E. When the Customer Service Representative is not on site, the intercom at the access gates will directly connect to the Lubber Run Garage management office, from which the Contractor's staff shall be available to provide customer assistance. Additionally, the Contractor will provide the County with a telephone number or numbers where County staff may contact Contractor staff 24/7/365(6) in case of emergency.

- F. The County reserves the right to change the hours of operation and staffing requirements of any garage if demand changes over time with the Expenses of Operation and Approved Budget adjusted accordingly.

## **2. Garage Operations**

- A. The stairwells shall be maintained by Arlington County appointed staff and are not included in the Contractor's scope of work.
- B. The Contractor shall be responsible for light cleaning, maintenance and inspections/reporting as set forth in Section 11 of the contract and Attachment A. Regular maintenance and capital improvements will be conducted by Arlington County appointed staff. Major capital projects will also be managed by Arlington County or the County's designee.
- C. During emergencies or other situations, such as special events, impacts from construction or equipment malfunction, the Contractor should alert the Project Officer of the need for services that Arlington County appointed staff provide (such as cleaning, maintenance, and / or security services).
- D. Arlington County Police are responsible for the security of the Lubber Run Community Center Garage. Any damage or unusual activities witnessed by the Contractor's employees at the garage shall be reported immediately to the Arlington County Police Department. All criminal activities, accidents, or damage to any of the garages must be reported within Twenty-Four (24) hours to the Arlington County Project Officer. However, if there is an immediate threat to person or property the Contractor shall address that situation, including contacting 9-1-1 when appropriate, and then notify the Project Officer within One (1) hour.
- E. The Contractor shall maintain telephones, internet, and intercom systems.
- F. Other Applicable Operational Items (as detailed in the following sections of the contract):
- #11 -Maintenance, Repairs and Renovation**
- Except for preventative maintenance of parking and revenue control equipment, maintenance, repairs and renovations will be provided by the County (DES Facility Management Bureau).
  - Attachment A lists the maintenance activities for each garage and provides both a minimal and desired frequency level for each garage.
- #12 Structural Alterations or Additions and Emergency Repairs**
- Structural Alterations and Emergency Repairs will be provided by the County (DES Facility Management Bureau).
- #14 Reserved Parking Spaces**
- There are no reserved parking spaces at the Lubber Run Garage.

#### #15 Monthly Parking

- There is no monthly parking at the Lubber Run Garage.
- The Lubber Run Community Center will house approximately Sixty-Five (65) County staff who will be issued garage access cards and they will not be charged for parking.

#### #16 Hourly Parking

- The rates charged for hourly parking at the Lubber Run Garage shall be in accordance with the rates approved by the County as shown below and may only be changed by the County.

#### LUBBER RUN GARAGE - HOURLY RATES

0-4 Hours: Free

For every hour thereafter: \$1/hour

#### #17 Free Parking

- County staff housed at Lubber Run will not pay for parking. They will be given garage access using county issued cards or fobs.

**LUBBER RUN GARAGE - BUDGET**  
**July 1, 2021 thru June 30, 2022**

<u>OPERATING EXPENSES</u>	<u>ONE MONTH</u>	<u>ONE YEAR</u>
Salaries & Wages	\$ 1,556.00	\$ 18,668.00
Vacation and Sick	\$ 78.00	\$ 933.00
Payroll Taxes & Burden	\$ 261.00	\$ 3,136.00
Health, Welfare & Pension	\$ 400.00	\$ 4,800.00
Worker's Compensation	\$ 62.00	\$ 747.00
401K	\$ 15.00	\$ 180.00
Liability Insurance	\$ 280.00	\$ 3,360.00
Garage Supplies & Small Tools	\$ 30.00	\$ 360.00
Ticket Expense	\$ 250.00	\$ 3,000.00
Office Supplies	\$ 15.00	\$ 180.00
Uniforms & Laundry	\$ 40.00	\$ 480.00
Repair & Maintenance	\$ 1,908.00	\$ 22,900.00
License & Permits	\$ 50.00	\$ 600.00
Postage & Freight	\$ 5.00	\$ 60.00
Telephone	\$ 250.00	\$ 3,000.00
Facility Management Fee	\$ 600.00	\$ 7,200.00
	\$ 5,800.00	\$ 69,604.00

**Attachment A-Garage Maintenance Checklist**

**Lubber Run Community Center Garage Maintenance Checklist**

Area	Daily	Weekly	Semi-Monthly	Monthly	Bi-Monthly	Quarterly	Semi-Annually	Annually	Other
<b>Cleaning Task</b>									
Clean pay-on-foot equipment	D	M							
Clean parking staff office	D	M							
Check for abandoned vehicles		D/M							
Sweep parking floors					D/M				
Empty trash cans	D	M							
Place and maintain rat-abatement measures			D/M						
Ensure garage is free of pests and objectionable odors			D/M						
Wash garage floors						D	M		
Clean parking access and control equipment		D	M						
<b>Doors &amp; Hardware Task</b>									
Check that doors close and latch properly									Note 1
Check for proper operation of mechanized doors		D	M						Note 1
Check for proper operation of panic hardware at security doors									Note 1
<b>Electrical System</b>									
Check light fixtures									Note 1
<b>Parking &amp; Revenue Control Equipment</b>									
Check for proper operation	D	M							
Perform preventative maintenance service									Note 2
D=Desirable									
M=Minimum									
Note 1= Inspect and report problems to the County. Service or repair performed by others.									
Note 2= This equipment should be under a service contract for regular preventative maintenance and emergency service OR Contractor's staff should be specifically trained to provide the required service. The equipment manufacturer's recommendations for inspection and maintenance should be followed.									

Revised 08/07/2020