

**MEMORANDUM**

**TO:** File

**FROM:** G. Austin Marrs, P.E. – RWSA Senior Civil Engineer

**DATE:** March 7<sup>th</sup>, 2025

**SUBJECT:** Sole Source Procurement Determination – VA Code Section 2.2-4303.E  
Implementation of Access Control System

**CC:** Bill Mawyer, Lonnie Wood, Jennifer Whitaker, David Tungate, Betsy Nemeth,  
Scott Schiller, Katie McIlwee

The purpose of this memorandum is to provide a determination regarding the suitability of sole source procurement for the implementation of an access control system across RWSA facilities, including maintenance and other security-related services as may be desired by RWSA.

In June 2019, RWSA issued RFP #19-04, for card access implementation. Through a competitive negotiation process, Security 101, LLC was selected by RWSA to provide these services, as well as other security-related services, as desired by RWSA. Since that time, Security 101 has installed card access at many RWSA facilities, including the Moores Creek Advanced Water Resource Recovery Facility (MCAWRRF), Glenmore Water Resource Recovery Facility, Scottsville Water Resource Recovery Facility, South Rivanna Water Treatment Plant, Crozet Water Treatment Plant, and Scottsville Water Treatment Plant, among others. While a great deal of progress has been made in better securing RWSA facilities via card access on all exterior doors and selected interior doors, there is still work remaining, especially at new RWSA facilities anticipated to be constructed over the next 5 years. This would include improvements to the MCAWRRF Front Entrance, card access on the Ragged Mountain Raw Water Pump Station, card access on the South Fork Rivanna Reservoir Raw Water Pump Station, among others.

As further rounds of security-related installations are continued, it is important to maintain brand compatibility across sites and facilities. Since the beginning of this project, Security 101 has provided the Genetec Card Access System, and RWSA desires to continue installing this system across each site. While there are other vendors that can also provide the Genetec system, Security 101 has developed an excellent knowledge of RWSA's facilities, business practices, and administrative procedures, and as such can provide installations in a more expedient timeframe.

In addition, Security 101 provides maintenance on all systems installed for RWSA via ongoing maintenance agreements. Security 101 has provided excellent, quick response to emergency conditions associated with the card access system to date, and their knowledge of RWSA's facilities will continue to provide substantial benefit to RWSA in the future. In addition, Security 101 is local to RWSA in Richmond, VA, and keeps a large inventory of spare parts on hand to ensure systems are brought back online quickly. Complications would be anticipated if another security implementer were to be brought in to maintain the existing card access system, due to the

lack of familiarity with the previous installations performed by Security 101 and RWSA's facilities/business operations.

In summary, sole source procurement is necessitated by the following:

- Security 101 was selected by a competitive negotiation process under RFP #19-04. The original contract was signed on November 14<sup>th</sup>, 2019 and expired on November 17<sup>th</sup>, 2024.
- Security 101 has installed (or is currently installing) card access across nearly all RWSA facilities. Security 101 has provided the Genetec Card Access System and RWSA desires to continue installing this system in new facilities as they're constructed for brand compatibility and ease of maintenance.
- RWSA has an existing Maintenance Agreement with Security 101. Security 101 is uniquely familiar with RWSA facilities as the original installer of the system which improves emergency response and makes maintenance processes more efficient. Security 101 also has a large warehouse in close proximity to RWSA with common spare parts.
- Complications would likely arise with a different (or multiple) vendor(s) attempting to provide maintenance on unfamiliar equipment installed by others. In the case of multiple vendors, it may prove challenging to clarify responsibilities (i.e. - who would be responsible for which pieces of equipment).

Sole Source procurement is permitted under the Virginia Public Procurement Act, Section 2.2-4303.E upon a determination, in writing, that the goods or services required are practicably available from only one source. After discussion and review with RWSA staff, it is apparent that the continued security-related services outlined above can only be provided in reasonable timeframes by one vendor, Security 101.

This document serves as the written determination required by Section 2.2-4303.E for a sole source procurement and has been reviewed by the Authority. Once approved by the Authority's Executive Director, the Authority will formally notify Security 101 of the determination and will post a notice on its website detailing the sole source procurement.

APPROVED BY:

  
Bill Mawyer, Executive Director

DATE:

