

16911

**TO:** Board of Acquisition and Contract

**FROM:** John J. Hsu, P.E.  
Commissioner of Public Works and Transportation

**DATE:** January 18, 2011

**SUBJECT:** Resolution to Award to the Sole Bidder  
Contract No. WCA 11-001  
Jet Bridge Service and Maintenance  
Westchester County Airport  
**Contractor:** Oxford Airport Technical Services  
**Amount:** \$274,982.89

The County of Westchester advertised, via the Journal News, for bids on Contract No. WCA 11-001, Jet Bridge Service and Maintenance, Westchester County Airport. Three (3) firms expressed interest in the contract, and two (2) firms acquired the bid specifications.

On January 5, 2011, only one (1) bid was received and opened for Contract No. WCA 11-001, Jet Bridge Service and Maintenance, Westchester County Airport, for the three (3) year term commencing February 1, 2011 and ending January 31, 2014.

The sole bid received was from the incumbent service provider, Oxford Airport Technical Services ("Oxford") in the amount of \$274,982.89. The bid was comprised of a total service and maintenance amount of \$161,584.89 for the three (3) year period and an additional overhaul and refurbishment services amount of \$113,398.00 to be performed during years 1 and 2 of the contract. The total bid amount for all services is within the budgeted amount anticipated for the work to be performed. The limited number of contractors for this service is related to the specialized scope of work and the additional requirement that the contractor, who will be working in the secured area of the Airport, have all personnel badged and under escort by an Airport representative. Previous services performed by Oxford have been satisfactory.

The sole bidder has been investigated and it has been found that Oxford Airport Technical Services:

- Performed satisfactory work in the past for the County.  
 Past experience has been investigated and found satisfactory.

Funds for this project are available in the:

- Capital Budget  
 Non-Recurring Budget  
 Operating Budget  
 Other (Airport Special Revenue Fund)

This contract will benefit the public by providing passengers with a reliable enclosure while enplaning/deplaning commercial aircraft. The goals and objectives of this contract are to maintain the Passenger Jet Bridges in a safe manner and to reduce down time for major mechanical failures through scheduled maintenance so that the traveling public is not inconvenienced. There are no energy or environmental components associated with this contract.

Board of Acquisition and Contract  
Award to the Sole Bidder  
Contract No. WCA 11-001  
Jet Bridge Service and Maintenance  
Westchester County Airport  
Page 2

Airport Administration will oversee the contract, and all service visits must be accompanied with written documentation of the work performed. Payment will only be made upon receipt of invoices and verification of service dates and maintenance tickets.

It is my recommendation that Contract No. WCA 11-001 be awarded to Oxford Airport Technical Services in the not to exceed amount of \$274,982.89.

Payment for this contract will be made from the Airport Special Revenue Fund, not the County General Fund and will not impact the County tax levy.

APPROVED BOARD OF ACQUISITION & CONTRACT - 2-3-2011 - JOMARY VIERA, SECRETARY

# RESOLUTION

## CONTRACT NO. WCA 11-001

Upon communication from the Commissioner of Public Works and Transportation, be it

**RESOLVED**, that Contract No. WCA 11-001 for Jet Bridge Service and Maintenance, Westchester County Airport be and is hereby awarded to the sole bidder, Oxford Airport Technical Services, 474 Meacham Avenue, Elmont, New York 11003, in the amount not to exceed \$274,982.89 for the three (3) year term commencing February 1, 2011 and ending January 31, 2014; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	4380-28		\$ 62,030.17 (2011)
	161	44	4110	4380-28		\$154,602.61 (2012)
	161	44	4110	4380-28		\$ 53,861.64 (2013)
	161	44	4110	4380-28		\$ 4,488.47 (2014)

**Budget Funding Year(s)** 2011-2014    **Start Date:** February 1, 2011    **End Date:** January 31, 2014  
(must match resolution)

**Funding Source:**    **Tax Dollars** \_\_\_\_\_

**Contractor Federal I.D. No./**  
**Social Security No.:** \_\_\_\_\_

**State Aid** \_\_\_\_\_

\$274,982.89  
(must match resolution)    **Federal Aid** \_\_\_\_\_

**Vendor No.:** \_\_\_\_\_

**Other** 100% Airport Special Revenue Fund

**Encumbrance No.:** \_\_\_\_\_