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DATE: June 20, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer
Department of Information Technology

RE: AUTHORIZATION TO AMEND CONTRACT IT-1180 WITH FOX RIDGE COMMUNICATIONS, INC. FOR CONSULTANT SERVICES BY INCREASING THE AMOUNT BY \$8,500 TO A NEW TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$28,500

BACKGROUND:

- On December 2, 2010, your Honorable Board approved a resolution which authorized entering into an agreement (IT-1180) with Fox Ridge Communications, Inc. ("Fox Ridge") for consultant services to provide technical assistance and to examine candidate channels using all of the Federal Communication Commission (FCC) required studies, for a two year period commencing on January 1, 2011 and terminating on December 31, 2012 for a total not to exceed amount of \$20,000. Contract IT-1180 authorized in this resolution was subsequently executed and approved.
- We now come before your Honorable Board requesting approval to amend our contract with Fox Ridge by increasing the amount by \$8,500 to a new total not to exceed amount of \$28,500. The increase is needed to complete the radio safety study where three (3) additional radio sites were added to the Radio Safety project. The original number of sites was eighteen (18), however three (3) additional sites have been added to bring the final total to twenty-one (21).
- If approved, this amendment will allow Fox Ridge to provide us with radio frequency (RF) safety measurement services as required by the FCC for the licenses we hold and to provide general FCC regulatory and 700 MHz consulting services.
- The information collected will be used as a source to create RF safety reports per site by Fox Ridge Communications. Radio transmitter and antenna information per site will be collected and will include the following:
 - From the data collected, Fox Ridge will calculate the Maximum Permissible Exposure levels (MPE) and determine compliance as required by the FCC.
 - Fox Ridge will provide a RF safety report by site which will contain a list of all emitters, a plot per site of RF levels and a set of recommendations for each site where needed.
 - The calculations and reports will determine which sites require empirical measurements – estimated at six (6) sites.
 - Fox Ridge will provide empirical on-site measurement studies at sites where deemed needed from each RF safety report.
- This agreement serves a public purpose in that the services to be provided will support the County's efforts to build and maintain reliable and effective radio communication systems. Such

systems are vital to the successful protection of life and property in the County, both on a day-to-day basis and during unusual events and emergency situations. These radio systems will ultimately promote the safety and general welfare of County residents by insuring communication services in the event of an emergency.

- The goals and objectives of the services requested in the attached resolution are improvement to and the continued operation of the County's radio communications systems. Fox Ridge will assist the County of Westchester in acquiring and maintaining radio licenses from the FCC for the many systems that the County owns, operates and is in the process of building. This will help to maintain and improve the communications ability of the County, in particular for the Departments of Public Safety, Emergency Services and Public Works & Transportation.
- Fox Ridge will supply regular progress reports via email by project with details and timeline dates. The reports will detail the status of regulatory & licensing consulting work and RF safety compliance studies. When needed, we will conduct telephone conferences between Westchester County and Fox Ridge to discuss the progress and timeliness of each project.
- The attached resolution serves the goal of assuring that contracts are fiscally responsible by continuing to utilize efficient and knowledgeable service providers that are already familiar with the County's complex FCC licensing and regulatory compliance needs.
- The attached resolution serves the goal of assuring that contracts have a positive impact on the safety and security of the County by allowing the County to effectively continue work on projects that positively impact public safety.
- The attached resolution serves the goal of assuring that contracts have a positive impact on health or the environment in the County by facilitating expeditious completion of required RF safety compliance studies.

ACTION REQUESTED:

- Authorization to amend Contract IT-1180 with Fox Ridge Communications, Inc., having an office and place of business at 122 Baltimore Street, Suite 200, Gettysburg, Pennsylvania 17325, for consultant services, by increasing the amount by \$8,500, subject to County appropriations, to a new total not to exceed contract amount of \$28,500, with all other terms and conditions of the agreement to remain the same.

A resolution authorizing the above amendment to the agreement is submitted herewith for your approval.

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to amend Contract IT-1180 with Fox Ridge Communications, Inc., having an office and place of business at 122 Baltimore Street, Suite 200, Gettysburg, Pennsylvania 17325, for consultant services, by increasing the amount by \$8,500 to a new total not to exceed contract amount of \$28,500; and be it further

RESOLVED, this Agreement is subject to County appropriations; and be it further

RESOLVED, that all other terms and conditions of the agreement shall remain the same; and be it further

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

Original Agreement: \$ 20,000
This Amendment: \$ **8,500**
Total: \$ 28,500

Agreement # **IT-1180**

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2011	101	16	2500	4420		\$8,500

Budget Funding Year(s): 2011 & 2012

Start Date: January 1, 2011

End Date: December 31, 2012

Funding Source:

Tax Dollars: _____

State Aid _____

\$8,500

Federal Aid _____

(must match resolution)

Other: \$8,500 (Cell Phone Surcharge)