

**21604**

**TO:** The Honorable Board of Acquisition and Contract

**FROM:** Thomas J. Lauro, P.E.  
Commissioner of Environmental Facilities

**DATE:** September 12, 2011

**SUBJECT:** Request for Authority to Advertise  
Contract No. **EF-1105**  
Maintenance and Service of Emergency Generators  
Department of Environmental Facilities  
Various locations  
Westchester County, New York

Attached for your information is a resolution, which, if approved by your Honorable Board, would authorize the Department of Environmental Facilities ("the Department") to solicit bids by public advertisement for a contract to service emergency generators. The work under this contract consists of providing all necessary labor, materials, parts and equipment required to fully maintain and provide service for Emergency Generators and Automatic Transfer Switches at DEF facilities located throughout Westchester County. Funds for this project are available in the Operating Budget. The Contract duration is for two (2) years. The Contract may be extended by mutual consent of the Contractor and the County of Westchester for one (1) additional two year term with all prices, terms and conditions remaining the same as the original contract.

The selected contractor will provide annual inspection and preventative maintenance services to ensure the County emergency generators function properly when needed during power failures and other emergency conditions. In addition, on-call services will be available in the event of a problem that cannot be resolved by DEF personnel. The Contractor will provide specialized technicians who have the required training and experience to work on the County equipment systems. The firm that is awarded this contract will also be required to provide rental generator(s) if the power supply is interrupted at any of the facilities or the emergency generator is temporarily unavailable.

The goals and objectives of the contract are to obtain services that will allow the Department to maintain its emergency generators in peak operating condition. During the two year term of the contract, Department representatives will track and monitor the required preventive maintenance, and on-call repairs using written service reports which will be signed by Supervisory staff. These service reports are to be submitted with each payment request. The Contractor will be responsible to comply with all applicable regulations and codes.

This Contract is deemed to fulfill a public purpose as the services provided under this contract will ensure continuous power supply at various County facilities, promote the public safety of the County, protect the environment and enable the Department to carry out its basic mission to provide wastewater treatment and maintaining satisfactory water quality.

Issuing this contract to maintain emergency generators is fiscally responsible and promotes the safety and work environment of department employees. It will help to extend the operating life of the equipment, and will help to prevent hazards due to improper operation of equipment. In addition to lower operating costs, regular maintenance has been proven to extend the overall life of the equipment, thereby pushing replacement costs further into the future. If electrical power is interrupted, there is potential for damage to various equipment and control systems that may be very costly to repair.

Your favorable approval of the attached resolution is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/13/2011  
NOMAR VERA, SECRETARY

# RESOLUTION

Upon communication from the Commissioner of Environmental Facilities, be it hereby

**RESOLVED**, that the Commissioner of Environmental Facilities is hereby authorized to solicit bids by public advertisement on the following two (2) Year Contract with an option to extend for one (1) additional two year term with all prices, terms and conditions remaining the same as the original contract:

**CONTRACT NO. EF-1105**  
 Maintenance and Service of Emergency Generators  
 Department of Environmental Facilities  
 Various Locations  
 Westchester County, New York

and be it further;

**RESOLVED**, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be receipt of a performance bond in the amount of 50% of the total contract amount, and in a form approved by the County Attorney. The Bond Underwriter or Surety must appear on the U.S. Treasury's listing of approved sureties (Department Circular 570) and all Sureties must be licensed to transact business in New York as a surety company; and be it further;

**RESOLVED**, Pursuant to Section 308.01 of the Laws of the County of Westchester, it is the goal of the County to use its best efforts to encourage, promote and increase the participation of business enterprises owned and controlled by persons of color or women - Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) and be it further

**RESOLVED**, that such advertisement shall appear in the following County newspaper(s):

**THE JOURNAL NEWS (Southern Edition)**

	Fund	Dept	Major Program, Program & Phase or Unit	Object/Sub	Trust Account	Dollars
	N/A					

  

Account to be charged/credited

Budget Funding Year (s) _____ (must match resolution)	Start Date: _____ End Date: _____
Funding Source _____	Tax dollars _____ 100% _____
	State Aid _____
	Federal Aid _____
_____ N/A _____ (must match resolution)	Other _____