

Robert P. Astorino  
County Executive

Department of Environmental Facilities

Thomas J. Lauro, P.E.  
Commissioner

**23069**

**TO:** Board of Acquisition and Contract

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

**DATE:** November 17, 2011

**SUBJECT:** Award Resolution to the Low Bidder  
Contract No. **EF-1105**  
Maintenance and Service of Emergency Generators  
Various Locations  
Westchester County, New York

**Contractor:** GenServe, Inc.  
80 Sweeneydale Ave,  
Bay Shore, NY 11706

**Amount:** \$478,778.00

On November 16, 2011, two (02) bids were received and opened for Contract No. EF-1105 for Maintenance and Service of Emergency Generators, Various Locations, Westchester County, New York. The bids were reviewed by the Department and it was determined that GenServe, Inc. submitted the low bid in the amount of \$478,778.00. Funds for this project are available in the Operating Budget. The Contract duration is for two (2) years with an option to extend for one (1) additional two year term by mutual consent of the Contractor and the County of Westchester with all prices, terms and conditions remaining the same as the original contract.

Only two (2) contractors submitted bids because the work requires specially trained personnel who have the experience and knowledge to work on generators of varying manufacturers and sizes. The scope of work includes providing preventative maintenance inspections and emergency call-back services at County treatment plants, pump stations and maintenance facilities. There are sixty four generators that are to be maintained as part of this contract. In addition, the County received fixed prices for rental generators that will be utilized in the event additional standby power is required.

Division of Solid Waste  
Wastewater Treatment  
Water Agency



The Department has canvassed potential bidders and there are a limited number of contractors equipped to perform this type of specialty work. This project was advertised on the Hudson Valley Municipal Purchasing Group ("HVM") website, in addition to the Journal News Southern Edition, and was viewed by 26 entities on the HVM website. This contract is crucial to maintain emergency generators for continuous and uninterrupted operation. Therefore, it is respectfully requested that this contract be awarded without the need to re-bid.

The low bidder has been investigated and it has been found that GenServe, Inc.:

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

The goals and objectives of the contract are to obtain services that will allow the Department to maintain its emergency generators with minimal breakdowns. During the two year term of the contract, Department representatives will track and monitor the required preventive maintenance, and necessary repairs using written service reports which will be signed by Maintenance Superintendents. 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 electric service 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.

The term of this contract is for a period of two (2) consecutive years. It is my recommendation that Contract No. EF-1105 be awarded to GenServe, Inc. in the amount of \$478,778.00, subject to County appropriations.

A proposed form of Resolution is attached.

# RESOLUTION

## CONTRACT NO. EF-1105

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

**RESOLVED**, that Contract No. EF-1105 for the Maintenance and Service of Emergency Generators, Various Locations, for a period of two (2) years with an option to extend for one (1) additional two year term by mutual consent of the Contractor and the County of Westchester with all prices, terms and conditions remaining the same as the original contract be and is hereby awarded to the lowest responsible bidder, GenServe, Inc., 80 Sweeneydale Ave, Bay Shore, NY 11706, in the amount of \$478,778.00 subject to the adoption of the Operating Budget; and be it further

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

**RESOLVED**, that this Agreement subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; 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
2012	221	60	0110	4380-99		\$239,389.00
2013	221	60	0110	4380-99		\$239,389.00

**Budget Funding Year (s)** 2012-2013 Start Date: 01/01/2012 End Date: 12/31/2013

**Funding Source:**

**Tax dollars** 100% County

**Contractor -**

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

**Federal I.D. No.**

**Federal Aid** \_\_\_\_\_

**Other** \_\_\_\_\_

\$478,778.00

(Must match resolution)