

23820

TO: Board of Acquisition and Contract

FROM: Thomas J. Lauro, P.E.
Acting Commissioner of Public Works and Transportation

DATE: January 9, 2012

SUBJECT: Resolution to Award to the Sole Bidder
Contract No. **WCA 11056**
Baggage Conveyor Service and Maintenance
Westchester County Airport
Contractor: Oxford Airport Technical Services
Amount: \$89,945.00

The County of Westchester advertised, via the Journal News, for bids on Contract No. WCA 11056, Baggage Conveyor Service and Maintenance, Westchester County Airport. Two (2) firms expressed interest in the contract and acquired the bid specifications.

On November 30, 2011, one (1) bid was received and opened for Contract No. WCA 11056, Baggage Conveyor Service and Maintenance, Westchester County Airport, for the three (3) year term commencing January 1, 2012 and ending December 31, 2014.

The sole bid received was from the incumbent service provider, Oxford Airport Technical Services ("Oxford") in the amount of \$89,945.00. The bid was comprised of a total service and maintenance amount of \$65,070.00 for the three (3) year period and an additional overhaul and refurbishment service amount of \$24,875.00 to be performed during year one (1) 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 obtain badges and work 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 conveyor system to move baggage to and from commercial aircraft. The goals and objectives of this contract are to maintain the conveyors in a safe and reliable order and to reduce downtime for major mechanical failures through scheduled maintenance so that the traveling public is not inconvenienced.

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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 11056 be awarded to Oxford Airport Technical Services in the not to exceed amount of \$89,945.00.

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 - 01/19/2012 - JIMMIE VIEIRA, SECRETARY

RESOLUTION

CONTRACT NO. WCA 11056

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

RESOLVED, that Contract No. WCA 11056 for Baggage Conveyor 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 \$89,945.00 for the three (3) year term commencing January 1, 2012 and ending December 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	4380-23		\$46,565.00 (2012)
	161	44	4110	4380-23		\$21,690.00 (2013)
	161	44	4110	4380-23		\$21,690.00 (2014)

Budget Funding Year(s) 2012-2014 **Start Date:** January 1, 2012 **End Date:** December 31, 2014
(must match resolution)

Funding Source: **Tax Dollars** _____

Contractor Federal I.D. No./
Social Security No.: _____

State Aid _____

\$89,945.00
(must match resolution)

Federal Aid _____

Vendor No.: _____

Other 100% Airport Special Revenue Fund

Encumbrance No.: _____