

33826

TO: Board of Acquisition and Contract
FROM: Jay T. Pisco, PE
Commissioner of Public Works and Transportation
DATE: May 2, 2013
SUBJECT: Authority to Enter into Agreement #13-913 in the matter of Technical Services
In connection with the Integration of Airline Cabling for New Office Space on
Mezzanine Level of Terminal Building, Westchester County Airport,
Towns of Harrison and North Castle and Village of Rye Brook, New York

Consultant: ITG Larson, Inc. (WBE)
Agreement Amount: \$45,000.00

Authority of your Honorable Board is requested to enter into an Agreement with a consultant to provide technical services associated with the Integration of Airline Cabling for New Office Space on the Mezzanine Level of Terminal Building, Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York. For technical services, the consultant shall review the existing systems, meet with individual airlines to document their needs, coordinate with airport personnel to address infrastructure requirements, develop solutions for implementation, assist in commissioning efforts, and provide as-built drawings.

The objective of this project is to provide infrastructure improvements at the Westchester County Airport. This project will implement the most cost-effective and environmentally compliant technologies available. Where ever possible, proposed new materials will be incorporated in compliance with LEED guidelines for environmental sustainability as per the United States Green Building Council. This Agreement will benefit the public as it will enhance the efficiency of the airport's operations to meet the increased level of service, thereby providing an improved traveling experience for airport passengers.

This agreement addresses the County Executive's priority area of Safety and Security. If the work contemplated in connection with this resolution is not addressed at this time, the safety and security of airport passengers will be diminished.

The Department of Public Works and Transportation will track scheduling and accomplishments by the consultant and perform on-site inspections to ensure the successful completion of tasks.

In accordance with Section 5(b) of the Westchester County Procurement Policy, on March 25, 2013 the Department of Public Works and Transportation solicited written quotations via e-mail from three (3) firms that customarily provide the required technical services. The following quotations were received:

<u>Firm</u>	<u>Price Quotation</u>	<u>M/WBE</u>
ITG Larson, Inc.	\$45,000.00	WBE
Stratagem Security, Inc.	\$70,284.61	N/A
Advanced Electronic Solutions, Inc.	No Response	N/A

Board of Acquisition and Contract

Agreement No. 13-913

**Integration of Airline Cabling for New Office Space on Mezzanine Level of Terminal Building,
Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York
ITG Larson, Inc.**

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After evaluating the quotations offered, and based on technical merit and net cost, ITG Larson, Inc., 16 Wyndham Close, White Plains, New York 10605, was selected as the most advantageous firm to perform the required technical services pursuant to Section 5(c) of the Westchester County Procurement Policy. The County shall pay ITG Larson an amount not-to-exceed \$45,000.00, pursuant to an approved fee proposal, for the services to be rendered under the Agreement, pursuant to an approved budget, which represents the best possible contract for the County. The term of the Agreement shall be one year, from June 15, 2013 through June 14, 2014.

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.

The proposed has been reviewed and is judged to be responsive to the task at hand.

I recommend adoption of the attached proposed Resolution.

RESOLUTION

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

RESOLVED, that approval is hereby granted to enter into an Agreement with the firm of ITG Larson, Inc., 16 Wyndham Close, White Plains, New York 10605, for technical services associated with the Integration of Airline Cabling for New Office Space on Mezzanine Level of Terminal Building, Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York. For technical services, the consultant shall review the existing systems, meet with individual airlines to document their needs, coordinate with airport personnel to address infrastructure requirements, develop solutions for implementation, assist in commissioning efforts, and provide as-built drawings; and be it further

RESOLVED, that for services rendered pursuant to an approved fee proposal, a total compensation not-to-exceed \$45,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the term of the Agreement shall be one year, from June 15, 2013 through June 14, 2014; and be it further

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

JTP/JM/AS

Agreement No. 13-913

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	4310		\$ 45,000.00

Budget Funding Year(s): 2013-2014 Start Date: 06/15/13 End Date: 06/14/14
 (must match resolution)

Funding Source: Tax Dollars: _____ Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
\$45,000.00 Federal Aid: _____ Vendor No.: _____
 (must match resolution) Other: 100% Airport Special Revenue Fund Encumbrance No.: _____