

36755

To: Board of Acquisition and Contract

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

Date: October 31, 2013

Re: Request for **Authority to Solicit Bids by Public Advertisement for**
Contract No. **EF-1311**
Maintenance Service for Fuel Systems and Related Equipment
of the Department of Environmental Facilities,
Various County Locations, Westchester County, New York

Attached for your consideration 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 to furnish Maintenance Service for Fuel Systems and Related Equipment at Various County Facilities. The Contract duration is for three (3) years. The Contract may be extended by mutual consent of the Contractor and the County of Westchester for an additional two year term with all prices, terms and conditions remaining the same as the original contract.

The work under this contract consists of providing all necessary labor, material and equipment required to furnish maintenance and repair services for vehicle fueling systems, tank monitoring systems and all ancillary fuel oil systems at various locations countywide.

This contract is in the public's best interest because it will promote the health and safety of the general public by providing for safe and code compliant fuel systems, thus addressing the County Executive's priority area: Safety and Security (SS). There are no energy or environmental components in this project.

The Contractor will be responsible to comply with all applicable regulations and industry standards.

The 2013 Operating Budget contains funds for the above referenced project.

The goals and objectives of the contract are to obtain services that will allow the Department to maintain the continued, efficient operation of the fuel systems at County facilities. As expenditures are made pursuant to this authorization, detailed records will be kept in the County's online financial system. These records will be easily accessible by Finance, Budget and department staff and will be

reviewed regularly to ensure that funds are used appropriately. Personnel from the Department of Environmental Facilities will manage and supervise the work performed by the selected Contractor.

Approval of the attached resolution is respectfully requested.

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/05/2013 - JOMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the Commissioner of Environmental Facilities be, and he hereby is, authorized to solicit bids by public advertisement for a duration of three (3) years with an option to extend the contract for one additional two-year period, by mutual consent of the Contractor and the County of Westchester with all pricing, terms and conditions remaining the same as the original contract:

Contract No. **EF-1311**
 Maintenance Service for Fuel Systems and Related Equipment
 of the Department of Environmental Facilities
 Various County 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 30% 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, that this advertisement for bids will state that 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:

THE JOURNAL NEWS (Southern Edition)

| | Fund | Dept | Major Program, Program & Phase or Unit | Object/Sub | Trust Account | Dollars |
|--------------------------------|--|------|---|------------|---------------|---------|
| Account to be charged/credited | N/A | | | | | |
| | Budget Funding Year (s) _____ Start Date: _____ End Date: _____ (must match resolution) | | | | | |
| | Funding Source Tax Dollars <u>100%</u> State Aid _____ Federal Aid _____ _____ (must match resolution) | | | | | |