

**47029**

**TO:** Board of Acquisition and Contract

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

**DATE:** June 01, 2015

**SUBJECT:** Resolution to Award to the Low Bidder  
Contract No. **EF-1505**  
Instrumentation Maintenance and Repairs  
Department of Environmental Facilities  
Various Locations  
Westchester County, New York  
**Contractor:** Aaron Associates of Connecticut, Inc.  
**Amount:** \$470,885

On May 27, 2015, four (04) bids were received and opened for Contract No. EF-1505, a contract for instrumentation maintenance and repairs for the Department of Environmental Facilities, various locations, Westchester County, New York. The Contract is for two years with a term from July 06, 2015 to July 05, 2017. 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 bids were reviewed by the Department and it was determined that Aaron Associates of Connecticut, Inc., submitted the low bid in the amount of \$470,885.

The low bidder has been investigated and it has been found that Aaron Associates of Connecticut, Inc.:

- 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

The objective of the Contract is to obtain services of a Contractor which will allow the Department of Environmental Facilities to maintain various instruments for its treatment plants and pump stations at peak efficiency and to assure that all instruments are functioning properly 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 because it meets the County's criteria for safeguarding the health and environment of the County. Maintaining the instrumentation at DEF Facilities is critical to control and monitoring the water and wastewater process as well as monitoring for life safety issues related to working in hazardous environments. In addition, maintaining the instrumentation allows the Department to carry out its basic mission to provide water and wastewater treatment and maintaining satisfactory water quality.

It is my recommendation that Contract No. EF-1505 be awarded to Aaron Associates of Connecticut, Inc., in the amount of \$470,885.00. A proposed form of Resolution is attached.

# RESOLUTION

## CONTRACT NO. EF-1505

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

**RESOLVED**, that Contract No. EF-1505 for Instrumentation Maintenance and Repairs, Department of Environmental Facilities, Various Locations, Westchester County, New York 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, Aaron Associates of Connecticut, Inc., 478 West Main Street, Waterbury, CT 06702 in the amount of \$470,885; subject to future appropriations; and be it further

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

**RESOLVED**, that this Agreement is also 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
	2015	221	60	0110	4380-99	\$114,490
	2016	221	60	0110	4380-99	\$235,443
	2017	221	60	0110	4380-99	\$120,952

Budget Funding Year (s) 2015-2017 Start Date: 07/06/2015 End Date: 07/05/2017

Funding Source: Tax dollars 100% County  
 State Aid \_\_\_\_\_  
 Federal Aid \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
\$470,885 Other \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_  
 (Must match resolution)