

50545

TO: Board of Acquisition and Contract

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

DATE: January 19, 2016

SUBJECT: Resolution to Award to the Low Bidder
Contract No. **EF-1513**
Maintenance and Service of Emergency Generators
Department of Environmental Facilities
Various Locations
Westchester County, New York
Contractor: Genserve Inc.
Amount: \$474,453.00

On January 13, 2016, three (03) bids were received and opened for Contract No. EF-1513 for the Maintenance and Service of Emergency Generators, Department of Environmental Facilities, at various locations of the Department of Environmental Facilities ("DEF"), Westchester County, New York. The bids were reviewed by the Department, it was determined that Genserve Inc., submitted the low bid in the amount of \$474,453.00. Funds for this project are available in the Operating Budget. The Contract is for a two (2) year duration starting on 02/01/2016 with an end date of 01/31/2018. The contract includes an option to extend the contract 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.

In accordance with County policy, the bid advertisement was published in the legal notices section of The Journal News and it was also posted on the Empire State Purchasing Group ("ESPG") website. The department held a non-mandatory Pre-bid site Inspection for the interested parties at the project site on 12/17/2015, which was attended by representatives from two (2) firms.

The work under this contract consists of providing all necessary labor, materials, parts and equipment required to fully maintain and provide service for Emergency Generators and Automatic Transfer Switches at DEF facilities located throughout Westchester County. There are sixty one generators that are to be maintained as part of this contract.

The Service Provider will provide annual inspection and preventative maintenance services to ensure the County emergency generators function properly when needed during power failures and other emergency conditions. In addition, on-call services will be available in the event of a problem that cannot be resolved by DEF personnel. The Contractor will provide specialized technicians who have the required training and experience to work on the County equipment systems. In addition, the County received fixed prices for rental generators that will be utilized in the event additional standby power is required.

The project is within our Engineer's Estimate and we recommend award.

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 in peak operating condition. During the two year term of the contract, Department representatives will track and monitor the required preventive maintenance, and on-call repairs using written service reports which will be signed by Supervisory staff. 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 protect the building and facilities owned by the County of Westchester and enable the Department to carry out its basic mission to provide wastewater treatment and maintaining satisfactory water quality.

It is my recommendation that Contract No. EF-1513 be awarded to Genserve Inc., in the amount of \$474,453.00 subject to County appropriations.

A proposed form of Resolution is attached.

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/19/2018 - D.S. MARIJAL SECRETARY

RESOLUTION

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

RESOLVED, that Contract No. EF-1513 for the Maintenance and Service of Emergency Generators, Department of Environmental Facilities at its 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 is hereby awarded to the lowest responsible bidder, Genserve Inc., 100 Newtown Rd, Plainview, NY 11803, in the amount of \$474,453, 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
2016	221	60	0110	4380-99		\$217,457.
2017	221	60	0110	4380-99		\$237,227.
2018	221	60	0110	4380-99		\$19,769.

Budget Funding Year (s) 2016-2018 Start Date: 02/01/2016 End Date: 01/31/2018

Funding Source:	Tax Dollars	<u>100% County</u>
	State Aid	_____
<u>\$474,453.00</u>	Federal	_____
(Must match resolution)	Other	_____