

51459

To: Board of Acquisition and Contract

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

Date: March 7, 2016

Re: Request for **Authority to Solicit Bids by Public Advertisement** for  
Contract No. **EF-1604**  
Service, Repair and Replacement of Small Air Conditioning Systems (Less than 80 tons)  
Various 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 to solicit bids by public advertisement for the above referenced project. The work under this contract consists of providing all necessary labor, materials, parts and equipment required to service, repair and replace air conditioning equipment at various DEF facilities located throughout Westchester County. Funds for this project are available in the Operating Budget. This contract is for a term of two (2) years. 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 goals and objectives of the Contract are to obtain the services of a specialized contractor who has prior experience and training to ensure proper functioning of the air conditioning equipment. The Service Provider will perform preventive maintenance and provide repair and replacement services when required. Operating this equipment at peak efficiency with minimal breakdowns is critical to extending equipment life and protecting DEF infrastructure. After each site visit, a written service report will be generated by the Contractor, which will be signed off by a DEF maintenance Supervisor and will serve as verification that the work was performed. These service reports are to be submitted with each payment request. Signed verification by DEF is for payment and tracking purposes only and in no way relieves contractual responsibility from the Contractor for completing the work as specified in the Contract Documents. The Contractor will be responsible to comply with all applicable regulations and industry standards.

Issuing this contract to inspect, maintain and service the air conditioning equipment is fiscally responsible and promotes the safety and work environment of department employees. It will help to extend the operating life of the equipment, ensuring the operations are per the

manufacturer's recommendations, and will help to prevent hazards due to improper operation of equipment. In addition to lower operating costs, regular maintenance has been proven to extend the overall life of the equipment, thereby pushing replacement costs further into the future. If plant cooling is interrupted, there is potential for damage to various electronic and control systems that are costly to repair.

The firm that is awarded this contract will perform inspection and preventive maintenance and the work will be performed by qualified service personnel who have the specialized training, tools and testing equipment to work on air conditioning systems. By utilizing the test reports, DEF will better be able to gauge when major upgrades or capital improvements are needed, and can plan accordingly.

This Contract is deemed to fulfill a public purpose as the services provided under this Contract protect the building and facilities owned by the Department of Environmental Facilities and enables the Department to carry out its basic mission to provide wastewater treatment and maintain satisfactory water quality.

Approval of the attached resolution is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT

04/07/2016 - USM/BJA, SECRETARY

# RESOLUTION

Upon communication from the Commissioner of Department of Environmental Facilities,

**RESOLVED**, that the Commissioner of Environmental Facilities is hereby authorized to solicit bids by public advertisement for the following two (2) year Contract 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:

CONTRACT NO. **EF-1604**

Service, Repair and Replacement of Small Air Conditioning Systems (Less than 80 tons)  
 Various 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 and payment bond in an amount equal to 50% 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**, 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 County newspaper(s):

**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																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Budget Funding Year (s) _____ (must match resolution)</td> <td style="width: 50%;">Start Date: _____ End Date: _____</td> </tr> <tr> <td>Funding Source _____</td> <td>Tax dollars <u>100%</u></td> </tr> <tr> <td></td> <td>State Aid _____</td> </tr> <tr> <td></td> <td>Federal Aid _____</td> </tr> <tr> <td>_____</td> <td></td> </tr> <tr> <td>(must match resolution)</td> <td></td> </tr> </table>							Budget Funding Year (s) _____ (must match resolution)	Start Date: _____ End Date: _____	Funding Source _____	Tax dollars <u>100%</u>		State Aid _____		Federal Aid _____	_____		(must match resolution)	
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