

53226

DATE: November 7, 2016

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey, Chief Information Officer

RE: REQUEST FOR AUTHORITY TO AMEND AN AGREEMENT BETWEEN THE WESTCHESTER COUNTY DEPARTMENT OF INFORMATION TECHNOLOGY ("DoIT") AND TOWERKRAFT ENGINEERING, P.C., ("TOWERKRAFT") FOR RADIO TOWER STRUCTURAL ENGINEERING SERVICES BY EXTENDING THE TERM OF THE AGREEMENT FOR AN ADDITIONAL ONE-YEAR PERIOD TO A NEW TERMINATION DATE OF DECEMBER 31, 2018, AND INCREASING THE NOT-TO-EXCEED AMOUNT BY \$10,875 TO A NEW TOTAL AMOUNT NOT TO EXCEED \$30,875.00 (IT-1352).

BACKGROUND:

- On November 13, 2014 your Honorable Board approved a resolution which authorized the County to enter into an agreement (IT-1352) with Towerkraft for structural engineering services for a two year period commencing January 1, 2015 and terminating December 31, 2017 which agreement was duly executed on December 2, 2014.
- On January 19, 2012 your Honorable Board approved a resolution which authorized the County to enter into an agreement (IT-1220) with Towerkraft for structural engineering services for a thirty six month period commencing January 1, 2012 and terminating December 31, 2014 which agreement was duly executed on or about August 09, 2012.
- DoIT currently manages radio systems that utilize antennas installed on radio towers at sites throughout the County. These sites are used primarily to support radio communication systems relied upon by first responders and other government personnel. End users include the Departments of Emergency Services, Public Safety, Corrections, and Public Works & Transportation.
- Whenever there are any physical changes to a radio tower structure by adding, removing, or changing mountings, antennas, or cable feedlines, a structural study must be conducted to insure that the tower structure is being loaded properly and not being overloaded.
- Towerkraft is thoroughly familiar with the County's radio towers and over the years has created and maintained structural study data for most of the County's radio towers. For another firm to be able to take over the providing of structural reports for these towers, it would be necessary to pay them to re-create the analysis already performed by Towerkraft. It would require that the new firm create new studies as opposed to having Towerkraft update the existing structural information on hand. This process would be neither cost effective in terms of fees paid nor efficient in terms of the consultant and County staff time required to accomplish it.
- Towerkraft will consult with DoIT staff via email and teleconference on an ongoing basis as needed, and will supply DoIT with radio tower structural reports as requested by DoIT when antennas, mountings, or cable feedlines are added or removed to existing County radio towers or replaced with different components.

- The proposed agreement will serve an important public purpose by enabling the continued reliable operation of radio towers that first responders and other government personnel utilize to ensure safety of life and property and enable delivery of vital services to the citizens of Westchester County.
- The goal and objective of the resulting contract will be to ensure that the towers used to support the County's critical government and public safety radio communication antennas continue to be utilized safely and according to engineering guidelines.
- Authority to exempt this agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, was granted by your Honorable Board on November 13, 2014. This is a request to amend an existing agreement and as such, there is no new procurement involved.
- We now request that the agreement be extended until December 31, 2018 and the NTE be increased to \$30,875.00.

ACTION REQUESTED:

- Authorization to amend agreement (IT-1352) with Towerkraft Engineering, P.C., having an office and place of business at 216 East 3rd Street, Alliance, NE 69301, for radio tower structural engineering services extending the term through December 31, 2018 for a new contract amount not to exceed \$30,875.00 payable pursuant to an approved budget.

APPROVED BOARD OF ACQUISITION CONTRACT - 12/08/2016 LISAMUSI, SECRETARY

RESOLUTION

Upon a communication from the Chief Information Officer, Department of Information Technology, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to amend agreement IT-1352 with Towerkraft Engineering, P.C., having an office and place of business at 216 East 3rd Street, Alliance, NE for radio tower structural engineering by extending the term to a new termination date of December 31, 2018 and by increasing the not-to-exceed amount by \$10,875 to a new total aggregate amount not to exceed \$30,875.00, pursuant to an approved budget; 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 an analysis of the impacts of any such State Budget on County finances. After such 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 duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

Account to be Charged/Credited:

Original Agreement: \$20,000.00
This Amendment: \$10,875.00
TOTAL: \$30,875.00

Agreement No. IT-1352

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2017	101	16	2500	4420		\$ 3,625
2018	101	16	2500	4420		\$ 7,250

Budget Funding Years: 2017-2018
(must match resolution)

Start Date: January 1, 2017

End Date: December 31, 2018

Funding Source

Tax Dollars: \$ 10,875

State Aid _____

\$ 10,875

Federal Aid _____

(must match resolution)

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/08/2016 - LISA MURRAY, SECRETARY