



Westchester Community College

State University of New York

56396

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles
President, Westchester Community College

DATE: April 4, 2017

SUBJECT: Resolution to Award to the Low Bidder
Contract No. WCC-17-603
Ossining Extension Site Janitorial Services
Westchester Community College
Westchester County, New York
Contractor: Divine Professional Cleaning Services, Inc.
Amount: \$78,069.27

Subcontractor(s): N/A

On March 22, 2017 three (3) bids were received and opened for Contract No. WCC-17-603 Ossining Extension Site Janitorial Services, Westchester Community College, Westchester County, New York.

The bids were reviewed by the Department and it was determined that Divine Professional Cleaning Services, Inc submitted the low bid in the amount of \$78,069.27.

The low bidder has been investigated and it has been found that Divine Professional Cleaning Services, 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

It is my recommendation that Contract WCC-17-603 be awarded to Divine Professional Cleaning Services, Inc in the amount of \$78,069.27 subject to appropriation.

This Department will track scheduling and accomplishments by the contractor and perform on-site inspections to ensure the successful completion of this project.

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RESOLUTION

CONTRACT NO. WCC-17-603

Upon communication from the President, Westchester Community College be it

RESOLVED, that Contract No. WCC-17-603 for Ossining Extension Site Janitorial Service, Westchester Community College, Westchester County, New York be and is hereby awarded to the low bidder, Divine Professional Cleaning Services, Inc., 2253 Cincinnatus Ave., Bronx, NY 10473 in the amount of \$78,069.27; and be it further

RESOLVED, that this contract is subject to County appropriations; 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	Agency	Capital Project or Org	Object/ Sub Object	Trust Account	Activity	Dollars
WCC FY 16-17	010	78	8211	4380			\$9,440.92
WCC FY 17-18	010	78	8211	4380			\$38,399.15
WCC FY 18-19	010	78	8211	4380			\$30,229.20

Budget Funding Year(s) 2016/2019 **Start Date:** June 1, 2017 **End Date:** May 31, 2019
(must match resolution)

Funding Source: Tax Dollars \$17,955.93
No./

Contractor Federal I.D.

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\$78,069.27
(must match resolution)

State Aid \$21,078.70

Federal Aid _____

Other \$39,034.64

Social Security No.: _____

Vendor No.: _____

Encumbrance No.: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/04/2017 - LISA MRIJAL SECRETARY