

56927

DATE: May 5, 2017

TO: Board of Acquisition and Contract

FROM: Robert F. Meehan
County Attorney

RE: **Authority to enter into an agreement with Pro Safety Services, LLC for the provision of safety training and compliance services for a period of three (3) years commencing July 1, 2017 for an amount not to exceed \$50,000 per year with the County having the sole option to extend the agreement for two (2) additional one (1) year option periods.**

Attached for your consideration is a resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement with Pro Safety Services, LLC. ("Pro Safety"), pursuant to which Pro Safety will provide safety training and compliance services on an "as needed" basis for the County, for a term of July 1, 2017 through June 30, 2020, with the County having the sole option to extend the term of the agreement for two (2) additional one-year periods, for an amount not-to-exceed \$50,000 per year at the rate of \$80.00 per hour throughout the term of the contract as well as the two (2) option periods.

On or about April 3, 2017, the County issued a Request for Proposals ("RFP") to solicit proposals to provide safety training and compliance services. Three (3) proposals in response to the RFP were received by the following entities:

1. Pro Safety Services, LLC;
2. PMA Management Corp of New England ("PMA").
3. Certified Site Safety

The proposals were reviewed, rated, and ranked, based upon the evaluation criteria specified in the RFP, with Pro Safety being the first-ranked proposer. In addition, the proposal received by Pro Safety provided the lowest rates, with consultant rates starting at \$80 per hour throughout the term of the contract as well as the two (2) option periods. Pro Safety has

successfully provided these services for the County in the past and has proven that the quality of its work meets the County's occupational and safety needs.

Pursuant to the proposed agreement, Pro Safety shall provide technical assistance in developing and conducting in-house safety training, educational services and regulatory compliance programs for various departments throughout the County. This contract serves a public purpose as it protects the health, safety and welfare of employees of the County by providing safety training services and monitoring compliance with work safety standards. The County has been satisfied with the services provided by Pro Safety previous contracts. The goals and objectives of the proposed agreement will be tracked and monitored through scheduling and supervision of Pro Safety's services by the County's Department of Risk Management.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/01/2017 - LEAH MULLIS, SECRETARY

RESOLUTION

Upon a communication from Robert F. Meehan, County Attorney, be it hereby

RESOLVED, that the County of Westchester (the “County”) is authorized to enter into an agreement with Pro Safety Services, LLC to provide safety training and compliance services on an “as needed” basis for the County, for a term of July 1, 2017 through June 30, 2020, with the County having the sole option to extend the term of the agreement for two (2) additional one (1) year periods, for an amount not-to-exceed \$50,000 per year at the rate of \$80.00 per hour throughout the term of the contract as well as the two (2) option periods; 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 Consultant, then the Consultant 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 to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2017	101	18	2000/2000	4225		\$ 25,000.00
2018	101	18	2000/2000	4225		\$ 50,000.00
2019	101	18	2000/2000	4225		\$ 50,000.00
2020	101	18	2000/2000	4225		\$ 25,000.00

Budget Funding Year(s) 2017 Start Date: July 1, 2017 End Date: June 30, 2020
 (must match resolution)

Funding Source: Tax Dollars 150,000.00
 State Aid _____
\$150,000.00 Federal Aid _____
 (must match resolution) Other _____