

58632

TO: Board of Acquisition and Contract

FROM: John McCaffrey
Chief Information Officer

DATE: August 14, 2017

SUBJECT: Resolution to Reject Bids and Re-Advertise
Contract No. **IT-1476**
Radio Tower, Antenna System, and Related Infrastructure
Inspection, Installation and Maintenance Services for
Various County Radio Antenna Sites

On July 12, 2017, three (3) bids were received and opened for Contract No. IT-1476 Radio Tower, Antenna System, and Related Infrastructure Inspection, Installation and Maintenance Services for Various County Radio Antenna Sites.

Subsequent to the receipt of bids, it was determined that revisions to the scope of work of this contract were required. The original Request for Bids (“RFB”) specified that equipment on the tower at every site was to be inventoried during *each* of the two (2) inspections per year. Conducting such an inventory is time and labor intensive, and the Department of Information Technology (“DoIT”) believes that this may explain why some of the bids received were for amounts that far exceeded what had been expected for this contract. DoIT concluded that in an effort to achieve desired cost savings, it is necessary to re-issue the RFB with revisions that, among other things, modify the specification in order to require that tower equipment be inventoried during *only one* of the two inspections each year.

Therefore, it is requested that all bids be rejected and re-advertised as Contract No. IT-1476-Rev.

This contract is in the public’s best interest and will ensure that the County’s critical government and public safety radio communication systems continue to be maintained in a safe and cost-effective manner.

This contract will serve an important public purpose by enabling the continued reliable operation of vital systems 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 vendor selected to provide services under the resulting contract will submit detailed reports to DoIT after completing each regularly scheduled inspection. When DoIT determines that installation or maintenance services are required, the vendor will submit a detailed work plan to be approved by DoIT before the work is carried out, will coordinate the work with DoIT staff, and will include a detailed summary of the work for review by DoIT when submitting the associated invoice.

This resolution has been reviewed by the Law Department.

RESOLUTION

Upon communication from the Chief Information Officer,

WHEREAS, on July 12, 2017, three (3) bids were received and opened for Contract No. IT-1476 for Radio Tower, Antenna System, and Related Infrastructure Inspection, Installation and Maintenance Services for Various County Radio Antenna Sites; and

WHEREAS, it was determined subsequent to the receipt of bids, that revisions to the scope of work of the bid document are required in order to, among other things, provide that an inventory be conducted during only one of the two inspections each year; and

WHEREAS, it is hereby requested that all bids received for Contract No. IT-1476 be rejected and the contract be re-advertised as Contract No. IT-1476 -Rev.; now, therefore, be it

RESOLVED, that the bids for Contract No. IT-1476 for Radio Tower, Antenna System, and Related Infrastructure Inspection, Installation and Maintenance Services for Various County Radio Antenna Sites be rejected; and be it further

RESOLVED, that it is in the best interest of the County that Contract No. IT-1476 for Radio Tower, Antenna System, and Related Infrastructure Inspection, Installation and Maintenance Services for Various County Radio Antenna Sites, be re-advertised as Contract No. IT-1476-Rev. for Radio Tower, Antenna System, and Related Infrastructure Inspection, Installation and Maintenance Services for Various County Radio Antenna Sites; and be it further

RESOLVED, that retention of payment for thirty (30) days after receipt of services shall be deemed adequate and sufficient security for the faithful performance of this contract; and be it further

RESOLVED, that this advertisement for bids will state that pursuant to Chapter 308 of the Laws of the County of Westchester, the policy of the County is to encourage the meaningful and significant participation on County contracts for business enterprises owned by persons of color and women - Minority Business Enterprise (MBE) and Women Business Enterprise (WBE); and be it further

RESOLVED, that such advertisement shall appear in The Journal News (Westchester-Putnam Edition) and via the Empire State Purchasing Group Website.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	16	2500	4200		

Budget Funding Year(s) _____ **Start Date:** _____ **End Date:** _____
 (must match resolution)

Funding Source: **Tax Dollars** 100% County
State Aid _____
Federal Aid _____
Other _____
 \$ _____
 (must match resolution)