

58640

**TO:** Board of Acquisition and Contract

**FROM:** Vincent F. Kopicki, P.E.  
Commissioner of Public Works and Transportation

**DATE:** August 22, 2017

**SUBJECT:** Resolution for Authority to Advertise  
Contract No. 17-215  
Elevator Inspection Services  
Various Locations  
Westchester County, New York

The 2018 Operating Budget contains funds for the above referenced project.

The work under this contract consists of providing all necessary labor, material and equipment required to witness Category 5 Tests on elevators at various County facilities. This contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County.

The objective of this contract is to provide the required third-party oversight of elevator inspections.

This contract is in the public's best interest because it will promote the health and safety of the general public by ensuring that County elevators meet all applicable codes and requirements.

As expenditures are made pursuant to this authorization, detailed records will be kept in the County's on-line financial system. These records will be easily accessible by Finance, Budget and department staff and will be reviewed regularly to ensure that funds are used appropriately.

# RESOLUTION

Upon communication from the Commissioner of Public Works and Transportation, be it

**RESOLVED**, that the Commissioner of Public Works and Transportation be and hereby is authorized to solicit bids by public advertisement on the following contract:

CONTRACT NO. **17-215**  
 Elevator Inspection Services  
 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 retainage of 5% of all work completed on an annual basis. Upon each annual anniversary the contractor may request payment of said retainage with the successful completion of all work performed during that period; 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 following County newspaper(s):

**THE JOURNAL NEWS (Westchester-Putnam Edition)**

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	2000	4250		

**Budget Funding Year(s):** 2018-2021      **Start Date:** \_\_\_\_\_      **End Date:** \_\_\_\_\_  
 (must match resolution)

**Funding Source:**      **Tax Dollars** 100% County

**State Aid** \_\_\_\_\_

**\$** \_\_\_\_\_      **Federal Aid** \_\_\_\_\_  
 (must match resolution)

**Other** \_\_\_\_\_