

69819

TO: Board of Acquisition and Contract

FROM: Vincent F. Kopicki
Commissioner of Environmental Facilities

DATE: May 15, 2019

SUBJECT: Resolution to Award to the Low Bidder
Contract No. **EF-1903**
Instrumentation Maintenance and Repairs
Department of Environmental Facilities
Various Locations
Westchester County, New York
Contractor: Aaron Associates of Connecticut, Inc.
Amount: \$470,885.00

On May 15, 2019, the County of Westchester ("County") received and opened two (2) bids for Contract No. EF-1903, a contract for instrumentation maintenance and repairs for the Department of Environmental Facilities ("Department"), various locations, Westchester County, New York ("Contract"). The Contract is for two years with a term from July 06, 2019 to July 05, 2021, and may be extended by mutual consent of the parties for one (1) additional two-year term, with all prices, terms and conditions remaining the same as the original contract.

The bids were reviewed by the Department and it was determined that Aaron Associates of Connecticut, Inc., submitted the low bid in the amount of \$470,885.00.

The low bidder has been investigated and it has been found that Aaron Associates of Connecticut, 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

Only two (2) contractors submitted a bid because the work requires specially trained personnel who have the experience and knowledge for providing services to furnish all labor and equipment required to perform on-call instrumentation repair services. This project was advertised on the Empire System Purchasing Group ("ESP") website, in addition to the Journal News, and was viewed by 27 entities on the ESP website.

The objective of the Contract is to obtain services of a contractor which will allow the Department to maintain various instruments for its treatment plants and pump stations at peak efficiency and to assure

that all instruments are functioning properly with minimal breakdowns. During the two year term of the Contract, Department representatives will track and monitor the required preventive maintenance, and necessary repairs using written service reports which will be signed by Maintenance Superintendents. These service reports are to be submitted with each payment request. The Contractor will be responsible to comply with all applicable regulations and codes.

This Contract is deemed to fulfill a public purpose because it meets the County's criteria for safeguarding the health and environment of the County. Maintaining the instrumentation at the Department's facilities is critical to control and monitoring the water and wastewater process as well as monitoring for life safety issues related to working in hazardous environments. In addition, maintaining the instrumentation allows the Department to carry out its basic mission to provide water and wastewater treatment and maintaining satisfactory water quality.

It is my recommendation that Contract No. EF-1903 be awarded to Aaron Associates of Connecticut, Inc., in the amount of \$470,885.00. A proposed form of Resolution is attached.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/11/2019 - DISINVESTMENT SECRETARY

RESOLUTION

CONTRACT NO. EF-1903

Upon communication from the Commissioner of Environmental Facilities, be it hereby

RESOLVED, that Contract No. EF-1903 for Instrumentation Maintenance and Repairs, Department of Environmental Facilities, Various Locations, Westchester County, New York for a period of two (2) years with an option to extend for one (1) additional two-year term upon mutual consent of the parties, with all prices, terms and conditions remaining the same as the original contract, be and is hereby awarded by the County of Westchester to the lowest responsible bidder, Aaron Associates of Connecticut, Inc., 478 West Main Street, Waterbury, CT 06702 in the amount of \$470,885.00 (“Agreement”); 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 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 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	Dept	Major Program, Program & Phase or Unit	Object/Sub Object	Trust Account	Dollars
2019	221	60	0110	4380-99		\$114,490.00
2020	221	60	0110	4380-99		\$235,443.00
2021	221	60	0110	4380-99		\$120,952.00

Budget Funding Year (s) 2019-2021 Start Date: 07/06/2019 End Date: 07/05/2021

Funding Source: Tax dollars 100% County
State Aid _____
Federal Aid _____ Vendor No.: _____
Other _____ Encumbrance No.: _____

NTE\$470,885.00
(Must match resolution)