

To: Board of Acquisition and Contract

From: Thomas J. Lauro, P.E.
Commissioner of Environmental Facilities

Date: February 5, 2010

Re: Request for **Authority to Solicit Bids by Public Advertisement** for
Contract No. **EF-1001**
Inspection and Repair of Cranes & Hoists
Various Locations, Westchester County, New York

Attached for your information is a resolution, which, if approved by your Honorable Board, would authorize the Department of Environmental Facilities to solicit bids by public advertisement for the inspection, maintenance and service of cranes and hoists. This Contract consists of providing all necessary labor, materials, parts and equipment required to perform preventive maintenance services on various types of cranes and hoists at the Department owned facilities located throughout Westchester County. Funds for this project are available in the Operating Budget. The Contract is for two (2) years with an option to extend for one (1) additional two-year term with all prices, terms and conditions remaining the same as the original contract.

The goals and objectives of the contract are to obtain services, annual inspections and maintenance that will enable the Department to assure proper operation, safety, and functioning of the hoists/cranes (approximately eighty in operation). Operating this equipment at peak efficiency with minimal breakdowns is critical. During the 2-year term of the contract, the Service Provider will perform the required preventative maintenance and make any necessary repairs. After each site visit, a written service report will be generated by the Service Provider, which will be signed off by a DEF maintenance superintendent and will serve as verification that the work was performed. These service reports are to be submitted with each payment request. Signed verification by DEF is strictly for payment and tracking purposes only and in no way relieves contractual responsibility from the Contractor for completing the work as described herein. The Contractor will be responsible to comply with all applicable regulations and codes.

Issuing a contract to maintain and service cranes/hoists is fiscally responsible and promotes the safety and security of the department employees because it will extend the operating life of the equipment, ensure the operations are per the manufacturer's

recommendations, and help to prevent hazards and improper operation of equipment. Having qualified service personnel check the units at regular intervals will reduce the likelihood of needing emergency repairs, which are more costly than preventive maintenance services.

The firm that is awarded this contract will perform annual inspection and preventive maintenance. The work will be performed by qualified service personnel, who have the specialized training, tools and testing equipment to work on hoists. By utilizing the comprehensive test reports, DEF will be able to better gauge when major upgrades or capital improvements are needed, and can plan accordingly.

This Contract is deemed to fulfill a public purpose as the services provided under this Contract protect the building and facilities owned by the Department of Environmental Facilities and enable the Department to carry out its basic mission to provide wastewater treatment and maintain satisfactory water quality.

Approval of the attached resolution is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 2-18-2010 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon communication from the Commissioner of Department of Environmental Facilities,

RESOLVED, that the Commissioner of Environmental Facilities is hereby authorized to solicit bids by public advertisement on the following contract:

CONTRACT NO. EF-1001
 Inspection and Repair of Cranes & Hoists
 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 receipt of a performance and payment bond in an amount equal to 50% of the total contract amount, and in a form approved by the County Attorney. The Bond Underwriter or Surety must appear on the U.S. Treasury's listing of approved sureties (Department Circular 570) and all Sureties must be licensed to transact business in New York as a surety company; and be it further;

RESOLVED, pursuant to Section 308.01 of the Laws of the County of Westchester, it is the goal of the County to use its best efforts to encourage, promote and increase the participation of business enterprises owned and controlled by persons of color or 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 (Southern Edition)

JSA/MFQ/LKD

Account to be charged/credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/Sub	Trust Account	Dollars
	N/A					

Budget Funding Year (s) (must match resolution)	Start Date: _____ End Date: _____
Funding Source	Tax dollars <u>100%</u>
	State Aid _____
	Federal Aid _____
_____ (must match resolution)	Other _____