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To: Board of Acquisition and Contract

From: Vincent F. Kopicki, P.E.
Commissioner of Environmental Facilities

Date: March 5, 2020

Re: Request for **Authority to Solicit Bids by Public Advertisement for**
Contract No. **EF-2004**
Service, Repair and Replacement of Small Air Conditioning Systems (Less than 80 tons)
Various County locations, Westchester County, New York

Attached for your consideration is a resolution, which, if approved by your Honorable Board, would authorize the County of Westchester ("County") acting by and through its Department of Environmental Facilities ("the Department") to solicit bids by public advertisement to furnish Service, Repair and Replacement of Small Air Conditioning Systems (Less than 80 tons) at Various County Environmental Facilities ("Contract"). Funds for this project are available in the Operating Budget. The Contract duration is for two (2) years. The Contract may be extended by mutual consent of the parties for an additional two (2) year term with all prices, terms and conditions remaining the same as the original contract.

The work under this Contract consists of providing all necessary labor, materials, parts and equipment required to service, repair and replace air conditioning equipment at various locations County wide.

The goals and objectives of the Contract are to obtain the services of a specialized contractor who has prior experience and training to ensure proper functioning of the air conditioning equipment. The Service Provider will perform preventive maintenance and provide repair and replacement services when required. Operating this equipment at peak efficiency with minimal breakdowns is critical to extending equipment life and protecting DEF infrastructure. As expenditures are made pursuant to this authorization, detailed records will be kept in the County's online 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. Personnel from the Department will manage and supervise the work performed by the selected contractor. The successful Contractor will be responsible to comply with all applicable regulations and industry standards.

Issuing this Contract to inspect, maintain and service the air conditioning equipment is fiscally responsible and promotes the safety and work environment of department employees. It will help to extend the operating life of the equipment, ensuring the operations are per the manufacturer's recommendations, and will help to prevent hazards due to improper operation of equipment. In addition to lower operating costs, regular maintenance has been proven to extend the overall life of the equipment, thereby pushing replacement costs further into the future. If plant cooling is

interrupted, there is potential for damage to various electronic and control systems that are costly to repair.

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

This Contract is in the public's best interest because it will promote the health and safety of the general public by providing for safe and code compliant air conditioning systems, thus addressing the County Executive's priority area: Safety, Security (SS) and meet regulatory requirements. The environmental benefits can be derived by preventing leaks or spills. Also, overall energy usage benefits can be enhanced by equipment functioning efficiently.

Approval of the attached resolution is respectfully requested.

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS
04/29/2019
JULIA MARIJAN, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester be, and he hereby is, authorized to solicit bids by public advertisement for a duration of two (2) years with an option to extend the contract for one additional two (2) -year period, by mutual consent of the parties with all pricing, terms and conditions remaining the same as the original contract:

Contract No. **EF-2004**
 Service, Repair and Replacement of Small Air Conditioning Systems (Less than 80 tons)
 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 Bond in the amount of 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, that this advertisement for bids will state that 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:

THE JOURNAL NEWS (Southern Edition)

Account to be charged/credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/Sub	Trust Account	Dollars
	N/A					
Budget Funding Year (s) <u>2020-2022</u> Start Date: _____ End Date: _____ (must match resolution) Funding Source Tax dollars <u>100%</u> State Aid _____ Federal Aid _____ _____ (must match resolution)						