



Department of Emergency Services

Memorandum

Date: September 2, 2020

To: The Honorable Board of Acquisition and Contract

From: John M. Cullen
Commissioner of Emergency Services

Re: Resolution to Award Emergency Contract
Installation and Maintenance of Audio/Visual Communications
Equipment and Software
4 Dana Road
Valhalla, NY 10595

Contractor: HB Communications, Inc.
Amount: \$146,220.47
Contract No. _DESCON20090017

Attached for your consideration is a resolution, which, if approved by your Honorable Board, would authorize the award of Contract No. DESCON20090017 for the installation of audio and visual communications equipment and software (“AV Equipment”) at Department of Emergency Services’ (the “Department”) Training Center at 4 Dana Road, Valhalla, New York (the “Training Center”), to HB Communications, Inc. (“HB”), on an emergency basis, for a term commencing September 1, 2020 and terminating on December 30, 2020, in an amount not to exceed \$146,220.47. This Resolution is being submitted pursuant to a memorandum that was submitted to your Honorable Board on even date herewith (the “Emergency Declaration”) detailing the reason and nature of the emergency basis.

As described in the Emergency Declaration, due to the Covid-19 pandemic, the large number of personnel required to manage emergency events at the Emergency Operations Center (“EOC”) at 200 Bradhurst Avenue, Hawthorne, NY presents a serious risk to the health and safety of not only those responding to the EOC, but also anyone they come in contact with after such an event. To protect the personnel and the public, the Department will utilize a portion of the Training Facility as an alternate EOC. The emergency work (the “Work”) includes the expedited installation of AV Equipment at the Training Center that will seamlessly interface with that of the existing EOC.

In consultation with the Law Department and based on the facts related by Department of Emergency Services staff, it has been determined that this is a condition that was unforeseen, affects the life, health, safety of the County’s inhabitants and requires immediate attention and

therefore meets the legal requirements for an emergency contract which cannot await competitive bidding. The Department, following its standard emergency contract protocols, selected HB to perform the Work.

The Contractor selected by the Department has been investigated and found that:

has 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

MNRR

Operating Budgets

Other _____

This contract is deemed to fulfill a public purpose as the services provided under this contract promote the public health and welfare by enabling the County to safely conduct its mission of providing a state of the art communications and operations center to manage severe weather events, disasters, and other emergencies.

The work will be monitored by representatives of the Department to make sure all applicable regulations, safety precautions and codes regarding the protection of persons and property are adhered to and that a cost-effective project is the end product.

It is recommended that Contract No. DESCON20090017 be awarded on an Emergency Basis to HB in an amount not to exceed \$146,220.47, subject to appropriations, for a term September 1, 2020 and terminating on December 30, 2020.

A proposed form of Resolution is attached.

JMC/jrc
Attachment

RESOLUTION
CONTRACT NO. DESCN 20090017

Upon communication from the Commissioner of Emergency Services,

WHEREAS, an emergency condition which could affect the health and safety of the public and employees developed as a result of the Covid-19 pandemic requiring the Department of Emergency Services (the "Department") to utilize a portion of its Training Center at 4 Dana Road, Valhalla, New York as an alternate Emergency Operations Center; now, therefore, be it

RESOLVED, that Contract No. DESCN 20090017 for the installation of audio and visual communications equipment and software at Department's Training Center at 4 Dana Road, Valhalla, New York, to HB Communications, Inc., on an emergency basis, for a term September 1, 2020 and terminating on December 30, 2020, in an amount not to exceed \$146,220.47; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement 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	Bond Act No.	Dollars
	101	20	1000	4998 01		\$146,220.47

Budget Funding Year(s): 2020 Start Date: 9/1/2020 End Date: 12/30/2020
(must match resolution)

Funding Source: Tax Dollars _____

State Aid _____

\$146,220.47 Federal Aid \$146,220.47 (CARES Act) _____
(must match resolution)

Other _____