

80098

TO: Board of Acquisition and Contract

FROM: Hugh J. Greechan, Jr., P.E.
Commissioner of Public Works and Transportation

DATE: October 13, 2020

SUBJECT: Change Order No. 2
Contract No. 19-202
Janitorial Services at District Office
131 Warburton Avenue
Yonkers, New York

Contractor: Divine Professional Cleaning Services, Inc. (MBE)
Amount of Change Order No. 2: \$48,032.16

On April 25, 2019, your Honorable Board awarded Contract No. 19-202 for Janitorial Services at District Office, 131 Warburton Avenue, Yonkers, New York to Divine Professional Cleaning Services, Inc., 2253 Cincinnatus Avenue, Bronx, New York 10473 in the amount of \$273,702.45.

On July 9, 2020, your Honorable Board approved Change Order No. 1 to Contract No. 19-202 in the amount of \$18,300.80 to provide for additional janitorial services that were necessary due to the recent COVID-19 pandemic and as part of the County of Westchester's ("County") return to work plan.

The work encompassed under this contract is that of providing all regular daily, weekly, monthly and other scheduled working weekday shift janitorial services as specified at the Westchester County District Office Building located at 131 Warburton Avenue, Yonkers, New York.

Due to the continuing COVID-19 pandemic, additional cleaning services are required as part of the County's return to work plan.

The cost of this work is estimated to be \$48,032.16 representing the cost for services to be provided for the period August 1, 2020 through June 30, 2021. The cost of \$48,032.16 is based upon the proposal submitted by Divine Professional Cleaning Services, Inc., which was reviewed and approved by the Department of Public Works and Transportation. The scope of work for the additional cleaning services could not have been anticipated at the time of bid, and therefore a second Change Order to Contract 19-202 is hereby requested.

The objective of this Change Order is to provide additional cleaning services to maintain a safe environment.

This contract is in the public's best interest because it will promote the health and safety of the County workforce at these facilities and also the general public by allowing County facilities to remain operational.

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.

This additional work is incidental to the original work and does not materially alter the main purpose of the contract so as to constitute a new undertaking. The proposed work is of the same nature as the work contemplated in Contract 19-202, is to be performed in the same general vicinity and was unanticipated work. The term of the contract is June 1, 2019 to May 31, 2022.

It should be noted that payment for a portion of this Change Order will be made from CARES Act money and that portion of the work will be completed by December 30, 2020.

It is requested that your Honorable Board take action on the following:

Approval of Change Order No. 2:

Total Amount of Change Order No. 2	\$48,032.16
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This Change Order has been reviewed by the Law Department and a proposed form of Resolution is attached hereto for your approval.

Approval is recommended.

RESOLUTION

RE: CONTRACT NO. 19-202
CONTRACT AMOUNT: \$ 273,702.45
CHANGE ORDER NO. 1: \$ 18,300.80
CHANGE ORDER NO. 2: \$ 48,032.16
NET INCREASE: \$ 66,332.96
REVISED CONTRACT AMOUNT: \$340,035.41

CHANGE ORDER NO. 2

Upon communication from the Commissioner of Public Works and Transportation,

WHEREAS, Hugh J. Greechan, Jr., P.E., Commissioner of Public Works and Transportation, requests approval of Change Order No. 2 on Contract No. 19-202, between the County of Westchester and Divine Professional Cleaning Services, Inc., 2253 Cincinnatus Avenue, Bronx, New York 10473 for Janitorial Services at District Office, 131 Warburton Avenue, Yonkers, New York; and

WHEREAS, it is requested that Contract No. 19-202 be amended to provide additional cleaning services; and

WHEREAS, this matter has been discussed by the Board; now, therefore, be it

RESOLVED, that said Change Order No. 2 on Contract No. 19-202 be and the same is hereby approved in the amount of \$48,032.16; and be it further

RESOLVED, that all other terms and conditions of Contract No. 19-202 shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Total Amount of Change Order No. 2 \$48,032.16

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Bond Act No.	Dollars
	101	46	3300	4998	N/A	\$21,832.80
	101	46	3300	4380	N/A	\$26,199.36

Budget Funding Year(s): 2020-2021 **Start Date:** August 1, 2020 **End Date:** June 30, 2021
 (must match resolution)

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

State Aid _____

\$48,032.16 **Federal Aid** _____
 (must match resolution)

Other _____