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TO: Board of Acquisition and Contract

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

DATE: March 9, 2021

SUBJECT: Resolution to Award to the Low Bidder
Contract No. 20-223
Janitorial Services at District Office
100 East First Street
Mount Vernon, New York

Contractor: CTE Incorporated-Reliable Cleaning Systems
Amount: \$672,240.00

On February 24, 2021 the County of Westchester ("County") received and opened two (2) bids for Contract No. 20-223 for Janitorial Services at District Office, 100 East First Street, Mount Vernon, New York.

Two (2) contractors submitted bids for this project. The project was advertised on the Empire State Purchasing Group website, in addition to the Journal News (Westchester-Putnam Edition), and was viewed by thirty nine (39) entities on the Empire State Purchasing Group website. In addition, e-mails were sent to those thirty nine (39) entities and to an additional eighty nine (89) suppliers and contractors.

The bids were reviewed by the Department of Public Works and Transportation ("Department") and it was determined that CTE Incorporated-Reliable Cleaning Systems submitted the low bid in the amount of \$672,240.00.

The low bidder has been investigated and it has been found that CTE Incorporated-Reliable Cleaning Systems:

- 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
 Other

This contract is in the public's best interest because it will promote the health and safety of the general public by maintaining clean and sanitary conditions within County facilities.

March 9, 2021

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 contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County.

It is my recommendation that Contract No. 20-223 be awarded to CTE Incorporated-Reliable Cleaning Systems in the amount of \$672,240.00, subject to appropriations.

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/01/2021 - ISAMIR JAH SECRETARY

RESOLUTION

CONTRACT NO. 20-223

Upon communication from the Commissioner of Public Works and Transportation, be it

RESOLVED, that Contract No. 20-223 for Janitorial Services at District Office, 100 East First Street, Mount Vernon, New York be and is hereby awarded by the County of Westchester (“County”) to the low bidder, CTE Incorporated-Reliable Cleaning Systems, 450 Westbury Avenue, Carle Place, New York 11514, in the amount of \$672,240.00; and be it further

RESOLVED, that as set forth in the Contract No. 20-223 bid specifications this contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County; and be it further

RESOLVED, that this contract 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 an analysis of the impacts of any such State Budget on County finances. After such 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
	101	46	3300	4380		\$ 85,325.00 (2021)
	101	46	3300	4998		\$ 44,091.00 (2021)
	101	46	3300	4380		\$223,214.00 (2022)
	101	46	3300	4380		\$225,360.00 (2023)
	101	46	3300	4380		\$ 94,250.00 (2024)

Budget Funding Year(s): 2021-2024 **Start Date:** June 1, 2021 **End Date:** May 31, 2024
(must match resolution)

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

State Aid _____

\$672,240.00 **Federal Aid** _____

(must match resolution)

Other _____