

14721

DATE: October 15, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer, Department of Information Technology
Thomas J. Lauro, P.E., Commissioner, Department of Environmental Facilities

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1178) WITH GERHART SYSTEMS AND CONTROLS CORPORATION ("GERHART"), AS PRIMARY VENDOR, AND CREATIVE INFORMATION SYSTEMS ("CIS"), AS SUBCONTRACTOR TO GERHART FOR A SCALE HOUSE MANAGEMENT SYSTEM UTILIZED BY THE DEPARTMENT OF ENVIRONMENTAL FACILITIES FOR A TERM COMMENCING ON DECEMBER 1, 2010 AND TERMINATING ON FEBRUARY 28, 2016 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$211,016

BACKGROUND:

- A scale house management system for the Department of Environmental Facilities (DEF) is a solution to an initiative to more effectively and efficiently track waste and recycling material that municipalities dispose of at four county recycling facilities. The new system would replace an antiquated DOS based system that is prone to human error and does not provide real time access to administrators. The new system would better track quantities through automation as well as provide real time access to administrators for billing and reporting purposes. The new system can also be integrated to the County's current financial system thereby reducing billing effort by eliminating human error and time spent rekeying information into multiple systems. In addition the installation and integration of unattended kiosks would allow the facilities to operate unmanned for any amount of time including the ability to allow one facility to be unmanned at all times.
- A scale house management system will provide the following benefits to DEF:
 1. Automate authorization of vehicles into the facility as well as automatically associate scale weights to each vehicle/account thereby reducing human error and time spent creating scale house tickets. Automation will also enable scale houses to operate unmanned during any period of time.
 2. Centralize scale house management allowing administrators real time access to all transactions from each facility for billing and reporting purposes.
 3. Provide a robust billing system allowing administrators ease of managing accounts and pricing materials. Bills as well as reports can be automatically emailed to customers reducing the use of paper.
 4. Provide a simple to use and up to date Windows based user interface.
 5. Allow integration to both internal and external systems reducing human error and time spent rekeying information.
- For this reason, on June 25, 2010 a Request for Proposals (RFP) for a DEF Scale House Management System was issued with a reply date of July 30, 2010. Four vendors submitted

proposals. Based on proposals all vendors claimed to meet all functional requirements. All vendors were invited to provide demonstrations of how certain key functions would be performed using their systems and a final score was established, based upon their experience, qualifications, understanding of the request, technical approach, and ability to meet functional requirements. Gerhart/CIS received the highest score and was the selected vendor. In addition their five year cost was the lowest of all systems proposed. Please note that the final cost reflects a decision to use traffic lights rather than gates at three locations which differs from the original request noted in the RFP. The complete list of respondents, with costs and scores from the evaluation matrix, is attached.

- Under the terms of the agreement requested in the attached resolution, CIS will provide software licenses and implementation services that include project management, software development, software installation training, user training, and testing. Gerhart will provide unattended kiosks, controls and loops for traffic lights, hardware installation services, and training for use of that hardware. An additional five years of maintenance and support, including all software releases during that period, will also be included. The project is estimated to go live by the end of February, 2011.
- The public purpose of the requested scale house management system for DEF is to improve the efficiency and accuracy of management of the County's recycling and solid waste transfer facilities, provide accurate records for all municipalities utilizing these facilities, and reduce the time spent by DEF staff on these functions, so they can focus on their core purpose of recycling, processing wastewater and processing solid waste in ways that reduce their impact on the environment.
- The goals and objectives for the system requested in the proposed contract with Gerhart and CIS are to implement an automated, up-to-date scale house management system for the purpose of accurate billing and record keeping as well as improve efficiencies both at the facility level and administrative level for DEF. The new scale house management system is in the best interest of the county because it demonstrates the county's commitment to fiscal responsibility by saving time and money, as well as minimizing human error resulting from the inefficiency of the current antiquated system. Progress toward these goals and objectives will be tracked and monitored by DEF management staff, in conjunction with DoIT and payments will be made only upon completion of specific milestones.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1178) with Gerhart Systems and Controls Corporation, having a place of business located at 754 Roble Road, Allentown, Pennsylvania 18109, for a scale house management system utilized by the Department of Environmental Facilities, for a term commencing on December 1, 2010 and terminating on February 28, 2016, for a total not to exceed amount of \$214,016, payable pursuant to an approved schedule, subject to county appropriations and the approval of Creative Information Systems (CIS) as subcontractor. The not to exceed amount includes five (5) years of maintenance and support with initial payments to be paid at the start of the agreement and annual payments for support and maintenance to begin March 1, 2011.

Accordingly, the attached resolution is submitted for your consideration.

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY AND THE COMMISSIONER, DEPARTMENT OF ENVIRONMENTAL FACILITIES, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement (IT-1178) with Gerhart Systems and Controls Corp. ("Gerhart"), having a place of business located at 754 Roble Road, Allentown, Pennsylvania 18109, for a scale house management system to be utilized by the Department of Environmental Facilities, for a term commencing on December 1, 2010 and terminating on February 28, 2016, for a total not to exceed contract amount of \$211,016, payable pursuant to an approved schedule; and be it further

RESOLVED, that the use of the following subcontractor is approved: Creative Information Systems (CIS) to provide software and implementation services, 27 Lowell Street, Suite 402, Manchester, New Hampshire 03101; and be it further

RESOLVED, that the total not to exceed contract amount of \$211,016 shall pay for Gerhart to provide unattended kiosks, controls and loops for traffic lights, hardware installation services and training for use of that hardware and also shall be used by Gerhart to pay CIS to provide software licenses and implementation services that include project management, software development, software installation training, user training, and testing. Initial payments to be paid at the start of the agreement and annual payments for support and maintenance to begin on March 1, 2011 and thereafter until February 28, 2016; and be it further

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

RESOLVED, 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 duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

RESOLUTION

Account to be Charged/Credited:
(IT-1178)

| Year | Fund | Dept | Major Program, Program & Phase Or Unit | Object/ Sub-Object | Trust Account | Dollars |
|------|------|------|--|-----------------------|------------------|-----------|
| 2010 | 251 | 60 | 7100 | 4420 | | \$184,854 |
| 2011 | 251 | 60 | 7100 | 4420 | | \$6,925 |
| 2012 | 251 | 60 | 7100 | 4420 | | \$4,571 |
| 2013 | 251 | 60 | 7100 | 4420 | | \$4,725 |
| 2014 | 251 | 60 | 7100 | 4420 | | \$4,886 |
| 2015 | 251 | 60 | 7100 | 4420 | | \$5,055 |

Budget Funding Year(s): 2010 – 2015 Start Date: December 1, 2010 End Date: February 28, 2016

Funding Source Tax Dollars: \$211,016
 State Aid: _____
\$211,016 Federal Aid: _____
(must match resolution) Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACTS - 10-28-2010 - JOHANNY VIEIRA, SECRETARY

Respondent Evaluation Matrix
Request for Proposals
DEF Scale House Management System
Issue Date: June 25, 2010
Reply Date: July 30, 2010

#1

Gerhart Systems and Controls Corporation
754 Roble Road
Allentown, Pennsylvania 18109
Final five year cost: \$211,016
Five year cost from proposal: \$210,158
Evaluation matrix score: 89.53

#2

Paradigm Software, L.L.C.
10944 Beaver Dam Road, Suite C
Hunt Valley, Maryland 21030
Five year cost: \$340,764
Evaluation matrix score: 81.96

#3

Mettler Toledo Consultative Systems and Services
2549 Richmond Road, Suite 302
Lexington, Kentucky 40509
Five year cost: \$238,249
Evaluation matrix score: 78.80

#4

PC Scale, Inc.
PO Box 98
211 East Locust Street
Oxford, Pennsylvania 19363
Five year Cost: \$292,992
Evaluation matrix score: 74.87

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