

**17430**

**To:** The Honorable, Board of Acquisition and Contract

**From:** Thomas J. Lauro, P.E.  
Commissioner of Environmental Facilities

**Date:** February 24, 2011

**Re:** Request for Authority to Solicit Bids by Public Advertisement for  
Contract No. **EF-1102**  
Instrumentation Maintenance and Repairs  
Department of Environmental Facilities  
Various Locations  
Westchester County, New York

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Attached for your information is a resolution, which, if approved by your Honorable Board, would authorize the Department of Environmental Facilities (“the Department”) to solicit bids by public advertisement to provide Instrumentation and Repair Services across all Department facilities. This contract will enable the Department to work with the Contractor who will provide all required labor, materials, equipment, tools and spare parts necessary to service and repair instruments when directed by the County. The services will extend to all Department wastewater treatment plants and pump stations, Water Districts #1 and #3, and solid waste facilities. Funds for this project are available in the Operating Budget. This contract is for a term of two (2) years. The Contract may be extended by mutual consent of the Contractor and the County of Westchester for one (1) additional two year term with all prices, terms and conditions remaining the same as the original contract.

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 Department's instrumentation systems with minimal breakdowns. The Service Provider will also perform preventive maintenance and provide repair and replacement services when required. Operating Department instrumentation at peak efficiency with minimal breakdowns is critical to extending equipment life and protecting DEF infrastructure. During the two year term of the Contract, Department representatives will track and monitor the required preventive maintenance, and necessary repairs using written service reports which will be signed by Maintenance Superintendents. These service reports are to be submitted with each payment request. The Contractor will be responsible to comply with all applicable regulations and codes.

This Contract is deemed to fulfill a public purpose and meet the County's criteria for safeguarding the health and environment of the County and the safety and security of the

Department's employees. Maintaining the instrumentation at the Department's facilities is critical in controlling and monitoring the water and wastewater process as well as for monitoring life safety issues related to working in hazardous environments. In addition, maintaining the instrumentation allows the Department to carry out its basic mission to provide water and wastewater treatment and maintaining satisfactory water quality.

Issuing this contract to service plant instrumentation is fiscally responsible and promotes safety in the 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 instrumentation is interrupted, there is potential for damage to various electronic and control systems that may be very costly to repair.

Your favorable approval of the attached resolution is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 3-10-2011 - JOMARY VIEIRA, SECRETARY

# RESOLUTION

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

RESOLVED, that the Commissioner of Environmental Facilities is hereby authorized to solicit bids by public advertisement for the following two (2) year contract with an option to extend for one (1) additional two year term with all prices, terms and conditions remaining the same as the original contract:

Contract No. **EF-1102**  
 Instrumentation Maintenance and Repairs  
 at  
 Department of Environmental Facilities  
 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 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 newspaper:

THE JOURNAL NEWS (Southern Edition)

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