

20015

**TO:** Board of Acquisition and Contract

**FROM:** John J. Hsu, P.E.  
Commissioner of Public Works and Transportation

**DATE:** June 24, 2011

**SUBJECT:** Resolution to Award to the Low Bidder  
Contract No. 11-202  
Janitorial Services at District Offices  
25 Moore Avenue and 750 Washington Street  
Mount Kisco and Peekskill, New York  
**Contractor:** Gateway Building Services Inc.  
**Amount:** \$129,256.00

On May 11, 2011, two (02) bids were received and opened for Contract No. 11-202 for Janitorial Services at District Offices, 25 Moore Avenue and 750 Washington Street, Mount Kisco and Peekskill, New York.

Only two (02) contractors submitted a bid for this project. The project was advertised on the Hudson Valley Municipal Purchasing Group ("HVM") website, in addition to the Journal News (Southern Edition), and was viewed by twenty three (23) entities on the HVM website. In addition, e-mails were sent to those twenty three (23) entities and to an additional forty five (45) suppliers and contractors.

The bids were reviewed by the Department and it was determined that Gateway Building Services Inc. submitted the low bid in the amount of \$129,256.00.

The low bidder has been investigated and it has been found that Gateway Building Services Inc.:

- 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

The objective of this contract is for the provision of all necessary labor, material and equipment required to provide janitorial services.

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, thus addressing the County Executive's priority area: Health and the Environment (HE). There are no energy or environmental components associated with this project.

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.

It is my recommendation that Contract No. 11-202 be awarded to Gateway Building Services Inc. in the amount of \$129,256.00, subject to appropriations.

This resolution has been reviewed by the Law Department.

JA/

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/04/2011 - JOMER VIEIRA, SECRETARY

# RESOLUTION

## CONTRACT NO. 11-202

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

**RESOLVED**, that Contract No. 11-202 for Janitorial Services at District Offices, 25 Moore Avenue and 750 Washington Street, Mount Kisco and Peekskill, New York be and is hereby awarded to the low bidder, Gateway Building Services Inc., 43 Crescent Street, Stamford, Connecticut 06906, in the amount of \$129,256.00; 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		\$17,952.00 (2011)
	101	46	3300	4380		\$43,085.50 (2012)
	101	46	3300	4380		\$43,085.50 (2013)
	101	46	3300	4380		\$25,133.00 (2014)

**Budget Funding Year(s)** 2011-2014 **Start Date:** August 1, 2011 **End Date:** July 31, 2014  
(must match resolution)

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

**Contractor Federal I.D. No./**  
**Social Security No.:** \_\_\_\_\_

**State Aid** \_\_\_\_\_

\$129,256.00  
(must match resolution) **Federal Aid** \_\_\_\_\_

**Vendor No.:** \_\_\_\_\_

**Other** \_\_\_\_\_

**Encumbrance No.:** \_\_\_\_\_