

23880

DATE: December 16, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1220) WITH TOWERKRAFT ENGINEERING, P.C., FOR RADIO TOWER STRUCTURAL ENGINEERING SERVICES FOR A NOT TO EXCEED AMOUNT OF \$21,650 FOR A THREE YEAR PERIOD COMMENCING JANUARY 1, 2012 AND TERMINATING DECEMBER 31, 2014

---

BACKGROUND:

- The Department of Information Technology (DoIT) currently manages radio systems that utilize antennas installed on radio towers at sites throughout the County. These sites are used primarily to support radio communication systems relied upon by first responders and other government personnel. End users include the Departments of Emergency Services, Public Safety, Corrections, and Public Works & Transportation.
- Whenever there are any physical changes to a radio tower structure by adding, removing, or changing mountings, antennas, or cable feedlines, a structural study must be conducted to insure that the tower structure is being loaded properly and not being overloaded.
- Existing structural studies have been created and updated by Towerkraft Engineering, PC (Towerkraft) as a subcontractor to the County's tower maintenance service provider (Mid-State Communications).
- Towerkraft is thoroughly familiar with the County's radio towers and over the years has created structural studies for most of our radio towers. In order for another firm to be able to take over the providing of structural reports for these towers, it would be necessary to pay them to redo the analysis already performed by Towerkraft. It would require that the new firm create new studies as opposed to having Towerkraft updating existing structural information on hand. This process would be neither cost effective in terms of fees paid nor efficient in terms of the consultant and County staff time required to accomplish it.
- By separate resolution of even date herewith, exemption from the Westchester County Procurement Policy and Procedures pursuant to Section 3 (a) xxi has been sought from your Honorable Board.
- 
- Towerkraft will consult with DoIT staff via email and teleconference on an ongoing basis as needed, and will supply DoIT with radio tower structural reports as requested by DoIT when antennas, mountings, or cable feedlines are added or removed to existing County radio towers or replaced with different components.
- The resulting contract will serve an important public purpose by enabling the continued reliable operation of radio towers that first responders and other government personnel utilize to ensure safety of life and property and enable delivery of vital services to the citizens of Westchester County.

- The goal and objective of the resulting contract will be to ensure that the towers used to support the County's critical government and public safety radio communication antennas continue to be utilized safely and according to engineering guidelines.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1220) with Towerkraft Engineering, P.C., having an office and place of business at 216 East 3<sup>rd</sup> Street, Alliance, NE 69301 for radio tower structural engineering services for a three year period commencing January 1, 2012 and terminating December 31, 2014, for a total not to exceed contract amount of \$21,650, subject to County appropriations.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/19/2012 - JOMARYN HARRIS, SECRETARY

**RESOLUTION**

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER,  
DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement (IT-1220) with Towerkraft Engineering, P.C., having an office and place of business at 216 East 3<sup>rd</sup> Street, Alliance, NE 69301 for radio tower structural engineering services for a three year period commencing January 1, 2012 and terminating December 31, 2014, for a total not to exceed contract amount of \$21,650, payable per an approved schedule of payments; and be it further

RESOLVED, that this Agreement 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 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.

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2012	101	16	2500	4420		\$ 9,150
2013	101	16	2500	4420		\$ 6,250
2014	101	16	2500	4420		\$ 6,250

Budget Funding Years: 2012-2014 Start Date: January 1, 2012 End Date: December 31, 2014  
(must match resolution)

Funding Source            Tax Dollars:    \$21,650     
   State Aid                                     
**\$21,650**                    Federal Aid                                     
(must match resolution) Other