



Department of Emergency Services

Memorandum

31368

Date: December 21, 2012

To: The Honorable Board of Acquisition and Contract

From: John M. Cullen, Commissioner of Emergency Services

Re: **Authority to exempt from the Westchester County Procurement Policy a short form Agreement with HB Communications, Inc. (“HBC”) pursuant to which HBC will examine and assess the audio/visual (A/V) system at the County’s Emergency Operations Center to determine what work and/or parts will be necessary to return the system to working order, pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures**

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy a “short form” contract with HBC pursuant to which HBC will examine and assess the A/V system at the County’s Emergency Operations Center (“EOC”) to determine what work and/or parts will be necessary to return the system to working order, pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures.

After operating for the entire duration of the County’s response to Hurricane Sandy, the A/V system at the EOC is in need of repair as it is not presently operational in the main room. Use of the A/V system is critically important to the effective operation of the EOC and to support Situational Awareness and a Common Operating Picture for County, State, Federal, and non-governmental organizations within this space. Determining the cause of the current problem is of paramount importance and of a time-sensitive nature. The Department of Emergency Services (the “Department”) would like to enter into a short-form contract with HBC for the limited purpose of diagnosing the current problem and producing a list of additional work and/or parts that may be required in order to correct the problem. The cost of this limited service will not exceed \$2,640.

Ordinarily, under Section 5(a) of the Procurement Policy, the County is required to solicit oral or written quotations from no fewer than three persons customarily providing the required services. However, since HBC was the vendor that installed the

A/V system and supplied the hardware for it, they are uniquely qualified to diagnose the problem.

Pursuant to Section 3(a)xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this agreement from the County Procurement Policy. Accordingly, a Resolution to exempt the procurement with HBC, is hereby submitted for your consideration.

JMC/jpg/nm

Att.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/17/2015
SOMERSET COUNTY CLERK SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby

RESOLVED, that pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting price quotations, is neither cost effective nor expedient, and accordingly, not in the best interests of the County in connection with the procurement of an agreement with HB Communications, Inc. ("HBC") pursuant to which HBC will examine and assess the audio/visual system at the County's Emergency Operations Center to determine what work and/or parts will be necessary to return the system to working order.

APPROVED BOARD OF ACQUISITION CONTRACT - 01/17/2013 - JIMMY VIERA, SECRETARY