

47484

**TO:** Board of Acquisition and Contract

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

**DATE:** June 30, 2015

**SUBJECT:** Resolution to Award to the Low Bidder  
Contract No. **EF-1504**  
Maintenance Service of Electrical Switchgear  
Department of Environmental Facilities  
Various Locations  
Westchester County, New York  
**Contractor:** Longo Electrical-Mechanical Inc.  
**Amount:** \$302,686.00

On June 24, 2015, two (2) bids were received and opened for Contract No. EF-1504 for the Maintenance Service of Electrical Switchgear, Department of Environmental Facilities, at various locations of the Department of Environmental Facilities ("DEF"), Westchester County, New York. The bids were reviewed by the Department, it was determined that Longo Electrical-Mechanical Inc., submitted the low bid in the amount of \$302,686.00. Funds for this project are available in the Operating Budget. The Contract is for a three (3) year duration starting on 08/01/2015 with an end date of 07/31/2018. The contract includes an option to extend the contract for one (1) additional three year term by mutual consent of the contractor and the County of Westchester with all prices, terms and conditions remaining the same as the original contract.

Only two (2) contractors submitted bids because the project requires specialty work. This project was advertised on the Empire State Purchasing Group ("ESP") website, in addition to the Journal News, and was viewed by 21 entities on the ESP website. This contract is crucial to maintain continuous operation of the Department of Environmental Facilities' electrical switchgear, and other high voltage equipment. Therefore, it is respectfully requested that this contract be awarded without the need to rebid. The Service Provider will provide inspection, repair and replacement services when requested and when directed by the County. Operating this equipment at peak efficiency with minimal breakdowns is critical to extending the equipment life and protecting the DEF infrastructure. After each site visit, a written service report will be generated by the Contractor, which will be signed off by a DEF maintenance superintendent and will serve as verification that the work was performed. These service reports are to be submitted with each payment request. Signed verification by DEF is for payment and tracking purposes only and in no way relieves contractual responsibility from the Contractor for completing the work as described in the Contract Documents. The Contractor will be responsible to comply with all applicable regulations and industry standards.

The project is within our Engineer's Estimate and we recommend award.

The low bidder has been investigated and it has been found that Longo Electrical-Mechanical Inc.

- Has performed satisfactory work in the past for the County.  
 Past experience has been investigated and found satisfactory.

The goals and objectives of the Contract are to obtain the services of a specialized contractor who has the prior experience and training to maintain the continued, efficient operation of wastewater treatment plant and pumping station electrical equipment.

Issuing this contract to inspect, maintain and service electrical equipment is fiscally responsible and promotes a safe work environment for 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.

The firm that is awarded this contract will perform inspection and preventive maintenance and the work will be performed by qualified service personnel who have the specialized training, tools and testing equipment to work on high voltage electrical systems. By utilizing the field reports, DEF will better be able to gauge when major upgrades or capital improvements are needed, and can plan accordingly.

This Contract is deemed to fulfill a public purpose as the services provided under this Contract protect the building and facilities owned by the County of Westchester and enable the Department to carry out its basic mission to provide wastewater treatment and maintaining satisfactory water quality. This project will provide an environmental benefit by reducing energy consumption through testing, calibrating and maintaining the electrical equipment in efficient working order.

It is my recommendation that Contract No. EF-1504 be awarded to Longo Electrical-Mechanical Inc., in the amount of \$302,686.00 subject to County appropriations.

A proposed form of Resolution is attached.

# RESOLUTION

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

**RESOLVED**, that Contract No. EF-1504 for the Maintenance Service of Electrical Switchgear, Department of Environmental Facilities at its various locations, Westchester County, New York for a period of three (3) years with an option to extend for one (1) additional three year term by mutual consent of the Contractor and the County of Westchester with all prices, terms and conditions remaining the same as the original contract is hereby awarded to the lowest responsible bidder, Longo Electrical-Mechanical Inc., One Harry Shupe Blvd., Wharton, NJ 07885, in the amount of \$302,686.00, subject to the adoption of the Operating Budget; and be it further

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

**RESOLVED**, that this Agreement 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 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
	2015	221	60	0110	4380-99		\$42,040.00
	2016	221	60	0110	4380-99		\$100,895.00
	2017	221	60	0110	4380-99		\$100,895.00
	2018	221	60	0110	4380-99		\$58,856.00

**Budget Funding Year (s)** 2015-2018 Start Date: 08/01/2015 End Date: 07/31/2018

<b>Funding Source:</b>	<b>Tax Dollars</b> <u>100% County</u> <b>State Aid</b> _____ <b>Federal Aid</b> _____ <b>Other</b> _____	<b>Contractor - Federal I.D. No.</b>
<u>\$302,686.00</u>		
(Must match resolution)		