



Department of Emergency Services

Memorandum

50011

TO: Board of Acquisition and Contract

FROM: John M. Cullen
Commissioner of Emergency Services

DATE: December 14, 2015

SUBJECT: Resolution to Award to the Low Bidder
Contract No. DES 15-070015
County Emergency Operations Center Audio/Visual System Maintenance and Service, Hudson Valley Transportation Management Center, 200 Bradhurst Avenue, Hawthorne, NY
Contractor: HB Communications, Inc.
Amount: \$144,764.00

On December 2, 2015, two (2) bids were opened for Contract No. DES 15-070015, County Emergency Operations Center Audio/Visual System Maintenance and Service, Hudson Valley Transportation Management Center, 200 Bradhurst Avenue, Hawthorne, NY.

Two (2) additional bids were received, however one prospective bidder failed to attend the mandatory pre-bid inspection and as such, the bid was not opened. The fourth bid was received after the proposed deadline for submission and was also not opened.

The bids were reviewed by the Department of Emergency Services and it was determined that HB Communications, Inc. submitted the low bid in the amount of \$144,764.

The low bidder has been investigated and it has been found that HB Communications, 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 public purpose, as well as the goal and objective of this contract serves the public's best interest as it will enhance emergency preparedness and thereby preserve the health, safety and general welfare of County residents and address vulnerabilities and develop capabilities to meet target capabilities as outlined in the Federal Guidelines as it relates to operational coordination. Maintenance 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.

It is my recommendation that Contract No. DES 15-070015 be awarded to HB Communications, Inc., in the amount not to exceed \$144,764.00, payable pursuant to an approved budget and subject to appropriations and to further financial analysis of the impact of any New York State Budget proposed and adopted during the term of this contract.

Attached for your approval is an appropriate resolution.

JPI/lhl

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/07/2016 JOAN OCCUPIED SECRETARY

RESOLUTION

CONTRACT NO. DES 15-070015

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

RESOLVED, that Contract No. DES 15-070015, County Emergency Operations Center Audio/Visual System Maintenance and Service, Hudson Valley Transportation Management Center, 200 Bradhurst Avenue, Hawthorne, NY, for a term of three (3) years with two (2) one (1) year renewal terms exercisable at the sole discretion of the County, in an amount not to exceed \$144,764.00, for the base three (3) year contract term, and the two one year option periods if exercised, payable pursuant to an approved budget; 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 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 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

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	20	391	4380	T391	\$28,520 (2016)
	263	20	391	4380	T391	\$28,520 (2017)
	263	20	391	4380	T391	\$28,520 (2018)
	263	20	391	4380	T391	\$29,602 (2019)
	263	20	391	4380	T391	\$29,602 (2020)

Budget Funding Year(s) 2016-2020 **Start Date:** January 2016 **End Date:** December 2020

(must match resolution)

Funding Source: **Tax Dollars** _____

Contractor Federal I.D. No. 06-0770059

Social Security No.: _____

State Aid _____

\$144,764

Federal Aid 100%

Vendor No.: 989823

(must match resolution)

Other _____