

51458

To: Board of Acquisition and Contract

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

Date: March 7, 2016

Re: Request for **Authority to Solicit Bids by Public Advertisement** for
Contract No. **EF-1603**
Inspection and Repair of Cranes & Hoists
Various Locations, Westchester County, New York

Attached is a resolution, which, if approved by your Honorable Board, would authorize the Department of Environmental Facilities (“the Department”) to solicit bids by public advertisement for the inspection, maintenance and service of cranes and hoists. This Contract consists of providing all necessary labor, materials, parts and equipment required to perform preventive maintenance services on various types of cranes and hoists at the Department owned facilities located throughout Westchester County. Funds for this project are available in the Operating Budget. The Contract is for two (2) years, and may be extended by mutual consent of the Contractor and the County of Westchester for one (1) additional two year term with all prices, terms and conditions remaining the same as the original contract.

The goals and objectives of the contract are to establish annual inspections and preventative maintenance services that will allow for the Department to keep the equipment in peak operating condition. There are approximately ninety hoists across all of the department facilities and they perform a multitude of tasks, including lifting of pumps, control panels, large diameter piping/valves, waste containers etc. It is anticipated that each hoist will be serviced annually to perform preventative maintenance tasks and to verify all safety features are operating correctly. There will also be a provision in the contract for emergency service calls when needed. DEF supervisory staff will track and monitor that all required inspection, maintenance, and repairs are completed satisfactorily. Written service reports will be filed by the contractor with each payment request so DEF can confirm the required contract work has been completed.

The firm that is awarded this contractor will be required to demonstrate they have the required experience and trained staff to work on hoists. They must also have access to specialized parts, tools and testing equipment to maintain the hoists, some of which are many years old. By utilizing the comprehensive test reports, DEF will better be able to gauge when

major upgrades or capital improvements are needed, and can plan accordingly. The contractor will also have to demonstrate compliance with all applicable industry regulations and safety codes.

Issuing a contract to maintain and service cranes/hoists is fiscally responsible and promotes the safety and security of the department employees. It will extend the operating life of the equipment, ensure the operations are per the manufacturer's recommendations, and help to prevent hazards and improper operation of equipment. Having qualified service personnel check the units at regular intervals will reduce the likelihood of needing emergency repairs, which are more costly than preventative maintenance services.

This Contract is deemed to fulfill a public purpose as the services provided under this Contract protect the building and facilities owned by the Department of Environmental Facilities and enable the Department to carry out its basic mission to provide wastewater treatment and maintaining satisfactory water quality.

Approval of the attached resolution is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACTS
04/07/2016 - LIS/MBAS/SECRETARY

RESOLUTION

Upon communication from the Commissioner of Department of Environmental Facilities,

RESOLVED, that the Commissioner of Environmental Facilities is hereby authorized to solicit bids by public advertisement on the following two (2) Year Contract with an option to extend the Contract by mutual consent of the Contractor and the County of Westchester for one (1) additional two year term with all prices, terms and conditions remaining the same as the original contract:

CONTRACT NO. EF-1603
 Inspection and Repair of Cranes & Hoists
 Various Locations
 Westchester County, New York

and be it further;

RESOLVED, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be receipt of a performance and payment bond in an amount equal to 50% of the total contract amount, and in a form approved by the County Attorney. The Bond Underwriter or Surety must appear on the U.S. Treasury's listing of approved sureties (Department Circular 570) and all Sureties must be licensed to transact business in New York as a surety company; and be it further;

RESOLVED, Pursuant to Section 308.01 of the Laws of the County of Westchester, it is the goal of the County to use its best efforts to encourage, promote and increase the participation of business enterprises owned and controlled by persons of color or women - Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) and be it further;

RESOLVED, that such advertisement shall appear in the following County newspaper(s):

THE JOURNAL NEWS (Southern Edition)

Account to be charged/credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/Sub	Trust Account	Dollars												
	N/A																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Budget Funding Year (s) _____ (must match resolution)</td> <td style="width: 50%;">Start Date: _____ End Date: _____</td> </tr> <tr> <td>Funding Source _____</td> <td>Tax dollars <u>100%</u> _____</td> </tr> <tr> <td></td> <td>State Aid _____</td> </tr> <tr> <td></td> <td>Federal Aid _____</td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td colspan="2">(must match resolution)</td> </tr> </table>							Budget Funding Year (s) _____ (must match resolution)	Start Date: _____ End Date: _____	Funding Source _____	Tax dollars <u>100%</u> _____		State Aid _____		Federal Aid _____	_____		(must match resolution)	
Budget Funding Year (s) _____ (must match resolution)	Start Date: _____ End Date: _____																	
Funding Source _____	Tax dollars <u>100%</u> _____																	
	State Aid _____																	
	Federal Aid _____																	

(must match resolution)																		