

52747

**TO:** Board of Acquisition and Contract

**FROM:** Vincent F. Kopicki, P.E.  
Commissioner of Public Works and Transportation

**DATE:** October 4, 2016

**SUBJECT:** Resolution for Authority to Advertise  
Contract No. **WCA 16009**  
Jet Bridge Service and Maintenance  
Westchester County Airport  
Towns of Harrison and North Castle and Village of Rye Brook, New York

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the Department of Public Works and Transportation to solicit bids by public advertisement for the above referenced project.

The work under this contract consists of providing all necessary labor, material and equipment required to maintain the Passenger Jet Bridges at the Westchester County Airport. This contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County.

This contract will benefit the public by maintaining the jet bridges in a safe and proper working order for enplaning and deplaning passengers on a daily basis.

Airport Administration will oversee this contract, and all service visits will be documented by a service ticket for the work performed prior to payment.

Payment for this contract will be made from the Airport Special Revenue Fund, not the County General Fund and will not impact the County tax levy.

A proposed Resolution to authorize the bid advertisement for this contract is attached for your consideration.

# RESOLUTION

Upon communication from the Commissioner of Public Works and Transportation, be it

**RESOLVED**, that the Commissioner of Public Works and Transportation be and he hereby is authorized to solicit bids by public advertisement on the following contract:

CONTRACT NO. **WCA 16009**  
 Jet Bridge Service and Maintenance  
 Westchester County Airport  
 Towns of Harrison and North Castle and Village of Rye Brook, 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 30% 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**, that this advertisement for bids will state that pursuant to Chapter 308 of the Laws of the County of Westchester, the policy of the County is to encourage the meaningful and significant participation on County contracts for business enterprises owned by persons of color and 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 (Westchester-Putnam Edition)**

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	4380		N/A

**Budget Funding Year(s):** 2017-2020      **Start Date:** 02/01/2017      **End Date:** 01/31/2020  
(must match resolution)

**Funding Source:**      **Tax Dollars** \_\_\_\_\_

**State Aid** \_\_\_\_\_

**Federal Aid** \_\_\_\_\_

(must match resolution)

**Other** 100% Airport Special Revenue Fund