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**TO:** Board of Acquisition and Contract

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

**DATE:** January 24, 2017

**SUBJECT:** Resolution to Award to the Low Bidder  
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  
**Contractor:** Oxford Airport Technical Services  
**Amount:** \$364,851.00

On January 11, 2017, two (2) bids were received and opened for 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.

Two (2) contractors submitted bids for this project. The project was advertised on the Empire State Purchasing Group website, in addition to the Journal News (Westchester-Putnam Edition), and was viewed by three (3) entities on the Empire State Purchasing Group website. In addition, e-mails were sent to those three (3) entities and to an additional three hundred fifty five (355) suppliers and contractors.

The bid was reviewed by the Department and it was determined that Oxford Airport Technical Services submitted the low bid of \$364,851.00, comprised of scheduled and on-call services for the Jet Bridge Service and Maintenance over the three (3) year service contract period.

The low bidder has been investigated and it has been found that Oxford Airport Technical Services:

- 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  
 Other (Airport Special Revenue Fund)

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.

Board of Acquisition and Contract  
Award to the Low Bidder  
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  
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This contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County.

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.

It is my recommendation that Contract No. WCA 16009 be awarded to Oxford Airport Technical Services in the amount of \$364,851.00.

APPROVED BOARD OF ACQUISITION & CONTRACTS 02/16/2017 - LISA MRIJAJ, SECRETARY

# RESOLUTION

## CONTRACT NO. WCA 16009

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

**RESOLVED**, that Contract No. WCA 16009 for Jet Bridge Service and Maintenance, Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York be and is hereby awarded to the low bidder, Oxford Airport Technical Services, 474 Meacham Avenue, Elmont, New York 11003, in the amount of \$364,851.00; and be it further

**RESOLVED**, that as set forth in the Contract No. WCA 16009 bid specifications this contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County; 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
	161	44	4110	4380-15		\$111,482.00 (2017)
	161	44	4110	4380-15		\$121,617.00 (2018)
	161	44	4110	4380-15		\$121,617.00 (2019)
	161	44	4110	4380-15		\$ 10,135.00 (2020)

**Budget Funding Year(s)** 2017-2020    **Start Date:** February 1, 2017    **End Date:** January 31, 2020  
(must match resolution)

**Funding Source:**    **Tax Dollars** \_\_\_\_\_  
                                   **State Aid** \_\_\_\_\_  
                                   **Federal Aid** \_\_\_\_\_  
                                   **Other** 100% Airport Special Revenue Fund

\$364,851.00  
(must match resolution)