

55089

DATE: February 7, 2017

TO: Board of Acquisition and Contract

FROM: John McCaffrey, Chief Information Officer, Department of Information Technology

RE: AUTHORIZATION TO SOLICIT BIDS BY PUBLIC ADVERTISEMENT TO CONTRACT FOR RADIO TOWER, ANTENNA SYSTEM, AND RELATED INFRASTRUCTURE INSPECTION, INSTALLATION, AND MAINTENANCE SERVICES FOR VARIOUS COUNTY RADIO ANTENNA SITES (CONTRACT IT-1476).

BACKGROUND:

- The Department of Information Technology ("DoIT") currently manages radio systems that utilize antennas installed on radio towers, rooftops, and water tanks at twenty four sites throughout the County. These sites are used primarily to support radio communication systems relied upon by first responders and other government personnel. End users include the Departments of Emergency Services, Public Safety, Corrections, and Public Works and Transportation.
- The radio towers and antenna support structures, antenna systems, and related infrastructure at these sites require periodic inspection and preventative maintenance. On a less frequent basis, existing components must be replaced and new components must be installed.
- DoIT contracts with a qualified radio tower and antenna service vendor for these inspection, installation, and maintenance services. Inspection services are provided for a fixed price, and installation and maintenance services are provided at an hourly rate.
- DoIT's current contract for these services is due to expire, and a new contract is thus required in order to continue reliable operation of the critical communication systems that utilize the County's radio site infrastructure.
- The attached resolution thus requests authority to advertise in The Journal News (Westchester-Putnam Edition) and via the Empire State Purchasing Group Website in order to solicit bids from qualified radio tower and antenna service vendors to provide radio tower, antenna system, and related infrastructure inspection, installation, and maintenance services for various county radio antenna sites under a contract whose term is to be three (3) years with one two (2) year renewal at the discretion of the County.
- The goal and objective of the resulting contract will be to ensure that the County's critical government and public safety radio communication systems continue to be maintained in a safe and cost-effective manner.
- The resulting contract will serve an important public purpose by enabling the continued reliable operation of vital systems that first responders and other government personnel utilize to ensure safety of life and property and enable delivery of vital services to the citizens of Westchester County.

- The vendor selected to provide services under the resulting contract will submit detailed reports to DoIT after completing each regularly scheduled inspection. When DoIT determines that installation or maintenance services are required, the vendor will submit a detailed work plan to be approved by DoIT before the work is carried out, will coordinate the work with DoIT staff, and will include a detailed summary of the work for review by DoIT when submitting the associated invoice. The County will withhold payment of each invoice for forty five (45) days after receipt of services covered by the invoice in order to have sufficient security to safeguard faithful performance of the contract.

ACTION REQUESTED:

- Authorization to solicit bids via a public advertisement in The Journal News (Westchester-Putnam Edition) and via the Empire State Purchasing Group Website, for radio tower, antenna system, and related infrastructure inspection, installation, and maintenance services for various county radio antenna sites.

A resolution authorizing the action requested is submitted herewith for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT 03/01/2017 - NISA MARIJAS SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER,
DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to solicit bids by public advertisement to contract for radio tower, antenna system, and related infrastructure inspection, installation, and maintenance services for various county radio antenna sites under a contract whose term is to be three (3) years with one two (2) year renewal at the discretion of the County; and be it further

RESOLVED, that retention of payment for forty five (45) days after receipt of services shall be deemed adequate and sufficient security for the faithful performance of this contract; 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 if further

RESOLVED, that such an advertisement shall appear in The Journal News (Westchester-Putnam Edition) and on the County's Empire State Purchasing Group Website; and be it further

RESOLVED, that the County Executive or his duly authorized designed is hereby authorized and empowered to execute any and all documents necessary to effectuate the purposes hereof.

Account to be Charged/Credited:
IT-1476

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	16	2500	4200		

Budget Funding Year(s): 2017
(must match resolution)

Start Date: NA

End Date: NA

Funding Source: Tax Dollars: 100%
State Aid _____
Federal Aid _____
Other _____
\$ _____
(must match resolution)