

**57360**

**TO:** Board of Acquisition and Contract

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

**DATE:** May 30, 2017

**SUBJECT:** Resolution to Reject Bids and Re-Advertise  
Contract No. 17-202  
Garage Door Maintenance and Services  
At DPW Maintained Facilities  
Westchester County, New York

On May 24, 2017, three (3) bids were received and opened for Contract No. 17-202 for Garage Door Maintenance and Services at DPW Maintained Facilities, Westchester County, New York.

There was an error in the bid specifications and the Department is revising the specifications. Therefore, it is requested that all bids be rejected and re-advertised as Contract No. 17-202-Rev.

The work under this contract consists of providing all necessary labor, material and equipment required to perform inspections, preventive maintenance and emergency call back services for all garage doors at DPW maintained facilities located at Valhalla Campus, White Plains Office Complex, the County's District Office Buildings and miscellaneous DPW sites throughout Westchester County. This contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County.

The objective of this contract is to maintain garage doors and associated operating equipment for continuous and uninterrupted operation.

This contract is in the public's best interest because it will promote the health and safety of the general public by allowing County Facilities to remain operational along with protecting County property by maintaining perimeter security of County buildings.

As expenditures are made pursuant to this authorization, detailed records will be kept in the County's on-line financial system. These records will be easily accessible by Finance, Budget and department staff and will be reviewed regularly to ensure that funds are used appropriately.

# RESOLUTION

Upon communication from the Commissioner of Public Works and Transportation,

**WHEREAS**, on May 24, 2017, three (3) bids were received and opened for Contract No. 17-202 for Garage Door Maintenance and Services at DPW Maintained Facilities, Westchester County, New York; and

**WHEREAS**, it has been determined that there was an error in the bid specifications, therefore, the Department of Public Works and Transportation is revising the contract specifications; and

**WHEREAS**, it is hereby requested that all bids received for Contract No. 17-202 be rejected and the contract be re-advertised as Contract No. 17-202-Rev.; now, therefore, be it

**RESOLVED**, that the bids for Contract No. 17-202 for Garage Door Maintenance and Services at DPW Maintained Facilities, Westchester County, New York be rejected; and be it further

**RESOLVED**, that it is in the best interest of the County that Contract No. 17-202 for Garage Door Maintenance and Services at DPW Maintained Facilities, Westchester County, New York, be re-advertised as Contract No. 17-202-Rev. for Garage Door Maintenance and Services at DPW Maintained Facilities, 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 retainage of 5% of all work completed on an annual basis. Upon each annual anniversary the contractor may request payment of said retainage with the successful completion of all work performed during that period; 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	Bond Act No.	Dollars
	101	46	2000	4250		

**Budget Funding Year(s):** 2017-2020      **Start Date:** \_\_\_\_\_      **End Date:** \_\_\_\_\_  
(must match resolution)

**Funding Source:**      **Tax Dollars** 100% County

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

**\$** \_\_\_\_\_      **Federal Aid** \_\_\_\_\_  
(must match resolution)

**Other** \_\_\_\_\_