



# Westchester Community College

State University of New York

63066

**TO:** Board of Acquisition and Contract  
**FROM:** Dr. Belinda S. Miles  
President, Westchester Community College  
**DATE:** May 7, 2018  
**SUBJECT:** Resolution for Authority to Advertise  
Contract No. WCC-18-541  
Elevator Inspections  
Westchester Community College  
Valhalla, New York

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Attached for your consideration is a resolution which if approved by your Honorable Board would authorize the County of Westchester, acting by and through the Westchester Community College to solicit bids by public advertisement for elevator inspection, Westchester Community College, Valhalla, New York. The 2018/2019 Operating Budget will contain funds, subject to an approved budget, for the above referenced project.

The work under this contract consists of providing all necessary labor, material and equipment required to perform inspections for elevator inspections annually for five years at Westchester Community College Main Campus and two extension centers. This contract is for a term of five (5) years at the discretion of the College.

The objective of this contract is to ensure safe operation of Westchester Community College elevators.

This contract is in the public's best interest because it will promote the health and safety of the general public by ensuring that the College's elevators are maintained to meet all stated and local codes as required by annual inspections.

As expenditures are made pursuant to this authorization, detailed records will be kept in the College's Business Office. These records will be easily accessible by departmental staff and will be reviewed regularly to ensure that funds are used appropriately.

# RESOLUTION

Upon communication from the President of Westchester Community College, be it

**RESOLVED**, that the President of Westchester Community College be and he hereby is authorized to solicit bids by public advertisement on the following contract:

**CONTRACT NO. WCC-18-541**  
**For**  
**ELEVATOR INSPECTIONS**  
**WESTCHESTER COMMUNITY COLLEGE**  
**VALHALLA, NEW YORK**

and be it further

**RESOLVED**, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be furnishing of a performance and payment bond in an amount equal to the first year's contract amount, in a form approved by the County Attorney. In substitution thereof, an annual, renewable performance and payment bond may be furnished, in an amount equal to that year's contract amount in a form approved by the County Attorney, so long as an annual bond remains in place, uninterrupted, for the duration of the contract. 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 (SOUTHERN EDITION)**

Account to be  
Charged/Credited

Year	Fund	Agency	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
	010		34	0240	4408		

Budget Funding Year(s) 2018/2019 Start Date 9/1/18 End Date 8/31/23

(must match resolution)

Funding Source: Tax Dollars: \_\_\_\_\_ Contractor Federal I.D. No./  
 Social Security No.: \_\_\_\_\_  
 State Aid: \_\_\_\_\_  
 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_  
 Bond Act: \_\_\_\_\_