

ID#66119

DATE: November 15, 2018

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO EXEMPT FROM THE WESTCHESTER COUNTY
PROCUREMENT POLICY PURSUANT TO SECTION 3(a)(xxi) THEREOF THE
PROCUREMENT OF ADDITIONAL RADIO TOWER STRUCTURAL ENGINEERING
SERVICES (IT-1352).

BACKGROUND:

- The Department of Information Technology (DoIT) currently manages radio systems that utilize antennas installed on radio towers at 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 & Transportation.
- Whenever there are any physical changes to a radio tower structure by adding, removing, or changing mountings, antennas, or cable feedlines, a structural study must be conducted to insure that the tower structure is being loaded properly and not being overloaded.
- On November 13, 2014 your Honorable Board approved a resolution which authorized the County of Westchester ("County") to enter into an agreement (IT-1352) with Towerkraft for structural engineering services for a two year period commencing January 1, 2015 and terminating December 31, 2017 in an amount not-to-exceed \$20,000.00 (the "Agreement") which Agreement was duly executed on December 2, 2014.
- On December 8, 2016 your Honorable Board approved a resolution which authorized the County to amend the Agreement with Towerkraft for structural engineering services for a one year period commencing January 1, 2018 and terminating December 31, 2018 for an additional amount not-to-exceed \$10,875.00 which amendment was duly executed on February 2, 2017.
- DoIT now seeks to further amend the Agreement with Towerkraft to extend the term thereof through December 31, 2020 and to increase the NTE by an additional \$14,500.00 to a new NTE of \$45,375.00.
- Having provided radio tower structural engineering services to the County for the last 11 years, first as a subcontractor to Mid-State Communications and later pursuant to direct contracts with the County, Towerkraft is thoroughly familiar with the County's radio towers and over the years has created and maintained structural study data for most of our radio towers. In order for another firm to provide structural reports for these towers, it would be necessary to pay them to re-create the analysis already performed by Towerkraft. It would require that the new firm create new studies as opposed to having Towerkraft update the existing structural information on hand. This process would be neither cost effective in terms of fees paid, nor efficient in terms of the consultant and County staff time required to accomplish it.

- Therefore, pursuant to Section 3(a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interest of the County. Based on the reasons described above, it is proposed that the best interest of the County would be served by exempting the procurement of additional structural engineering services from Towerkraft from the County Procurement Policy.

ACTION REQUESTED:

- Authorization to exempt from the Westchester County Procurement Policy and Procedures, the procurement of an amendment to an agreement with Towerkraft (IT-1352) for structural engineering services for radio towers at sites throughout the County.

Accordingly, the attached resolution is submitted for your consideration.

MB/PAJ/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION - LISA M. MURPHY

RESOLUTION

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

RESOLVED, that pursuant to Section 3(a)xxi of the Westchester County Procurement Policy, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting written quotations, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester in connection with the procurement of an amendment to an agreement with Towerkraft Engineering, PC (IT-1352) for the provision of structural engineering services for radio towers at sites throughout the County.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/13/2018 LISA BRISQ, SECRETARY