

74078

TO: Board of Acquisition and Contract

FROM: Hugh J. Greechan, Jr., P.E.
Commissioner of Public Works and Transportation

DATE: January 21, 2020

SUBJECT: Authority to exercise the County's option to extend the term of an agreement with Oxford Electronics, Inc. dba Oxford Airport Technical Services for one two (2) year option period, thereby increasing the amount of the agreement by \$243,234.00 and extending the term of the agreement through January 31, 2022.
(Contract No. WCA 16009)

By Resolution approved on February 16, 2017 (the "February 16th Resolution"), your Honorable Board awarded Contract No. WCA 16009 to Oxford Airport Technical Services (the "Contractor"). The February 16th Resolution authorized the County of Westchester (the "County") to enter into Contract No. WCA 16009 with the Contractor, pursuant to which the Contractor was to provide Jet Bridge Service and Maintenance, Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York for the amount of \$364,851.00 for the period of February 1, 2017 through January 31, 2020, ("Contract No. WCA 16009" or the "Agreement"), with the County having the sole option to extend the Agreement for one (1) two (2) year option period. The Contract was subsequently executed.

By Resolution approved on August 29, 2017 (the "August 29th Resolution"), your Honorable Board authorized an amendment to Contract No. WCA 16009 (the "First Amendment") for the sole purpose of changing the name of the Contractor from Oxford Airport Technical Services to Oxford Electronics, Inc. dba Oxford Airport Technical Services ("Oxford"). The First Amendment was subsequently executed.

The County now seeks authority from your Honorable Board to 1) exercise the two (2) year renewal option and extend the termination date of the Agreement from January 31, 2020 to January 31, 2022; and 2) increase the amount of the Agreement by \$243,234.00 from an amount of \$364,851.00 to a new total amount not to exceed \$608,085.00.

All other terms and conditions of the February 16, 2017 Resolution, and the Agreement, as subsequently amended by the First Amendment, shall remain in full force and effect and unchanged.

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.

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.

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.

RESOLUTION

CONTRACT NO. WCA 16009

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

RESOLVED, that the County of Westchester (the "County") is authorized to 1) exercise its two (2) year renewal option for Contract No. WCA 16009 with Oxford Electronics, Inc. dba Oxford Airport Technical Services, 474 Meacham Avenue, Elmont, New York 11003, to provide Jet Bridge Service and Maintenance, Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York and extend the termination date of the Agreement from January 31, 2020 to January 31, 2022; and 2) increase the amount of the Agreement by \$243,234.00 from an amount of \$364,851.00 to a new amount not to exceed \$608,085.00; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the February 16, 2017 Resolution, and the Agreement, as subsequently amended by the First Amendment, shall remain in full force and effect and unchanged; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute all documents and take all actions necessary to effectuate the purpose hereof.

Original Agreement	\$364,851.00
First Amendment	\$ 0.00 <i>(Name Change Only)</i>
This Amendment	<u>\$243,234.00</u>
TOTAL	\$608,085.00

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 (2020)
	161	44	4110	4380-15		\$121,617.00 (2021)
	161	44	4110	4380-15		\$ 10,135.00 (2022)

Budget Funding Year(s): 2020-2022 **Start Date:** February 1, 2020 **End Date:** January 31, 2022
 (must match resolution)

Funding Source:

Tax Dollars	_____
State Aid	_____
<u>\$243,234.00</u>	Federal Aid _____
(must match resolution)	Other _____
	<u>100% Airport Special Revenue Fund</u>