

74525

TO: Board of Acquisition and Contract

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

DATE: February 11, 2020

SUBJECT: Resolution for Authority to Advertise
Contract No. **WCA 20003**
Elevator and Escalator Service and Maintenance
Westchester County Airport
Towns of Harrison and North Castle and Village of Rye Brook, New York

The Airport Special Revenue Fund contains funds for the above referenced project.

The work under this contract consists of providing all necessary labor, material and equipment required to provide service and maintenance to the elevators and escalators at the Westchester County Airport. This contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County.

The services to be performed will benefit the general health and safety of the traveling public by maintaining the elevators and escalators in a safe operating condition so that the traveling public can access all three (3) floors of the Airport and will maintain standards for ADA compliance.

The main goal of this contract will be to maintain the equipment so that it is in proper running order and safe for public use on a daily basis with limited interruption in service for mechanical repairs.

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

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

RESOLVED, that the Commissioner of Public Works and Transportation be and he hereby is authorized to solicit bids by public advertisement on the following contract:

CONTRACT NO. **WCA 20003**

Elevator and Escalator Service and Maintenance

Westchester County Airport

Towns of Harrison and North Castle and Village of Rye Brook, New York

and be it further

RESOLVED, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be receipt of a performance and payment bond in an amount equal to 30% of the total contract amount, and in a form approved by the County Attorney. 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 (Westchester-Putnam Edition)

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	4380		

Budget Funding Year(s): 2020 **Start Date:** _____ **End Date:** _____
(must match resolution)

Funding Source: **Tax Dollars** _____

State Aid _____

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

Other 100% Airport Special Revenue Fund