

77550

TO: Board of Acquisition and Contract

FROM: Vincent F. Kopicki, P.E.
Commissioner of Environmental Facilities

DATE: June 23, 2020

SUBJECT: Resolution to Award to the Low Bidder
Contract No. **EF-2004**
Service, Repair and Replacement of Small Air Conditioning
Systems (Less than 80 tons)
Various County Locations
Westchester County, New York

Contractor: Commercial Instrumentation Services, Inc.
Amount: \$154,000.00

On June 3, 2020, (05) bids were received and opened for Contract No. EF-2004 a two (2) year contract for Service, Repair and Replacement of Small Air Conditioning Systems (Less than 80 tons) at various County locations of the Department of Environmental Facilities ("Department"), Westchester County, New York. After review by the Department, it was determined that Commercial Instrumentation Services, Inc., ("Contractor") submitted the low bid in the amount of \$154,000.00.

The project is within our Engineer's Estimate and we recommend award.

The low bidder has been investigated and it has been found that Commercial Instrumentation Services, Inc.

 has performed satisfactory work in the past for the County.
 X Past experience has been investigated and found satisfactory.

Funds for this project are available in the Operating Budget. The Contract is for a two (2) year duration starting on 07/20/2020 with an end date of 07/19/2022. The contract includes an option to extend the contract for one (1) additional two year term by mutual consent of the contractor and the County of Westchester with all prices, terms and conditions remaining the same as the original contract.

The goals and objectives of the Contract are to obtain the services of a specialized contractor who has the prior experience and training to ensure proper functioning of the air conditioning equipment. The Service Provider will provide repair and replacement services when requested and when directed by the County. Operating this equipment at peak efficiency with minimal breakdowns is critical to extending equipment life and protecting DEF infrastructure. After each site visit, a written service report will be generated by the Contractor, which will be signed off by a DEF maintenance

superintendent and will serve as verification that the work was performed. These service reports are to be submitted with each payment request. Signed verification by DEF is for payment and tracking purposes only and in no way relieves contractual responsibility from the Contractor for completing the work as described in the Contract Documents. The Contractor will be responsible to comply with all applicable regulations and industry standards.

The firm that is awarded this contract will perform inspection, preventive maintenance, replacement, which will be performed by qualified service personnel who have the specialized training, tools and testing equipment to work on air conditioning systems. By utilizing the field reports, DEF will better be able to gauge when major upgrades or capital improvements are needed, and can plan accordingly.

This Contract is deemed to fulfill a public purpose as the services provided under this Contract protect the building and facilities owned by the County of Westchester and enable the Department to carry out its basic mission to provide wastewater treatment and maintaining satisfactory water quality.

It is my recommendation that Contract No. EF-2004 be awarded to that Commercial Instrumentation Services, Inc., in the amount of \$154,000.00 subject to County appropriations.

A proposed form of Resolution is attached.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/02/20 - LSP/BJA/SECRETARY

RESOLUTION

CONTRACT NO. EF-2004

Upon communication from the Commissioner of the Department of Environmental Facilities, be it hereby

RESOLVED, that Contract No. EF-2004 for the Service, Repair and Replacement of Small Air Conditioning Systems (Less than 80 tons) at various locations, Westchester County, New York for a period of two (2) years with an option to extend for one (1) additional two year term by mutual consent of the parties with all prices, terms and conditions remaining the same as the original contract is hereby awarded to the lowest responsible bidder, Commercial Instrumentation Services, Inc., 681 Grand Blvd, Suite 7, Deer Park, NY 11729 in the amount of \$154,000.00, subject to the adoption of the Operating Budget; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Account to be charged/ Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/Sub Object	Trust Account	Dollars
2020	221	60	0110	4380-99		\$34,808.00
2021	221	60	0110	4380-99		\$77,000.00
2022	221	60	0110	4380-99		\$42,192.00

Budget Funding Year (s) 2020-2022 Start Date: 07/20/2020 End Date: 07/19/2022

Funding Source: Tax dollars 100% County **Contractor -**
 State Aid -0- **Federal I.D. No.**
 Federal Aid -0-
\$154,000.00 **Other** -0-
 (Must match resolution)