

77606

TO: Board of Acquisition and Contract

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

DATE: June 30, 2020

SUBJECT: Change Order No. 1
Contract No. **19-204**
Janitorial Services at District Offices
25 Moore Avenue and 750 Washington Street
Mount Kisco and Peekskill, New York
Contractor: CTE Incorporated dba Reliable Cleaning System
Amount of Change Order No. 1: \$36,601.60

On May 16, 2019, your Honorable Board awarded Contract No. 19-204 for Janitorial Services at District Offices 25 Moore Avenue and 750 Washington Street Mount Kisco and Peekskill New York to CTE Incorporated dba Reliable Cleaning System (“Reliable Cleaning System”), 450 Westbury Avenue Carle Place, New York 11514 in the amount of \$159,500.00, for the three (3) year period from August 1, 2019 through July 31, 2022, with the County of Westchester (“County”) having the sole option to extend the Agreement for one (1) two (2) year option period.

Due to the recent COVID-19 pandemic, additional cleaning services are required as part of the County’s return to work plan.

The cost of this work is estimated to be \$36,601.60 and is based upon Reliable Cleaning System’s proposal, which was reviewed and approved by the Department of Public Works and Transportation. The scope of work for these additional cleaning services could not have been anticipated at the time of bid, and therefore a Change Order to Contract 19-204 is hereby requested.

The objective of this Change Order is to provide additional cleaning services to maintain a safe environment.

This contract is in the public’s best interest because it will promote the health and safety of the County’s workforce at these facilities and also the general public by allowing County facilities to remain operational.

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.

This additional work is incidental to the original work and does not materially alter the main purpose of the contract as to constitute a new undertaking. The proposed work is of the same nature as the work contemplated in Contract 19-204, is to be performed in the same general vicinity and was unanticipated work. The term of the contract is August 1, 2019 to July 31, 2022.

It is requested that your Honorable Board take action on the following:

Approval of Change Order No. 1:

Total Amount of Change Order No. 1 \$36,601.60

This Change Order has been reviewed by the Law Department and a proposed form of Resolution is attached hereto for your approval.

Approval is recommended.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/09/2020 - LISA MRIJAJ, SECRETARY

RESOLUTION

RE: CONTRACT NO. 19-204
CONTRACT AMOUNT: \$159,500.00
CHANGE ORDER NO. 1: \$ 36,601.60
NET INCREASE: \$ 36,601.60
REVISED CONTRACT AMOUNT: \$196,101.60

CHANGE ORDER NO. 1

Upon communication from the Commissioner of Public Works and Transportation,

WHEREAS, Hugh J. Greechan, Jr., P.E., Commissioner of Public Works and Transportation, requests approval of Change Order No. 1 on Contract No. 19-204, between the County of Westchester (“County”) and CTE Incorporated dba Reliable Cleaning System, 450 Westbury Avenue, Carle Place, New York 11514 for Janitorial Services at District Offices 25 Moore Avenue and 750 Washington Street Mount Kisco and Peekskill, New York; and

WHEREAS, due to the recent COVID-19 pandemic, it is requested that Contract No. 19-204 be amended to provide additional cleaning services that are required as part of the County’s return to work plan; and

WHEREAS, this matter has been discussed by the Board; now, therefore, be it

RESOLVED, that said Change Order No. 1 on Contract No. 19-204 be and the same is hereby approved in the amount of \$36,601.60; and be it further

RESOLVED, that all other terms and conditions of Contract No. 19-204 shall remain in full force and effect; and be it further

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

Total Amount of Change Order No. 1 \$36,601.60

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Bond Act No.	Dollars
	101	46	3300	4998		\$36,601.60

Budget Funding Year(s): 2020 **Start Date:** August 1, 2019 **End Date:** July 31, 2022
(must match resolution)

Funding Source: **Tax Dollars** 100% County

State Aid _____

\$36,601.60 **Federal Aid** _____
(must match resolution)

Other _____