

ID#79282

Date: September 9, 2020

To: Board of Acquisition and Contract

From: Marguerite Beirne
Chief Information Officer

Re: Resolution to exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xxi thereof, the procurement of an agreement with Munters Corporation (IT-1671) pursuant to which Munters Corporation will conduct a one (1) day inspection of the HVAC unit at the County's Archives Building.

Authority is hereby requested from your Honorable Board to exempt the procurement of an agreement with Munters Corporation ("Munters") from the Westchester County Procurement Policy and Procedures ("Procurement Policy"), pursuant to Section 3(a) xxi thereof. Pursuant to the terms of the proposed agreement, Munters will send a technician to provide a one (1) day inspection of the entire HVAC unit located in the new vault at the County Archives Building. The inspection will include, but not be limited to, the unit's humidifier, desiccant wheel and temperature controls. The term of the proposed agreement will commence on September 1, 2020 and terminate on December 31, 2020. In consideration for services rendered, the County will pay Munters a lump-sum fee of \$3,990.

Ordinarily, under Section 5(a) of the Procurement Policy, the County is required to solicit quotations from no fewer than three persons customarily providing such services. However, maintenance on this unit has been under the Department of Public Works and Transportation's County Wide Air Conditioning contract for over ten years now and has been maintained by 'low bidders' during this time period. Persistent problems, primarily with the humidification portion of the unit, have not been solved with these vendors. DPW&T has suggested contracting with the manufacturer directly to aid in its analysis of how to proceed in order to solve the persistent problem with the unit. As the OEM for the unit & the manufacturer of the desiccant wheel and seals, Munters' Technicians are highly trained and uniquely qualified to perform this service.

Pursuant to Section 3 (a) (xxi) of the Procurement Policy, where this Honorable Board determines by resolution passed prior to the commencement of procurement that compliance with the Procurement Policy would not be in the best interests of the County, the requirements of the Procurement Policy may be waived. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this agreement from the County Procurement Policy.

Your Honorable Board's approval of the annexed resolution is respectfully requested.
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RESOLUTION

Upon a communication from the Chief Information Officer, be it hereby

RESOLVED, that pursuant to Section 3 (a) (xxi) of the Westchester County Procurement Policy and Procedures, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting price 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 agreement (IT-1671) with Munters Corporation for the provision of a one (1) day inspection of the HVAC unit in the new vault at the County Archives Building.

APPROVED BOARD OF ACQUISITION & CONTRACTS - 05/24/2020 LISA MARIJA SECRETARY