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TO: Honorable Board of Acquisition and Contract

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

DATE: September 18, 2020

SUBJECT: Resolution to Award Emergency Contract
Contract No. 20-212
Emergency Workspace Fitout at 10 County Center Road
White Plains, New York

Contractor: Mace Contracting Corporation (*MBE*)
Amount: \$42,295.84
Subcontractor(s): *Filingeri Electrical Contracting Corp.*

As we informed your Honorable Board in a memorandum dated July 16, 2020 (“July 16th Memorandum”), New York State had partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the New York State Contact Tracing Program, which was created to help slow the spread of COVID-19 and make it safer for public life to begin to return to normal. Contact tracers interview people who have tested positive for COVID-19 in order to identify other people they have had contact with, and to let the contacts know they may have been exposed to the disease. Westchester County was one of only two counties selected by the organizations as a model County to help develop best practices in contact tracing. The Westchester County Department of Health (“WCDH”) was also provided grant funding to retain eight (8) new Contact Tracers to help contain and manage the spread of COVID-19.

WCDH needed to quickly modify existing office spaces to accommodate the new staff that will be supporting WCDH in meeting its disease investigation mandate. The staff needed to be housed in the same location as other key WCDH staff and to be in work spaces that provided proper social distancing. Some of the new staff members were working in makeshift spaces in a County conference room located at 10 County Center Road. It was necessary to immediately build out appropriate workspaces, and it was determined by the Department of Public Works and Transportation (the “Department”) that eight (8) cubicles could be built within the conference room.

In order to accommodate the unexpected new staff that were necessary for Westchester County’s response to the COVID-19 pandemic, and to provide the appropriate working conditions to protect the health and safety of staff and visitors to 10 County Center Road, the Department, in consultation with the Law Department, declared an emergency situation that required immediate action that could not await public bidding. Therefore, it met the legal requirements for an emergency contract resulting in the July 16th Memorandum to notify your Honorable Board.

Also as noted in the July 16th Memorandum, the Department, following its standard emergency contract protocols, selected the firm of Mace Contracting Corporation, a MBE firm, 35 Portman Road, New Rochelle, New York 10801 to perform Contract No. 20-212, Emergency Workspace Fitout at 10 County Center Road, White Plains, New York. The emergency work included the addition of walls and the purchase of new cubicles with barriers outfitted with all necessary IT and office equipment.

The cost of the emergency work was \$42,295.84. The Department has reviewed Mace Contracting Corporation's invoice breakdown for the work and has determined that the costs are consistent with similar items of work on other County Projects.

Mace Contracting Corporation utilized the following subcontractor: Filingeri Electrical Contracting Corp., (Electrical Work), 3510 Lexington Avenue, Mohegan Lake, New York 10547.

Funds for this project are available in the:

- Capital Budget
- Non-Recurring Budget
- Operating Budget
- Other

This emergency contract is in the public's best interest to protect the public health and safety by helping to contain and manage the spread of COVID-19.

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

It is my recommendation that Emergency Contract No. 20-212 be awarded to Mace Contracting Corporation in the amount of \$42,295.84.

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/24/2020 - LEA MARIJA SECRETARY

RESOLUTION

CONTRACT NO. 20-212

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

RESOLVED, that Contract No. 20-212 for Emergency Workspace Fitout at 10 County Center Road, White Plains, New York be and is hereby awarded to the selected contractor, Mace Contracting Corporation, a MBE firm, 35 Portman Road, New Rochelle, New York 10801 in the amount of \$42,295.84; and be it further

RESOLVED, that the use of the following subcontractor also be approved: Filingeri Electrical Contracting Corp. (Electrical Work), 3510 Lexington Avenue, Mohegan Lake, New York 10547; and be it further

RESOLVED, that this contract is subject to County appropriations; 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	Bond Act No.	Dollars
	101	27	0010/5600	4998-01		\$42,295.84

Budget Funding Year(s): 2020 Start Date: July 24, 2020 End Date: August 31, 2020
 (must match resolution)

Funding Source: Tax Dollars 100% County
 State Aid _____
\$42,295.84 Federal Aid _____
 (must match resolution) Other _____