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TO: Board of Acquisition and Contract

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

DATE: October 21, 2020

SUBJECT: Change Order No. 2
Contract No. 15-222
Janitorial Services at District Office
100 East First Street
Mount Vernon, New York

Contractor: CTE Incorporated dba Reliable Cleaning System
Amount of Change Order No. 2: \$78,164.08

On May 5, 2016, your Honorable Board awarded Contract No. 15-222 for Janitorial Services at District Office, 100 East First Street, Mount Vernon, New York to CTE Incorporated dba Reliable Cleaning System, 450 Westbury Avenue, Carle Place, New York 11514 in the amount of \$331,000.00.

On January 3, 2019, your Honorable Board authorized the County of Westchester ("County") to 1) exercise its option to renew Contract No. 15-222 for one two (2) year renewal period and extend the termination date of the contract from May 31, 2019 to May 31, 2021; and 2) increase the amount of the contract by \$220,666.66, from an amount of \$331,000.00 to a new total amount not to exceed \$551,666.66.

The work encompassed under this contract is that of providing all regular daily, weekly, monthly and other scheduled working weekday shift janitorial services as specified at the Westchester County District Office Building located at 100 East First Street, Mount Vernon, New York.

On July 9, 2020, your Honorable Board approved Change Order No. 1 to Contract No. 15-222 in the amount of \$18,300.80 to provide for additional janitorial services that were necessary due to the recent declaration of emergency regarding the COVID-19 pandemic and as part of the County's return to work plan. The services provided pursuant to Change Order No. 1 were provided during the period of March 16, 2020 through May 31, 2020.

As the COVID-19 pandemic has not subsided and is still a continuing event, additional cleaning services to ensure the health and safety of the County's workforce and general public are required, which additional cleaning services are in addition to those already provided pursuant to Change Order No. 1.

The cost of this work is estimated to be \$78,164.08 representing the cost for services to be provided for the period June 1, 2020 through May 31, 2021. The cost of \$78,164.08 is based upon the proposal submitted by CTE Incorporated dba Reliable Cleaning System, which was reviewed and approved by the Department of Public Works and Transportation. The scope of work for the additional cleaning services could not have been anticipated at the time of bid, and therefore a second Change Order to Contract 15-222 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 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 so as to constitute a new undertaking. The proposed work is of the same nature as the work contemplated in Contract 15-222, is to be performed in the same general vicinity and was unanticipated work. The term of the contract is June 1, 2016 to May 31, 2021.

It should be noted that payment for a portion of this Change Order will be made from CARES Act money and that portion of the work will be completed by December 30, 2020.

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

Approval of Change Order No. 2:

Total Amount of Change Order No. 2	\$78,164.08
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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.

RESOLUTION

RE: CONTRACT NO. 15-222
CONTRACT AMOUNT: \$ 331,000.00
TWO YEAR RENEWAL OPTION: \$ 220,666.66
CHANGE ORDER NO. 1: \$ 18,300.80
CHANGE ORDER NO. 2: \$ 78,164.08
NET INCREASE: \$ 317,131.54
REVISED CONTRACT AMOUNT: \$ 648,131.54

CHANGE ORDER NO. 2

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. 2 on Contract No. 15-222, between the County of Westchester and CTE Incorporated dba Reliable Cleaning System, 450 Westbury Avenue, Carle Place, New York 11514 for Janitorial Services at District Office, 100 East First Street, Mount Vernon, New York; and

WHEREAS, it is requested that Contract No. 15-222 be amended to provide additional cleaning services to ensure the health and safety of the County’s workforce and general public due to the continuing effects of the COVID-19 pandemic; and

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

RESOLVED, that said Change Order No. 2 on Contract No. 15-222 be and the same is hereby approved in the amount of \$78,164.08, representing the cost for services to be provided for the period June 1, 2020 through May 31, 2021; and be it further

RESOLVED, that all other terms and conditions of Contract No. 15-222 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. 2 \$78,164.08

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Bond Act No.	Dollars
	101	46	3300	4998	N/A	\$46,012.38
	101	46	3300	4380	N/A	\$32,151.70

Budget Funding Year(s): 2020-2021 **Start Date:** June 1, 2020 **End Date:** May 31, 2021
(must match resolution)

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

State Aid _____

\$78,164.08 **Federal Aid** _____
(must match resolution)

Other _____