

81910

TO: Honorable Board of Acquisition and Contract

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

DATE: January 5, 2021

SUBJECT: Resolution to Award Emergency Contract
Contract No. 20-211
Emergency Canopy Enlargement
Visitor Entrance – Jail Division
Norwood E. Jackson Correctional Center
Valhalla Campus, Valhalla, New York

Contractor: Anjac Enterprises Inc.
Amount: \$150,000.00

As we informed your Honorable Board in a memorandum dated July 9, 2020 (“July 9th Memorandum”), due to restrictions put in place in Westchester County in response to the COVID-19 pandemic, visitors have not been allowed at the Norwood E. Jackson Correctional Center (the “Center”) since March 2020. Once the Center opens again for visitors, social distancing of six (6) feet will be required outside the building while waiting in line to enter. Additionally, screening measures will be increased for visitors entering the building, thus extending the time spent waiting in line to get into the Center. These requirements will cause a longer and slower moving line of visitors standing outside the building, resulting in a longer line of people extending well beyond the length of the existing canopy. It is necessary to increase the extent of the canopy to cover the longer lines of visitors made necessary by the new six (6) foot social distancing requirement and longer check-in time.

It was determined by the Department of Public Works and Transportation (the “Department”) that a new canopy can be built next to the existing canopy, which will double the capacity of the canopy, before visitors are allowed to return. The existing canopy is in good condition to remain.

In order to accommodate the unexpected social distancing and additional screening requirements made necessary by the COVID-19 pandemic, and to protect the health and safety of employees, visitors and inmates to the Center when visitors are allowed to return, the Department declared an emergency situation. As an emergency, this situation cannot await competitive bidding. The Department, following its standard emergency contract protocols, selected the firm of Anjac Enterprises Inc., 310 Nassau Avenue, Brooklyn, New York 11222 to perform Contract No. 20-211, Emergency Canopy Enlargement, Visitor Entrance – Jail Division, Norwood E. Jackson Correctional Center, Valhalla Campus, Valhalla, New York. The emergency work included the addition of a new canopy, slab and plexiglass panels with new bollards, lighting and heating, as well as the addition of a new gutter and connection to the existing canopy and slab.

The cost of the emergency work was \$150,000.00. The Department has reviewed Anjac Enterprise Inc.'s invoice breakdown for the work and has determined that the costs are consistent with similar items of work on other County Projects.

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 as it will protect the health and safety of employees, visitors and inmates to the Center.

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. 20-211 be awarded to Anjac Enterprises Inc. in the amount of \$150,000.00.

APPROVED BOARD OF ACQUISITION & CONTRACT 01/28/2021 - LISA MARIJA, SECRETARY

RESOLUTION

CONTRACT NO. 20-211

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

RESOLVED, that Contract No. 20-211 for Emergency Canopy Enlargement, Visitor Entrance – Jail Division, Norwood E. Jackson Correctional Center, Valhalla Campus, Valhalla, New York be and is hereby awarded to the selected contractor, Anjac Enterprises Inc., 310 Nassau Avenue, Brooklyn, New York 11222 in the amount of \$150,000.00; 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 | 35 | 2000 | 4998 | N/A | \$150,000.00 |

Budget Funding Year(s): 2020
(must match resolution)

Start Date: July 10, 2020

End Date: December 21, 2020

Funding Source: Tax Dollars 100% County

State Aid _____

\$150,000.00
(must match resolution) Federal Aid _____

Other _____