

To: Board of Acquisition and Contract

From: Thomas J. Lauro, P.E.
Commissioner of Environmental Facilities

Date: March 30, 2010

Re: Request for **Authority to Solicit Bids by Public Advertisement** for
Contract No. **EF-1003**
Service, Repair and Replacement of Small Air Conditioning Systems (Less than 80 tons)
Various Locations, Westchester County, New York

Attached for your consideration is a resolution, which, if approved by your Honorable Board, would authorize the Department of Environmental Facilities to solicit bids by public advertisement for the above referenced project. The work under this contract consists of providing all necessary labor, materials, parts and equipment required to service, repair and replace air conditioning equipment at various DEF facilities located throughout Westchester County. Funds for this project are available in the Operating Budget. This contract is for a term of two (2) years. The Contract may be extended by mutual consent of the Contractor and the County of Westchester for one (1) additional two year term with all prices, terms and conditions remaining the same as the original contract.

The goals and objectives of the Contract are to obtain the services of a specialized contractor who has prior experience and training to ensure proper functioning of the air conditioning equipment. The Service Provider will perform preventive maintenance and provide repair and replacement services when required. Operating this equipment at peak efficiency with minimal breakdowns is critical to extending equipment life and protecting DEF infrastructure. After each site visit, a written service report will be generated by the Contractor, which will be signed off by a DEF maintenance superintendent and will serve as verification that the work was performed. These service reports are to be submitted with each payment request. Signed verification by DEF is for payment and tracking purposes only and in no way relieves contractual responsibility from the Contractor for completing the work as described herein. The Contractor will be responsible to comply with all applicable regulations and industry standards.

Issuing this contract to inspect, maintain and service the air conditioning equipment is fiscally responsible and promotes the safety and work environment of department employees. It will help to extend the operating life of the equipment, ensuring the operations are per the manufacturer's recommendations, and will help to prevent hazards due to improper operation of equipment. In addition to lower operating costs, regular maintenance has been proven to extend the overall life of the equipment, thereby pushing replacement costs further into the future. If this resolution is not approved, there would be the likelihood for more frequent and larger repair

services and a shorter life cycle of equipment systems. In addition, if plant cooling is interrupted, there is potential for damage to various electronic and control systems that are costly to repair.

The firm that is awarded this contract will perform inspection and preventive maintenance and the work will be performed by qualified service personnel who have the specialized training, tools and testing equipment to work on air conditioning systems. By utilizing the test reports, DEF will better be able to gauge when major upgrades or capital improvements are needed, and can plan accordingly.

This Contract is deemed to fulfill a public purpose as the services provided under this Contract protect the building and facilities owned by the Department of Environmental Facilities and enables the Department to carry out its basic mission to provide wastewater treatment and maintain satisfactory water quality.

Approval of the attached resolution is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-22-2010 - JOMARY VIEIRA, SECRETARY

