



**Department of Emergency Services**

**Memorandum**

**86027**

**DATE:** June 24, 2021

**TO:** Board of Acquisition and Contract

**FROM:** Richard Wishnie  
Acting Commissioner, Department of Emergency Services

**SUBJECT:** Authority to enter into an agreement with HB Communications, Inc. for maintenance, service, and repair for the audio/visual system at the County's Emergency Operations Center and Alternate Emergency Operations Center, for an amount not-to-exceed \$98,334.00, for a period commencing upon execution and continuing for three (3) years thereafter, with the County having the sole option to extend the term of the agreement for up to two (2) additional one (1) year periods thereafter.

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Authority is requested for the County of Westchester (the "County") to enter into an agreement (the "Agreement") with HB Communications, Inc. ("HB"), pursuant to which HB will provide the County with maintenance, service, and repair for the audio/visual system at the County's Emergency Operations Center (the "EOC") and the County's Alternate Emergency Operations Center (the "AEOC") (the "Services"), for an amount not-to-exceed \$98,334.00, payable in an amount of \$32,778.00 per year, for a period commencing upon execution and continuing for three (3) years thereafter, (the "Initial Term") with the County having the sole option to extend the term of the agreement for up to two (2) additional one (1) year periods thereafter on the same terms and conditions as the Initial Term, except that the cost for the first option term would be \$33,434.00 and the cost for the second option term would be 34,437.00 (each an "Option Term").

On April 20, 2021, the County, acting by and through its Department of Emergency Services ("DES"), issued a request for proposals that solicited proposals from vendors to provide the Services (the "RFP"). In response to the RFP, DES received two (2) proposals. DES had several individuals review the proposals and evaluate them based upon the evaluation criteria specified in the RFP. The result of that review and evaluation was that the proposal from HB

received the highest score and was, accordingly, ranked first. DES conducted an analysis of the proposed fees for the proposed Agreement and found that they are reasonable. Based on DES's review of the proposal from HB, and HB's performance under previous contracts with the County, DES is satisfied that it is a responsible vendor for these services.

The proposed Agreement will serve a public purpose by providing the County with the Services that will help ensure that the County's EOC and AEOC remain operational and ready for use.

The goal and objective of the proposed Agreement is to provide the County with the Services that will help ensure that the County's EOC and AEOC remain operational and ready for use.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of health and welfare, as providing the County with the Services that will help ensure that the County's EOC and AEOC remain operational and ready for use will ultimately help ensure that health and welfare of the public.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of DES.

I respectfully recommend the adoption of the attached resolution.

RGW/SS/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACTS 07/22/2014 V. RODRIGUEZ, SECRETARY

## RESOLUTION

Upon a communication from the Acting Commissioner of Emergency Services, be it hereby:

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (the "Agreement") with HB Communications, Inc. ("HB"), pursuant to which HB will provide the County with maintenance, service, and repair for the audio/visual system at the County's Emergency Operations Center and the County's Alternate Emergency Operations Center, for an amount not-to-exceed \$98,334.00, payable in an amount of \$32,778.00 per year, for a period commencing upon execution and continuing for three (3) years thereafter, (the "Initial Term") with the County having the sole option to extend the term of the agreement for up to two (2) additional one (1) year periods thereafter on the same terms and conditions as the Initial Term, except that the cost for the first option term would be \$33,434.00 and the cost for the second option term would be 34,437.00 (each an "Option Term"); and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

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Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	20	391U	4380	T391	\$32,778
263	20	391V	4380	T391	\$32,778
263	20	391W	4380	T391	\$32,778

Budget Funding Year(s): 2021-2023 Start Date: Upon Execution End Date: 3 Years After Execution  
 (must match resolution)

Funding Source  
\$98,334.00  
 (must match resolution)

Tax Dollars: \_\_\_\_\_  
 State Aid: \_\_\_\_\_  
 Federal Aid: \$98,334.00 \_\_\_\_\_  
 Other: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT 2/7/22/2024 - V. RODRIGUEZ SECRETARY