

87415

DATE: September 3, 2021

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer
Department of Information Technology

RE: Authority to exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xxi thereof, the procurement of an amendment to a "short-form" contract (IT-1672) with Spec-Clean LLC, for the provision of cleaning services to County owned radio towers.

Authority is hereby requested from your Honorable Board to exempt the procurement of an amendment ("First Amendment") to a "short-form" agreement ("Agreement") with Spec-Clean LLC ("Spec-Clean") from the Westchester County Procurement Policy and Procedures ("Procurement Policy"), pursuant to Section 3(a) xxi thereof.

On September 29, 2020, the County of Westchester ("County"), acting by and through its Department of Information and Technology ("Department") entered into a "short-form" contract ("Agreement") with Spec-Clean to provide cleaning services to the County owned radio towers located throughout Westchester County, for a term commencing retroactive to September 14, 2020 and expiring on September 13, 2021, for an amount not-to-exceed \$7,600.00, payable in full upon completion of the work.

The County now seeks to amend the Agreement in order for Spec-Clean to provide cleaning services with respect to two (2) additional County radio sites ("Additional Cleaning Services"). However, since the term of the Agreement is set to expire on September 13, 2021, it will be necessary to amend the Agreement to retroactively extend the term thereof for an additional period commencing on September 14, 2021 and expiring on November 30, 2021, in order to give Spec-Clean additional time to perform the Additional Cleaning Services requested by the County.

Ordinarily, under Section 5(a) of the Procurement Policy, the County is required to solicit oral or written quotations from no fewer than three persons customarily providing such services, and, if deemed appropriate, to inquire as to the qualifications and experience of such persons. However, due to the specialized nature of the services to be rendered which are difficult to find locally on short notice, as well as the fact that the County has been very pleased with the services performed by the vendor thus far, compliance with the Procurement Policy is not in the best interest of the County.

Pursuant to Section 3 (a) (xxi) of the Procurement Policy, where this Honorable Board determines by resolution passed prior to the commencement of procurement that compliance with the Procurement Policy would not be in the best interests of the County, the requirements of the Procurement Policy may be waived. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this amendment from the Procurement Policy.

Your Honorable Board's approval of the annexed resolution is respectfully requested.

MB/CMC/cmc/nn
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/16/2021 - JOAN COCCIARDI, SECRETARY

RESOLUTION

Upon communication from the Chief Information Officer, it is hereby

RESOLVED, that pursuant to Section 3 (a) (xxi) of the Westchester County Procurement Policy and Procedures, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting oral or written price quotations, is neither cost effective nor expedient and accordingly not in the best interests of the County of Westchester, in connection with the procurement of an amendment to an “short-form” agreement with Spec-Clean LLC, for the provision of cleaning services to the County owned radio towers located throughout Westchester County in order to increase the not-to-exceed cap under said agreement by an additional \$1,500.00 and extend the term thereof for an additional period commencing on September 14, 2021 and expiring on November 30, 2021.

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/16/2021 - FOR COUNTY SECRETARY