

87416

DATE: September 3, 2021

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer
Department of Information Technology

RE: Authority to amend a "short-form" contract with the Spec-Clean LLC (IT-1672), for the provision of cleaning services to County-owned radio towers, for a term commencing retroactive to September 14, 2020 and expiring on September 13, 2021, in order to retroactively extend the term of the Agreement for a period from September 14, 2021 through November 30, 2021 and increase the not-to-exceed amount of the agreement by \$1,500.00, pursuant to an approved budget.

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 LLC ("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 Department now desires that Spec-Clean 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 now 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.

As your Honorable Board is aware, amendments to short-form contracts which result in contract amount increases which exceed the \$35,000 threshold and/or term extensions beyond the one (1) year threshold for short-form contracts, must first be approved by your Honorable Board. Since the term of the Agreement will now exceed the one-year limit, the authority of your Honorable Board is required.

Accordingly, authority is hereby respectfully requested from your Honorable Board to amend the Agreement ("First Amendment") in order to: 1.) increase the total not-to-exceed amount under the Agreement by an additional not-to-exceed amount of \$1,500, from \$7,600 to \$9,100, to cover costs in connection with the Additional Cleaning Services; and 2.) retroactively extend the term thereof for a period commencing on September 14, 2021 and expiring on

November 30, 2021, which additional period is necessary for Spec-Clean to complete the Additional Cleaning Services.

Except as otherwise specifically amended hereby, all other terms and conditions of the Agreement will remain in full force and effect.

Authority to exempt the proposed First Amendment from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, has been submitted for your Board's consideration via separate resolution.

The goals and objectives of this First Amendment are to provide for the general maintenance of radio site conditions which serve an important public purpose by enabling the continued reliable operation of vital systems that first responders and other government personnel utilize to ensure safety of life and property and the delivery of vital services to the citizens of Westchester County.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

MB/CMC/cmc/nn
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/16/2021 - JUAN COCCIMINI SECRETARY

RESOLUTION

Upon communication from the Chief Information Officer, it is hereby

RESOLVED, that the County of Westchester ("County") is hereby authorized to amend a "short form" agreement ("Agreement") with Spec-Clean LLC ("Spec-Clean"), pursuant to which Spec-Clean agreed 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, in order to retroactively extend the term of the Agreement for an additional period commencing on September 14, 2021 and expiring on November 30, 2021 and increase the total not-to-exceed amount under the Agreement by an additional not-to-exceed amount of \$1,500, from \$7,600 to \$9,100; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly appointed designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Original Agreement: \$7,600
First Amendment: \$1,500
 Total: \$9,100

Account to be Charged/Credited

Agreement No. IT-1672

Year	Fund	Dept	Major Program, Program & Phase or Unit	Object / Sub Object	Amount
2021	101	16	2500	4200	\$1,500

Budget Funding Year(s): 2021 Start Date: 09/14/2021 End Date: 11/30/2021

Funding Source Tax Dollars \$1,500
 State Aid _____
\$1,500 Federal Aid _____
 (must match resolution) Other _____