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**TO:** Board of Acquisition and Contract

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

**DATE:** December 28, 2021

**SUBJECT:** Resolution to Award to the Low Bidder  
Contract No. **WCA 21007**  
Jet Bridge Service and Maintenance  
Westchester County Airport  
Towns of Harrison and North Castle and Village of Rye Brook, New York

**Contractor:** Oxford Electronics Inc. dba Oxford Airport Technical Services  
**Amount:** \$344,137.21

On December 22, 2021, the County of Westchester (“County”) received and opened two (2) bids for Contract No. WCA 21007 for Jet Bridge Service and Maintenance, Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York.

Two (2) contractors submitted bids for this project. The project was advertised on the Empire State Purchasing Group website, in addition to the Journal News (Westchester-Putnam Edition), and was viewed by sixteen (16) entities on the Empire State Purchasing Group website. In addition, e-mails were sent to those sixteen (16) entities and to an additional one hundred twenty two (122) suppliers and contractors.

The bids were reviewed by the Department of Public Works and Transportation (“Department”) and it was determined that Oxford Electronics Inc. dba Oxford Airport Technical Services submitted the low bid in the amount of \$344,137.21.

The low bidder has been investigated and it has been found that Oxford Electronics Inc. dba Oxford Airport Technical Services:

- Performed satisfactory work in the past for the County.  
 Past experience has been investigated and found satisfactory.

Funds for this project are available in the:

- Capital Budget  
 Non-Recurring Budget  
 Operating Budget  
 Other (Airport Special Revenue Fund)

The services to be performed will benefit the general health and safety of the traveling public by maintaining the jet bridges in a safe operating condition so that the traveling public can access aircraft without using aircraft stairs from the terminal ramp and remain in ADA compliance.

The main goal of this contract will be to maintain the equipment so that it is in proper working order and safe for public use on a daily basis with limited interruption in service for mechanical repairs.

This contract will be overseen by Airport Administration, and payments will be made to the contractor only upon receipt of an invoice for performance of the scheduled maintenance services and related repairs.

Payment for this contract will be made from the Airport Special Revenue Fund, not the County General Fund and will not impact the County tax levy.

This contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County.

It is my recommendation that Contract No. WCA 21007 be awarded to Oxford Electronics Inc. dba Oxford Airport Technical Services in the amount of \$344,137.21.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/20/2022 - RAYMOND SCULLY, SECRETARY

# RESOLUTION

## CONTRACT NO. WCA 21007

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

**RESOLVED**, Contract No. WCA 21007 for Jet Bridge Service and Maintenance, Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York. Award to Low Bidder, Oxford Electronics Inc. dba Oxford Airport Technical Services, Jamaica, New York, in the amount of \$344,137.21. (2 bids)

**RESOLVED**, that as set forth in the Contract No. WCA 21007 bid specifications this contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County; 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 | Trust Account | Dollars             |
|--------------------------------|------|-------|--|--------------------|---------------|---------------------|
|                                | 161  | 44    | 4110                                   | 4380               |               | \$105,153.07 (2022) |
|                                | 161  | 44    | 4110                                   | 4380               |               | \$114,712.40 (2023) |
|                                | 161  | 44    | 4110                                   | 4380               |               | \$114,712.40 (2024) |
|                                | 161  | 44    | 4110                                   | 4380               |               | \$ 9,559.34 (2025)  |

**Budget Funding Year(s):** 2022-2025  
(must match resolution)

**Start Date:** February 1, 2022

**End Date:** January 31, 2025

**Funding Source:** **Tax Dollars** \_\_\_\_\_

**State Aid** \_\_\_\_\_

\$344,137.21  
(must match resolution) **Federal Aid** \_\_\_\_\_

**Other** 100% Airport Special Revenue Fund