

**91977**

**TO:** Board of Acquisition and Contract

**FROM:** Vincent F. Kopicki, P.E.  
Commissioner of Environmental Facilities

**DATE:** March 22, 2022

**SUBJECT:** Award Resolution to the Low Bidder  
Contract No. **EF-2108**  
Boiler Maintenance and Repairs at Various Locations  
Westchester County, New York

**Contractor:** Commercial Instrumentation Services  
**Amount:** \$166,700.00

On March 16, 2022, the County of Westchester ("County") received and opened two (2) bids for Contract No. EF-2108 for Boiler Maintenance and Repairs at Various Locations, Westchester County, New York.

The bids were reviewed by the Department of Environmental Facilities ("Department") and it was determined that Commercial Instrumentation Services, submitted the low bid in the amount of \$166,700.00. Funds for this project are available in the Operating Budget. The project is within our Engineer's Estimate and we recommend award.

The low bidder has been investigated and it has been found that:

         has performed satisfactory work in the past for the County.  
  X   Past experience has been investigated and found satisfactory.

Funds for this project are available in the Operating Budget. The Contract is for a two (2) year duration starting on 04/01/2022 with an end date of 03/31/2024. The contract includes an option to extend the contract for one (1) additional two year term by mutual consent of the contractor and the County of Westchester with all prices, terms and conditions remaining the same as the original contract.

The main work that is required in this contract, namely performing yearly maintenance and on-call services, requires trained service personnel who have the background, experience and knowledge to work on the various types of boilers at County facilities. There are a total of 15 boilers, including three heating units, which are to be maintained as part of this contract. Some of these boilers which are located in three (3) Water Resource Recovery Facilities, others are in two (2) wastewater pumping stations, York Town Garage, and Sprout Brook Disposal Facility.

The goals and objectives of the contract are to obtain services which will allow the Department to maintain boilers, at various locations, assuring proper operation and safety, and to function properly at peak efficiency with minimal breakdowns. During the two year term of the contract, Department representatives will track and monitor the required preventive maintenance, and necessary repairs using written service reports which will be signed by Maintenance Superintendents. These service reports are to be submitted with each payment request. The Contractor will be responsible to comply with all applicable regulations and codes.

Issuing a contract for preventive maintenance is fiscally responsible because it will ensure the boilers are operating at their optimum levels, with no leaks or wasted energy inputs. Having qualified service personnel check the units at regular intervals will reduce the likelihood of needing emergency repairs, which are more costly than preventive maintenance services. In addition to lowering operating costs, regular maintenance has been proven to extend the overall life of the equipment, thereby pushing replacement costs further into the future. The boilers supply heat to buildings and equipment systems throughout the plant so it is vitally important to regularly maintain this infrastructure. If plant heating is interrupted, there is potential for pipes freezing and other problems that are costly to repair.

If awarded this contract, Commercial Instrumentation Services, will perform the preventive maintenance prior to each heating season, when the equipment systems can be safely taken off-line. Further, the work will be performed by qualified service personnel, who have the specialized training, tools and testing equipment to work on pressurized vessels. By utilizing the comprehensive 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 enable the Department to carry out its basic mission to provide wastewater treatment and maintain satisfactory water quality.

It is my recommendation that Contract No. EF-2108 be awarded to Commercial Instrumentation Services, in the amount of \$166,700.00, subject to County appropriations.

A proposed form of Resolution is attached.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/11/2021 PAYMENT SECRETARY

# RESOLUTION

## Contract No. EF-2108

Upon communication from the Commissioner of the Department of Environmental Facilities, be it hereby

**RESOLVED**, that Contract No. EF-2108 for the Boiler Maintenance and Repairs at Various Locations, Westchester County, New York for a period of two (2) years with an option to extend for one (1) additional two year term by mutual consent of the Contractor and the County of Westchester with all prices, terms and conditions remaining the same as the original contract, is hereby awarded by the County of Westchester ("County") to the low bidder, Commercial Instrumentation Services., 681 Grand Blvd, Suite 7, Deer Park, NY 11729, in the amount of \$166,700.00, subject to the adoption of the Operating Budget; and be it further

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

**RESOLVED**, that this Agreement 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 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 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

2022  
2023  
2024

Fund	Dept	Major Program, Program & Phase or Unit	Object/Sub Object	Trust Account	Dollars
221	60	0110	4380		\$62,512.00
221	60	0110	4380		\$83,350.00
221	60	0110	4380		\$20,838.00

**Budget Funding Year (s)** 2022-2024 Start Date: 04/01/2022 End Date: 03/31/2024

**Funding Source:**

**Tax dollars** 100% County

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

**Federal Aid** \_\_\_\_\_

**Other** \_\_\_\_\_

\$166,700.00

(Must match resolution)