

89591

TO: Board of Acquisition and Contract
FROM: Hugh J. Greechan, Jr., P.E.
Commissioner of Public Works and Transportation
DATE: December 21, 2021
SUBJECT: Authority to exercise the County's option to extend the term of an agreement with CTE Incorporated dba Reliable Cleaning System for one two (2) year option period, thereby increasing the amount of the agreement by \$106,333.33 and extending the term of the agreement through July 31, 2024.
(Contract No. 19-204)

By Resolution approved on May 16, 2019 (the "May 16th Resolution"), your Honorable Board awarded Contract No. 19-204 to CTE Incorporated dba Reliable Cleaning System ("Reliable Cleaning System"). The May 16th Resolution authorized the County of Westchester (the "County") to enter into Contract No. 19-204 with Reliable Cleaning System, pursuant to which Reliable Cleaning System was to provide Janitorial Services at District Offices, 25 Moore Avenue and 750 Washington Street, Mount Kisco and Peekskill, New York for the amount of \$159,500.00 for the period of August 1, 2019 through July 31, 2022, ("Contract No. 19-204" or the "Agreement"), with the County having the sole option to extend the Agreement for one (1) two (2) year option period.

By Resolution approved on July 9, 2020, your Honorable Board approved Change Order No. 1 to Contract No. 19-204 in the amount of \$36,601.60 for additional cleaning services that were required as part of the County's return to work plan due to the recent COVID-19 pandemic.

The County now seeks authority from your Honorable Board to 1) exercise the two (2) year renewal option and extend the termination date of the Agreement from July 31, 2022 to July 31, 2024; and 2) increase the amount of the Agreement by \$106,333.33 from an amount of \$196,101.60 to a new total amount not to exceed \$302,434.93.

All other terms and conditions of the May 16, 2019 Resolution and the Agreement shall remain in full force and effect and unchanged.

This contract is in the public's best interest because it will promote the health and safety of the general public by maintaining clean and sanitary conditions within County facilities.

As expenditures are made pursuant to this authorization, detailed records will be kept in the County's on-line financial system. These records will be easily accessible by Finance, Budget and department staff and will be reviewed regularly to ensure that funds are used appropriately.

RESOLUTION

CONTRACT NO. 19-204

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

RESOLVED, that the County is authorized to 1) exercise its two (2) year renewal option for Contract No. 19-204 with CTE Incorporated dba Reliable Cleaning System, 450 Westbury Avenue, Carle Place, New York 11514, to provide Janitorial Services at District Offices, 25 Moore Avenue and 750 Washington Street, Mount Kisco and Peekskill, New York and extend the termination date of the Agreement from July 31, 2022 to July 31, 2024; and 2) increase the amount of the Agreement by \$106,333.33 from an amount of \$196,101.60 to a new amount not to exceed \$302,434.93; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the May 16, 2019 Resolution and the Agreement shall remain in full force and effect and unchanged; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute all documents and take all actions necessary to effectuate the purpose hereof.

Original Agreement:	\$159,580.00
Change Order No. 1:	\$ 36,601.60
This Amendment:	<u>\$106,333.33</u>
TOTAL	\$302,434.93

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	3300	4380		\$22,152.78 (2022)
	101	46	3300	4380		\$53,166.67 (2023)
	101	46	3300	4380		\$31,013.88 (2024)

Budget Funding Year(s): 2022-2024
(must match resolution)

Start Date: August 1, 2022

End Date: July 31, 2024

Funding Source: Tax Dollars 100% County

State Aid _____

\$106,333.33 **Federal Aid** _____
(must match resolution)

Other _____