



Memorandum
Department of Public Works and Transportation

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TO: Board of Acquisition and Contract

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

DATE: May 21, 2025

SUBJECT: Resolution for Authority to Advertise
Contract No.: **WCA-25005**
Street Sweeping
Westchester County Airport
Towns of Harrison and North Castle and Village of Rye Brook, New York

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the Department of Public Works and Transportation to solicit bids by public advertisement for the above referenced project.

The work under this contract will consist of all necessary labor, materials and equipment for street sweeping services to include roadways, parking lots and aircraft ramp areas at the Westchester County Airport for a period of three (3) years, with the County having the sole option to extend the Agreement for one (1) two (2) year option period.

This contract will benefit the public by removing debris from airport roadways, parking lots and aircraft ramp areas. The goals and objectives of this contract are to enhance pavement preservation, reduce the amount of debris being washed into storm drains, and reduce foreign object debris (FOD) that may impact aircraft operating at the airport.

Airport Operations will oversee the contract and monitor performance by the contractor. Payment will only be made to the contractor upon satisfactory completion of sweeping roadways, parking lots and aircraft ramp areas.

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.

A proposed resolution to authorize the bid advertisement is attached for your consideration.

RESOLUTION

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

RESOLVED, that the Commissioner of Public Works and Transportation be and hereby is authorized to solicit bids by public advertisement on the following contract:

CONTRACT NO. **WCA-25005**

Street Sweeping

Westchester County Airport

Towns of Harrison and North Castle and Village of Rye Brook, New York

and be it further

RESOLVED, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be retainage of 5% of all work completed on an annual basis. Upon each annual anniversary the contractor may request payment of said retainage with the successful completion of all work performed during that period; and be it further

RESOLVED, that this advertisement for bids will state that pursuant to Chapter 308 of the Laws of the County of Westchester, the policy of the County is to encourage the meaningful and significant participation on County contracts for business enterprises owned by persons of color and women – Minority Business Enterprise (MBE) and Women Business Enterprise (WBE); and be it further

RESOLVED, that such advertisement shall appear in the following County newspaper(s):

THE JOURNAL NEWS (Westchester-Putnam Edition)

Account to be Charged/Credited			Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
	Fund	Dept.				
	161	44	4110	4380		

Budget Funding Year(s) 2025-2028 Start Date August 1, 2025 End Date July 31, 2028
(must match resolution)

Funding Source: Tax Dollars _____

State Aid _____

\$ _____ Federal Aid _____

(must match resolution)

Other Airport Special Revenue Fund