

109554

TO: Board of Acquisition and Contract

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

DATE: July 9 2024

SUBJECT: Authority to Enter into License Agreement No. 24-922 with RJB Service Station Inc.. for Towing and Emergency Repair Services for Zone 1, Westchester County, New York, for a five (5) year period commencing on August 1, 2024 for an annual fee payable to the County in the amount of \$79,000.00

The County of Westchester (the "County"), acting by and through its Department of Public Works & Transportation (the "Department") issued two (2) separate RFP's requesting proposals from entities interested in providing towing and emergency repair services at County owned properties and facilities and for County vehicles at rates set by the County under a license agreement with the County for a five (5) year period commencing on August 1, 2024. In accordance with the RFPs, the County was broken up into two (2) geographic zones: one (1) for the southerly part of the County (Zone 1) and one (1) for the northerly part of the County (Zone 2). Proposal responses to both RFPs were due on June 13, 2024. In order to ensure sufficient towing coverage, both RFPs stipulated that "A firm or operator may hold a license agreement for only one zone at a time."

On June 13, 2024, two (2) proposals were received and opened for Zone 2 and five (5) proposals for Zone 1. RJB Service Station, Inc. submitted the highest net revenue proposals for both zones and met all the experience requirements of the RFPs, but, after evaluating the proposals and taking into account that RJB Service Station, Inc. could only be awarded one zone, the Department determined that entering into agreements with RJB Service Station, Inc. for Zone 1 and Stiloski's Automotive Corp. for Zone 2 provided the County with the greatest combined net revenue. RJB Service Station Inc. met all of the requirements of the RFP and offered the highest license fee payable to the County of \$79,000.00 per year. In addition, pursuant to the terms of the license agreement (the "License Agreement"), RJB Service Station Inc. shall charge its customers rates set by the County. The experience of RJB Service Station Inc. has been investigated and found to be satisfactory.

Therefore, authority is hereby requested from Your Honorable Board to authorize the County to enter into the License Agreement with RJB Service Station Inc.

The goal and objective of the License Agreement is to provide emergency towing and repair services to the public on County property and for County vehicles as needed in the southerly part of the County (Zone 1). The License Agreement will serve a public purpose by ensuring the availability of emergency towing and repair services while generating revenue for the County through the license fee paid by the towing company. The Department will track the usage of the License Agreement and RJB Service Station Inc.'s compliance with all terms and conditions of the License Agreement.

Approval of the attached Resolution is respectfully recommended.

HJG/JPI/esk

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is authorized to enter into a five (5) year license agreement (Agreement No. 24-922) with RJB Service Station Inc., having its principal place of business at 59 Grant Avenue, Harrison, New York 10528 for Towing and Emergency Repair Services for Zone 1 (southerly portion of the County), Westchester County, New York, commencing August 1, 2024; and be it further

RESOLVED, that in consideration of the license agreement, RJB Service Station Inc. shall pay the County a license fee in the amount of \$79,000.00 per year, and pursuant to the terms of the license agreement, RJB Service Station Inc. shall charge its customers rates set by the County; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Agreement No. 24-922

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	101	46	6500	9293		\$ 32,916.67 (2024)
	101	46	6500	9293		\$ 79,000.00 (2025)
	101	46	6500	9293		\$ 79,000.00 (2026)
	101	46	6500	9293		\$ 79,000.00 (2027)
	101	46	6500	9293		\$ 79,000.00 (2028)
	101	46	6500	9293		\$ 46,083.33 (2029)

Budget Funding Year(s): 2024-2029 Start Date: 8/1/2024 End Date: 7/31/2029
 (must match resolution)

Funding Source: Tax Dollars: _____ Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
 Vendor No.: _____
\$395,000.00 Federal Aid: _____ Encumbrance No.: _____
 (must match resolution)
 Other: Revenue

APPROVED BOARD OF ACQUISITION & CONTRACTS - 08/01/2024 - RAYMOND SCULLY, SECRETARY