

**ID #111723**

**TO:** Board of Acquisition and Contract  
**FROM:** Hugh J. Greechan, Jr., PE  
Commissioner of Public Works and Transportation  
**DATE:** August 21, 2025  
**SUBJECT:** Authorization to extend the term of Short Form Agreement No. 21-807 with  
Alan Gassman, L.S. retroactively from July 15, 2025 until July 14, 2026

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Authority of your Honorable Board is requested to extend the term of Short Form Agreement No. 21-807 (the "Agreement") between the County of Westchester (the "County") and Alan Gassman, L.S. (the "Consultant"), 225 Orchard Street, White Plains, New York 10604, for the provision of land surveying consulting services to various County departments retroactively from July 15, 2025 until July 14, 2026. The original Agreement was executed on July 15, 2021 and is for a total amount not to exceed \$15,000.00. The original Agreement completion date was July 14, 2022. By Resolution approved on August 18, 2022, your Honorable Board extended the term of the Agreement retroactively from July 15, 2022 until July 14, 2023. By Resolution approved on November 22, 2023, your Honorable Board further extended the term of the Agreement retroactively from July 15, 2023 until July 14, 2024. By Resolution approved on October 17, 2024, your Honorable Board further extended the term of the Agreement retroactively from July 15, 2024 until July 14, 2025.

The consulting services included in the original Agreement are in progress. The County has been satisfied with the quality of services provided to date. The services of the Consultant will be required beyond the original completion date in order to continue providing professional expertise required to provide parcel ownership and property line information to various County departments. Attached is a Resolution requesting an extension of the Agreement retroactively from July 15, 2025 until July 14, 2026 with no increase in the not to exceed amount of \$15,000.00.

The objective of this term extension is in the County's best interest as it will ensure that County projects are in conformance with all applicable land survey requirements.

Except as specifically amended hereby, all other terms and conditions of the Agreement will remain the same.

The Department of Public Works and Transportation will track scheduling and accomplishments by the Consultant and perform on-site inspections to ensure the successful completion of this project. It is recognized and understood that the County shall evaluate the performance of this contract by the Consultant and shall use such evaluation in deciding to award future contracts to the Consultant.

I urge your favorable consideration of the annexed proposed Resolution.

HJG/AS/cg

# RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Public Works and Transportation, be and is hereby authorized to further amend Short Form Agreement No. 21-807 (the "Agreement") with Alan Gassman, L.S., 225 Orchard Street, White Plains, New York 10604, for the provision of land surveying consulting services to various County departments by extending the term retroactively from July 15, 2025 until July 14, 2026; and be it further

RESOLVED, that all other terms and conditions of the Agreement, including the not to exceed amount of \$15,000.00 shall remain the same; 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 and appropriate to effectuate the purposes hereof.

Original Agreement	\$	15,000.00	(Land Surveying Consulting Services)
First Amendment		0.00	(Term Extension: 7/15/22 – 7/14/24)
Second Amendment		0.00	(Term Extension: 7/15/24 – 7/14/25)
This Amendment		0.00	(Term Extension: 7/15/25 – 7/14/26)
TOTAL	\$	15,000.00	

## Agreement No. 21-807

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	401	46	2000	4380	N/A	N/A

Budget Funding Year(s): 2021-2026 Start Date: 07/15/2021 End Date: 07/14/2026  
(must match resolution)

Funding Source: Tax Dollars: <u>100% County</u>	Contractor Federal I.D. No./
State Aid: _____	Social Security No.: _____
\$ <u>N/A</u> Federal Aid: _____	Vendor No.: _____
(must match resolution)	
Other: _____	Encumbrance No.: _____