

**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. 25-203  
Countywide Maintenance Service  
Small Air Conditioning Systems (Less Than 50 Tons)  
Various Locations  
Westchester County, New York

The 2025 Operating Budget contains funds for the above referenced project.

The work under this contract consists of providing all necessary labor, material and equipment required to perform testing, inspections and repair services for all small air conditioning and refrigeration systems at various County buildings and facilities located throughout Westchester County. This contract is for a term of three (3) years with one two (2) year renewal at the discretion of the County.

The objective of this contract is to maintain small air conditioning and refrigeration equipment for continuous and uninterrupted operation.

This contract is in the public's best interest because it will promote the health and safety of the general public by maintaining air conditioning within specified parameters.

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

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. **25-203**  
Countywide Maintenance Service  
Small Air Conditioning Systems (Less Than 50 Tons)  
Various Locations  
Westchester County, New York

and be it further

**RESOLVED**, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be furnishing of a performance and payment bond in an amount equal to the first year's contract amount, in a form approved by the County Attorney. In substitution thereof, an annual, renewable performance and payment bond may be furnished, in an amount equal to that year's contract amount in a form approved by the County Attorney, so long as an annual bond remains in place, uninterrupted, for the duration of the contract. The Bond Underwriter or Surety must appear on the U.S. Treasury's listing of approved sureties (Department Circular 570) and all Sureties must be licensed to transact business in New York as a surety company; 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	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	2000	4250		

**Budget Funding Year(s)** 2025-2028 **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_  
(must match resolution)

**Funding Source: Tax Dollars** 100% County

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

**\$** \_\_\_\_\_ **Federal Aid** \_\_\_\_\_  
(must match resolution)

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