



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES
REGULAR MEETING AGENDA

MEETING DATE: SEPTEMBER 13, 2022

AGENDA ITEM SECTION: DISCUSSION AND RESOLUTION ITEMS

AGENDA ITEM NO. : 5

DEPARTMENT: DPW

AGENDA ITEM:

DISCUSSION: TO CONSIDER AUTHORIZING THE VILLAGE ADMINISTRATOR TO ACCEPT A PROPOSAL FOR THE RESTORATION OF VILLAGE DOCUMENTS DAMAGED AT THE EMBASSY CENTER

RESOLUTION: CONSIDER A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ACCEPT A PROPOSAL FOR THE RESTORATION OF VILLAGE DOCUMENTS DAMAGED AT THE EMBASSY CENTER

ITEM BACKUP DOCUMENTATION:

1. DRAFT RESOLUTION
2. MEMORANDUM DATED 9/9/2022 FROM MR. STEPHEN TREZZA/DPW GENERAL FOREMAN AND MS. JENNIFER DORMAN/DPW SENIOR OFFICE ASSISTANT TO MAYOR ROSSILLO AND THE BOARD OF TRUSTEES

**RESOLUTION OF THE BOARD OF TRUSTEES TO AUTHORIZE THE
VILLAGE ADMINISTRATOR TO ACCEPT A PROPOSAL FROM
BOWERMAN CLEANING AND RESTORATION FOR THE COST OF
RESTORING OR SHREDDING VILLAGE FILES DAMAGED IN THE
EMBASSY CENTER**

WHEREAS, During the August 16, 2022 Board of Trustees meeting, the Board of Trustees authorized the Village Administrator to accept a proposal from Bowerman Cleaning and Restoration in the amount of \$24,840.00 for the restoration of approximately 80 boxes of Village documents that sustained water damage over many years due to seepage from the exterior wall on the north side of the former gymnasium of the Embassy Center; and

WHEREAS, Bowerman Cleaning and Restoration collected the documents on Tuesday, August 30, 2022 and brought the documents to their facility in White Plains; and

WHEREAS, once at the facility it was discovered that there were almost double the amount of boxes of files that required restoration; and

WHEREAS, members of the Village staff went to the Bowerman facility and identified approximately 45 boxes to discard, leaving 37 additional boxes of documents that require restoration and were not included in the original quote; and

WHEREAS, the additional cost to remediate the remaining documents is \$11,880.00; and

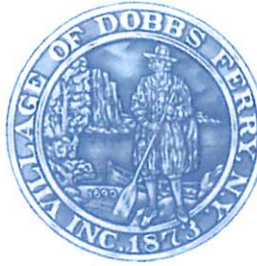
WHEREAS, the cost to shred the remaining boxes of documents identified by staff for disposal is \$245.00, totaling an additional \$12,125.00 cost for the restoration and shredding of Village documents damaged at the Embassy Center.

NOW, THEREFORE, BE IT

RESOLVED, that the Village of Dobbs Ferry Board of Trustees of the Village of Dobbs Ferry hereby authorizes the Village Administrator to accept a proposal from Bowerman Cleaning and Restoration for a total cost of \$36,720 for the restoration or shredding of Village documents damaged by water in the Embassy Center; and be it further

RESOLVED, that this Agreement shall be subject to the review and approval of the Village Attorney and the Village Administrator; and be it further

RESOLVED, that this Resolution shall take effect immediately.



VILLAGE OF DOBBS FERRY
Department of Public Works
112 Main Street
Dobbs Ferry, New York 10522
TEL: (914) 231-8507 • FAX: (914) 693-3470

Memorandum

To: Mayor Rossillo & the Board of Trustees
From: Stephen Trezza, DPW General Foreman
Jennifer Dorman, DPW Senior Office Assistant
Date: 9/9/2022
Re: Embassy Files Update

At the last Board of Trustees meeting, we came to you for approval to clean the documents in the embassy club basement. The lowest bidder, Bowerman Cleaning and Restoration, came in to remove the documents from the basement and after they were picked up we were notified by Bowerman that there was almost double the amount of documents that they originally gave us a quote for. Upon further investigation, it was determined that many boxes of documents that were supposed to be disposed of/shredded were accidentally placed with the boxes to keep.

On Friday, September 2nd, some of the Department Heads went to Bowermans facility in White Plains to go through the boxes one more time to determine what should be kept and what should be thrown away. We were able to dispose of approximately 45 boxes and bring down the total cost. The new cost to remediate the files is \$36,720.00 which is \$11,880.00 more than the Board approved. There is also an additional cost of \$245.00 which is for the shredding of approximately 9 boxes because they have personal information such as social security numbers on the documents which need to be destroyed. So the overall increased cost is \$12,125.00.

We are asking the Board to approve the expenditure of the additional amount of \$12,125.00 to restore or shred these files. It is also important to note that even with this additional expense, Bowerman is still the lowest bidder. Thank you for your consideration.