



John Carr & Bob Cacace

City of Yonkers Board of Education, Department of Facility Management / City of Yonkers – IT Services

Via email: jcarr@yonkerspublicschools.org & bob.cacace@yonkersny.gov

RE: ITG Larson, Inc. Districtwide Maintenance & Repair of Video Surveillance Systems Contract 2019

Dear John and Bob,

Thank you for the call together this past Friday, March 27th. We know how busy you are normally and I'm sure more so as we all battle COVID-19. Your commitment to helping resolve payment for services rendered by ITG Larson throughout 2019 and into 2020 is very much appreciated.

Following is a short historical summary with respect to the BOE maintenance and repair agreement:

1. May 25th, 2017 ITG was issued a Purchase Order for an (SSA) Support Service Agreement to provide service for the BOE video system entitled: "Districtwide Maintenance & Repair of Video Surveillance System". PO # 2017 -00008853 was issued to cover annual amounts:
 - a. \$69,500 included service labor for the existing CCTV equipment & camera licenses
 - b. \$20,000 for possible BOE discretionary purchases during the term
2. The contract was extended May 26th, 2018 for an additional year through May 25, 2019. (Reference February 18th, 2018 letter below). The PO was re-issued by the BOE. ITG agreed to maintain 2017 pricing although by then, the BOE global system had nearly doubled in size.
3. Early in 2019, ITG and BOE engaged in the renewal process of the agreement for the next period. We met with various BOE representatives including COY legal department and made changes requested by the legal department. By August, we still were without a renewed PO however, ITG continued to provide service/repair and other discretionary provisions to the BOE, including renewal of the camera licenses (required by the manufacturer), at ITG Larson expense. We also continued to work through the renewal process. Simultaneously, as "luck" would have it, NYS interrupted the existing OGS contract and began a recertification process of existing OGS contract holders. This further stalling renewal for the agreement by BOE. ITG Larson's OGS re-award was issued in September 2019.
4. It is important to note that, in good faith, there was no disruption of service by ITG Larson to the BOE from May 26, 2019 through the present. We were assured and continued to believe that the agreement PO would be re-issued covering services from May 26th, 2019 through May 25th, 2020.
5. Renewal efforts resulted in ITG Larson providing several revisions, Revision #5 to the SSA Proposal #6522-5-0 dated March 6th, 2020. We assumed that this new proposal submission would address the period from May 26th, 2019 through May 25, 2020, as ITG Larson continued to perform services for the BOE without interruption, during the same contract period. It is important to recognize that the service level provided by ITG Larson requires certified technicians, allowed to work on BOE system equipment, and that also, our services are provided at prevailing wage (average service call costs ITG Larson \$600-\$700 for a base level call). Additionally, ITG paid all required manufacturer licenses on behalf of the BOE, preventing a loss in license continuity for system cameras, integral to the BOE



system. Please note that today, the BOE system includes over 800 cameras and Dell Power Edge R740 "NVRs" (over \$20k each if replacement is needed). I mention this only to underscore the risk and expense ITG has taken on during the 2019 – 2020 time period in continued service, and the value this provides to the BOE.

6. Based on our call together March 27th, 2020, I learned that the ITG Larson, Inc. Proposal #6522-5-0 Revision #5 is being brought to the BOE Board in the coming weeks (April) for approval, with a new service period to begin again in May 2020. We sincerely appreciate this.
7. This leaves us with the May 2019 – present one-year gap, a period during which ITG provided BOE full services, including payment by ITG of over \$35,000 in manufacturer license fees, performance of BOE discretionary work, and otherwise keeping the BOE video surveillance system fully functioning. It is worth noting that during the time period of 2017 to date, the BOE camera system has literally quadrupled in size (cameras, Dell Power Edge R740s, and all peripheral equipment). Additionally, ITG Larson assumed the liabilities and repair costs from the prior service provider under BOE service: A Plus Systems – further increasing risk and cost to ITG, as we did not install the systems and equipment.

Resolution of May 2019 – May 2020: per our Friday call the followings is to take place to handle this obligation:

- a. To help the BOE, ITG Larson agreed to 'extend' the 2017 SSA pricing for May 26, 2019 through May 25th, 2020, including manufacturer licensing at the same rate as the 2017 and 2018 PO issued: \$69,500.
- b. Further, ITG will submit evidence of services rendered for additional discretionary expenditure by the BOE from May 2019 – May 2020 not to exceed \$20,000.
- c. ITG Larson will produce a single invoice, not to exceed the above and deliver to BOE for payment processing.

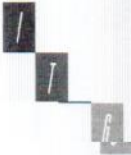
Finally, resolution described above (a, b, c) addresses payment for the period of May 26th, 2019 to May 25th, 2020. The Rev 5 ITG Larson submitted Proposal 6522-5-0, addresses the period of May 26th, 2020 to May 25th, 2021 for which an additional PO will be issued by the BOE.

Thank you both for your help in resolving 2019 through the present. We look forward to providing continued service and working together with you in the year to come.

Personally, I appreciate all that you are doing to continue educational and other services to City residents, teachers, and all BOE employees during this challenging time. Please feel free to reach out to me any time on my cell phone: 516 455-3300.

Sincerely yours,

Tracy Larson
President



ITG LARSON, Inc.

March 31, 2020

ITG LARSON, Inc.

155 Lafayette Avenue
White Plains, NY 10603

155 Lafayette Avenue
White Plains, NY 10603

February 13, 2018

February

Yonkers Public Schools
One Larkin Center
Yonkers, NY 10701

Attn: Mr. John Carr
Executive Dir. Of Schools

Director of Facility Management

Procurement of Districtwide Maintenance & Repair of Video Surveillance Systems
PO # 2017-00008853

Procurement of Districtwide Maintenance & Repair of Video Surveillance Systems

Contract #

Dear Mr. Carr:

ITG Larson, Inc would like to extend our Districtwide Maintenance & Repair of Video Surveillance Systems contract for a period of one year, effective May 26, 2018 through May 25, 2019, under the same terms and conditions as stated in your bid specifications.

Video

The breakdown of the contract amount is as follows:

Item Description	Amount	Total
1. Contract: \$69,500.00 & Repair of Video Surveillance System	69,500.00	69,500.00
2. Monthly	0.00	

Yonkers Public Schools

Upon completion of the contract, we will submit a final invoice and certificate.

Contract #

Sincerely,

Tracy Larson
President

Anya Firsova

Purchasing Manager