



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

114223

August 3, 2026

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Leonard G. Townes  
Commissioner  
Department of Social Services

RE: Resolution for Authority to Advertise for the purpose of Soliciting Bids to contract for Security Services at the Grasslands Shelter at 25 Operations Drive, Valhalla Campus, Valhalla, New York 10595 (Contract No. DSS 3000-27)

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Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County of Westchester, acting by and through its Department of Social Services (the "Department"), to advertise for the purpose of soliciting bids in connection with a proposed contract for Security Services at the Grasslands Shelter at 25 Operations Drive, Valhalla Campus, Valhalla, New York 10595.

The work under this contract consists of all necessary labor and equipment required to provide security services for the Grasslands Shelter. The contract will be for an initial term of two (2) years commencing on January 1, 2027, with the County having the option to extend the contract for up to four (4) additional terms of one (1) year each.

The goals and objectives of the proposed Agreement will serve a public purpose by providing security guard services including daily supervision, all security functions including but not limited to staffing, operation of security equipment and emergency procedures at 25 Operations Drive at the Grasslands Shelter.

The goals and objectives of the proposed Agreement are in the best interests of the County in terms of public safety and/or welfare, as it will enable the Department to maintain the building security to promote the safety of its occupants, and in turn, the

residents of the County who are affected by services provided and administered by staff who occupy the buildings where the security patrol.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Department.

Accordingly, I most respectfully recommend approval of the attached Resolution.

LGT/JE  
Attachment

## R E S O L U T I O N

Upon a communication from the Commissioner, Department of Social Services, be it hereby:

RESOLVED, that the Commissioner of Social Services be and hereby is authorized to solicit bids by public advertisement on the following contract:

CONTRACT NO. DSS 3000-27  
Security Services for the Grassland Shelter at  
25 Operations Drive, Valhalla Campus,  
Valhalla, New York 10595

and be it further

RESOLVED, that this service contract will be for an initial term of two (2) years commencing on January 1, 2027, with the County having the option to extend the contract for up to four (4) additional terms of one (1) year each; and be it further

RESOLVED, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be receipt of a performance bond in an amount equal to 30% of the total contract amount, and in a form approved by the County Attorney. The Bond Underwriter or Surety must appear on the US 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,<br>Program &<br>Phase<br>Or Unit | Object/<br>Sub-<br>Object | Trust<br>Account | Dollars |
|------|-------|-------------------------------------------------|---------------------------|------------------|---------|
|      |       |                                                 |                           |                  | N/A     |
|      |       |                                                 |                           |                  |         |
|      |       |                                                 |                           |                  |         |
|      |       |                                                 |                           |                  |         |

Budget Funding Year(s): N/A  
Start Date: N/A End Date: N/A  
(must match resolution)

Funding Source:

|                        |     |              |  |  |  |
|------------------------|-----|--------------|--|--|--|
| Federal                | N/A | CFDA#(s)     |  |  |  |
| State                  | N/A | State ID#(s) |  |  |  |
| Operating/<br>Tax Levy | N/A |              |  |  |  |
| Capital                | N/A |              |  |  |  |

Total NTE: N/A  
(must match resolution)