



Kenneth W. Jenkins
Westchester County Executive

Department of Social Services

Leonard G. Townes
Commissioner

110803

DATE: March 26, 2025

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes
Commissioner, Department of Social Services

SUBJECT: Authority of the County to, (1.) amend its agreement with Altavista Lead Improvement Inc., pursuant to which it was to provide housing quality standards inspections and lead-based paint inspections and risk assessments for properties that may participate in the County's 'Emergency Housing Assistance Program', by reducing the not-to-exceed amount specified for each option term, and (2.) exercise the County's first one-year option, as it will be amended, and, therefore, (a) extend the term of the agreement by one (1) year, to a new termination date of December 31, 2025; (b) increase the not-to-exceed amount of the agreement by \$61,000.00 in order to pay for services during the first option term; and (c) reflect the fact that the County will have three (3) remaining one (1) year options (DSS3040-A-24).

By a resolution approved on October 31, 2024, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement with Altavista Lead Improvement Inc. ("ALI"), pursuant to which ALI was to provide housing quality standards inspections and lead-based paint inspections and risk assessments for properties that may participate in the County's 'Emergency Housing Assistance Program' (the "Services"), for the period from November 1, 2024 through December 31, 2024 (the "Initial Term"), for an amount not-to-exceed \$44,250.00, payable on a unit-cost basis pursuant to an approved budget, with the County having the option, in its sole discretion, to extend the term for up to four (4) additional one (1) year periods (each an "Option Term"), on the same terms as the Initial Term, except for the unit costs for the Services, and that each Option Term shall have a not-to-exceed amount of \$265,500.00 (the "Agreement"). The Agreement was subsequently executed.

The Department of Social Services (“DSS”) has determined that the not-to-exceed amount specified for each Option Term exceeds the anticipated total costs, given the expected level of need for the Services and the unit costs specified in the Agreement. Accordingly, the County desires to amend the not-to-exceed amount specified for each Option Term, replacing the original not-to-exceed amount of \$265,500.00 for each Option Term with the following respective not-to-exceed amounts:

1st Option Term:	\$61,000.00
2nd Option Term:	\$62,220.00
3rd Option Term:	\$63,464.00
4th Option Term:	\$64,733.00

The County continues to require the Services. Therefore, DSS reviewed and analyzed the unit cost for the first Option Term under the Agreement in order to ensure that it is reasonable.

As part of its analysis of the unit cost for the first Option Term, compared that unit cost against the unit cost for five (5) other contractors that commonly provide services such as the Services. The result of that analysis was that the unit cost for the first Option Term was lower than the unit cost offered by any of the other contractors.

Taking all of the foregoing into consideration, DSS’s analysis has determined that the unit cost specified in the Agreement for the first Option Term is reasonable.

Therefore, the County respectfully requests authority from your Honorable Board to, (1.) amend the Agreement by reducing the not-to-exceed amount specified for each Option Term, such that they shall instead be specified as follows:

1st Option Term:	\$61,000.00
2nd Option Term:	\$62,220.00
3rd Option Term:	\$63,464.00
4th Option Term:	\$64,733.00

and, (2.) exercise the County’s first one-year option, as it will be amended, and, therefore, (a) extend the term of the Agreement by one (1) year, to a new termination date of December 31, 2025; (b) increase the not-to-exceed amount of the Agreement by \$61,000.00, in order to pay for the Services during the first Option Term; and (c) reflect the fact that the County will have three (3) remaining one (1) year options (the “First Amendment”).

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

The proposed First Amendment will serve a public purpose by accurately specifying anticipated future total costs and providing the County, for an additional year, with certain services that are needed in order to help evaluate the suitability of premises

for use in the County's 'Emergency Housing Assistance Program'.

The goal and objective of the proposed First Amendment is to accurately specify anticipated future total costs and provide the County, for an additional year, with certain services that are needed in order to help evaluate the suitability of premises for use in the County's 'Emergency Housing Assistance Program'.

The goal and objective of the proposed First Amendment is in the best interests of the County in terms of fiscal responsibility, as accurately specifying anticipated future total costs will assist in prudent, accurate budgeting. The goal and objective of the proposed First Amendment is also in the best interests of the County in terms of health and safety, as providing the County, for an additional year, with certain services that are needed in order to help evaluate the suitability of premises for use in the County's 'Emergency Housing Assistance Program', and thereby ensuring that such premises meet certain standards, will ultimately help ensure the welfare of the persons who occupy the premises at issue.

The goal and objective of the proposed First Amendment will be tracked and monitored by the staff of DSS.

I respectfully recommend the adoption of the attached resolution.

LGT/LHD/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT 04/03/2025 - RAYMOND S. JONES, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to, (1.) amend its agreement with Altavista Lead Improvement Inc. ("ALI"), pursuant to which ALI was to provide housing quality standards inspections and lead-based paint inspections and risk assessments for properties that may participate in the County's 'Emergency Housing Assistance Program' (the "Services"), for the period from November 1, 2024 through December 31, 2024 (the "Initial Term"), for an amount not-to-exceed \$44,250.00, payable on a unit-cost basis pursuant to an approved budget, with the County having the option, in its sole discretion, to extend the term for up to four (4) additional one (1) year periods (each an "Option Term"), on the same terms as the Initial Term, except for the unit costs for the Services, and that each Option Term shall have a not-to-exceed amount of \$265,500.00 (the "Agreement"), by reducing the not-to-exceed amount specified for each Option Term, such that they shall instead be specified as follows:

1st Option Term:	\$61,000.00
2nd Option Term:	\$62,220.00
3rd Option Term:	\$63,464.00
4th Option Term:	\$64,733.00

and, (2.) exercise the County's first one-year option, as it will be amended, and, therefore, (a) extend the term of the Agreement by one (1) year, to a new termination date of December 31, 2025; (b) increase the not-to-exceed amount of the Agreement by \$61,000.00, in order to pay for the Services during the first Option Term; and (c) reflect the fact that the County will have three (3) remaining one (1) year options; and be it further

RESOLVED, that except as specifically hereby authorized to be amended, all terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions necessary and appropriate to effectuate the purposes of this resolution.

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5850	N/A	\$61,000.00

2. Budget Funding Year(s): 2025

Start Date: 01/01/25

End Date: 12/31/25

(must match resolution)

3. Funding Source:

Federal	99%	CFDA#(s)	93,558		
State	0%	State ID#(s)	N/A		
Operating/Tax Levy	1%				
Capital	N/A				

4. Total NTE: \$61,000.00

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
 1031025 RAYMOND SCULKY, SECRETARY