

112118

DATE: September 29, 2025

TO: The Honorable Board of Acquisition and Contract

FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services

RE: Authority to enter into an agreement with J & R Tours, Ltd. to provide group transportation services including ground staff dispatchers to Westchester County seniors for a term commencing retroactively on April 1, 2025 and continuing through March 31, 2026 in an amount not-to-exceed amount of \$50,000, payable with Unmet Need State grant funds, based on agreed upon hourly rates.

Authority is requested for the County of Westchester (the “County”) acting by and through its Department of Senior Programs and Services (the “Department”) to enter into an agreement (the “Agreement”) with J & R Tours, Ltd. (the “Contractor”) for the provision of group transportation services including ground staff dispatchers (the “Services”) to County seniors for a term commencing retroactively on April 1, 2025 and continuing through March 31, 2026 in an amount not-to-exceed \$50,000, payable with Unmet Need State grant funds and based on the agreed-upon hourly rates.

In accordance with the Westchester County Procurement Policy and Procedures, the Department solicited price quotes from three potential service providers: J& R Tours, Ltd. (“J&R Tours”), Westchester County Limousine, and Nationwide Bus Charter. J&R Tours provided the lowest price proposal for the Services. Additionally, J&R Tours was the only entity that can provide buses in a variety of sizes. Therefore, the Department determined that it is in the best interests of the County to enter into the Agreement with J&R Tours for the provision of the Services. Further, it should be noted that J&R Tours has previously provided group transportation services pursuant to prior agreements with the County to the Department’s satisfaction.

The goals and objectives of the proposed Agreement are to provide group transportation services to County seniors to enable them to access cultural, educational, recreational, health and other enrichment programs, activities and events to assist in improving their health and wellness. The provision of these Services will assist in preventing premature physical and psychological deterioration in County seniors.

These Services will be provided to County seniors who are frail and dependent, and those with the greatest social and economic need, with particular attention to lower income minority seniors.

The proposed Agreement will serve a public purpose by enabling County seniors to access appropriate programs, activities and events that will assist in preventing their premature physical and psychological deterioration.

The proposed Agreement is in the County's best interest in terms of fiscal responsibility as the provision of senior access to the programs, activities and events that can prevent their premature physical and psychological deterioration and therefore delay, reduce and/or eliminate the need for the County's expenditure of taxpayer resources.

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

Your Honorable Board's approval of the attached resolution is therefore respectfully requested.

MC/BL

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/16/2025 - RAYMOND SCUKKY, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Senior Programs and Services, be it

RESOLVED, that the County of Westchester (the “County”) acting by and through its Department of Senior Programs and Services is hereby authorized to enter into an agreement with J & R Tours, Ltd. (the “Contractor”) to provide group transportation services including ground staff dispatchers to County seniors for a term commencing retroactively on April 1, 2025 and continuing through March 31, 2026 in an amount not-to-exceed \$50,000, payable with Unmet Need State grant funds based upon the agreed-upon hourly rates (the “Agreement”); and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate these Agreements upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly appointed designee is authorized to execute all documents associated with this agreement.

Original Agreement: \$50,000

Account to be charged:	Fund	Dept.	Major Program, Program & Phase or Unit	Sub-Unit	Object/ Sub Object	Trust Account	Dollars
Unmet Need	263	85	TA06	GRNT	4380	TJ006	\$50,000

Budget Funding Year(s): 2025-2026 Start Date 4/1/2025 End Date 3/31/2026
(must match resolution)

Funding Source	County Tax	\$0.00	
	Dollars:		
\$50,000	State Aid:	\$50,000	Operator/Contractor: J & R Tours, Ltd.
(must match resolution)	Federal Aid:	\$0.00	Federal I.D. No: 13-3250645
			Vendor No: 995914
			Contract #/Encumbrance #: <u>AGET10064825</u>