



OnBase ID#113418

Date: April 6, 2026
To: Honorable Board of Acquisition and Contract
From: John M. Nonna
County Attorney
Re: Request for Authority to Solicit Bids by Public Advertisement for Service of Process in all Family Court Proceedings

Attached for your review and consideration is a proposed Resolution, which, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Law ("Department"), to solicit bids by public advertisement for service of legal documents in Family Court proceedings. The proposed contract would be for a period of five (5) years, commencing on August 1, 2026. The public purpose, as well as the goal and objective of this contract is to allow the Department to carry out its statutory duties in connection with all Family Court proceedings.

Each year, the County requires thousands of services in connection with Family Court proceedings. Due to the large volume of work, these services is best handled through an outside vendor as the Department does not have sufficient staff to cover this work. In addition, since the volume of services required varies on a daily basis, it is more fiscally prudent for the Department to contract with an outside vendor rather than creating additional in-house staff positions sufficient in number to handle peak volume periods. Process servers are on occasion, also required to testify in court. By utilizing an outside vendor, the County avoids having to defend the actions of its own employees in court in connection with service of process. By having such a contract in place, the Department is able to carry out its statutory duties in the Family Court and protect the health, safety and welfare of the men, women and children protected by the County's actions in the Family Court.

The performance of the successful bidder under this contract will be monitored by the Department' staff and the staff from the Department of Social Services to ensure compliance with contract terms.

Accordingly, I respectfully recommend your Honorable Board's approval of the annexed Resolution.

JMN/sjc
Attachment

RESOLUTION

Upon communication from the County Attorney, be it

RESOLVED, that the County Attorney is hereby authorized to solicit bids by public advertisement for the following five-year contract commencing August 1, 2026:

SERVICE OF PROCESS IN FAMILY COURT PROCEEDINGS

; and be it further

RESOLVED, that bid security in the amount of Five Hundred and 00/100 (\$500.00) Dollars shall be required and performance security in the amount of One Thousand and 00/100 (\$1,000.00) Dollars shall be deemed adequate and sufficient security for the faithful performance of this contract; and be it further

RESOLVED, that this advertisement for bids will state that pursuant to Section 308.01 of the Laws of the County of Westchester, it is the goal of the County to encourage the meaningful and significant participation on County contracts by 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 **JOURNAL NEWS** (Westchester-Putnam Edition)

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
						N/A

Budget Funding Year(s) Start Date: 08/01/26 End Date: 07/31/31
 (must match resolution)

Funding Source: Tax Dollars N/A
 State Aid _____
 Federal Aid \$ N/A _____
 (must match resolution) Other _____

