

103163

DATE: September 6, 2023

TO: The Honorable Board of Acquisition and Contract

FROM: Leonard G. Townes
Commissioner of Social Services

RE: Authority to Advertise for the purpose of Soliciting Bids for Contract Number DSS6000-24 to provide Security Escort Services for DSS Child Welfare Staff for a three-year period commencing on January 1, 2024, with the County having an option to extend the contract for three (3) additional one-year periods.

Authority is requested to advertise for the purpose of soliciting competitive bids for a contract to provide Security Escort Services for DSS Child Welfare Staff for a three-year period commencing on January 1, 2024, with the County having an option to extend the contract term for three (3) additional one-year periods. The required legal notice will appear in the Journal News (Westchester-Putnam Edition).

The work under this contract will consist of all necessary labor, materials and equipment to provide Security Escorts to accompany DSS Child Welfare staff, including Child Protective, Preventive Service and Foster Care, out of the office to make contact with DSS customers in the community, as needed.

Performance security in the form of cash, certified check, irrevocable letter of credit, or performance and payment bond in the amount of 30% of the total annual contract will be required.

In view of the necessity of this program, I recommend the adoption of the attached resolution.

LGT/TCL/jpg

Attachment

RESOLUTION

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

RESOLVED, that the Commissioner of Social Services is hereby authorized to solicit bids by public advertisement for Contract Number DSS6000-24 for the provision of Security Escort Services for DSS Child Welfare Staff for a three-year period commencing on January 1, 2024, with the County having an option to extend the contract for three (3) additional one-year periods; and be it further

RESOLVED, that adequate and sufficient security for the full and faithful performance of this contract shall be deemed to be receipt of cash, certified check, irrevocable letter of credit, or performance and payment bond in the amount of 30% of the total annual 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 Journal News (Westchester-Putnam Edition).

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
N/A	N/A	N/A	N/A	N/A	N/A

2. Budget Funding Year(s): N/A

Start Date: N/A End Date: N/A
(must match resolution)

3. Funding Source:

Federal	N/A	CFDA#(s)	N/A		
State	N/A	State ID#(s)	N/A		
Operating/ Tax Levy	N/A				
Capital	N/A				

4. Total NTE: N/A

(must match resolution)