



OnBase ID: 113617

DATE: April 27, 2026

To: Honorable Board of Acquisition and Contract

From: Dr. Belinda S. Miles
President, Westchester Community College

Re: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement with National Glazing Solutions LLC d/b/a NGS Films and Graphics for the installation of Feather Friendly Bird Distraction Markers on Westchester Community College's Gateway Building, for a term commencing retroactively on April 1, 2026 and continuing through August 31, 2027, for an amount not-to-exceed \$24,548.80, payable pursuant to an approved budget.

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement between the County of Westchester (the "County"), acting by and through Westchester Community College ("WCC"), and National Glazing Solutions LLC d/b/a NGS Films and Graphics (the "Contractor") for the installation of Feather Friendly Bird Distraction Markers on WCC's Gateway Building, for a term commencing retroactively on April 1, 2026 and continuing through August 31, 2027 (the "Agreement"). In consideration for services rendered, the County shall pay the Contractor an amount not-to-exceed \$24,548.80 in grant funds provided by the Westchester Community College Foundation, pursuant to an approved budget.

Ordinarily under Section 5 of the Policy, the County is required to solicit written or oral quotations from no fewer than three persons customarily providing such goods or services. However, this project's fund and procurement originated from the College's Foundation. As per MOU dated November 1, 2018 between the College and the Foundation, at Section 4 of the MOU states: "The Foundation shall maintain its status as a separately incorporated (501(c)(3) nonprofit organization created to raise, manage, distribute, and steward private resources to support the various priorities of the College." Additionally, Section 5(d) – College Responsibilities of the MOU states "Foundation funds provided to the College may only be expended for the specific purposes for which such funds are provided and not for other obligations of the College. Therefore, the procurement as required under Section 5 of the Policy is not feasible for this project.

Pursuant to Section 3(a)(xxi) thereof, the Policy is not applicable to any procurement for which your Honorable Board determines, by resolution passed prior to commencing such

procurement, that compliance with the Policy would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this Agreement from the Policy.

Accordingly, a resolution to exempt this procurement is hereby submitted for your Honorable Board's consideration.

BSM/cm/sjc
Attachment

RESOLUTION

Upon a communication from the President of Westchester Community College, be it hereby

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting written or oral price quotations, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester in connection with the procurement of an agreement with National Glazing Solutions LLC d/b/a NGS Films and Graphics for the installation of Feather Friendly Bird Distraction Markers on Westchester Community College's Gateway Building, for a term commencing retroactively on April 1, 2026 and continuing through August 31, 2027, for an amount not-to-exceed \$24,548.80, payable pursuant to an approved budget.