



OnBase: **114273**

Date: August 11, 2026

To: Board of Acquisition and Contract

From: Dr. Belinda S. Miles
President

Re: Authority for the County of Westchester, acting by and through Westchester Community College, to enter into an agreement with National Fit Testing Services, LLC for the provisions of "fit testing" services for students in the College's for the period commencing on August 26, 2026, and terminating on August 27, 2026, for a total amount not-to-exceed \$6,260.00

Westchester Community College (the "College") requires its students in the Nursing program to be fitted for respirator masks prior to the commencement of classes in order to ensure the safety of the students and others, and the adequacy of the equipment. As the College does not have qualified in-house staff to provide these services, it is necessary for the College to utilize third party providers.

Authority is requested to authorize the County of Westchester (the "County"), acting by and through the College, to enter into an agreement with National Fit Testing Services, LLC (the "Provider") to provide "fit testing" for respirator masks for students in the College's Nursing program prior to the commencement of classes (the "Services"). The proposed agreement will have a term commencing on August 26, 2026 and terminating on August 27, 2026, for an aggregate amount not-to-exceed Six Thousand Two Hundred Sixty and 00/100 (\$6,260.00) Dollars pursuant approved budget (the "Agreement").

In order to comply with the County's Procurement Policy and Procedures, the College sought three (3) quotations from "fit testing" service providers. One quotation was received from the Provider. Partners IMN Safety & Medicine, and Professional Health Services did not provide quotations. After careful review, it was determined that the Provider submitted the most advantages offer and that it would be in the best interests of the College to enter into the Agreement with the Provider.

The goal and objective of the Agreement are to provide “fit testing” of respirator masks for students in the Nursing Program prior to the commencement of classes in order to ensure the safety of students and others, and the adequacy of the equipment being utilized, in a cost effective manner.

This Agreement serves the public interest by providing these Services for the safety and health of the students and the public.

This Agreement will be tracked and monitored by College staff.

Accordingly, I respectfully recommend adoption of the attached resolution.

BSM/cm
Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”), acting by and through Westchester Community College (the “College”), is authorized to enter into an agreement with National Fit Testing Services, LLC (the “Provider”) for the provision of “fit testing” services for respirator masks for students in the College’s Nursing program, for a period commencing on August 26, 2026 and terminating on August 27, 2026 for an amount not-to-exceed Six Thousand Two Hundred Sixty and 00/100 (\$6,260.00) Dollars (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 Provider, then the Provider shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute any and all instruments and to take all actions necessary to implement the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Sub Unit	Object/ Sub Object	Trust Account	Potential Revenue Dollars
FY2026	010		0630		4425		\$6,260.00

Budget Funding Year(s) 2026 Start Date 8/26/2026 End Date 8/27/2026
(must match resolution)

Funding Source	Tax Dollars	<u>\$1,519.10</u>
	State Aid	<u>1,360.07</u>
<u>\$6,260.00</u>	Federal Aid	
(must match resolution)	Other: (Revenue)	<u>\$3,380.83</u>