

110261

Date: January 7, 2025

To: The Honorable Board of Acquisition and Contract

From: Kenneth W. Jenkins
County Executive

Re: Authorizing the Westchester County Executive to issue authorizations to department, board, or commission heads for the purpose of enabling them to execute contracts pursuant to Sections 161.01 and 161.11(1)(c) of the Laws of Westchester County.

Pursuant to Sections 161.01 and 161.11(1)(c) of the Laws of Westchester County, enclosed for your consideration is an attached resolution that would authorize me, as the Westchester County Executive, to issue certificates of authorization to the heads of the departments, boards, and commissions listed therein, empowering them to execute contracts without submitting a resolution to the Board of Acquisition and Contract, subject to certain conditions. These contracts are commonly called “short form” contracts. When such contracts involve payment by the County, they must have been the subject of an appropriation by the Board of Legislators. In addition, such contracts shall be submitted to the Office of the County Attorney and be approved by said office.

It should be noted that, under the terms of the proposed resolution, the heads of the departments, boards, and commissions may not execute a contract that involves a deed, conveyance, grant, or release of any County interest in all or any part(s) of County lands, property, and real estate, including grants of rights or interests in, over, under, and across any County lands, property, and real estate, as Section 104.11(2) of the Laws of Westchester County specifies that the County Executive shall execute such documents.

It should also be noted that, pursuant to Section 161.11(1)(a) of the Laws of Westchester County, the Bureau of Purchase and Supply has been delegated the authority to execute all contracts for purchase, sale, rental, maintenance, or repair of supplies, materials, and equipment, and the services incidental thereto, except with respect to Westchester Community College (the “College”), where such authority has been delegated to the President of the College, subject to the approval of the College’s Board of Trustees. Under said law, these delegations are subject to the condition that contracts for the rental, leasing, or licensing of equipment shall have a rate of less than THREE THOUSAND DOLLARS (\$3,000.00) per month.

Accordingly, under the terms of the proposed resolution, the certificates issued to the heads of

departments, boards, and commissions shall specify that they may not execute a contract for the purchase, sale, maintenance, or repair of supplies, materials, and equipment, or for the services incidental thereto, except for contracts for the rental, leasing, or licensing of equipment at a rate of THREE THOUSAND DOLLARS (\$3,000.00) or more per month. However, the certificate issued to the President of the College shall note that the aforementioned restriction shall not be construed to limit the President's ability to execute contracts pursuant to the delegation of authority made under section 161.11(1)(a) of the Laws of Westchester County.

The primary conditions imposed in these certificates are: (a) that the total value of each such contract does not exceed THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00); (b) that the term of each such contract does not exceed one (1) year, and (c) that each such contract has been approved by the Deputy County Executive through the County's Short Form Contract Workflow. There are four (4) special exemptions to the above limitations, which are for the Commissioner of Parks, Recreation and Conservation, the Commissioner of Finance, the Commissioner of Social Services, and the President of the College.

The Commissioner of Parks, Recreation and Conservation is granted an exception to the above dollar and term limitations, and the requirement that each contract be approved by the Deputy County Executive, in connection with license agreements for use of the County Center that generate revenue, provided that: (a) the license fees conform to the rates established by the Parks, Recreation and Conservation Board; and (b) a quarterly listing of all license agreements executed pursuant to the said exception will be filed by the Commissioner with the Board of Acquisition and Contract. The reason for this exception is that such licenses generate revenue and are time-sensitive.

The Commissioner of Social Services is granted an exception to the above dollar and term limitations, and the requirement that each contract be approved by the Deputy County Executive, for family foster care agreements, provided that the agreements will be with certified foster parents for the placement of foster children at rates not exceeding the foster care board rates established by the New York State Office of Children and Family Services. The reasons for this exception is that these agreements are time-sensitive, occur in high volume, and the rates are set by the State of New York.

The Commissioner of Finance is granted an exception to the above dollar and term limitations relating to the issuance and sale of bonds, notes, or other indebtedness of the County, without submitting same to the Board of Acquisition and Contract for approval, provided that the indebtedness has been authorized by the Board of Legislators and be in an amount equal to or less than the maximum amount authorized by the Board of Legislators, and the authorizations of the Board of Legislators shall have delegated to the Commissioner of Finance the power to prescribe the terms and form of the indebtedness. The reason for this exception is to allow the Commissioner of Finance the ability to obtain necessary professional assistance in a timely manner in relation to debt issuance.

The President of the College is granted an exception, subject to certain limitations, to the dollar and term limitations in connection with certain agreements executed by the President of the

College (except for contracts for public work subject to public bidding under the applicable sections of New York State General Municipal Law and the Laws of Westchester County), provided that the total value of each such contract does not exceed ONE HUNDRED THOUSAND DOLLARS (\$100,000.00); that term of each such contract does not exceed five (5) years; and that each such contract meets all other applicable limitations as set forth herein. All such contracts must also be submitted to, and be approved by, the Board of Trustees of the College. Also excluded are contracts for voice or data network services, provided however that this limitation shall not apply to: (a) contracts for voice or data network services for which the College has demonstrated to the satisfaction of the County Executive, and the County Executive has acknowledged such satisfaction in writing, that the College is able to contract for such services at terms more advantageous than those that the County has negotiated for such services; and (b) contracts through the State University of New York with a voice and data network service provider different than the provider used by the County. The reason for this exception is to continue the existing practice of granting the College certain freedom in carrying out its affairs. The aforesaid exception complements the transfer of purchasing authority granted to the President of the College, subject to approval of the Board of Trustees, by Local Law 8-2001.

Lastly, the authority granted by the proposed resolution shall permit the certificates issued to the heads of departments, boards, or commissions to be retroactive to January 6, 2025, and to continue through December 31, 2025, unless sooner revoked or terminated by operation of law. Said certificates being permitted to be retroactive to January 6, 2025 is intended to allow for an orderly continuance of government.

Copies of the standard form of the certificate of authorization, as well as the certificates of authorization modified, as set forth above, for the Commissioner of Parks, Recreation and Conservation; Commissioner of Social Services; Commissioner of Finance; and the President of the College, are attached to the resolution for your review and reference.

I respectfully recommend that your Honorable Board adopt the attached resolution.

KWJ/JMN/bdm/m
Attachments

RESOLUTION

Upon a communication from the County Executive, be it hereby:

RESOLVED, that pursuant to the provisions of Sections 161.01 and 161.11(1)(c) of the Laws of Westchester County, the Board of Acquisition and Contract hereby approves the issuance of certificates of authorization by the County Executive, during his term of office, authorizing the heads of the following listed departments, boards, and commissions to execute contracts relating to the maintenance and/or operation of such department, board, or commission, subject to the conditions of this resolution:

Board of Elections;
Board of Legislators;
Department of Community Mental Health;
Department of Correction;
Department of Emergency Services;
Department of Environmental Facilities;
Department of Finance;
Department of Health;
Department of Human Resources;
Department of Information Technology;
Department of Laboratories and Research;
Department of Law;
Department of Parks, Recreation and Conservation;
Department of Planning;
Department of Probation;
Department of Public Safety Services;
Department of Public Works and Transportation;
Department of Senior Programs and Services;
Department of Social Services;
Department of the Budget;
Office of the County Clerk;
Office of the District Attorney; and
Westchester Community College;

and be it further

RESOLVED, that the certificates of authorization issued by the County Executive pursuant to this resolution shall contain the following limitations regarding the execution of contracts:

- A. The contract value shall not exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00);
- B. The term of the contract shall not exceed one (1) year;

- C. All contracts shall have been approved by the Deputy County Executive through the County's Short Form Contract Workflow;
- D. All contracts involving payment by the County shall relate to matters that have been the subject of an appropriation by the Board of Legislators;
- E. No contract shall involve a deed, conveyance, grant, or release of any County interest in all or any part(s) of County lands, property, and real estate, including grants of rights or interests in, over, under, and across any County lands, property, and real estate;
- F. No contract shall be for the purchase, sale, rental, maintenance, or repair of supplies, materials, and equipment, or for the services incidental thereto, except for contracts for the rental, leasing, or licensing of equipment at a rate of THREE THOUSAND DOLLARS (\$3,000.00) or more per month, provided that the total contract value does not exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00);
- G. All contracts executed by the head of a department, board, or commission must be for the maintenance and/or operation of his/her department, board, or commission; and
- H. All contracts shall be submitted to the Office of the County Attorney and be approved by said office;

and be it further

RESOLVED, that the certificate of authorization to be issued to the Commissioner of Parks, Recreation and Conservation will authorize the Commissioner to execute license agreements for use of the County Center that generate revenue, exceed the dollar and term limitations set forth herein, and without the approval of the Deputy County Executive, provided that such certificate shall contain the following limitations: (a) the license fees conform to the rates established by the Parks, Recreation and Conservation Board; (b) a quarterly listing of all license agreements executed pursuant to the said certificate will be filed by the Commissioner with the Board of Acquisition and Contract; and (c) said agreements meet all other applicable limitations as set forth herein; and be it further

RESOLVED, that the certificate of authorization to be issued to the Commissioner of Social Services will authorize the Commissioner to execute family foster care agreements that exceed the dollar and term limitations set forth herein, and without the approval of the Deputy County Executive, provided that such certificate shall contain the following limitations: (a) the agreements will be with certified foster parents for the placement of foster children at rates not exceeding the foster care board rates established by the New York State Office of Children and

Family Services; and (b) said agreements meet all other applicable limitations as set forth herein; and be it further

RESOLVED, that the certificate of authorization to be issued to the Commissioner of Finance will authorize the Commissioner to execute contracts relating to the issuance and sale of bonds, notes or other indebtedness of the County, which exceed the dollar and term limitations set forth herein, provided that such certificate shall contain the following limitations: (a) the indebtedness shall have been authorized by the Board of Legislators and be in an amount equal to or less than the maximum amount authorized by the Board of Legislators; (b) the authorizations of the Board of Legislators shall have delegated to the Commissioner of Finance the power to prescribe the terms and form of the indebtedness; and (c) that said contracts meet all other applicable limitations as set forth herein; and be it further

RESOLVED, that the certificate of authorization to be issued to the President of Westchester Community College will authorize the President to execute certain contracts that exceed the dollar and term limitations, provided that such certificate shall contain the following limitations: (a) the contract shall be submitted to, and be approved by, the Board of Trustees of Westchester Community College; (b) the contract shall not be for voice or data network services, provided however that this limitation shall not apply to: (i) contracts for voice or data network services for which the College has demonstrated to the satisfaction of the County Executive, and the County Executive has acknowledged such satisfaction in writing, that the College is able to contract for such services at terms more advantageous than those that the County has negotiated for such services, and (ii) contracts through the State University of New York with a voice and data network service provider different than the provider used by the County; (c) the contract shall not be for public work subject to General Municipal Law §103 and the Laws of Westchester County §161.11(3); (d) the contract value shall not exceed the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00); (e) the term of the contract shall not exceed five (5) years; and (f) that said contracts shall meet all other applicable limitations as set forth herein; and be it further

RESOLVED, that the certificate of authorization to be issued to the President of Westchester Community College will note that the restriction labeled as "F" above shall not be construed to limit the President's ability to execute contracts pursuant to the delegation of authority given to the President under section 161.11(1)(a) of the Laws of Westchester County; and be it further

RESOLVED, that the County Executive, notwithstanding the authority that is permitted to be delegated to heads of departments, boards, and commissions pursuant to this resolution, shall retain his authority to execute any and all contracts on behalf of the County; and be it further

RESOLVED, that the certificates of authorization issued by the County Executive pursuant to this resolution may contain such additional limitations as the County Executive may from time to time deem appropriate; and be it further

RESOLVED, that the authority conferred by such certificates of authorization may be

exercised by a deputy, assistant, or other subordinate officer only when he/she is performing the duties of his/her department, board, or commission head during said person's absence from the office or inability to act, and pursuant to a designation or appointment made in accordance with the provisions of New York State County Law §401(2), New York State Public Officers Law §9, New York State Defense Emergency Act §29-a, New York State Executive Law §27, the Laws of Westchester County §194.11 and §528.31, and/or other applicable law; and be it further

RESOLVED, that such certificates of authorization shall be in substantially the same form as those attached hereto; and be it further

RESOLVED, that the authority conferred by such certificates of authorization may be for all or only a portion of the period from January 6, 2025 through December 31, 2025, and continue for the specified period unless sooner revoked or terminated by operation of law; and be it further

RESOLVED, that the County Executive may take such action as may be necessary and appropriate to effectuate the purposes of this resolution.

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

Budget Funding Year(s) _____ Start Date 01/06/25 End Date 12/31/25
 (must match resolution)

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/09/2025 - RAYMOND SULKY, SECRETARY

CERTIFICATE OF AUTHORIZATION
Pursuant to Sections 161.01 and 161.11(1)(c)
of the
Laws of Westchester County

Pursuant to the provisions of Sections 161.01 and 161.11(1)(c) of the Laws of Westchester County, and the resolution of approval of the Board of Acquisition and Contract that was duly adopted on January ___, 2025, and subject to the limitations set forth herein, I, KENNETH W. JENKINS, County Executive of Westchester County, do hereby authorize

_____, _____,
(Name) (Title)

to execute and deliver contracts on behalf of the County of Westchester within the limits of the appropriations allocated therefor.

This Certificate of Authorization has the following limitations:

1. No contract shall exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00).
2. No contract shall be for a period of more than one (1) year.
3. All contracts shall have been approved by the Deputy County Executive through the County's Short Form Contract Workflow.
4. All contracts involving payment by the County shall relate to matters that have been the subject of an appropriation by the Board of Legislators.
5. No contract shall involve a deed, conveyance, grant, or release of any County

interest in all or any part(s) of County lands, property, and real estate, including grants of rights or interests in, over, under, and across any County lands, property, and real estate.

6. No contract shall be for the purchase, sale, rental, maintenance, or repair of supplies, materials, and equipment, or for the services incidental thereto, except for contracts for the rental, leasing, or licensing of equipment at a rate of THREE THOUSAND DOLLARS (\$3,000.00) or more per month, provided that the total contract value does not exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00).

7. All contracts must be for the maintenance and/or operation of the _____.
(Department, Board, or Commission)

8. All contracts shall be submitted to the Office of the County Attorney and be approved by said office.

9. The authority conferred hereunder may be exercised by a deputy, assistant, or other subordinate officer only when he/she is performing the duties of the _____ during his/her absence from the office or inability to act, and pursuant to a designation or appointment made in accordance with the provisions of County Law §401(2), Public Officers Law §9, New York State Defense Emergency Act §29-a, Executive Law §27, the Laws of Westchester County §194.11 and §528.31, and/or other applicable law.

10. The authority to execute contracts granted pursuant to this certificate shall commence as of January 6, 2025 and expire on December 31, 2025, unless sooner revoked or terminated by operation of law.

IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____, 2025.

KENNETH W. JENKINS
County Executive

CERTIFICATE OF AUTHORIZATION
Pursuant to Sections 161.01 and 161.11(1)(c)
of the
Laws of Westchester County

Pursuant to the provisions of Sections 161.01 and 161.11(1)(c) of the Laws of Westchester County, and the resolution of approval of the Board of Acquisition and Contract that was duly adopted on January ___, 2025, and subject to the limitations set forth herein, I, KENNETH W. JENKINS, County Executive of Westchester County, do hereby authorize _____, Commissioner of Parks, Recreation and Conservation, to execute and deliver contracts on behalf of the County of Westchester within the limits of the appropriations allocated therefor.

This Certificate of Authorization has the following limitations:

1. With the exception of license agreements for use of the County Center that generate revenue, no contract shall exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00).
2. With the exception of license agreements for use of the County Center that generate revenue, no contract shall be for a period of more than one (1) year.
3. With the exception of license agreements for use of the County Center that generate revenue, all contracts shall have been approved by the Deputy County Executive through the County's Short Form Contract Workflow.
4. All contracts involving payment by the County shall relate to matters that have been the subject of an appropriation by the Board of Legislators.
5. No contract shall involve a deed, conveyance, grant, or release of any County interest in all or any part(s) of County lands, property, and real estate, including grants of rights or

interests in, over, under, and across any County lands, property, and real estate.

6. No contract shall be for the purchase, sale, rental, maintenance, or repair of supplies, materials, and equipment, or for the services incidental thereto, except for contracts for the rental, leasing, or licensing of equipment at a rate of THREE THOUSAND DOLLARS (\$3,000.00) or more per month, provided that the total contract value does not exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00).

7. All contracts must be for the maintenance and/or operation of the Department of Parks, Recreation and Conservation.

8. All contracts shall be submitted to the Office of the County Attorney and be approved by said office.

9. With respect to license agreements for use of the County Center that generate revenue, all license fees collected for the use of the County Center shall conform to the rates established by the Parks, Recreation and Conservation Board.

10. A quarterly listing of all license agreements for the use of the County Center that generate revenue that are executed pursuant to this certificate shall be filed with the Board of Acquisition and Contract by the Commissioner of Parks, Recreation and Conservation.

11. The authority conferred hereunder may be exercised by a deputy, assistant, or other subordinate officer only when he/she is performing the duties of the Commissioner during his/her absence from the office or inability to act, and pursuant to a designation or appointment made in accordance with the provisions of County Law §401(2), Public Officers Law §9, New York State Defense Emergency Act §29-a, Executive Law §27, the Laws of Westchester County §194.11 and §528.31, and/or other applicable law.

12. The authority to execute contracts granted pursuant to this certificate shall

commence as of January 6, 2025 and expire on December 31, 2025, unless sooner revoked or terminated by operation of law.

IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____, 2025.

KENNETH W. JENKINS
County Executive

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/09/2025 - RAYMOND SCUKY, SECRETARY

CERTIFICATE OF AUTHORIZATION
Pursuant to Sections 161.01 and 161.11(1)(c)
of the
Laws of Westchester County

Pursuant to the provisions of Sections 161.01 and 161.11(1)(c) of the Laws of Westchester County, and the resolution of approval of the Board of Acquisition and Contract that was duly adopted on January ___, 2025, and subject to the limitations set forth herein, I, KENNETH W. JENKINS, County Executive of Westchester County, do hereby authorize _____, Commissioner of Social Services, to execute and deliver contracts on behalf of the County of Westchester within the limits of the appropriations allocated therefor.

This Certificate of Authorization has the following limitations:

1. No contract shall exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00); provided, however, that such limitation shall not apply to family foster care agreements between the County and certified foster parents for the placement of foster children at rates that do not exceed the foster care board rates established by the New York State Office of Children and Family Services (“Family Foster Care Agreements”).
2. No contract shall be for a period of more than one (1) year; provided, however, that such limitation shall not apply to Family Foster Care Agreements.
3. All contracts shall have been approved by the Deputy County Executive through the County’s Short Form Contract Workflow; provided, however, that such limitation shall not apply to Family Foster Care Agreements.
4. All contracts involving payment by the County shall relate to matters that have been the subject of an appropriation by the Board of Legislators.

5. No contract shall involve a deed, conveyance, grant, or release of any County interest in all or any part(s) of County lands, property, and real estate, including grants of rights or interests in, over, under, and across any County lands, property, and real estate.

6. No contract shall be for the purchase, sale, rental, maintenance, or repair of supplies, materials, and equipment, or for the services incidental thereto, except for contracts for the rental, leasing, or licensing of equipment at a rate of THREE THOUSAND DOLLARS (\$3,000.00) or more per month, provided that the total contract value does not exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00).

7. All contracts must be for the maintenance and/or operation of the Department of Social Services.

8. All contracts shall be submitted to the Office of the County Attorney and be approved by said office.

9. The authority conferred hereunder may be exercised by a deputy, assistant, or other subordinate officer only when he/she is performing the duties of the Commissioner during his/her absence from the office or inability to act, and pursuant to a designation or appointment made in accordance with the provisions of County Law §401(2), Public Officers Law §9, New York State Defense Emergency Act §29-a, Executive Law §27, the Laws of Westchester County §194.11 and §528.31, and/or other applicable law.

10. The authority to execute contracts granted pursuant to this certificate shall commence as of January 6, 2025 and expire on December 31, 2025, unless sooner revoked or terminated by operation of law.

IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____, 2025.

KENNETH W. JENKINS
County Executive

CERTIFICATE OF AUTHORIZATION
Pursuant to Sections 161.01 and 161.11(1)(c)
of the
Laws of Westchester County

Pursuant to the provisions of Sections 161.01 and 161.11(1)(c) of the Laws of Westchester County, and the resolution of approval of the Board of Acquisition and Contract that was duly adopted on January ___, 2025, and subject to the limitations set forth herein, I, KENNETH W. JENKINS, County Executive of Westchester County, do hereby authorize _____, Commissioner of Finance, to execute and deliver contracts on behalf of the County of Westchester within the limits of the appropriations allocated therefor.

This Certificate of Authorization has the following limitations:

1. No contract shall exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00), provided however that such limitation shall not apply to contracts relating to the issuance and sale of bonds, notes, or other indebtedness of the County, where such indebtedness shall have been authorized by the Board of Legislators and be in an amount equal to or less than the maximum amount authorized by the Board of Legislators, and the authorizations of the Board of Legislators shall have delegated to the Commissioner of Finance the power to prescribe the terms and form of the indebtedness.
2. No contract shall be for a period of more than one (1) year, provided however that such limitation shall not apply to contracts relating to the issuance and sale of bonds, notes, or other indebtedness of the County, where such indebtedness shall have been authorized by the Board of Legislators and be in an amount equal to or less than the maximum amount authorized by the Board of Legislators, and the authorizations of the Board of Legislators shall have delegated to the Commissioner of Finance the power to prescribe the terms and form of the indebtedness.

3. All contracts shall have been approved by the Deputy County Executive through the County's Short Form Contract Workflow.

4. All contracts involving payment by the County shall relate to matters that have been the subject of an appropriation by the Board of Legislators.

5. No contract shall involve a deed, conveyance, grant, or release of any County interest in all or any part(s) of County lands, property, and real estate, including grants of rights or interests in, over, under, and across any County lands, property, and real estate.

6. No contract shall be for the purchase, sale, rental, maintenance, or repair of supplies, materials, and equipment, or for the services incidental thereto, except for contracts for the rental, leasing, or licensing of equipment at a rate of THREE THOUSAND DOLLARS (\$3,000.00) or more per month, provided that the total contract value does not exceed the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00).

7. All contracts must be for the maintenance and/or operation of the Department of Finance.

8. All contracts shall be submitted to the Office of the County Attorney and be approved by said office.

9. The authority conferred hereunder may be exercised by a deputy, assistant, or other subordinate officer only when he/she is performing the duties of the Commissioner during his/her absence from the office or inability to act, and pursuant to a designation or appointment made in accordance with the provisions of County Law §401(2), Public Officers Law §9, New York State Defense Emergency Act §29-a, Executive Law §27, the Laws of Westchester County §194.11 and §528.31, and/or other applicable law.

10. The authority to execute contracts granted pursuant to this certificate shall

commence as of January 6, 2025 and expire on December 31, 2025, unless sooner revoked or terminated by operation of law.

IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____, 2025.

KENNETH W. JENKINS
County Executive

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/09/2025 - RAYMOND SCUKY, SECRETARY

CERTIFICATE OF AUTHORIZATION
Pursuant to Sections 161.01 and 161.11(1)(c)
of the
Laws of Westchester County

Pursuant to the provisions of Sections 161.01 and 161.11(1)(c) of the Laws of Westchester County, and the resolution of approval of the Board of Acquisition and Contract that was duly adopted on January ___, 2025, and subject to the limitations set forth herein, I, KENNETH W. JENKINS, County Executive of Westchester County, do hereby authorize _____, President of Westchester Community College, to execute and deliver contracts on behalf of the County of Westchester within the limits of the appropriations allocated therefor.

This Certificate of Authorization has the following limitations:

1. No contract shall exceed the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00).
2. No contract shall be for a period of more than five (5) years.
3. All contracts shall have been approved by the Deputy County Executive through the County's Short Form Contract Workflow.
4. All contracts involving payment by the County shall relate to matters that have been the subject of an appropriation by the Board of Legislators.
5. No contract shall involve a deed, conveyance, grant, or release of any County interest in all or any part(s) of County lands, property, and real estate, including grants of rights or interests in, over, under, and across any County lands, property, and real estate.
6. The President may execute contracts for the purchase, sale, rental, maintenance, or

repair of supplies, materials, and equipment, or for the services incidental thereto, pursuant to the delegation of authority made to the President under section 161.11(1)(a) of the Laws of Westchester County, provided that the total contract value does not exceed the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00).

7. All contracts must be for the maintenance and/or operation of Westchester Community College.

8. No contract shall be for voice or data network services, provided however that this limitation shall not apply to: (a) contracts for voice or data network services for which the College has demonstrated to the satisfaction of the County Executive, and the County Executive has acknowledged such satisfaction in writing, that the College is able to contract for such services at terms more advantageous than those that the County has negotiated for such services; and (b) contracts through the State University of New York with a voice and data network service provider different than the provider used by the County.

9. No contract shall be for public work subject to General Municipal Law §103 and the Laws of Westchester County §161.11(2).

10. All contracts shall be submitted to the Office of the County Attorney and be approved by said office.

11. All contracts shall be submitted to, and be approved by, the Board of Trustees of Westchester Community College.

12. The authority conferred hereunder may be exercised by a deputy, assistant, or other subordinate officer only when he/she is performing the duties of the President of Westchester Community College, during his/her absence from the office or inability to act, and pursuant to a designation or appointment made in accordance with the provisions of County Law §401(2), Public Officers Law §9, New York State Defense Emergency Act §29-a, Executive Law

§27, the Laws of Westchester County §194.11 and §528.31, and/or other applicable law.

13. The authority to execute contracts granted pursuant to this certificate shall commence as of January 6, 2025 and expire on December 31, 2025, unless sooner revoked or terminated by operation of law.

IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____, 2025.

KENNETH W. JENKINS
County Executive

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/09/2025 - RAYMOND SCULKY, SECRETARY