



Memorandum
Office of the County Attorney

OnBase ID#114057

DATE: July 10, 2026

TO: Honorable Board of Acquisition and Contract

FROM: John M. Nonna
County Attorney

SUBJECT: Resolution authorizing the County of Westchester to award and enter into an agreement (Contract No. LAW1361-Rev) with Nationwide Court Services, Inc., for service of legal documents in all Family Court Proceedings, for a five (5) year term commencing on August 1, 2026 and terminating on July 31, 2031, in an amount not-to-exceed \$430,473.00 per year, payable in accordance with an approved rate schedule, for a total contract amount not-to-exceed \$2,152,365.00.

By resolution approved on April 16, 2026, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Law (the "Department"), to solicit bids by public advertisement for service of process in all Family Court proceedings under a contract commencing on August 1, 2026 and termination on July 31, 2031. An advertisement was published in the Journal News on May 13, 2026, and May 20, 2026; however, on June 10, 2026, the County received no bids in response to its solicitation. Therefore, the County re-issued and re-advertised its request for bids for service of process in all Family Court proceedings, which was published in the Journal News on June 17, 2026. On July 1, 2026, one (1) bid was received and opened. The sole bidder, Nationwide Court Services, Inc. ("Nationwide"), met the bid specifications and their past experience in providing service of process for the County has been found satisfactory.

The public purpose, as well as the goal and objective of this agreement, is to allow the Department to carry out its statutory duties in connection with all Family Court proceedings and certain Surrogate and Supreme Court matters. For the year 2025, the County requested service over 4,000 times in connection with Family Court proceedings. Due to the large volume of work, this service 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 County 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 an agreement 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 who are protected by the County's actions in the Family Court.

The performance of Nationwide under this agreement will be monitored by the Department's staff and staff of the Department of Social Services to ensure compliance with contract terms.

Accordingly, attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County to award and enter into an agreement (Contract No. LAW1361-Rev) with Nationwide for the service of legal documents in all Family Court Proceedings, for a five (5) year term commencing on August 1, 2026 and terminating on July 31, 2031, in an amount not-to-exceed \$430,473.00 per year, payable in accordance with an approved rate schedule, for a total contract amount not-to-exceed \$2,152,365.00.

It is respectfully requested and recommended that your Honorable Board approve the annexed Resolution.

JMN/sjc
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/16/2026 - RAYMOND SCULLEY, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to award and enter into an agreement for the service of legal documents in all Family Court proceedings (Contract No. LAW1361-Rev; the "Agreement") with the sole bidder, Nationwide Court Services, Inc. ("Nationwide"), for a five (5) year term commencing on August 1, 2026 and terminating on July 31, 2031, in an amount not-to-exceed \$430,473.00 per year, payable in accordance with an approved rate schedule, for a total contract amount not-to-exceed \$2,152,365.00; 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 Nationwide, then Nationwide 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 is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars	
101	18	1000	4420		\$430,473.00	2026-27
101	18	1000	4420		\$430,473.00	2027-28
101	18	1000	4420		\$430,473.00	2028-29
101	18	1000	4420		\$430,473.00	2029-30
101	18	1000	4420		\$430,473.00	2030-31

Budget Funding Year(s): 2026-2031 Start Date: 08/1/26 End Date: 7/31/2031

Funding Source Tax Dollars: \$2,152,365.00
 State Aid: _____
\$2,152,365.00 Federal Aid: _____
(must match resolution) Other: _____