



Kenneth W. Jenkins
Westchester County Executive

Department of Social Services

Leonard G. Townes
Commissioner

110913

DATE: April 9, 2025

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes
Commissioner, Department of Social Services

SUBJECT: Authority to solicit bids by public advertisement for security escort services for Department of Social Services personnel, for a period of three (3) years commencing on July 1, 2025, with the County having three (3) additional one (1) year options thereafter.

Attached for your review and consideration is a proposed resolution that would, if approved by your Honorable Board, authorize the County of Westchester (the "County"), acting by and through its Department of Social Services ("DSS"), to solicit bids by public advertisement for security escort services for DSS personnel, for a period of three (3) years commencing on July 1, 2025, with the County having three (3) additional one (1) year options thereafter (DSS3042-25).

For the proposed bid solicitation, the County will require a bid security of \$1,000.00 per bid. As security for the faithful performance of the contract, the successful bidder will be required to post security in the form of cash, certified check, performance and payment bond, or irrevocable letter of credit, naming the County as the obligee, in an amount equal to ten percent (10%) of the estimated annual contract amount, as calculated based upon the pricing bid by the successful bidder and anticipated usage of the services, and in a form approved by the County Attorney. If such security for the faithful performance of the contract shall be in the form of a performance and payment bond, the bond underwriter or surety must appear on the United States Treasury Department's listing of approved sureties (Department Circular 570), all sureties must be licensed to transact business in New York as a surety company, and all sureties must otherwise be satisfactory to the County.

I respectfully recommend the adoption of the attached resolution.

LGT/TL/bdm/nn

RESOLUTION

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

RESOLVED, that the Commissioner of Social Services be and hereby is authorized to solicit bids by public advertisement on the following contract (DSS3042-25):

SECURITY ESCORT SERVICES FOR DEPARTMENT OF SOCIAL SERVICES PERSONNEL

**FOR A PERIOD OF THREE (3) YEARS
COMMENCING ON JULY 1, 2025,
WITH THE COUNTY HAVING THREE (3) ADDITIONAL
ONE (1) YEAR OPTIONS THEREAFTER**

; and be it further

RESOLVED, that a bid security of One Thousand Dollars (\$1,000.00) shall be required for each bid package; and be it further

RESOLVED, that, as security for the faithful performance of the contract, the successful bidder will be required to post security in the form of cash, certified check, performance and payment bond, or irrevocable letter of credit, naming the County as the obligee, in an amount equal to ten percent (10%) of the estimated annual contract amount, as calculated based upon the pricing bid by the successful bidder and anticipated usage of the services, and in a form approved by the County Attorney; and be it further

RESOLVED, that if such security for the faithful performance of the contract shall be in the form of a performance and payment bond, the bond underwriter or surety must appear on the United States Treasury Department's listing of approved sureties (Department Circular 570), all sureties must be licensed to transact business in New York as a surety company, and all sureties must otherwise be satisfactory to the County; and be it further

RESOLVED, that such advertisement shall appear in the following County newspaper(s):

THE JOURNAL NEWS (Westchester-Putnam Edition)

; 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).

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/17/2025 - RAYMOND SCULKY, SECRETARY

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		\$0.00

2. Budget Funding Year(s): 2025-2028

Start Date: July 1, 2025

End Date: June 30, 2028

(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: \$0.00

(must match resolution)