



George Latimer  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

**101607**

DATE: May 31, 2023

TO: Board of Acquisition and Contract

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

SUBJECT: Authority for the County of Westchester to enter into an Emergency Contract (DSS3029-23) with Westchester Community Opportunity Program, Inc. for Security Guard Services for the Department of Social Services Grasslands Shelter at 25 Operations Drive, Valhalla Campus, Valhalla, New York, for the period from June 12, 2023 through September 30, 2023, for a total amount not-to-exceed \$315,517.00, payable monthly pursuant to an approved budget.

---

As I informed your Honorable Board in a Declaration of Emergency Situation memorandum dated May 30, 2023 (the "Memorandum"), the County of Westchester ("County") Department of Social Services ("DSS"), requires a new security guard agency at the Grasslands Homeless Shelter at 25 Operations Drive in Valhalla (the "Facility"), to replace the current vendor, Century Protective Services, Inc. ("CPS"), whose contract is being terminated early.

Based on the details specified in the Memorandum, which I have submitted to your Honorable Board in accordance with Section 167.171(3) of the Laws of Westchester County, it has been determined that this is a condition that was unforeseen, affects the life, health, and safety the inhabitants of the County, and requires immediate action that cannot await competitive bidding. Therefore, this situation meets the legal requirements for an emergency contract under Section 167.171(5) of the Laws of Westchester County and Section 103(4) of the New York General Municipal Law.

Accordingly, authority is requested from your Honorable Board for the County to enter into an Emergency Contract (DSS3029-23) with Westchester Community Opportunity Program, Inc. ("WestCOP"), pursuant to which WestCOP will provide the County with Security Guard Services at the Facility for the period from June 12, 2023 through September 30, 2023, for an amount not-to-exceed \$315,517.00, payable monthly pursuant to an approved budget (the "Emergency Contract").

DSS intends to prepare and issue a bid solicitation for a new contract to commence on October 1, 2023, just as it had already anticipated doing, given the pending expiration of the CPS Agreement on September 30, 2023. This stop-gap emergency contract will allow time for DSS to prepare for, and issue, a new bid solicitation, under the normal bid process, with the reduced urgency and longer procurement time frame that are anticipated to best enable the County to attract suitable and reasonably-priced contractors for Services for the period starting October 1, 2023.

The proposed Emergency Contract will serve a public purpose by maintaining security of the Facility and its residents while the County is provided with the time to successfully competitively procure a contract for security services for the future.

I respectfully recommend the adoption of the attached resolution.

LGT/jpg/nn

## **RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an Emergency Contract (DSS3029-23) with Westchester Community Opportunity Program, Inc. ("WestCOP"), pursuant to which WestCOP will provide the County with Security Guard Services for the Department of Social Services Grasslands Shelter at 25 Operations Drive, Valhalla Campus, Valhalla, New York, for the period from June 12, 2023 through September 30, 2023, for a total amount not-to-exceed \$315,517.00, payable monthly pursuant to an approved budget; 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 Contractor, then the Contractor 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 any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this resolution.

---

**Account to be Charged/Credited:**

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5860		\$315,517

**Budget Funding Year(s): 2023**Start Date: 6/12/2023 End Date: 9/30/2023

(must match resolution)

**Funding Source:**

Federal		CFDA#(s)			
State	29%	State ID#(s)			
Operating/ Tax Levy	71%				
Capital					

**Total NTE: \$315,517**

(must match resolution)