



Robert P. Astorino  
County Executive

Department of Social Service

Kevin McGuire  
Commissioner

**21805**

DATE: September 21, 2011

TO: Board of Acquisition and Contract

FROM: Kevin McGuire  
Commissioner, Department of Social Services

SUBJECT: Authority to Advertise for the purpose of Soliciting Bids for a Contract for  
Messenger Services to support the Department of Social Services'  
Administrative Operations

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Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County, acting by and through its Department of Social Services ("DSS"), to advertise for bids in connection with a proposed contract for Messenger Services to support the Department of Social Services' Administrative Operations.

The proposed contract will enable DSS to deliver correspondence, packages and other articles to various sites throughout the County. The term of the proposed agreement would commence on or about January 1, 2012 and continue through December 31, 2012 with the County having the option, in its sole discretion, to renew the agreement for up to two (2) additional one (1) year periods.

The performance security amount required for this contract is indicated on the attached resolution page.

The goal and objective of using a messenger service are to provide a low cost alternative for transporting mail, boxes and interoffice correspondence between DSS district offices.

The goal and objective are in the best interest of the County as they are aimed at cutting the cost of providing messenger services by hiring an outside agency instead of hiring additional employees to perform this service.

The messenger services will be monitored by the mailroom staff at the central and district offices and the DSS unit of Office Services/Facilities for timeliness of delivery.

The following Newspaper (s) will be used to advertise the solicitation of the above said bid:

THE JOURNAL NEWS (Southern Edition)

Additionally, the bid document will be published on:

The Website of the Westchester County Department of Social Services

Accordingly, the County of Westchester is hereby requesting permission to solicit bids from agencies with experience in providing messenger services.

An appropriate resolution is herewith attached for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/13/2011 JOMARY VIERA, SECRETARY

**RESOLUTION**

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

**RESOLVED**, that the Commissioner of Social Services is hereby authorized to advertise to solicit bids for the following contract:

**Messenger Services to Support DSS Administrative Operations;**

and be it further

**RESOLVED**, that the term of the proposed agreement would commence on or about January 1, 2012 and continue through December 31, 2012 with the County having the option, in its sole discretion, to renew the agreement for up to two (2) additional one (1) year periods; and be it further.

**RESOLVED**, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be receipt of a performance and payment bond in a form approved by the County Attorney, or cash or certified check or irrevocable letter of credit of a type acceptable to the County in an amount equal to 15% of the total annual contract amount. The Bond Underwriter or Surety must appear on the U.S. Treasury's listing of approved sureties (Department Circular 570) and all sureties must be licensed to transact business in New York as a surety company; and be it further

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

**THE JOURNAL NEWS (SOUTHERN EDITION)**

**WEBSITE OF DEPARTMENT OF SOCIAL SERVICES**

and be it further

**RESOLVED**, that this advertisement for bids will state, among other things, that pursuant to Local Law No. 27-1997 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); and be it further

**RESOLVED**, that the County Executive, or his duly authorized designee is hereby empowered to execute any and all documents necessary to implement this Resolution.