



Memorandum

Department of Parks, Recreation
& Conservation

ID25659

March 20, 2012

TO: Board of Acquisition and Contract

FROM: Kathleen M. O'Connor, Commissioner
Parks, Recreation and Conservation

RE: Authorization to award Contract PRC-775 to State Payroll Pick-Up Service, Inc., 825 Nassau Road, Uniondale, New York 11553 for Armored Car Services For Pick-Up of Daily Receipts at Various Department of Parks, Recreation and Conservation Facilities during the period April 7, 2012 through April 6, 2017 for a total amount not to exceed \$394,895.

On January 26, 2012, your Honorable Board authorized the County to seek bids for armored car services for pick-up of daily receipts at various Department of Parks, Recreation and Conservation ("PRC") facilities. The bidders were required to provide per pick-up prices along with an estimated annual and total contract amount for regularly scheduled armored car pick-up services at fifteen PRC facilities. The Department placed a legal notice in The Journal News to solicit bids. In an effort to increase the number of prospective bidders, the Department also sent a copy of the Bid Notice to five (5) prospective vendors and ten (10) vendors were notified by the Hudson Valley Bid System.

Of the four (4) companies that viewed the bid documents, State Payroll Pick-Up Service, Inc. ("State Payroll"), the current service provider, was the only company to submit a bid. However, their bid was rejected due to a paperwork error. A second bid document was issued with a bid opening date of March 14, 2012 and State Payroll was again the only company to submit a bid. The Department has been very pleased with the service of State Payroll and recommends without hesitation, continuing our relationship.

The ultimate benefit of this contract will be for the public good by ensuring not only the secure transport of County funds but also the safety and security of the facilities and their personnel.

Authorization is hereby requested to award Contract PRC-775 to State Payroll Pick-Up Service, Inc., 825 Nassau Road, Uniondale, New York 11553, for Armored Car Services for Pick-Up of Daily Receipts at Various Department of Parks, Recreation and Conservation Facilities during the period April 7, 2012 through April 6, 2017 for a

total amount not to exceed \$394,895. This is a vital service and continuity of such service requires award of the contract now.

A resolution is attached for your favorable consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/05/2012 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Parks, Recreation and Conservation, be it hereby

RESOLVED, that the County of Westchester is authorized to award Contract PRC-775 to State Payroll Pick-Up Service, Inc., 825 Nassau Road, Uniondale, New York 11553 for Armored Car Services for Pick-Up of Daily Receipts at Various Department of Parks, Recreation and Conservation Facilities during the period April 7, 2012 through April 6, 2017; and be it further

RESOLVED, that the Contract shall be for an amount not to exceed \$394,895; and be it further

RESOLVED, this Agreement is subject to County appropriations; and be it further

RESOLVED, 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 authorized designee is hereby empowered to execute any and all instruments and take such other actions as may reasonably be necessary to effectuate the purposes thereof.

Original Agreement \$394,895
 First Amendment \$
This Amendment \$
 TOTAL \$394,895

Agreement # PRC-775

Account to be
 Charged/Credited

<i>Fund</i>	<i>Dept</i>	<i>Major Program, Program & Phase Or Unit</i>	<i>Object/ Sub- Object</i>	<i>Trust Account</i>	<i>Dollars</i>	
165	42	1100	4380		\$72,225	2012
165	42	1100	4380		\$75,735	2013
165	42	1100	4380		\$75,735	2014
165	42	1100	4380		\$84,150	2015
165	42	1100	4380		\$84,150	2016
165	42	1100	4380		\$ 2,900	2017

Budget Funding Year(s) 2012-2017 Start Date 4/7/12 End Date 4/6/17
 (must match resolution)

Funding Source Tax Dollars _____ x _____

State Aid _____

\$394,895 Federal Aid _____

(must match resolution)

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACTS 04/05/2012 - JOMARY VIEIRA, SECRETARY