

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**52718**

**DATE:** September 7, 2016

**TO:** Honorable Members  
Board of Acquisition & Contract

**FROM:** Kevin McGuire  
Commissioner of Social Services

George N. Longworth  
Commissioner - Sheriff

**RE:** **Resolution Authorizing the County of Westchester (“County”) to:**

- 1) amend an Agreement, with Century Protective Services Inc. for the provision of security services for the Department of Social Services Grasslands Shelter by increasing the not-to-exceed amount thereunder by an additional \$1,766.40; and**
- 2) exercise its second and final option to renew the Agreement with Century Protective Services Inc. for a term commencing October 1, 2016 and expiring September 30, 2017, in an amount not-to-exceed \$667,031.04.**

On July 5, 2012, your Honorable Board awarded Bid Contract No. DPS 12-200 Security Services, DSS Grasslands Shelters, Westchester County, New York to Century Protective Services Inc. (“Century”), to provide security services for the Department of Social Services Grasslands Shelter at 25 Operations Drive, Valhalla Campus, Valhalla, NY, in an amount not to exceed \$1,686,247.68 (the “Agreement”). The Agreement was for a three (3) year term commencing October 1, 2012, with a County option to extend the term for up to two (2) additional one (1) year periods. The Agreement was subsequently executed.

Thereafter, on October 8, 2015, your Honorable Board authorized the County to exercise the first of its two options to renew the Agreement for a term commencing on October 1, 2015 and expiring on September 30, 2016 for an amount not to exceed \$624,599.04, thereby increasing the

total aggregate not-to-exceed amount under the Agreement, as amended, from \$1,686,247.68 to \$2,310,846.72 (the "First Amendment"). The First Amendment was subsequently executed.

Due to a clerical error, the not-to-exceed amount authorized under the First Amendment failed to take into account that 2016 was a leap year and included an extra day. In order to correct this error and to be able to compensate Century for an additional day of services rendered in 2016, authority is requested to amend the Agreement, as amended by the First Amendment, by increasing the not-to-exceed amount authorized thereunder by an additional \$1,766.40, from an amount not-to-exceed \$2,310,846.72 to an amount not-to-exceed \$2,312,613.12.

Authority is also sought for the County to exercise its second and final option to renew the Agreement for the period from October 1, 2016 through September 30, 2017 (the "Second Option Period"). In consideration for services rendered during the Second Option Period, the County will pay Century an amount not to exceed Six Hundred Sixty-Seven Thousand Thirty-One Dollars and Four Cents (\$667,031.04), thereby increasing the total aggregate not-to-exceed contract amount from \$2,312,613.12 to \$2,979,644.16.

It should be noted that since the Department of Social Services ("DSS") provides the funding for this service and since the security services are for the DSS-managed Grasslands Shelter, a determination was made to transfer administration and oversight of this Agreement from the Department of Public Safety ("DPS") to DSS, effective October 1, 2016.

Except as otherwise amended hereby, all other terms and conditions of the Agreement shall remain the same.

The proposed Agreement will serve a public purpose as security services in the DSS shelter are critical for the well-being of Westchester County and shelter residents. Contracting with a security company for this necessary work is cost effective when compared to police officers providing this service.

The goals and objectives of the proposed Agreement are in the best interests of the County in terms of public safety and/or welfare, as it will enable DSS to maintain the building security to promote the safety of its occupants, and in turn, the residents of the County who are affected by services provided and administered by staff who occupy the buildings where the security patrol.

The goals and objectives of the proposed Agreement will be tracked and monitored by DSS.

A Resolution for your consideration is annexed hereto. I recommend your favorable consideration of the annexed proposed Resolution.

KM/ GNL/jpg  
Attachment

## RESOLUTION

Upon communication from the Commissioner of Social Services and the Commissioner - Sheriff, be it

**RESOLVED**, that the County of Westchester ("County") is hereby authorized to amend an agreement, as previously amended, with Century Protective Services Inc. ("Century") for the provision of security services for the Department of Social Services Grasslands Shelter (the "Agreement"), by increasing the total aggregate not-to-exceed amount authorized thereunder by an additional \$1,766.40, from an amount not-to-exceed \$2,310,846.72 to an amount not-to-exceed \$2,312,613.12, in order to compensate Century for an additional day of services rendered in 2016 due to the leap year; and be it further

**RESOLVED**, that the County is authorized to exercise its second and final option to renew the Agreement with Century upon the same terms and conditions, for a term commencing October 1, 2016 and expiring September 30, 2017 (the "Second Option Period"); and be it further

**RESOLVED**, that for the services to be provided during the Second Option Period, the County shall pay Century an amount not to exceed Six Hundred Sixty-Seven Thousand Thirty-One Dollars and Four Cents (\$667,031.04), thereby increasing the total aggregate not-to-exceed contract amount from \$2,312,613.12 to \$2,979,644.16; and be it further

**RESOLVED**, that except as otherwise amended hereby, all other terms and conditions of the Agreement shall remain the same; 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 authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Original Resolution \$1,686,247.68  
 First Amendment \$ 626,365.44  
 Second Amendment \$ 667,031.04  
 Total \$2,979,644.16

Account to be  
 Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
	101	22	8910	5860		\$168,524.40
	101	22	8910	5860		\$500,273.04

Budget Funding Year(s) 2016-2017 Start Date: 10/01/2016 End Date: 09/30/2017  
 (must match resolution)

Funding Source Tax Dollars; 71%  
 State Aid: 29%  
\$668,797.44 Federal Aid: 0%  
 (must match resolution) Other:

APPROVED BOARD OF ACQUISITION & CONTRACTING - LISA MRIJAJ, SECRETARY