

George Latimer
County Executive

Department of Social Services

Kevin McGuire
Commissioner

67055

DATE: December 12, 2018

TO: Board of Acquisition and Contract

FROM: Kevin McGuire, Commissioner
Department of Social Services

SUBJECT: Authority for the County of Westchester (“County”) to amend an agreement with NJB Security Services, Inc. for the provision of security escort services for child protective personnel of the Westchester County Department of Social Services (the “Department”), by, a.) adding additional security escorts for the Yonkers coverage area, as needed by the Department, for the 2019 contract term, and b.) increasing the not-to-exceed amount under the 2019 budget by \$50,000, to compensate NJB Security Services, Inc. for additional services to be rendered.

On November 8, 2017, two (2) bids were received and opened for Contract No. DSS600-18, Security Escort Services for DSS Child Welfare Staff. The bids were reviewed and it was determined that NJB Security Services, Inc. (“NJB”) submitted the low bid in the amount of \$829,920.00.

Thereafter, by a resolution approved on February 1, 2018, your Honorable Board authorized the County, acting by and through the Department, to enter into an agreement with NJB, pursuant to which NJB would provide security escort services for the Department’s child protective personnel for the period from January 1, 2018 through December 31, 2020 in an amount not-to-exceed \$829,920.00, payable pursuant to approved rates (the “Agreement”), with the County having the option to extend the Agreement for up to three (3) additional one (1) year terms. The Agreement was subsequently executed.

The Agreement provides security escorts for the Department’s child protective personnel in the White Plains, Mt. Vernon and Yonkers coverage areas. The escorts accompany Department

personnel out of the office to make contact with Department customers when staff has a concern about their personal safety due to neighborhood or building conditions. Currently there is one (1) security escort assigned for White Plains, two (2) for Mt. Vernon and four (4) for Yonkers.

Recently, the program was evaluated and a determination was made that additional escorts were needed for the Yonkers coverage area. Accordingly, the Department now seeks the authority of your Honorable Board to amend the Agreement with NJB in order to, a.) add additional security escorts for the Yonkers coverage area, on an "as needed" basis by the Department, for the 2019 contract year, and b.) increase the not-to-exceed amount under the 2019 budget by \$50,000, from an amount not-to-exceed \$276,640, to an amount not-to-exceed \$326,640, thereby increasing the total aggregate not-to-exceed amount under the Agreement from \$829,920.00 to an amount not-to-exceed \$879,920.00.

It should be noted that pursuant to the terms of the bid document, the County reserved the right to "add or delete facilities during the life of the Contract . . . [with] adjustments to the Contract price(s) [to] be based on the hourly rate bid to be paid for the services of each security escort stationed at specific County facilities listed herein." As such, each of the additional escorts who will serve the Yonkers coverage area in 2019 will be paid at the rate of \$19.00 per hour, which is the rate NJB bid for escorts serving Yonkers in 2019.

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

NJB will be required to furnish a Performance and Payment Bond, cash, certified check or irrevocable letter of credit in the amount of 30% of the total annual Lump Sum Bid.

The objective of this contract is to provide security escorts to accompany DSS child welfare staff, including child protective, preventive service and foster care, out of the office to make contact with DSS customers in the community.

This contract is in the public's best interest because it will enable child welfare staff to make contact with DSS customers in unsafe areas.

DSS will monitor the contractor to ensure compliance with contract terms and to ensure the successful completion of this contract.

I respectfully recommend approval of the attached resolution.

KMM/TL/jpg/nn

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), is hereby authorized to amend its agreement with NJB Security Services, Inc. ("NJB"), pursuant to which NJB agreed to provide security escort services for the Department's child protective personnel for the period from January 1, 2018 through December 31, 2020 in an amount not-to-exceed \$829,920.00, payable pursuant to approved rates (the "Agreement"), by, a.) adding additional security escorts for the Yonkers coverage area, on "as needed" basis by the Department, for the 2019 contract year, and b.) increasing the not-to-exceed amount under the 2019 budget by \$50,000, from an amount not-to-exceed \$276,640, to an amount not-to-exceed \$326,640, thereby increasing the total aggregate not-to-exceed amount under the Agreement from \$829,920.00 to an amount not-to-exceed \$879,920.00; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that NJB will be required to furnish a Performance and Payment Bond, cash, certified check or irrevocable letter of credit in the amount of 30% of the total annual Lump Sum Bid; 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.

Original Contract Amount: \$829,920
 This Amendment: **\$ 50,000**
 Total: \$879,920

Account to be
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	5000	4420		\$50,000

Budget Funding Year(s): 2019
 (must match resolution)

Start Date: 01/01/2019 End Date: 03/31/2019

Funding Source
\$50,000
 (must match resolution)

Tax Dollars: 45%
 State Aid: 21%
 Federal Aid: 34%
 Other:

APPROVED BOARD OF ACQUISITION & CONTRACT 01/31/2019 - LISA MARIJAJ, SECRETARY