

74101

DATE: January 22, 2019

TO: The Honorable Board of Acquisition and Contract

FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services

RE: Request for authorization for the County of Westchester:

- a) to amend its Agreement with J & R Tours, Ltd. in order to exercise its third renewal option to provide group transportation services to Westchester County seniors under Title III-B of the Older Americans Act; for a term commencing on January 1, 2020 and continuing through December 31, 2020 and for a not-to-exceed amount of \$51,124.
- b) include a questionnaire entitled Questionnaire Regarding Business Enterprises Owned and Controlled by Service-Disabled Veterans required by the County

By resolution approved on April 20, 2017 (the "April 20th Resolution"), your Honorable Board authorized the County of Westchester (the "County") acting by and through its Department of Senior Programs and Services (the "Department") to enter into an Agreement with J & R Tours, Ltd. (the "Contractor") to provide group transportation services (the "Services") to County seniors under Title III-B of the Older Americans Act for a term from January 1, 2017 through December 31, 2017 and for a not-to-exceed amount of \$51,124 (the "Agreement"). The Agreement was subsequently executed.

The April 20th Resolution also authorized that the County shall have the option pursuant to the Agreement to extend it for four additional one-year terms; subject to a price adjustment for each option year based on 100% of the percentage increase in the Consumer Price Index for Public Transportation – U.S. city Average, with payments to be made in accordance with the Bid Response Sheet attached to Schedule "A" in the April 20th Resolution.

Thereafter by resolution approved on March 1, 2018, your Honorable Board authorized the County to amend the Agreement with the Contractor in order to exercise the first of the County's four options to renew the Agreement to provide the Services, for a term from January 1, 2018 through December 31, 2018 at the same funding amount (the "First Renewal"). The First Renewal was subsequently executed.

Thereafter by resolution approved on March 21, 2019, your Honorable Board authorized the County to amend the Agreement with the Contractor in order to exercise the second of the County's four options to renew the Agreement to provide the Services, for a term from January 1, 2019 through December 31, 2019 at the same funding amount (the "Second Renewal"). The Second Renewal was subsequently executed.

The County has determined that it requires the Services for the calendar year 2020. J&R Tours has satisfactorily provided the Services under the original Agreement and subsequent renewals.

Therefore, the County, acting by and through its Department of Senior Programs and Services (the "Department"), and in accordance with the applicable Federal regulations, performed a price analysis of the County's option for 2020 under the Agreement. After soliciting and analyzing current price quotes from three (3) other providers, Dutchess County OFA, Nassau County OFA and Putnam County OFA transportation programs, that provide similar Services, the Department concluded that it is most economically prudent to exercise the County's option under the Agreement in order to obtain the Services for 2020 (the "Third Renewal").

Accordingly, the County now seeks the authority of your Honorable Board to amend the Agreement with the Contractor in order to exercise its Third Renewal option under the Agreement to provide the Services for a term from January 1, 2020 through December 31, 2020 at the same funding amount as the initial Agreement (the "Third Amendment").

The County also respectfully requests authority to further amend the Agreement to incorporate a questionnaire entitled Questionnaire Regarding Business Enterprises Owned and Controlled by Service-Disabled Veterans as required by the County.

Except as specifically amended as described herein, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

For the 2019 program year, 2,420 one way trips were provided to 971 seniors.

The Contractor has previously provided such group transportation services to the County to the Department's satisfaction.

Your Honorable Board's approval of the attached resolution is therefore respectfully requested.

MC/SJ

RESOLUTION

Upon a communication from the Commissioner of the Department of Senior Programs and Services, be it

- RESOLVED,** that the County of Westchester (the "County") is hereby authorized to amend its agreement the (the "Agreement") with J & R Tours, Ltd. (the "Contractor") in order to exercise its third of four (4) renewal options (the "Third Renewal") under the Agreement to provide group transportation services to County seniors under Title III-B of the Older Americans Act for a term commencing on January 1, 2020 and continuing through December 31, 2020, for a not-to-exceed amount of \$51,124 (the "Third Amendment"); and be it further
- RESOLVED** that the Agreement is further amended to incorporate a questionnaire entitled Questionnaire Regarding Business Enterprises Owned and Controlled by Service-Disabled Veterans as required by the County; and be it further
- RESOLVED,** that except as specifically amended hereby, all other terms and conditions set forth in the Agreement, as previously amended, shall remain in full force and effect; and be it further
- RESOLVED,** that the County Executive or his duly appointed designee is authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/20/20
DOMENICOCCHIARDI, SECRETARY

Agreement: \$51,124
 First Amendment \$51,124
 Second Amendment \$51,124
 Third Amendment: \$51,124
 Total: \$204,496

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Charged	263	85	686V	4380	T-686	\$51,124

Budget Funding Year(s)
(must match resolution)

Start Date: 1/1/2020

End Date: 12/31/2020

Funding Source:

Tax Dollars \$0

Contractor: J & R Tours, Inc.

Federal I.D. No: 13-3250645

Vendor No: 995914

State Aid \$0

\$51,124
(must match resolution)

Federal Aid \$51,124

Encumbrance No.: AGET6863220