

**89639**

**DATE:** December 15, 2021

**TO:** Board of Acquisition and Contract

**FROM:** Sherlita Amler, MD  
Commissioner of Health

**RE:** Authorization to Enter into an Agreement with Eddy Messenger Service, Inc. to provide scheduled pickup of laboratory specimens from the County's Health Department Clinics and delivery to the County's Department of Laboratories and Research for analysis, scheduled pickup and delivery of file records boxes as well as other unscheduled messenger services as needed, for the period from January 1, 2022 through December 31, 2023, in the Amount Not-to-Exceed \$44,000 to be paid at the reimbursement rate specified in Schedule "A"

The County of Westchester ("County"), acting by and through its Department of Health ("WCDH"), requests authorization to enter into an Agreement with Eddy Messenger Service, Inc. ("Eddy") to provide scheduled pickup of laboratory specimens from the County's WCDH Clinics and delivery to the County's Department of Laboratories and Research ("County L&R") for analysis, scheduled pickup and delivery of file records boxes as well as unscheduled messenger services as needed (hereinafter, the "Work"), for the period from January 1, 2022 through December 31, 2023, in the amount not-to-exceed \$44,000 to be paid at the reimbursement rate specified in Schedule "A", attach hereto.

The WCDH operates Sexual Health and Tuberculosis ("TB") Clinics and requires that specimens drawn from clinic patients be delivered within a specific timeframe to the County L&R for analysis.

This contract will promote the public health, safety and general welfare of County residents by ensuring that patient specimens are analyzed timely to deliver prompt results to WCDH clinicians and patients in order to prescribe a treatment regimen for these serious communicable diseases.

In accordance with the Westchester County Procurement Policy under Section 5(b), a written Request for Quotation ("RFQ") was issued to couriers specializing in pick up and delivery of medical specimens under controlled temperature conditions. A total of three couriers were solicited. Only Eddy responded, with the quote of \$48.00 per pick-up and delivery. Eddy has been performing the Work for the WCDH in the past according to the required specifications.

The goal and objective is to promote the public health, safety and general welfare of clinic patients by ensuring that specimens are delivery timely for analysis of results to determine the necessary treatment regimen.

The Work provided will be tracked and monitored by WCDH clinicians monitoring the pick-up and delivery of patient specimens to ensure delivery to L&R, and following up to receive the results.

Therefore, the WCDH is now requesting authorization to enter into an agreement with Eddy to provide the Work as described above, for the period from January 1, 2022 through December 31, 2023, in the amount not-to-exceed \$44,000 to be paid at the reimbursement rate specified in Schedule "A", attached hereto.

Approval of the attached resolution is respectfully requested.

Attachment(s)

# RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF HEALTH, be it hereby

RESOLVED, that the County of Westchester ("County") is authorized to enter into an agreement with Eddy Messenger Service Inc. to provide scheduled pickup of laboratory specimens from the County's WCDH Clinics and delivery to the County's Department of Laboratories and Research ("County L&R") for analysis, scheduled pickup and delivery of file records boxes, as well as unscheduled messenger services as needed, for the period from January 1, 2022 through December 31, 2023, in the Amount Not-to-Exceed \$44,000, to be paid at the reimbursement rate specified in Schedule "A", attached hereto; 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 be and hereby is authorized and empowered to execute all appropriate contracts or documents necessary to effectuate the purposes of this resolution in the manner prescribed by law.

Department of Health  
County of Westchester  
10 County Center Road, 2<sup>nd</sup> Floor  
White Plains, New York 10607

Original Agreement	\$
First Amendment	\$
<b>This Amendment</b>	\$
<b>TOTAL</b>	\$ _____

Agreement #

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
101	27	0010 – 4000- HSSS	4380-15		\$21,000 (2022)
101	27	2700 – 2700-SCSS	4380-30		\$1,000 ( 2022)
101	27	0010 – 4000- HSSS	4380-15		\$21,000 (2023)
101	27	2700 – 2700-SCSS	4380-30		\$1,000 ( 2023)

Budget Funding Year(s)  
(must match resolution)

2022-2023

Start Date 01/01/22

End Date 12/31/23

Funding Source

Tax Dollars

\$28,160 (64%)

State Aid

\$15,840 (36%)

**\$44,000**

Federal Aid

(must match resolution)

Other

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**Schedule "A"**

**Contract Reimbursement Rates**

\$48.00 per pick-up and delivery, for both scheduled pick-ups and on demand pick-ups from all WCDH sites

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/13/2022 - RAYMOND SCULKY, SECRETARY