

93176

**DATE:** May 9, 2022

**TO:** Board of Acquisition and Contract

**FROM:** Leonard G. Townes  
Commissioner of Social Services

**SUBJECT:** Authority to enter into an agreement with the State of New York, acting by and through its Department of Labor, for the use and occupancy by the County of Westchester of approximately 158 sq. ft. of space at the NYSDOL Offices located at 28 Wells Avenue, Yonkers, New York, for the period from April 1, 2022 through March 31, 2023, for an annual cost not to exceed \$3,572.16, with the parties having the option to renew the agreement for up to three additional one-year terms, upon mutual agreement.

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Transmitted herewith is a Resolution requesting authority from your Honorable Board for the County of Westchester ("County"), acting by and through its Department of Social Services ("Department"), to enter into a One Stop Costs Contract ("Agreement") with the State of New York, acting by and through its Department of Labor ("NYSDOL"), pursuant to which NYSDOL will grant to the County a license for the use and occupancy of approximately 158 square feet of space at the NYSDOL Offices located at 28 Wells Avenue, Yonkers, New York, for the period from April 1, 2022 through March 31, 2023. The County shall pay a monthly fee of \$297.68 (\$283.08 for the space and \$14.60 for one telephone line), for a total amount not to exceed \$3,572.16 (comprised of \$3,396.96 annual fee for the space, charged at the annual rate of \$21.50 per square foot, and \$175.20 annual fee for the telephone line). The parties may renew the term of the Agreement for up to three (3) additional one-year terms, upon the written approval of both parties.

The space has been used in the past and will continue to be used by the Department for its Office of Workforce Investment in order to combine the two separate operations of the Westchester One Stop Employment Center and the NYSDOL Office of Employment Services in the City of Yonkers, as required by the mandatory functional alignment plan that was approved by the NYSDOL Office of Workforce Development.

The Agreement contains the following defense and indemnity provision (the County is referred to as the "Partner"):

"The PARTNER shall save harmless and indemnify the State of New York, the NYSDOL, their officers and employees from and against any and all claims, suits, actions, cost and expense involving injury to person or property arising out of the use and occupancy of the Premises."

The goals and objectives of this contract are to combine the two separate operations of the Westchester One Stop Employment Center with that of the New York State Department of Labor's Office of Employment Services in the City of White Plains as required by the mandatory functional alignment plan that was approved by the NYSDOL Office of Workforce Development. Further, the goal is to reduce operational cost and increase operation efficiency through cost sharing and the combination of existing staff and resources between the two agencies. Further, this action will enhance the capabilities of the system and hence the public's perception of its ability to meet the related workforce needs of businesses, workers and job seekers.

The goals and objectives of the proposed Agreement are in the best interest of the County because they allow for the continued delivery of high quality workforce assistance and preparation services in one centralized and accessible location; and produces significant cost savings at a time when federal workforce investment funds are being rescinded.

The goals and objectives of the proposed Agreement will be tracked and monitored through the monthly financial and program reports that will reflect the operational cost savings, the number of customers served, and the variety and levels of services being used by the customers.

This agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(b) thereof.

A Resolution is herewith attached for your Honorable Board's consideration.

/LGT/jrc/cac

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/26/2022 - RAYMOND SCUKY, SECRETARY

## R E S O L U T I O N

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

**RESOLVED**, that the County of Westchester (the "County") is authorized to enter into an agreement with the State of New York, acting by and through its Department of Labor ("NYSDOL"), pursuant to which NYSDOL will grant to the County a license for the use and occupancy of approximately 158 square feet of space at the NYSDOL Offices located at 28 Wells Avenue, Yonkers, New York, for the period from April 1, 2022 through March 31, 2023; and be it further

**RESOLVED**, that in consideration for the space, the County is authorized to pay a monthly fee of \$297.68 (\$283.08 for the space and \$14.60 for one telephone line), for a total amount not to exceed \$3,572.16 (comprised of \$3,396.96 annual fee for the space, charged at the annual rate of \$21.50 per square foot, and \$175.20 annual fee for the telephone line); and be it further

**RESOLVED**, that the Agreement shall contain the following defense and indemnity provision (the County is referred to as the "Partner"):

"The PARTNER shall save harmless and indemnify the State of New York, the NYSDOL, their officers and employees from and against any and all claims, suits, actions, cost and expense involving injury to person or property arising out of the use and occupancy of the Premises."; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee, is hereby authorized and empowered to execute any and all documents necessary and appropriate to effectuate the purposes hereof.

Agreement No.						
Account to be Charged/Credited						
Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars	
101	22	4000	4320		\$2,679.12	
101	22	4000	4320		\$893.04	

Budget Funding Year(s) 2022-2023 Start Date 04/01/22 End Date 03/31/23  
 (must match resolution)

Funding Source: Tax Dollars 35%  
 State Aid 24%  
\$3,572.16 Federal Aid 41%  
 (must match resolution) Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACTS 05/25/22 PAYMID COUNTY SECRETARY