



**Robert P. Astorino**  
County Executive

Department of Social Services

**Grant E. Mitchell, MD**  
Acting Commissioner

**15422**

**DATE:** November 18, 2010

**TO:** Board of Acquisition and Contract

**FROM:** Grant E. Mitchell, MD  
Acting Commissioner of Social Services

**SUBJECT:** Authority for the County of Westchester, acting through its Department of Social Services, to exercise its second renewal option under the agreement with Avant Business Services for the provision of private messenger services by extending the contract for one (1) additional year commencing on January 1, 2011 and terminating on December 31, 2011 in an amount not to exceed \$46,564 to be paid monthly pursuant to an approved budget and subject to appropriation

By resolution approved on December 23, 2008 (the "December 23<sup>rd</sup> Resolution"), your Honorable Board authorized the County of Westchester, acting through its Department of Social Services, to enter into an agreement with Avant Business Services for the provision of private messenger services to support the administrative operations of the Department of Social Services for the period from January 1, 2009 through December 31, 2009 in an amount not to exceed \$46,564 with the County having the option to extend the contract for two (2) additional one year terms on the same terms and conditions, provided, however, that for the second and third year of the contract, the not-to-exceed amount payable to the Contractor will be increased by 50% of the percentage, if any, that the Consumer Price Index (C.P.I.) in the month of September of the current contract year has increased over the C.P.I. in the month of September of the preceding year. The agreement was subsequently executed. It is to be noted that the selection of the vendor was made through a Bid process.

Through a resolution approved on November 19, 2009 (the "November 19<sup>th</sup> Resolution") the County of Westchester, acting through its Department of Social Services, exercised the first option to extend the aforesaid contract with Avant Business Services for one (1) additional year commencing on January 1, 2010 and ending on December 31, 2010 for an amount not to exceed \$46,564 to be paid monthly pursuant to an approved budget and subject to appropriation. The agreement was subsequently executed.

The County of Westchester, acting through its Department of Social Services, now seeks the authority to exercise the second and final renewal option under the agreement with Avant Business Services for the provision of private messenger services by extending the contract for one (1) additional year commencing on January 1, 2011 and terminating on December 31, 2011 in an amount not to exceed \$46,564 to be paid monthly pursuant to an approved budget and subject to appropriation. There is no increase in the amount

requested for this contract since the Consumer Price Index in the month of September 2010 has not increased over the C.P.I. in the month of September 2009.

The services to be provided pursuant to this agreement serve a **public purpose** in that the Department is better able to process payments to its public assistance customers in a more efficient and timely fashion.

The **goals and objectives** of using a messenger service are to support the administrative operations of the Department by providing a low cost alternative for transporting mail, boxes and interoffice correspondence between the DSS district offices.

The **goals and objectives are in the best interests of the County** regarding fiscal responsibility as they are aimed at cutting the cost of providing messenger services by hiring an outside agency instead of hiring additional salaried mail room employees to perform this service.

The **messenger services are monitored by the Offices of Payment Processing and Facilities** in accordance with the performance standards described in the contract and documented in daily logs.

**During the 2010 contract term**, the vendor complied with the scope of work as outlined in the contract with timely deliveries and satisfactory performance as demonstrated in the logs kept and reviewed by the Department and the performance measurement reports submitted by the vendor.

Except as specifically amended hereby, all other terms and conditions of the original agreement shall remain in full force and effect.

Accordingly, the County of Westchester is hereby requesting authority to enter into an agreement with Avant Business Services for the aforesaid purpose. A resolution requesting the same is attached for your Honorable Board's approval.

APPROVED BOARD OF ACQUISITION & CONTRACTS - 02-16-2010 - JUMP/VIEWER SECRETARY

# RESOLUTION

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

**RESOLVED**, that the County of Westchester, acting through its Department of Social Services, is hereby authorized to exercise its second and final option to extend a contract with Avant Business Services, 130 Lenox Avenue, Stamford, Connecticut, for the provision of Private Messenger Services to support the administrative operations of the Department of Social Services for an additional year, commencing on January 1, 2011 and terminating on December 31, 2011, for an amount not-to-exceed \$46,564 to be paid monthly pursuant to an approved budget; and be it further

**RESOLVED**, that this Contract 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 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 except as specifically amended hereby, all other terms and conditions of the original agreement shall remain in full force and effect; 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.

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2011	101	22	1000	4420	-----	\$46,564

Budget Funding Year(s): 2011  
(must match resolution)

Start Date: 01/01/11

End Date: 12/31/11

Funding Source

Tax Dollars: \_\_\_\_\_ 34%

State Aid: \_\_\_\_\_ 27%

**\$46,564**

Federal Aid: \_\_\_\_\_ 39%

(must match resolution)

Other \_\_\_\_\_