



Robert P. Astorino  
County Executive

Department of Social Services

Kevin McGuire  
Commissioner

30387

**Date:** November 15, 2012

**To:** Board of Acquisition and Contract

**From:** Kevin McGuire  
Commissioner of Social Services

**Subject:** Authority for the County of Westchester to exercise its first renewal option under the agreement with Exclusive Delivery & Logistics LLC for the provision of private messenger services to support the administrative operations of the Department of Social Services by extending the contract for one (1) additional year commencing January 1, 2013 and terminating December 31, 2013 for an amount not to exceed \$39,556 to be paid monthly pursuant to an approved budget and subject to appropriation with the County having the sole option to extend the contract for one (1) additional one-year term

By resolution approved on December 29, 2011, your Honorable Board authorized the County of Westchester to enter into an agreement with Exclusive Delivery & Logistics LLC for the provision of private messenger services to support the administrative operations of the Department of Social Services for the period January 1, 2012 through December 31, 2012 for an amount not to exceed \$39,497 to be paid pursuant to an approved budget 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 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 after public bidding was conducted in accordance with applicable law.

The County of Westchester, acting through its Department of Social Services, now seeks the authority to exercise the first renewal option under the agreement with Exclusive Delivery & Logistics LLC for the provision of private messenger services by extending the contract for one (1) additional year commencing January 1, 2013 and terminating December 31, 2013 in an amount not to exceed \$39,556 to be paid monthly pursuant to an approved budget and subject to appropriation. There is an increase in the amount requested for the proposed extension and this increase is associated with the increase in the Consumer Price Index as per the terms of the original agreement.

The goals and objectives of using a messenger service are to provide a low cost alternative for transporting mail, boxes and interoffice correspondence between DSS district offices.

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

The goals and objectives will be monitored using the performance measurement indicators developed by the department and approved by the County Budget Office. The vendor will submit performance reports in the format approved by the Department. The messenger services will be monitored by the mailroom staff at the central and district offices for timeliness of delivery.

The Department is able to report that by the end of the second quarter of 2012, Exclusive Delivery & Logistics, LLC had completed 496 messenger runs with a reported 100% punctuality rating.

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 exercise its first option to extend the agreement with Exclusive Delivery & Logistics LLC for the aforesaid purpose.

A resolution requesting the same is attached for your Honorable Board's approval.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/13/2012 - JOMAR VEIRA, SECRETARY

## RESOLUTION

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

**RESOLVED**, that the County of Westchester is hereby authorized to exercise its first renewal option under the agreement with Exclusive Delivery & Logistics LLC for the provision of private messenger services to support the administrative operations of the Department of Social Services by extending the contract for an additional year commencing January 1, 2013 and terminating December 31, 2013 in an amount not to exceed \$39,556 to be paid monthly pursuant to an approved budget; and be it further

**RESOLVED**, that the County, at its sole option, may extend the term of the Agreement for up to one (1) additional one (1) year period on the same terms and conditions, provided, however, that for the third year of the Agreement, 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. Any such extension shall be subject to this Board's approval; 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
101	22	1000	4420	-----	\$39,556

Budget Funding Year(s): 2013  
(must match resolution)

Start Date: 01/01/13 End Date: 12/31/13

Funding Source

Tax Dollars: 20%

State Aid: 46%

Federal Aid: 34%

Other:     

**\$39,556**

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/13/2012 - JOMARY PERA, SECRETARY