

**32514**

Date: February 27, 2013

To: The Honorable Board of Acquisition and Contract

From: Timothy C. Idoni  
County Clerk

Re: Authority to enter into an agreement with the City of White Plains pursuant to which the City will grant the County a permit to park the County Clerk's mobile office in front of 110 Dr. Martin Luther King, Jr. Blvd. on Saturday, March 9, 2013 to process passports as part of Passport Day in the USA, a national outreach event.

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Authority is hereby requested for the County of Westchester (the "County"), acting by and through the Office of the Westchester County Clerk (the "County Clerk's Office") to enter into an agreement with the City of White Plains (the "City") pursuant to which the City will grant the County a permit to park the County Clerk's mobile office in front of 110 Dr. Martin Luther King, Jr. Blvd. on Saturday, March 9, 2013 to process passports as part of Passport Day in the USA 2013, a national passport outreach event (the "Agreement"). In consideration for the granting of said permit, the County will agree to indemnify and hold harmless the City and the White Plains Urban Renewal Agency, their respective officers, officials, employees, servants, agents and volunteers, from and against any and all liability, injury, loss or damage, costs or expenses, that may arise in connection with the event.

The County Clerk's Office is joining the U.S. Department of State in celebrating Passport Day in the USA 2013, a national passport acceptance and outreach event. The event will be held on Saturday, March 9, 2013 from 10:00 a.m. until 3:00 p.m. The County Clerk's mobile office will be parked in front of the County Clerk's Office at 110 Dr. Martin Luther King, Jr. Blvd. to provide passport information to U.S. citizens and to accept passport applications.

This Agreement will serve a public purpose by giving U.S. citizens residing in Westchester County an opportunity to apply for passports on a Saturday when passport agencies are not generally open to the public.

The goals and objectives of the Agreement are to make it easier for local residents who are U.S. citizens to apply for passports. The goals and objectives are in the best interests of the County because making passport processing available on a Saturday will enable more residents to obtain passports and will help reduce crowding in the County Clerk's passport office during normal business hours.

The event will be tracked and monitored by the County Clerk's Office.

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

Accordingly, a resolution for your Honorable Board's consideration is herewith attached.

TCI/JPG/mn

Att.

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/20/2013 - SOMARY VIEIRA, SECRETARY

**RESOLUTION**

Upon a communication from Timothy C. Idoni, County Clerk, be it hereby

**RESOLVED**, that the County of Westchester (the "County"), acting by and through the Office of the Westchester County Clerk, is authorized to enter into an agreement with the City of White Plains (the "City"), pursuant to which the City will grant the County a permit to park the County Clerk's mobile office in front of 119 Dr. Martin Luther King, Jr. Blvd. on Saturday, March 9, 2013 to process passports as part of Passport Day in the USA 2013, a national passport outreach event (the "Agreement"); and be it further

**RESOLVED**, that in consideration for the granting of said permit, the County will agree to indemnify and hold harmless the City and the White Plains Urban Renewal Agency, their respective officers, officials, employees, servants, agents and volunteers, from and against any and all liability, injury, loss or damage, costs or expenses, that may arise in connection with the event; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and 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
					N/A

Budget Funding Year(s) 2013 Start Date 3/9/13 End Date 3/9/13  
 (must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
 \$ N/A Federal Aid \_\_\_\_\_  
 (must match resolution) Other \_\_\_\_\_