

45269

March 12, 2015

To: The Honorable Board of Acquisition and Contract

From: Robert F. Meehan  
County Attorney

Re: **Request for Authority to Solicit Bids by Public Advertisement for Service of Legal Documents in Family Court Proceedings**

---

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the Department of Law to solicit bids by public advertisement for service of legal documents in Family Court proceedings. This Contract will be for a period of two years commencing August 1, 2015. The public purpose, as well as the goal and objective of this contract, is to allow the Department of Law to carry out its statutory duties in connection with Family Court proceedings.

Each year, the County requires thousands of services in connection with Family Court proceedings. Due to the large volume of work, this service is best handled through an outside vendor as the Law Department does not have sufficient staff to cover this work. In addition, since the volume of services required varies on a daily basis, it is more fiscally prudent for the County to contract with an outside vendor rather than creating additional in-house staff positions sufficient in number to handle peak volume periods. Process servers are, on occasion, also required to testify in court. By utilizing an outside vendor, the County avoids having to defend the actions of its own employees in court in connection with service of process. By having such a contract in place, the Law Department is able to carry out its statutory duties in the Family Court and protect the health, safety and welfare of the men, women and children who are protected by the County's actions in the Family Court.

The performance of the successful bidder under this contract will be monitored by the Law Department staff and staff of the Department of Social Services to ensure compliance with contract terms.

Approval of the attached resolution is respectfully requested.

RFM/dm  
att

**RESOLUTION**

Upon a communication from the County Attorney, be it

**RESOLVED**, that the County Attorney is hereby authorized to solicit bids by public advertisement for the following two-year contract commencing August 1, 2015:

SERVICE OF PROCESS IN FAMILY COURT PROCEEDINGS;

and be it further

**RESOLVED**, that bid security in the amount of Five Hundred (\$500.00) Dollars shall be required and performance security in the amount of \$1,000 shall be deemed adequate and sufficient security for the faithful performance of this contract; and be it further

**RESOLVED**, that this advertisement for bids will state that pursuant to Section 308.01 of the Laws of Westchester County, it is the goal of the County is to encourage the meaningful and significant participation on County contracts for business enterprises owned by persons of color and women-Minority Business Enterprise (MBE) and Women Business Enterprise (WBE); and be it further

**RESOLVED**, that such advertisement shall appear in the **JOURNAL NEWS (Southern Edition)**.

Account to be Charged/Credited

		Major Program, Program & Phase	Object/	Trust	
Fund	Dept	Or Unit	Sub Object	Account	Dollars
101	18	1000	4923		N/A

Budget Funding Year(s)

Start Date: 8/1/15

End Date: 7/31/17

(must match resolution)

Funding Source

Tax Dollars \_\_\_\_\_ N/A \_\_\_\_\_

State Aid \_\_\_\_\_

\$ \_\_\_\_\_ N/A \_\_\_\_\_

Federal Aid \_\_\_\_\_

(must match resolution)

Other \$ \_\_\_\_\_