

56147

DATE: March 28, 2017

TO: The Honorable Board of Acquisition and Contract

FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services

RE: Request for authorization for the County of Westchester to enter into an Agreement with J & R Tours, Ltd. to provide group transportation services to Westchester County seniors under Title III-B of the Older Americans Act; for a term from January 1, 2017 through December 31, 2017 and for a not-to-exceed amount of \$51,124.

Authority is requested for the County of Westchester (the "County") acting by and through its Department of Senior Programs and Services (the "Department") to enter into an Agreement with J & R Tours, Ltd. (the "Contractor") for it to provide group transportation services to County seniors under Title III-B of the Older Americans Act for a term from January 1, 2017 through December 31, 2017 and for a not-to-exceed amount of \$51,124 (the "Agreement").

The County shall have the option pursuant to the Agreement to extend it for four additional one-year terms; subject to a price adjustment for each option year based on 100% of the percentage increase in the Consumer Price Index for Public Transportation – U.S. city Average, with payments to be made in accordance with the Bid Response Sheet attached hereto and made a part hereof as Schedule "A";

On March 3, 2017, the County commenced soliciting bids for such group transportation services by resolution approved by your Honorable Board on February 10, 2017, with the contractor submitting the only bid in response thereto.

The Agreement's goals and objectives shall serve a public purpose by providing group transportation services to County seniors to provide them with access to cultural, educational, recreational, health and other enrichment programs, activities and events (the "programs, activities and events") to improve their health and wellness and thereby prevent their premature physical and psychological deterioration.

The Agreement's group transportation services to County seniors shall include seniors who are frail and dependent elderly and those in greatest social and economic need, with particular attention to lower income minority individuals.

The Agreement shall be in the County's best interest regarding health as County senior access to the programs, activities and events shall aid in preventing their premature physical and psychological deterioration.

The Agreement shall also be in the County's best interest regarding fiscal responsibility as the County senior access to the programs, activities and events that shall prevent their premature physical and psychological deterioration, shall correspondingly delay, reduce and/or eliminate County's expenditure of taxpayer resources to address same.

Payment for these group transportation services shall be made through County funds and by the County from the proceeds of a pass through federal grant received by the County from the New York State Office for the Aging, pursuant to Title III of the Older Americans Act of 1965.

The goals and objectives of the Agreement shall be tracked and monitored by the Department for it to address any issues arising regarding the provision of these services.

The Contractor has previously provided such group transportation services to the County to the Department's satisfaction.

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

Your Honorable Board's approval of the attached resolution is therefore respectfully requested.

MC/SJ

RESOLUTION

Upon a communication from the Commissioner of the Department of Senior Programs and Services, be it

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with J & R Tours, Ltd. (the "Contractor") to provide group transportation services to County seniors under Title III-B of the Older Americans Act for a term from January 1, 2017 through December 31, 2017 and for a not-to-exceed amount of \$51,124 ("the "Agreement"); and be it further

RESOLVED, that the County at its sole option may renew the agreement for up to four (4) additional one-year terms; subject to a price adjustment for each option year based on 100% of the percentage increase in the Consumer Price Index Public Transportation – U.S. city Average, with payments to be made in accordance with the Bid Response Sheet attached hereto and made a part hereof as Schedule "A"; and be it further

RESOLVED, that this Agreement 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 any 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 these Agreements upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly appointed designee is authorized to execute all documents associated with this agreement.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Charged	263	85	686S	4380	T-686	\$51,124

Budget Funding Year(s)
(must match resolution)

Start Date: 1/1/17

End Date: 12/31/17

Funding Source:

Tax Dollars \$0

Contractor: J & R Tours, Inc.

Federal I.D. No: 13-3250645

Vendor No: 995914

State Aid \$0

\$51,124
(must match resolution)

Federal Aid \$51,124

Encumbrance No.: AGET6863217

APPROVED BOARD OF ACQUISITION & CONTRACT 04/20/2017 - JOHN COCCIARDI, SECRETARY

CONTRACT AGE-T6863217
Group Transportation Services for Seniors
9 South First Avenue, 10th Floor
Mount Vernon, New York 10550

BIDS RECEIVED: WED. 03/22/17 11:00 A.M.

NAME, ADDRESS, PHONE, FAX	BID CHECK	AMOUNT OF BID	NAME OF CONTRACTOR
A&A Ambulette NO RESPONSE			
Acme Bus NO RESPONSE			
All County Bus, LLC. NO RESPONSE			
Champion Maintenance Contractors, Inc. NO RESPONSE			
Checker Elite, Inc. NO RESPONSE			
Coach Tours, Ltd. NO RESPONSE			
H&H Supplies NO RESPONSE			
J&R Tours Inc. 80 Edison Avenue, Mount Vernon, NY 10550 Tel: 914-668-5050, E-mail: Raynac@buses.com	Yes	\$100,901.70	Rayna Castro
MV Transportation, Inc. NO RESPONSE			
Service Bus Co. Inc. NO RESPONSE			
Seven Outsource NO RESPONSE			
Transpo Bus Services, LLC NO RESPONSE			

Verifone NO RESPONSE			
White Plains Bus Co. Inc. NO RESPONSE			

Schedule "A"

Bid Response Sheet

To determine the low bidder, bids shall be calculated based on the estimates of required services provided in the model below. **These estimates are provided solely as a base line for the purposes of determining the lowest responsible bidder and are not to be construed as a guarantee or projection of actual volume usage.** The hourly rates provided by you below shall be made a part of the contract. Using the hourly rate bid, please complete the following model and calculate the Total Annual Cost (**for bid purposes only**):

Vehicle type	Max # Passengers	Price Per Hour	Est. annual hours	Total Dollars
Mini Coach w/ AC	22	\$98.05	800	\$78,440.00
Medium Coach w/ AC	32	\$111.31	70	\$7,791.70
Luxury Coach w/ AC	54	\$124.20	100	\$12,420.00

Ground Staff:	Price Per Hour	Est. annual hours	Total
To dispatch vehicles and individuals in and out of the event locations	\$75.00	30	\$2,250.00

Days of Operation

Monday through Friday

**TOTAL
ANNUAL COST**

\$100,901.70

Name, Address and Phone Number of Bidder:

J&R Tours, Inc.
80 Edison Avenue
Mt. Vernon, NY 10550
914 668-5050