

61342

DATE: February 6, 2018

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:

- a) to amend its Agreement with J & R Tours, Ltd. in order to exercise its first renewal option to provide group transportation services to Westchester County seniors under Title III-B of the Older Americans Act; for a term commencing on January 1, 2018 and continuing through December 31, 2018 and for a not-to-exceed amount of \$51,124.
- b) amend the agreement to incorporate into the first successive Agreement and all the option agreements thereafter certain “Standard Assurances” and contract requirements as mandated by the New York State Office for the Aging.

By resolution approved on April 20, 2017 (the “April 20th Resolution”), your Honorable Board authorized 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”) to provide group transportation services (the “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 Agreement was subsequently executed.

The April 20th Resolution also authorized that 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 to Schedule “A” in the April 20th Resolution.

The County has determined that it requires the Services for the calendar year 2018. J&R Tours has satisfactorily provided the Services under the original Agreement.

Therefore, the County, acting by and through its Department of Senior Programs and Services (the “Department”), and in accordance with the applicable Federal regulations, performed a price analysis of the County’s option for 2017 under the Agreement. After soliciting and analyzing

current price quotes from three (3) other vendors, US Coachways Charter Bus Company, Nassau County OFA transportation programs, and Municipal Buses for Senior Centers, that provide similar Services, the Department concluded that it is most economically prudent to exercise the County's option under the Agreement in order to obtain the Services for 2018.

Accordingly, the County now seeks the authority of your Honorable Board to amend the Agreement with the Contractor in order to exercise its first renewal option (the "First Renewal") under the Agreement to provide the Services for a term commencing on January 1, 2018 and continuing through December 31, 2018 at the same funding amount as the initial Agreement (the "First Amendment").

The County also respectfully requests authority to further amend the Agreement to incorporate into the First Renewal and all the option renewals thereafter certain "Standard Assurances" including but not limited to contract provisions applicable to the Program as mandated by the New York State Office for the Aging ("NYSOFA").

Except as specifically amended as described herein, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

For the 2017 program year, 1,746 one way trips were provided to 873 seniors.

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

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

MC/SJ

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
03/01/2018 - LISA BRADY, SECRETARY

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 amend its agreement the (the "Agreement") with J & R Tours, Ltd. (the "Contractor") in order to exercise its first of four (4) renewal options (the "First Renewal") under the agreement to provide group transportation services to County seniors under Title III-B of the Older Americans Act for a term commencing on January 1, 2018 and continuing through December 31, 2018, for a not-to-exceed amount of \$51,124 (the "First Amendment"); and be it further

RESOLVED, that the First Renewal and each option renewal that may be approved hereafter by this Honorable Board shall be amended to incorporate certain "Standard Assurances" including but not limited to contract provisions applicable to the Program as mandated by the New York State Office for the Aging ("NYSOFA"); and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions set forth in the Agreement, as previously amended, shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly appointed designee is authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Agreement: \$51,124
 First Amendment: \$51,124
 Total: \$102,248

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

Budget Funding Year(s)
 (must match resolution)

Start Date: 1/1/18

End Date: 12/31/18

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.: AGET6863218

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/01/2018 - LISAMRIJAJ, SECRETARY