

**85460**

**DATE:** June 2, 2021

**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 amend its Agreement with J & R Tours, Ltd. in order to exercise its fourth 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, 2021 and continuing through December 31, 2021 in an amount not-to-exceed of \$51,124.

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By resolution approved on April 20, 2017 (the "April 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> Resolution.

Thereafter by resolution approved on March 1, 2018, your Honorable Board authorized the County to amend the Agreement with the Contractor in order to exercise the first of the County's four options to renew the Agreement to provide the Services, for a term from January 1, 2018 through December 31, 2018 at the same funding amount (the "First Renewal"). The First Renewal was subsequently executed.

Thereafter by resolution approved on March 21, 2019, your Honorable Board authorized the County to amend the Agreement with the Contractor in order to exercise the second of the County's four options to renew the Agreement to provide the Services, for a term from January 1, 2019 through December 31, 2019 at the same funding amount (the "Second Renewal"). The Second Renewal was subsequently executed.

Thereafter by resolution approved on February 13, 2020, your Honorable Board, amongst other things, authorized the County to amend the Agreement with the Contractor in order to exercise the second of the County's four options to renew the Agreement to provide the Services, for a term from January 1, 2020 through December 31, 2020 at the same funding amount (the "Third Renewal"). The Third Renewal was subsequently executed.

The County has determined that it requires the Services for the calendar year 2021. J&R Tours has satisfactorily provided the Services under the original Agreement and subsequent renewals.

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 2021 under the Agreement. After soliciting and analyzing current price quotes from three (3) other providers, Dutchess County OFA, Nassau County OFA and Putnam County OFA transportation programs, 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 2021 (the "Fourth Renewal").

Accordingly, the County now seeks the authority of your Honorable Board to amend the Agreement with the Contractor in order to exercise its Fourth Renewal option under the Agreement to provide the Services for a term from January 1, 2021 through December 31, 2021 at the same funding amount as the initial Agreement (the "Fourth Amendment").

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

For the 2020 program year, there were no trips provided to seniors due to the COVID-19 Pandemic.

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") acting by and through its Department of Senior Programs and Services (the "Department") is hereby authorized to amend its agreement the (the "Agreement") with J & R Tours, Ltd. (the "Contractor") in order to exercise the fourth of its four (4) renewal options (the "Fourth 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, 2021 and continuing through December 31, 2021, for a not-to-exceed amount of \$51,124 (the "Fourth Amendment"); 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.

APPROVED BOARD OF ACQUISITION & CONTRACTS 02/21/21  
L. S. MARIJAJ, SECRETARY

Agreement: \$51,124  
 First Amendment: \$51,124  
 Second Amendment: \$51,124  
 Third Amendment: \$51,124  
 Fourth Amendment: \$51,124  
 Total: \$255,620

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

Budget Funding Year(s)  
(must match resolution)

Start Date: 1/1/2021

End Date: 12/31/2021

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.: AGET6863221