



George Latimer  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

**90258**

DATE: January 18, 2022

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes  
Commissioner, Department of Social Services

SUBJECT: Resolution to Reject Bid and Re-Advertise  
Contract No. **DSS2000-22**  
TEMPORARY PERSONNEL SERVICES  
FOR THE DEPARTMENT OF SOCIAL SERVICES

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On December 15, 2021, the County of Westchester ("County") received and opened one (1) bid for Contract No. DSS2000-22 for temporary personnel services for the Department of Social Services (the "Work").

The bid was reviewed by the Department of Social Services ("DSS") and it was determined that the bidder made a mathematical error in the bid calculations. With that error corrected and amounts re-calculated by DSS, the bid exceeded the amount budgeted for the Work.

DSS believes that one or more bids for the Work that would fall within the amount budgeted for the Work can be obtained through re-advertisement with a longer period of time for bids to be prepared and submitted, and with modifications to the start date and initial term of the contract and particular modifications to the specifications and allowing for additional methods of providing the same dollar amount of bid security.

Therefore, it is respectfully requested that the bid be rejected and that the Work be re-advertised as Contract No. DSS2000-22Rev., with the modifications noted.

I respectfully recommend the adoption of the attached resolution.  
LGT/BG/bdm/nn

## RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby

**WHEREAS**, on December 15, 2021, the County of Westchester received and opened one bid for Contract No. DSS2000-22 for temporary personnel services for the Department of Social Services; and

**WHEREAS**, it has been determined by the Department of Social Services (“DSS”) that the bid exceeded the amount budgeted for the above-mentioned work (the “Work”); and

**WHEREAS**, DSS believes that one or more bids for the Work that would fall within the amount budgeted for the Work can be obtained through re-advertisement with a longer period of time for bids to be prepared and submitted; and with modifications to the start date and initial term of the contract and particular modifications to the specifications and allowing for additional methods of providing the same dollar amount of bid security; and

**WHEREAS**, it is therefore hereby requested that the bid received for Contract No. DSS2000-22 be rejected and the contract be re-advertised as Contract No. DSS2000-22-Rev., with the modifications noted; now, therefore, be it:

**RESOLVED**, that the bid received for Contract No. DSS2000-22 is rejected; and be it further

**RESOLVED**, that it is in the best interest of the County of Westchester that Contract No. DSS2000-22 be re-advertised as Contract No. DSS2000-22Rev. for the Work; and be it further

**RESOLVED**, that, therefore, the Commissioner of Social Services be and hereby is authorized to solicit bids by public advertisement on the following contract:

### **TEMPORARY PERSONNEL SERVICES FOR THE DEPARTMENT OF SOCIAL SERVICES**

**FOR A PERIOD OF NINE (9) MONTHS  
COMMENCING APRIL 1, 2022,  
WITH THE COUNTY HAVING TWO (2) ADDITIONAL  
ONE (1) YEAR OPTIONS THEREAFTER**

; and be it further

**RESOLVED**, that a bid security of One Thousand Dollars (\$1,000.00) shall be required for each bid package; and be it further

**RESOLVED**, that, as security for the faithful performance of the contract, the successful bidder will be required to post security in the form of cash, certified check, performance and payment bond, or irrevocable letter of credit, in an amount equal to five percent (5%) of the estimated annual contract amount, as calculated based upon the pricing bid by the successful bidder and anticipated usage of the services, and in a form approved by the County Attorney; and be it further

**RESOLVED**, that if such security for the faithful performance of the contract shall be in the form of a performance and payment bond, the Bond Underwriter or Surety must appear on the U.S. Treasury's listing of approved sureties (Department Circular 570) and all Sureties must be licensed to transact business in New York as a surety company; and be it further

**RESOLVED**, that such advertisement shall appear in the following County newspaper(s):

**THE JOURNAL NEWS (Westchester-Putnam Edition)**

; and be it further

**RESOLVED**, that this advertisement for bids will state that pursuant to Chapter 308 of the Laws of the County of Westchester, the policy 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).

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars

Budget Funding Year(s): \_\_\_\_\_ Start Date: 4/01/22 End Date: 12/31/22  
(must match resolution)

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