

**94146**

**DATE:** June 22, 2022

**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 including ground staff dispatchers to Westchester County seniors for a term commencing retroactive to June 23, 2022 and continuing through March 31, 2023 in an amount not-to-exceed amount of \$50,000, payable with Unmet Need State grant funds, based on agreed upon hourly rates.

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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 the provision of group transportation services including ground staff dispatchers to County seniors for a term commencing retroactive to June 23, 2022 and continuing through March 31, 2023 in an amount not-to-exceed \$50,000, payable with Unmet Need State grant funds in based on the agreed-upon hourly rates (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.

In accordance with the Westchester County Procurement Policy, the Department solicited price quotes from three potential service providers. These entities are: J& R Tours, Ltd (“J&R Tours”), Silver Star Transportation and the Bus Bank. It was determined that J&R Tours’s price quotes are within the range of the other entities. Additionally, J&R Tours was the only entity that can provide all the different size buses. Therefore, the Department believes that it is in the best interest for the County to award the contract to J&R Tours for the aforementioned reasons and because J&R Tours has previously provided such group transportation services under other agreements with the County to the Department’s satisfaction.

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.

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 under other Agreements with 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 06/20/2022 RAYMOND SCULKY, 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 enter into an agreement with J & R Tours, Ltd. (the “Operator” or “Contractor”) to provide group transportation services including ground staff dispatchers to County seniors for a term commencing retroactive to June 23, 2022 and continuing through March 31, 2023 in an amount not-to-exceed \$50,000, payable with Unmet Need State grant funds based upon the agreed-upon hourly rates (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; 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.

[BUDGET BOX FOLLOWING]

Original Agreement: \$50,000

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Sub-Unit	Object/ Sub Object	Trust Account	Dollars
Charged	263	85	T06X	GRNT	4380	T1006	\$50,000

Budget Funding Year(s)  
(must match resolution)

Start Date: 6/23/2022

End Date: 03/31/2023

Funding Source:

County

Tax Dollars: \$0

Operator/Contractor: **J & R Tours, Ltd.**

Federal I.D. No: 13-3250645

Vendor No: 995914

State Aid: \$50,000

Contract #/Encumbrance #: AGET10064822

\$50,000

(must match resolution)

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/30/2022, RAYMOND SCULKY, SECRETARY