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TO: Board of Acquisition and Contract

FROM: Reginald A. LaFayette & Douglas A. Colety
Commissioners of the Board of Elections

DATE: February 15, 2018

SUBJECT: Request for Authority to Solicit Bids by Public Advertisement for Three (3) Moving Services and Storage Contracts of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations for 2018 Primaries, Special and General Elections occurring between June 1, 2018 and December 31, 2018, covering Zones 3 through 6 (BOE16-03-Rev., BOE16-05-Rev. and BOE16-06-Rev., respectively).

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Board of Elections (the "Board of Elections") to solicit bids by public advertisement for three (3) moving services and storage contracts of handicapped accessibility equipment for zones 3 through 6, respectively, between the County Warehouse and various polling place locations in the county of Westchester for 2018 Primaries, Special and General Elections occurring between June 1, 2018 and December 31, 2018 (BOE16-03-Rev., BOE16-05-Rev. and BOE16-06-Rev., respectively). These three (3) contracts will commence on or about May 01, 2018 and terminate on December 31, 2018.

The moving services and storage contracts for the handicapped accessibility equipment are being bid separately from the moving contracts for the voting machines, supply bags and privacy

booths since the Board of Elections requires the space in the County Warehouse currently being used to store the handicapped accessibility equipment as a staging area to administer all Primary, Special and General Election moves.

Since the final number of the voting districts that are holding primaries have not yet been determined, the County will receive a pro-rata credit based upon the number of polling places in each zone that are ultimately used in the Primary and Special Elections.

The public purpose, as well as the goal and objective of this contract, is to allow the Board of Elections to carry out its statutory duties in connection with all upcoming 2018 Primaries, Special and General Elections and to ensure that all eligible County residents have the opportunity to exercise their right to vote.

The three (3) contracts shall be for the following geographic zones:

Contract No. BOE16-03-Rev.

June 1, 2018 through December 31, 2018 Primaries, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 3 - Greenburgh, Harrison, Mount Pleasant, North Castle and White Plains;

Contract No. BOE16-05-Rev.

June 1, 2018 through December 31, 2018 Primaries, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 5 - Eastchester, Pelham, Mount Vernon and Scarsdale;

Contract No. BOE16-06-Rev.

June 1, 2018 through December 31, 2018 Primaries, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 6 – Yonkers;

Pursuant to applicable law, the County is required to store, transport and secure voting machine and handicapped accessibility equipment in connection with all Primary, Special and General Elections. Due to the large numbers of handicapped accessibility equipment that must be transported to and from polling place locations, this service is best handled through an outside vendor as the County does not have sufficient staff to carry out this work. By having such a contract in place, the County will be able to carry out its statutory duties in connection with the upcoming 2018 Primaries, Special and General Elections.

These moving services are being bid as the result of unforeseen circumstances that resulted in the closure of Warburton Movers, Inc., which had performed the services through 2017.

The performance of the successful bidder under this contract will be monitored by the Board of Elections staff to ensure compliance with contract terms.

Approval of the attached resolution is respectfully requested.

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RESOLUTION

Upon communication from the Commissioners of the Board of Elections, be it

RESOLVED, that the County of Westchester be and is hereby authorized to solicit bids by public advertisement for the following contracts commencing on or about June 1, 2018 and terminating on December 31, 2018:

Contract No. BOE16-03-Rev.

June 1, 2018 through December 31, 2018 Primaries, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 3 - Greenburgh, Harrison, Mount Pleasant, North Castle and White Plains;

Contract No. BOE16-05-Rev.

June 1, 2018 through December 31, 2018 Primaries, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 5 - Eastchester, Pelham, Mount Vernon and Scarsdale;

Contract No. BOE16-06-Rev.

June 1, 2018 through December 31, 2018 Primaries, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 6 – Yonkers;

and be it further

RESOLVED, that performance security in form of a certified check in the amount of two percent (2%) of the total Lump Sum Bid shall be deemed adequate and sufficient security for the faithful performance of each of these contracts; 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); and be it further

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

THE JOURNAL NEWS (Westchester and Putnam Edition)

| Account to be Charged/Credited | Fund | Dept. | Major Program, Program & Phase Or Unit | Object/ Sub Object | Trust Account | Dollars |
|--------------------------------|------|-------|--|--------------------|---------------|---------|
| | 101 | 14 | 1000 | 4380 | | |
| | | | | | | |

Budget Funding Year(s) 2018 **Start Date:** _____ **End Date:** _____
 (must match resolution)

Funding Source: Tax Dollars 100% County
No./

Contractor Federal I.D.
Social Security No.: _____

\$ _____
 (must match resolution) **State Aid** _____
Federal Aid _____
Other _____

Vendor No.: _____
Encumbrance No.: _____