

14605

DATE: October 15, 2010

FROM: Marguerite Beirne  
Chief Information Officer, Department of Information Technology  
  
John J. Hsu, P.E.  
Commissioner, Department of Public Works

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (NO. IT-1177) WITH NATIONAL LIBRARY RELOCATIONS, INC., 70 BRIDGE ROAD, ISLANDIA, NEW YORK 11749, FOR PROFESSIONAL MOVING SERVICES TO RELOCATE TWO ARCHIVAL COLLECTIONS WITHIN THE WESTCHESTER COUNTY ARCHIVES AT 2199 SAW MILL RIVER ROAD, ELMSFORD, NEW YORK

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**BACKGROUND:**

The Westchester County Archives, a unit within the Department of Information Technology, is responsible for the development and execution of the program to safeguard the County's public records having enduring historical value, as well as to provide oversight for the facility operation at the Archives & Records Center, 2199 Saw Mill River Road, Elmsford, New York, insofar as the physical systems of that county-owned building affect these archival records. As part of the 2010 capital project to completely renovate this facility, a new state-of-the-art vault has been constructed within existing warehouse space and high density compact shelving units have been installed to house the most valuable historical records in the collections of the Westchester County Archives ("WCA") and of the Westchester County Historical Society ("WCHS"). These storage areas support the daily business processes and mission critical activities of this history center for Westchester; departmental personnel and the public may access both collections at the same time when they visit.

On August 27, 2010, the County of Westchester, acting by and through the Westchester County Archives, a unit of the Department of Information Technology ("DoIT"), issued a request for proposals ("RFP") seeking proposals from qualified, professional library moving contractors to develop a plan for relocating various archival books and other materials from space at the facility at 2199 Saw Mill River Road, Elmsford, New York to the new archival vault storage at the same address and to execute that plan. Although all moves are to be internal ones, some of the historical records will require cleaning during the relocation process because they have been stored in a warehouse environment, subject to dust and dirt.

Following publication of the RFP and two informational sessions that took place at the facility, six (6) responses were received by the due date of September 20, 2010. Personnel from the Westchester County Archives and the Westchester County Historical Society evaluated the proposals

and based their selection on the criteria as outlined in the RFP, giving an equal weighting to each of the four (4) following criteria:

- Cost: The terms and fees proposed for the services.
- Commitment: The proposer's description of its commitment to provide the requested services, meet or exceed all requirements and provide quality personnel.
- Experience and Competence: The proposer's specific experience and demonstrated ability in providing the services on a scale comparable to that described in the RFP.
- Past performance and references.

After a thorough evaluation, National Library Relocations, Inc. ("NLR") was the highest rated by each member of the group, since this firm offered a comprehensive proposal that best met the needs of both the Westchester County Archives and the Westchester County Historical Society for relocating their two collections of archival materials, many of which are quite valuable and are considered fragile and irreplaceable. NLR offered the most competitive price (\$43,629.00) of those firms that adhered to the RFP's requirements and the scope of work.

Pursuant to the proposed agreement, NLR will follow their written plan of work as outlined in their proposal that evidences an understanding of both the collections of the Westchester County Archives and the Westchester County Historical Society that are to be relocated. This plan addresses those records that need to be cleaned in the moving process and how the relocation will be executed to ensure the safety of the historical documents, as well as to account for the entire inventory both during and after the move. NLR has included a strategy for completing these re-locations during week days other than Tuesdays and Wednesdays, when the Archives are open to the public for reference and research.

Once the fragile maps and their cases are relocated from either side of an existing wall in the existing vaults, the remainder of the general construction work may be undertaken by the General Contractor for the capital renovation. Since his contract is to conclude by end of 2010, the relocation of these items will be NLR's first task under this contract.

## **PUBLIC PURPOSES**

There are several public purposes that will be achieved by providing professional moving services to safely relocate these two valuable historical records collections:

- Provide state-of-the-art, 24 X 7, climatically controlled secure records storage for historical books, maps, manuscripts, photographs and other historical items that document the rich history of Westchester County;
- Move these records into new high-density compact shelving storage from warehouse conditions where the county was unable to properly safeguard these records because of a lack of enough environmentally secure storage;
- Enhance the county's compliance with all federal, state and local laws and regulations regarding the county's historical records;
- Provide an opportunity for the county's various local communities to also use secure vault storage space at the county-owned facility for their own historical records, since upon

completion of the relocation of county records, the amount of open shelving space available for these agencies in these vaults may be estimated.

## PERFORMANCE MANAGEMENT

- Per the RFP, the overall responsibility of the Westchester County Archives and the Westchester County Historical Society is to assist the professional moving contractor in carrying out the scope of work as described in the RFP documents and as addressed in the proposal submitted by National Library Relocations, Inc. Each agency shall designate a project manager to coordinate communication between them and the NLR project manager and team. They will make periodic inspections and shall bring problems to the immediate attention of the contract mover.
- The WCA and WCHS project team will work with the contractor to prepare maps/plans detailing existing and proposed locations for all records series, document the sequence in which the collections shall be moved, provide necessary access to the facility each day and provide the contractor with guidelines concerning shelf-fill percentage, shelf configuration and other matters having to do with the placement of materials in their new locations. This team's role is in planning and oversight only and in serving as liaison to the Department of Public Works' Manager for the entire Capital Project.
- Detailed invoices will be submitted by NLR, the contractor, to the county's Department of Public Works who will ensure that all work is concluded satisfactorily within the contracted period.

**ACTION REQUESTED:** Attached for your approval is an appropriate resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT, 10-28-2010, JOMARIN, SECRETARY

# RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, AND THE COMMISSIONER OF THE DEPARTMENT OF PUBLIC WORKS, BE IT HEREBY:

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement (NO. IT-1177) with National Library Relocations, Inc., 70 Bridge Road, Islandia, New York 11749, to provide professional moving services to relocate two archival collections within the Westchester County Archives at 2199 Saw Mill River Road, Elmsford, New York 10523, for a six months' period commencing on November 15, 2010 and terminating on May 14, 2011, for an amount not to exceed \$43,629.00; and be it further

RESOLVED, that this contract is subject to County appropriations, and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

*Account to be Charged/Credited:*

Agreement No. IT-1177

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
346	46	B008106C	6210-99		\$43,629.00

Budget Funding Year(s): 2010-2011 Start Date: November 15, 2010 End Date: May 14, 2011

Funding Source

Tax Dollars: \_\_\_\_\_  
 State Aid: \_\_\_\_\_  
 Federal Aid: \_\_\_\_\_  
 Other: Capital Project - \$43,629.00