

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

20667

**Date:** July 27, 2011

**To:** The Honorable Board of Acquisition and Contract

**From:** Kevin M McGuire  
Commissioner of Social Services

**Re: Resolution authorizing the County of Westchester to award a contract to Warburton Movers, Inc., 104 Touissant Avenue, Yonkers, New York 10710 to provide Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services for the period September 1, 2011 through August 31, 2012 in the total amount not to exceed \$100,000, payable at the rate of \$250 per move and subject to appropriation**

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The County is required to provide moving services to public assistance households of Westchester County pursuant to Section 352.6 of Title 18 New York State Code of Rules, and Regulations ("NYCRR"). This requirement affects households, who by virtue of homelessness require emergency moves to or between homeless facilities. To meet this requirement, the County developed a bid document to seek professional moving services.

A bid was issued on July 9, 2011 for Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services. Three bids were received on the bid opening date, July 20, 2011. The Bid Sheet is attached as part of the Resolution.

After reviewing the bids received, the Department recommends that the Contract be awarded to Warburton Movers Inc., 104 Touissant Avenue, Yonkers, New York 10710 which is the lowest qualified bidder in this category. References for this bidder have been investigated and they have been found to be very responsible.

Authority is therefore requested to authorize the County to enter into an agreement with Warburton Movers Inc. 104 Touissant Avenue, Yonkers, New York 10710 for Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services in the total amount not to exceed \$100,000, payable at the rate of \$250 per move for the period September 1, 2011 through August 31, 2012, with an option on the part of the County to extend the contract for two (2) additional one-year periods on the same terms and conditions; provided, however, that the pricing for the option years shall be increased by 50% of the percentage change in the Consumer Price Index ("CPI") over the preceding year. Performance Security shall be provided by Warburton Movers, Inc. in an amount equal to 5% of the total contract amount.

The services to be provided pursuant to the proposed agreement serve the **public purpose** of assuring the well being of the homeless population in Westchester County by providing necessary services when they have to move to or between shelters.

The **goals and objectives** are to provide safe and reliable emergency moving services for Homeless Customers of the Westchester County Department of Social Services. Services will be provided on an as needed basis.

The goals and objectives are **in the best interests of the County in terms of public safety** as the clients are assured safe and expeditious moving services by an experienced and responsible vendor.

They are also in the best interests of the **County in terms of fiscal responsibility** as the services are provided at pre-determined rates and on an as needed basis.

**These goals and objectives will be monitored** through the submission of claims and data sheets by the vendor which will contain specifics about every move and through regular contact with personnel at the homeless facilities, as well as through feedback from customers. In addition, there will be communication with District Office staff concerning any problems or issues resulting from the many moves to be performed by the vendor.

Accordingly, authority is requested for the County of Westchester to award a contract to Warburton Movers, Inc. for the purpose stated above.

Your Honorable Board's approval of the attached resolution is respectfully requested.

KMG/DI

## RESOLUTION

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

**RESOLVED**, that a contract for Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services is hereby awarded to the lowest responsible bidder, Warburton Movers Inc., 104 Touissant Avenue, Yonkers, New York 10710 for the period from September 1, 2011 through August 31, 2012 in the total amount not to exceed \$100,000 payable at the rate of \$250 per move; and be it further

**RESOLVED**, that the County shall have the option to extend the contract for two additional one-year periods on the same terms and conditions; provided, however, that the pricing for the option years shall be increased by 50% of the percentage change in the Consumer Price Index ("CPI") over the preceding year; and be it further

**RESOLVED**, that Performance Security in an amount equal to 5% of the contract amount shall be deemed adequate and sufficient security; and be it further

**RESOLVED**, that this contract is also 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 the Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute the above agreement on behalf of the County of Westchester.

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2011	101	22	8900	5850	-----	\$33,333
2012	101	22	8900	5850	-----	\$66,667

Budget Funding Year(s) 2011-12 Start Date: 9/1/11 End Date: 8/31/12  
(Must match resolution)

Funding Source

\$100,000  
(must match resolution)

Tax Dollars:  
State Aid:  
Federal Aid: 100%  
Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/11/2011 - JOMAR VIEIRA, SECRETARY

Contract for Emergency Moving Services

Schedule "A"

**Emergency Moving Services for Homeless Customers  
Of the Westchester County Department of Social Services**

Bids received Wednesday, 7/20/11 11:00 AM

NAME, ADDRESS, PHONE, FAX	BID CHECK K	AMOUNT OF BID
Allpoints Moving & Storage		No Bid
CLIFFORD COOK MOVING & STOR.		No Bid
D C B E Inc		No Bid
GreMark Consultancy, Inc.		No Bid
Hudson River Housing, Inc.		No Bid
John C Murphy Moving & Storage Inc		No Bid
Lam Mar Diversified		\$137,000
Ron's Trucking Corporation		\$110,000
Simple Moves Llc		No Bid
Smart Move		No Bid

<b>Traffic Moving Systems Inc.</b>		No Bid
<b>Warburton Movers Inc. 104 Touissant Avenue, Yonkers, New York 10710</b>		\$100,000

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/11/2011 - JOMARY VIEIRA, SECRETARY