

22708

**TO:** Board of Acquisition and Contract

**FROM:** John J. Hsu, P.E.  
Commissioner of Public Works and Transportation

**DATE:** October 26, 2011

**SUBJECT:** Change Order No. 1  
Contract No. **BOE-11-11**  
2011 Primary Election Moving Services of Voting Machines, Supply Bags and Privacy Booths between the County Warehouse and Various Polling Place Locations in Westchester County Zone 5 – Eastchester, Pelham, Mount Vernon and Scarsdale

**Contractor:** East Side Movers, Inc.  
**Amount of Change Order No. 1:** \$1,300.00

On August 11, 2011, your Honorable Board awarded Contract No. BOE-11-11 for 2011 Primary Election Moving Services of Voting Machines, Supply Bags and Privacy Booths between the County Warehouse and Various Polling Place Locations in Westchester County Zone 5 – Eastchester, Pelham, Mount Vernon and Scarsdale to East Side Movers, Inc., 525 South 4<sup>th</sup> Avenue, Mount Vernon, New York 10550 (the “Contractor”) for the term September 1, 2011 through September 30, 2011, in the amount of \$19,000.00, subject to appropriations (the “Contract”).

Subsequent to the award of the Contract and due to unforeseen data issues, there were delays in the programming of the voting machines and printing of the ballots. This delay resulted in the need for the Contractor to make multiple deliveries to polling place locations throughout this zone in order to meet its contractual requirement to deliver all of the voting machines, supply bags and privacy booths prior to the commencement of the Primary Election.

The objective of this Change Order is to increase the not to exceed amount of the Contract in order to make payment to the Contractor for the additional work provided in connection with the timely completion of the Contract, thereby enabling the County to carry out its statutory duties in connection with the 2011 Primary Elections.

This Change Order is in the public’s best interest because it enabled all County residents to vote in the 2011 Primary Election and enabled the County to carry out its statutory duties in connection with the 2011 Primary Election.

The Board of Elections staff monitored the Contractor to ensure compliance with Contract terms and to ensure the successful completion of this Contract.

This additional work is incidental to the original work and does not materially alter the main purpose of the Contract as to constitute a new undertaking. The work is of the same nature as the initial work, is to be performed in the same general vicinity and was unanticipated until work commenced under the Contract. The completion date of the Contract remains the same.

It is requested that your Honorable Board take action on the following:

Approval of Change Order No. 1

**Total Amount of Change Order No. 1.....\$1,300.00**

This Change Order has been reviewed by the Law Department and a proposed form of Resolution is attached hereto for your approval.

Approval is recommended.

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/17/2011 - JOSE R. VIEIRA, SECRETARY

