

24131

**TO:** Board of Acquisition and Contract

**FROM:** Thomas J. Lauro, P.E.  
Acting Commissioner of Public Works and Transportation

**DATE:** January 9, 2012

**SUBJECT:** Request for Authority to Solicit Bids by Public Advertisement for Six (6) Moving Services and Storage Contracts of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations for all 2012 Primary, Special and General Elections covering Zones 1 through 6 (BOE 12-01, BOE 12-02, BOE 12-03, BOE 12-04, BOE 12-05 and BOE 12-06, respectively)

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Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the Department of Public Works and Transportation to solicit bids by public advertisement for six (6) moving services and storage contracts of handicapped accessibility equipment for zones 1 through 6, respectively, between the County Warehouse and various polling place locations in the County of Westchester (the "County") for all 2012 Primary, Special and General Elections (BOE 12-01, BOE 12-02, BOE 12-03, BOE 12-04, BOE 12-05 and BOE 12-06, respectively). These six (6) contracts will commence on February 21, 2012 and terminate on December 31, 2012.

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.

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 2012 Primary, Special and General Elections and to ensure that all eligible County residents have the opportunity to exercise their right to vote.

The six (6) contracts shall be for the following geographic zones:

Contract No. BOE 12-01

2012 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 1 - Cortlandt, Ossining, Peekskill, Somers and Yorktown

Contract No. BOE 12-02

2012 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 2 - Bedford, Lewisboro, Mount Kisco, New Castle, North Salem and Pound Ridge

Contract No. BOE 12-03

2012 Primary, 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. BOE 12-04

2012 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 4 - Mamaroneck, New Rochelle, Rye Town and Rye City

Contract No. BOE 12-05

2012 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 5 - Eastchester, Pelham, Mount Vernon and Scarsdale

Contract No. BOE 12-06

2012 Primary, 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 2012 Primary, Special and General Elections.

The performance of the successful bidder under this contract will be monitored by the staff of the Department of Public Works and Transportation to ensure compliance with contract terms.

Approval of the attached resolution is respectfully requested.

# RESOLUTION

## CONTRACT NO.'S BOE 12-01 THROUGH BOE 12-06

Upon communication from the Acting Commissioner of Public Works and Transportation, be it

**RESOLVED**, that the Commissioner of Public Works and Transportation be and he hereby is authorized to solicit bids by public advertisement for the following contracts commencing on February 21, 2012 and terminating on December 31, 2012:

Contract No. BOE 12-01

2012 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 1 - Cortlandt, Ossining, Peekskill, Somers and Yorktown;

Contract No. BOE 12-02

2012 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 2 - Bedford, Lewisboro, Mount Kisco, New Castle, North Salem and Pound Ridge;

Contract No. BOE 12-03

2012 Primary, 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. BOE 12-04

2012 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 4 - Mamaroneck, New Rochelle, Rye Town and Rye City;

Contract No. BOE 12-05

2012 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 5 - Eastchester, Pelham, Mount Vernon and Scarsdale;

Contract No. BOE 12-06

2012 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 6 - Yonkers;

and be it further

**RESOLVED**, that performance security in the 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

# RESOLUTION

## CONTRACT NO.'S BOE 12-01 THROUGH BOE 12-06

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

**THE JOURNAL NEWS (Southern 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)** 2012  
(must match resolution)

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Funding Source:** **Fax Dollars** 100% County

**Contractor Federal I.D. No./**  
**Social Security No.:** \_\_\_\_\_

**State Aid** \_\_\_\_\_

**\$** \_\_\_\_\_  
(must match resolution)

**Federal Aid** \_\_\_\_\_

**Vendor No.:** \_\_\_\_\_

**Other** \_\_\_\_\_

**Encumbrance No.:** \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/12/2012 - JOMARY VEIRA, SECRETARY