

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

34651

Date: June 18, 2013

To: The Honorable Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Re: Resolution authorizing the County of Westchester, acting through its Department of Social Services, to exercise its second option to extend the agreement with Warburton Movers Inc. for emergency moving services for Homeless Customers of the Westchester County Department of Social Services by extending the agreement for an additional year commencing September 1, 2013 and ending August 31, 2014 for an amount not to exceed \$102,105 for a new total not to exceed \$304,057 (combining the original, first extension and the proposed second extension) to be paid pursuant to an approved budget at the rate per move specified in Schedule "A" attached hereto and made a part hereof, and subject to appropriation

By resolution approved on August 11, 2011 (the "August 11th Resolution"), your Honorable Board authorized the County of Westchester, acting through its Department of Social Services, to enter into an agreement with Warburton Movers, Inc. for the provision of emergency moving services for Homeless Customers of the Westchester County Department of Social Services for the period from September 1, 2011 through August 31, 2012 in a total amount not to exceed \$100,000 payable at the rate of \$250 per move and subject to appropriation, 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. The Agreement was subsequently executed. It is to be noted that Warburton Movers, Inc. was awarded the contract as the responsible low bidder after public bidding was conducted in accordance with applicable law.

By resolution approved on August 9, 2012 (the "August 9th Resolution"), your Honorable Board authorized the County of Westchester, acting through its department of Social Services to exercise its first option to extend the agreement with Warburton Movers, Inc. for the provision of emergency moving services for Homeless Customers of the Westchester County Department of Social Services by extending the contract for an additional year commencing September 1, 2012 and ending August 31, 2013 for an amount not to exceed \$101,952 for a new total not to exceed \$201,952 to be paid pursuant to an approved budget. The First Extension Agreement was subsequently executed.

Authority is now requested for the County of Westchester to exercise its second and final option to extend the agreement with Warburton Movers, Inc. by extending the contract for an additional year commencing --- September 1, 2013 and ending August 31, 2014 for an amount not to exceed \$102,105 for a new total not to exceed \$304,057 (combining the original, first extension and the proposed second extension) to be paid pursuant to an approved budget at the rate per move specified in Schedule "A" attached hereto and made a part hereof and subject to appropriation. There is a small increase in the amount requested for the proposed extension because there was an increase in the Consumer Price Index as per the terms of the original agreement.

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.

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.

The goals and objectives 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.

The Department is able to report that during the 2012-2013 contract year, Warburton Movers, Inc. performed 196 emergency moves through March 31, 2013.

Except as specifically amended herein, all other terms and conditions of the original agreement as extended shall remain the same.

Accordingly, authority is requested for the County of Westchester to exercise its second and final option to extend the contract with Warburton Movers, Inc. for the purpose stated above.

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

RESOLUTION

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

RESOLVED, that the County of Westchester, acting through its Department of Social Services, is authorized to exercise its second and final option to extend the agreement with Warburton Movers, Inc. for the provision of Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services by extending the contract for an additional year commencing September 1, 2013 and ending August 31, 2014 for an amount not to exceed \$102,105 for a new total not to exceed \$304,057 (combining the original, first extension and the proposed second extension) to be paid pursuant to an approved budget at the rate per move as specified in Schedule "A" attached hereto and made a part hereof; 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 except as specifically amended herein, all other terms and conditions of the original agreement as extended shall remain the same; 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.

Original Contract Amount:	\$100,000
First Extension:	\$101,952
Second Extension:	<u>\$102,105</u>
Total:	\$304,057

Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2013	101	22	8900	5850	-----	\$25,526
2013	101	22	8900	5860	-----	\$ 8,509
2014	101	22	8900	5850	-----	\$51,052
2014	101	22	8900	5860	-----	\$17,018

Budget Funding Year(s) 2013-14 Start Date: 9/1/13 End Date: 8/31/14
(Must match resolution)

Funding Source	<u>5850</u>	<u>5860</u>
	Tax Dollars: 1%	71%
	State Aid: 0%	29%
<u>\$102,105</u>	Federal Aid: 99%	0%
(must match resolution)	Other:	

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SCHEDULE "A"

(Estimate of approximate number of emergency moves to be provided annually = 400)

WESTCHESTER COUNTY \$255.26 per move

TOTAL AMOUNT OF CONTRACT: \$255.26 per move x 400 = \$102,105

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/25/2013 - JOMAR VIEIRA, SECRETARY