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**44421**

**TO:** Board of Acquisition and Contract

**FROM:** Reginald A. LaFayette and Douglas A. Colety  
Board of Elections Commissioners

**DATE:** January 22, 2015

**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 **2015 and 2016** Primary, Special and General Elections covering Zones 1 through 6 (BOE 15-01, BOE 15-02, BOE 15-03, BOE 15-04, BOE 15-05 and BOE 15-06, respectively).

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the Board of Elections 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 2015 and 2016 Primary, Special and General Elections (BOE 15-01, BOE 15-02, BOE 15-03, BOE 15-04, BOE 15-05 and BOE 15-06, respectively). These six (6) contracts will commence on or about April 15, 2015 and terminate December 31, 2016.

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.

Since the final number of the voting districts that are holding primaries have not yet been determined, the County will receive a pro-rata credit based upon the number of polling places in each zone that are ultimately used in the Primary and Special Elections.

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 2015 and 2016 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 15-01

2015 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 1 - Cortlandt, Ossining, Peekskill, Somers and Yorktown

Contract No. BOE 15-02

2015 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 15-03

2015 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 15-04

2015 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 15-05

2015 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 5 - Eastchester, Pelham, Mount Vernon and Scarsdale

Contract No. BOE 15-06

2015 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 2015 and 2016 Primary, Special and General Elections.

The performance of the successful bidder under this contract will be monitored by the staff of the Board of Elections to ensure compliance with contract terms.

Approval of the attached resolution is respectfully requested.

# RESOLUTION

Upon communication from the Commissioners of the Board of Elections, be it

**RESOLVED**, that the Commissioners of the Board of Elections be and hereby is authorized to solicit bids by public advertisement for the following contracts commencing on or about April 15, 2015 and terminating December 31, 2016:

Contract No. BOE 15-01

2015 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 1 - Cortlandt, Ossining, Peekskill, Somers and Yorktown;

Contract No. BOE 15-02

2015 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 15-03

2015 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 15-04

2015 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 15-05

2015 Primary, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment, Zone 5 - Eastchester, Pelham, Mount Vernon and Scarsdale;

Contract No. BOE 15-06

2015 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 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

**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)** 2015, 2016 **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_  
(must match resolution)

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

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

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

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

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

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

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

APPROVED BOARD OF ACQUISITION & CONTRACTS 12/12/2015 - JIMMY VIEIRA, SECRETARY