

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

50919

Date: February 4, 2016

To: The Honorable Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Re: **Authority to Amend a Resolution approved on November 24, 2015 which authorized the County to Advertise for the purpose of Soliciting Bids for a Contract to provide Non-Emergency Moving and Storage Services within Westchester County for Households Eligible for Temporary Housing, by changing the term of the proposed Agreement from a term of two-years with the County having an option to extend the contract for two (2) additional one-year periods, to a term of only one-year with the County having an option to extend the contract for up to three (3) additional one-year periods.**

By resolution approved on November 24, 2015 (the “November 24th resolution”), your Honorable Board authorized the County of Westchester (the “County”), through its Department of Social Services (the “Department”), to solicit bids by public advertisement for a contract for the provision of Non-Emergency Moving and Storage Services for *planned* “non-emergency” moves of households eligible for temporary housing within Westchester County, as well as storage services, for a two-year period, with the County having an option to extend the contract for two additional one-year periods.

The November 24th Resolution further provided that bid security in the form of a check for \$1,000 would be required, and that adequate and sufficient security for the full and faithful performance of the contract would be receipt of cash, certified check, irrevocable letter of credit, or performance and payment bond in the amount of 5% of the total annual contract amount and in a form approved by the County Attorney. In addition, the November 24th resolution provided that such advertisement for bids would appear in The Journal News (Westchester-Putnam

Edition) on the Empire State Purchasing Group Website and the Westchester County Government Website (Business Opportunities). Lastly, the November 24th Resolution provided that the advertisement for bids would 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). The Department has not yet advertised for bids for this project.

The Department recently instituted a policy prohibiting multi-year agreements. The November 24th Resolution authorized the County to advertise for a multi-year agreement by providing for an initial term of two years. Accordingly, authority is now requested to amend the November 24th Resolution for the limited purpose of changing the term of the proposed Agreement for which authority to advertise is being sought, from two-years, with the County having an option to extend the contract for two (2) additional one-year periods, to a term of only one-year, with the County having an option to extend the contract for up to three (3) additional one-year periods.

Except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the November 24th Resolution shall remain in full force and effect.

I most respectfully recommend the adoption of the attached resolution.

KMM/BG/jpg

Attachment

RESOLUTION

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

RESOLVED, that the resolution approved on November 24, 2015 (the “November 24th Resolution”) which authorized the Commissioner of Social Services, *inter alia*, to solicit bids by public advertisement for a contract for the provision of Non-Emergency Moving and Storage Services for *planned* “non-emergency” moves of households eligible for temporary housing within Westchester County, as well as storage services, for a two-year period, with the County having an option to extend the contract for two additional one-year periods, is hereby amended by changing the term of the proposed Agreement for which authority to advertise is being sought, from two-years, with the County having an option to extend the contract for two (2) additional one-year periods, to a term of only one-year, with the County having an option to extend the contract for up to three (3) additional one-year periods; and be it further

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the November 24th Resolution shall remain in full force and effect; and be it further

RESOLVED, that the County Executive, or his duly authorized designee is hereby empowered to execute any and all documents necessary to implement this Resolution.

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s): N/A Start Date: N/A End Date: N/A

Funding Source _____ Tax Dollars: N/A
 State Aid: N/A
 Federal Aid: N/A
 (must match resolution) Other