

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

56277

Date: March 30, 2017

To: The Honorable Board of Acquisition and Contract

From: Kevin M McGuire
Commissioner of Social Services

Re: **Authority to Amend a Resolution approved March 23, 2017, which authorized the County of Westchester to award Contract # DSS 305 - 17 to Smart Moving & Storage, Inc. to provide Non-Emergency Storage Services for Homeless Customers of the Westchester County Department of Social Services for the period from April 1, 2017 through March 31, 2018 in the total amount not to exceed \$19,989, by changing the total not-to-exceed amount thereunder for the initial one (1) year term from \$19,989 to \$239,868.**

By resolution approved on March 23, 2017 (the "March 23rd Resolution"), your Honorable Board authorized the County of Westchester (the "County"), through its Department of Social Services (the "Department"), to award Contract #DSS 305-17 for Non-Emergency Storage Services for Homeless Customers of the Westchester County Department of Social Services to the lowest responsible bidder, Smart Moving & Storage, Inc., 179 Saw Mill River Road, Yonkers, New York 10701 ("Smart") for the period from April 1, 2017 through March 31, 2018 in the total amount not to exceed \$19,989, payable at a monthly rate based on the size of the storage space as follows: \$89 for 5X5, \$109 for 5X10, \$175 for 10X10 and \$240 for 10X15, with the County reserving an option to renew the agreement for up to three (3) additional one (1) year periods (the "Agreement"). The Agreement has not yet been executed.

The Bid Document required, *inter alia*, that bidders submit bids for storage services based on the size of the storage unit provided per month. The Bid Document then required bidders to submit the "total amount of the contract" on a separate line. While Smart properly submitted its bid based on the size of the storage unit per month, in the space provided for "total amount of the contract" it inadvertently submitted the total *monthly* contract price rather than the total *annual* contract price. In preparing the March 23rd Resolution, the Department similarly used the total monthly amount instead of the total annual amount. In order to correct this mistake, authority is respectfully requested to amend the March 23rd Resolution for the limited purpose of reflecting the total *annual*

contract amount for the initial one (1) year contract term, an amount not-to-exceed of \$239,868, instead of \$19,989, the total *monthly* amount.

Except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the March 23rd Resolution shall remain in full force and effect.

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

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/27/2017 - LISA MAJAJ, SECRETARY

RESOLUTION

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

RESOLVED, that the resolution approved on March 23, 2017 (the “March 23rd Resolution”) which authorized the County of Westchester to award Contract #DSS 305-17 for Non-Emergency Storage Services for Homeless Customers of the Westchester County Department of Social Services to the lowest responsible bidder, Smart Moving & Storage, Inc., 179 Saw Mill River Road, Yonkers, New York 10701 for the period from April 1, 2017 through March 31, 2018 in the total amount not to exceed \$19,989 payable at a monthly rate based on the size of the storage space as follows: \$89 for 5X5, \$109 for 5X10, \$175 for 10X10 and \$240 for 10X15, with the County reserving an option to renew the agreement for up to three (3) additional one (1) year periods, is hereby amended by changing the total amount not to exceed for the initial one (1) year contract term from \$19,989 to \$239,868; and be it further

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the March 23rd Resolution shall remain in full force and effect; 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.

Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2017	101	22	8900	5850		82,214
2017	101	22	8900	5860		97,687
2018	101	22	8900	5850		27,405
2018	101	22	8900	5860		32,562

Budget Funding Year(s) 2017-18 Start Date: 04/01/2017 End Date: 03/31/2018
(Must match resolution)

		5850	5860
Funding Source	Tax Dollars:	1%	71%
	State Aid:	0	29%
<u>\$239,868</u>	Federal Aid:	99%	0
(must match resolution)	Other:		