

George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

74711

Date: February 3, 2020

To: The Honorable Board of Acquisition and Contract

From: Kevin M McGuire
Commissioner of Social Services

Re: **Resolution authorizing the County of Westchester to exercise its third and final option under an agreement with Smart Moving & Storage, Inc. for the provision of Non-Emergency Storage Services for Homeless Customers of the Westchester County Department of Social Services by extending the term thereof for the period from April 1, 2020 through March 31, 2021 and by increasing the not to exceed amount by an additional \$252,424.08, payable at the new rates set forth in the attached schedule.**

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, with new rates based upon the change, if any, in the C.P.I. (the "Agreement").

Thereafter, by resolution approved on April 27, 2018, your Honorable Board authorized the County to amend the March 23rd Resolution for the limited purpose of correcting an error in the not-to-exceed amount by reflecting the total *annual* contract amount for the initial one (1) year contract term as being an amount not-to-exceed of \$239,868, instead of \$19,989, which was the total *monthly* amount. The Agreement was subsequently executed.

Thereafter, by resolution approved on August 16, 2018 (the "August 16th Resolution"), your Honorable Board authorized the County to renew the Agreement for the period from April 1, 2018 through March 31, 2019 and to pay Smart an amount not to exceed \$244,909.08, payable at the new rates set forth in the schedule attached to the August 16th Resolution, based upon the change in the C.P.I. (the "First Amendment"). The First Amendment was subsequently executed.

Thereafter, by resolution approved on April 4, 2019 (the "April 4th Resolution"), your Honorable Board authorized the County to renew the Agreement for the period from April 1, 2019 through March 31, 2020 and to pay Smart an amount not to exceed \$249,560.16, payable at the new rates set forth in the schedule attached to the April 4th Resolution, based upon the change in the C.P.I. (the "Second Amendment"). The Second Amendment was subsequently executed.

The County now desires to exercise its third and final option to renew the Agreement for the period from April 1, 2020 through March 31, 2021. Accordingly, authority is respectfully requested for the County to exercise an option under its agreement with Smart Moving & Storage, Inc. for the provision of Non-Emergency Storage Services for Homeless Customers of the Westchester County Department of Social Services, by extending the term thereof for the period from April 1, 2020 through March 31, 2021 (the "Third Option Period"). In consideration for services rendered during the Third Option Period, the County shall pay Smart Moving & Storage, Inc. an amount not to exceed **\$\$252,424.08**, payable at the new rates set forth in the attached schedule, based upon the change in the C.P.I.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect.

It should be noted that the County, acting by and through the Department, and in accordance with applicable Federal regulations, performed a cost analysis of the costs for the County's third renewal option under the Agreement. After analyzing current marketplace costs for such services, the Department concluded that the costs of the option are reasonable and it is therefore economically prudent to exercise the option under the Agreement in order to obtain these services for the period from April 1, 2020 through March 31, 2021.

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 non-emergency storage 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 secure place to store their property by an experienced and responsible vendor.

They 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.

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 (“County”) is authorized to exercise its third and final option under its agreement with Smart Moving & Storage, Inc. (DSS 305-17) for the provision of Non-Emergency Storage Services for Homeless Customers of the Westchester County Department of Social Services (the “Agreement”), by extending the term thereof for the period from April 1, 2020 through March 31, 2021 (the “Third Option Period”); and be it further

RESOLVED, that in consideration for services to be rendered during the Third Option Period, the County shall pay Smart Moving & Storage, Inc. an amount not-to-exceed **\$\$252,424.08**, payable at the new rates set forth in the attached schedule based upon the change in the C.P.I.; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement 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
2020	101	22	8900	5850	-----	\$74,085
2020	101	22	8900	5860	-----	\$115,233
2021	101	22	8900	5850	-----	\$24,695
2021	101	22	8900	5860	-----	\$38,411.08

Budget Funding Year(s): 2020-21 Start Date: 04/01/2020 End Date: 03/31/21
(Must match resolution)

Funding Source	Tax Dollars:	<u>5860</u>	<u>5850</u>
	State Aid:	71%	1%
	Federal Aid:	29%	0%
<u>\$252,424.08</u>	Other:	0%	99%
(must match resolution)			

(RATES FOR STORAGE SERVICES DURING THE THIRD OPTION PERIOD)

April 1, 2020 thru March 31, 2021

Storage Space	*Anticipated Number of Storage Spaces to be Provided/Per Unit Size	Monthly Rate	Cost Estimate for Anticipated Number of Storage Spaces
	(A)		(B)
Small 5X5	28	\$93.65	\$2622.20
Small 5X10	33	\$114.70	\$3785.10
Med 10X10	52	\$184.17	\$9576.84
LG 10X15	20	\$252.56	\$5051.20
TOTAL	133		\$21,035.34

TOTAL AMOUNT OF CONTRACT FOR STORAGE SERVICES ONLY:

\$21,035.34 / per month
\$252,424.08 / per year.

Storage Location: 145 Saw Mill River Road, Yonkers, N.Y. 10701