



George Latimer
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

101130

Date: May 8, 2023

To: The Honorable Board of Acquisition and Contract

From: Leonard G. Townes
Commissioner of Social Services

Re: **Authority to advertise for the purpose of soliciting bids for contract(s) (DSS3017-23) to provide non-emergency storage services within Westchester County for households eligible for temporary housing for a one-year initial term period with the County having an option to extend the contract for three (3) additional one-year periods.**

Authority is requested to advertise for the purpose of soliciting competitive bids for contract(s) (DSS3017-23) to provide non-emergency storage services within Westchester County for households eligible for temporary housing.

Bids will be sought for non-emergency storage services within Westchester County for households eligible for temporary housing for a one-year initial term period with the County having an option to extend the contract for three additional one-year periods. Respondents will be permitted to bid on "storage" services, and the contract will be awarded to the lowest responsible bidder. The option periods would provide for a price adjustment based on 50% of the Consumer Price Index (CPI) for New York-Northern N.J.-Long Island, NY-NJ-CT-PA (1982-84=100).

The required legal notice will appear in The Journal News (Westchester-Putnam Edition) and on the Empire State Purchasing Group Website.

Bid security in the form of a check for \$1,000 is required. Performance security in the form of cash, certified check, irrevocable letter of credit, or performance and payment bond in the amount of 5% of the total annual contract amount will be required.

In view of the necessity of this program, I most respectfully recommend the adoption of the attached resolution.

LGT/BG/jpg

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/18/2023 - RAYMOND SCULKY, SECRETARY

RESOLUTION

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

RESOLVED, that the Commissioner of Social Services is hereby authorized to solicit bids by public advertisement for contract(s) (DSS3017-23) for the provision of non-emergency storage services within Westchester County for households eligible for temporary housing, for a one-year initial term period, with the County having an option to extend the contract for three additional one-year periods; and be it further,

RESOLVED, that bid security in the form of a check for \$1,000 is required, and that adequate and sufficient security for the full and faithful performance of this contract shall be deemed to 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. The Bond Underwriter or Surety must appear on the US Treasury's listing of approved sureties (Department Circular 570) and all Sureties must be licensed to transact business in New York as a surety company; 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

RESOLVED, that such advertisement shall appear in The Journal News (Westchester-Putnam Edition) and on the Empire State Purchasing Group Website; 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.

APPROVED BOARD OF ACQUISITION & CONTRACTS MAY 18/2022
PAULINA DESJULKY, SECRETARY

Account to be Charged/Credited:

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

(must match resolution)

Funding Source:

Federal	N/A	CFDA#(s)			
State	N/A	State ID#(s)			
Operating/ Tax Levy	N/A				
Capital	N/A				

Total NTE: N/A

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/18/2023 - RAYMOND SCULKY, SECRETARY