

17018

TO: Board of Acquisition and Contract

FROM: John J. Hsu, P.E.
Commissioner of Public Works and Transportation

DATE: January 27, 2011

SUBJECT: Resolution to Award Contract No. 11-200
Moving Services
Westchester County Board of Elections
Warehouse to Polling Sites
Zone 3 & 5 Special Election to be held on February 15, 2011
Contractor: Corporate Relocation Systems, Inc.
Amount: \$8,510.00

In accordance with the New York State Office of General Services Award Number 19993 ("NYSOGS Award Number 19993"), a best and final offer process was conducted. In accordance with NYSOGS Award Number 19993, four (4) best and final offers were solicited from all four (4) providers of moving services that had been pre-approved by the New York State Office of General Services. On January 26, 2011, three (03) responses were received and opened for Contract No. 11-200 for Moving Services, Westchester County Board of Elections, Warehouse to Polling Sites, Zone 3 & 5 Special Election, to be held on February 15, 2011.

The best and final offers were reviewed and it was determined that Corporate Relocation Systems, Inc. submitted the lowest best and final offer in the amount of \$8,510.00.

Corporate Relocation Systems, Inc. has been investigated and it has been found that Corporate Relocation Systems, Inc.:

- Performed satisfactory work in the past for the County.
 Past experience has been investigated and found satisfactory.

Funds for this project are available in the:

- Capital Budget
 Non-Recurring Budget
 Operating Budget

The objective of this contract is to deliver and return electronic voting machines centrally stored at the Board of Elections' Warehouse at 450 Saw Mill River Road in Ardsley to polling sites.

This contract is in the public's best interest because it fulfills the Board of Elections' responsibility to administer the Zone 3 and 5 Special Election, to be held on February 15, 2011.

It is my recommendation that Contract No. 11-200 be awarded to Corporate Relocation Systems, Inc. in the amount of \$8,510.00, subject to appropriations.

This resolution has been reviewed by the Law Department.

RESOLUTION

CONTRACT NO. 11-200

Upon communication from the Commissioner of Public Works and Transportation, be it

RESOLVED, that Contract No. 11-200 for Moving Services, Westchester County Board of Elections, Warehouse to Polling Sites, Zone 3 & 5 Special Election to be held on February 15, 2011, be and is hereby awarded to the New York State Office of General Services pre-approved moving contractor that submitted the lowest best and final offer to the County, Corporate Relocation Systems, Inc., 64-54 Maurice Avenue, Maspeth, New York 11378, in the amount of \$8,510.00; and be it further

RESOLVED, that this contract is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	14	1000-1000	4380		\$8,510.00

Budget Funding Year(s) 2011 **Start Date:** February 1, 2011 **End Date:** September 30, 2011
(must match resolution)

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

Contractor Federal I.D. No./
Social Security No.: _____

State Aid _____

\$8,510.00
(must match resolution) **Federal Aid** _____

Vendor No.: _____

Other _____

Encumbrance No.: _____