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19529

June 2, 2011

To: The Honorable Board of Acquisition and Contract

From: Reginald A. LaFayette, Democratic Commissioner of the Board of Elections
Douglas A. Colety, Republican Commissioner of the Board of Elections

Re: **Request for Authority to Solicit Bids by Public Advertisement for Six (6) Moving Services and Storage Contracts for Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations for the 2011 Primary and General Elections covering Zones 1 through 6 (BOE 11-01, BOE 11-02, BOE 11-03, BOE 11-04, BOE 11-05 and BOE 11-06, respectively).**

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the Board of Elections to solicit bids by public advertisement for six (6) moving services and storage contracts of Handicapped Accessibility Equipment for Zones 1 through 6, respectively, between the County Warehouse and various polling place locations in the County of Westchester (the "County") for the 2011 Primary and General Elections (BOE 11-01, BOE 11-02, BOE 11-03, BOE 11-04, BOE 11-05 and BOE 11-06, respectively). These six (6) contracts will commence on September 1, 2011 and terminate on December 31, 2011. The moving and storage services contracts for the Handicapped Accessibility Equipment are being bid separately from the moving contracts for the voting machines, supply bags and privacy booths since the Board of Elections requires the space in the County Warehouse currently being used to store the Handicapped Accessibility Equipment as a staging area to administer the Primary and General Election moves. The public purpose, as well as the goal and objective of this contract, is to allow the Board of Elections to carry out its statutory duties in connection with

the upcoming 2011 Primary and General Elections and to ensure that all eligible County residents have the opportunity to exercise their right to vote.

The six (6) contracts shall be for the following geographic zones:

Contract No. BOE 11-01 - Primary and General Election Moving Services and Storage of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations in Westchester County Zone 1 - Cortlandt, Ossining, Peekskill, Somers and Yorktown;

Contract No. BOE 11-02 - Primary and General Election Moving Services and Storage of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations in Westchester County Zone 2 - Bedford, Lewisboro, Mount Kisco, New Castle, North Salem and Pound Ridge;

Contract No. BOE 11-03 - Primary and General Election Moving Services and Storage of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations in Westchester County Zone 3 - Greenburgh, Harrison, Mount Pleasant, North Castle and White Plains;

Contract No. BOE 11-04 - Primary and General Election Moving Services and Storage of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations in Westchester County Zone 4 - Mamaroneck, New Rochelle, Rye Town and Rye City;

Contract No. BOE 11-05 - Primary and General Election Moving Services and Storage of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations in Westchester County Zone 5 - Eastchester, Pelham, Mount Vernon and Scarsdale;

and

Contract No. BOE 11-06 - Primary and General Election Moving Services and Storage of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations in Westchester County Zone 6 - Yonkers.

Pursuant to applicable law, the County is required to store, transport and secure voting machine and handicapped accessibility equipment in connection with all Primary and General Elections. Due to the large numbers of handicapped accessibility equipment that must be transported to and from polling place locations, this service is best handled through an outside vendor as the County does not have sufficient staff to carry out this work. By having such a contract in place, the County will be able to carry out its statutory duties in connection with the upcoming 2011 Primary and General Elections.

The performance of the successful bidder under this contract will be monitored by the staff of the Board of Elections to ensure compliance with contract terms. If this contract is not approved, the County would be in violation of its statutory duties and it would prevent County residents from exercising their right to vote.

Approval of the attached resolution is respectfully requested.

RAL/DAC/jpi
Att.

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/16/2011 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioners of the Westchester County Board of Elections, be it

RESOLVED, that the County is hereby authorized to solicit bids by public advertisement for the following agreements commencing on September 1, 2011 and terminating on December 31, 2011:

CONTRACT NO. BOE 11-01 - PRIMARY AND GENERAL ELECTION MOVING SERVICES AND STORAGE OF HANDICAPPED ACCESSIBILITY EQUIPMENT BETWEEN THE COUNTY WAREHOUSE AND VARIOUS POLLING PLACE LOCATIONS IN WESTCHESTER COUNTY ZONE 1 - CORTLANDT, OSSINING, PEEKSKILL, SOMERS AND YORKTOWN;

CONTRACT NO. BOE 11-02 - PRIMARY AND GENERAL ELECTION MOVING SERVICES AND STORAGE OF HANDICAPPED ACCESSIBILITY EQUIPMENT BETWEEN THE COUNTY WAREHOUSE AND VARIOUS POLLING PLACE LOCATIONS IN WESTCHESTER COUNTY ZONE 2 - BEDFORD, LEWISBORO, MOUNT KISCO, NEW CASTLE, NORTH SALEM AND POUND RIDGE;

CONTRACT NO. BOE 11-03 - PRIMARY AND GENERAL ELECTION MOVING SERVICES AND STORAGE OF HANDICAPPED ACCESSIBILITY EQUIPMENT BETWEEN THE COUNTY WAREHOUSE AND VARIOUS POLLING PLACE LOCATIONS IN WESTCHESTER COUNTY ZONE 3 - GREENBURGH, HARRISON, MOUNT PLEASANT, NORTH CASTLE AND WHITE PLAINS;

CONTRACT NO. BOE 11-04 - PRIMARY AND GENERAL ELECTION MOVING SERVICES AND STORAGE OF HANDICAPPED ACCESSIBILITY EQUIPMENT BETWEEN THE COUNTY WAREHOUSE AND VARIOUS POLLING PLACE LOCATIONS IN WESTCHESTER COUNTY ZONE 4 - MAMARONECK, NEW ROCHELLE, RYE TOWN AND RYE CITY;

CONTRACT NO. BOE 11-05 - PRIMARY AND GENERAL ELECTION MOVING SERVICES AND STORAGE OF HANDICAPPED ACCESSIBILITY EQUIPMENT BETWEEN THE COUNTY WAREHOUSE AND VARIOUS POLLING PLACE LOCATIONS IN WESTCHESTER COUNTY ZONE 5 - EASTCHESTER, PELHAM, MOUNT VERNON AND SCARSDALE;

and

CONTRACT NO. BOE 11-06- PRIMARY AND GENERAL ELECTION MOVING SERVICES AND STORAGE OF HANDICAPPED ACCESSIBILITY EQUIPMENT BETWEEN THE COUNTY WAREHOUSE AND VARIOUS POLLING PLACE LOCATIONS IN WESTCHESTER COUNTY ZONE 6 - YONKERS.

and be it further

RESOLVED, that this advertisement for bids will state that pursuant to Section 308.01 of the Laws of Westchester County, it is the goal of the County 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 performance security in form of a certified check in the amount of two percent (2%) of the total Lump Sum Bid shall be deemed adequate and sufficient security for the faithful performance of each of these contracts; and be it further

RESOLVED, that such advertisement shall appear in the **JOURNAL NEWS (Southern Edition)**.

Account to be Charged/Credited

		Major Program, Program & Phase	Object/	Trust	
Fund	Dept	Or Unit	Sub Object	Account	Dollars
101	14	1000	4380		\$

Budget Funding Year(s) 2011 Start Date N/A End Date N/A

(must match resolution)

Funding Source

Tax Dollars _____

State Aid _____

Federal Aid _____

\$ _____ (must match resolution)

Other \$ _____

APPROVED BY BOARD OF ACQUISITION & CONTRACT - 05/16/2011 COMARY/MBE SECRETARY