



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

41438

Date: July 21, 2014

To: The Honorable Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Re: Request Authority to reject all bids submitted for the provision of a Contract to provide Emergency Homeless Moving Services within Westchester County for a three-year period and to re-advertise for bids for the provision of the same services

Through a resolution approved on April 17, 2014 and subsequently amended on June 12, 2014, your Honorable Board authorized the County of Westchester, through its Department of Social Services, to advertise for the purpose of soliciting competitive bids for a contract to provide Emergency Homeless Moving Services for public assistance households throughout Westchester as required by Section 352.6 of the Title 18 New York State Codes, Rules and Regulations for a three (3) year term starting September 1, 2014 and ending August 31, 2017.

On Wednesday, July 16, 2014 bids were opened according to protocol. The Department received only one (1) bid through its request for bids for Emergency Homeless Moving Services. The Department decided to reject the one bid it received as the bid price was too high and to re-advertise for bids to bring in more competition and receive better offers.

Accordingly, authority is now requested to reject the one bid received and to re-advertise for the purpose of soliciting competitive bids for a contract to provide Emergency Homeless Moving Services for public assistance households throughout Westchester as required by Section 352.6 of the Title 18 New York State Codes, Rules and Regulations. This requirement affects households, who by virtue of homelessness, require emergency moves to or between facilities. The Department assists homeless households residing in temporary housing facilities in acquiring adequate permanent housing. It will be the intent of the contract to ensure the

provision of professional moving services within three hours notice for the relocation of those homeless households to temporary or permanent housing facilities with their belongings.

The required legal notice will appear in the Journal News (Southern Edition) and on the Website of the Department of Social Services. Bid documents will be available on the Empire State Bid System Website.

Bids will be sought for emergency homeless moving services for a three (3) year period commencing September 1, 2014 and ending August 31, 2017. In the second and third year of the contract, the Department has allowed for a price adjustment based on 50% of the Customer Price Index (CPI) 1967=100 for New York, N.Y.-Northeastern, N.J.).

A Bid Security of \$1,000 per package is required. Performance security in the form of cash, certified check, irrevocable letter of credit, or performance and payment bond in the amount of 2% of the total contract will be required.

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

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
JONATHAN VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the Commissioner of the Department of Social Services is hereby authorized to reject all bids received in response to Department's legal notice published on Monday, June 23, 2014 in The Journal News (Southern Edition) and on the Website of the Department of Social Services and on the Empire State Bid System Website for a Contract for the provision of Emergency Homeless Moving Services for households to and between homeless facilities within Westchester County in accordance with Section 352.6 of the Title 18 New York State Codes, Rules and Regulations for a three year period commencing September 1, 2014 and ending August 31, 2017; and be it further

RESOLVED, that the Commissioner of the Department of Social Services is hereby authorized to re-advertise to solicit bids for the provision of Emergency Homeless Moving Services for households to and between homeless facilities within Westchester County in accordance with Section 352.6 of the Title 18 New York State Codes, Rules and Regulations for a three year period commencing September 1, 2014 and ending August 31, 2017, and be it further

RESOLVED, that in the second and third year of the contract, the Department has allowed for a price adjustment based on 50% of the Customer Price Index (CPI) 1967=100 for New York, N.Y.-Northeastern, N.J.); and be it further

RESOLVED, that bid security of \$1,000 per package 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 2% 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 (Southern Edition) and on the Website of the Department of Social Services and on the Empire State Bid System 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.

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

Funding Source Tax Dollars: N/A
 State Aid: N/A
 \$ N/A Federal Aid: N/A
 (must match resolution) Other: N/A

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/14/2014 - JOMARY VIEIRA, SECRETARY