

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

Philippe Gille  
First Deputy Commissioner

**42195**

**Date:** September 11, 2014

**To:** The Honorable Board of Acquisition and Contract

**From:** Kevin M McGuire  
Commissioner of Social Services

**Re:** **Resolution authorizing the County of Westchester to award Contract DSS326-14 to Warburton Movers, Inc., 104 Touissant Avenue, Yonkers, New York 10710 to provide Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services for the period September 1, 2014 through August 31, 2017 in the total amount not to exceed \$360,000 payable at the rate of \$300 per move and subject to appropriation**

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The County is required to provide moving services to public assistance households of Westchester County pursuant to Section 352.6 of Title 18 New York State Code of Rules, and Regulations ("NYCRR"). This requirement affects households, who by virtue of homelessness require emergency moves to or between homeless facilities. To meet this requirement, the County developed a bid document to seek professional moving services.

A bid was issued on June 23, 2014 for Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services. One bid was received on the bid opening date, July 16, 2014. The Department determined that the bid was too high and by resolution dated August 14, 2014, your Honorable Board, rejected the sole bid and authorized the re-advertisement for bids for the above stated services. The second bid was published on August 27, 2014 and bids were opened on September 10, 2014. Again, only one bid was received. However, the bid was significantly lower than the previous bid and reasonable. The Bid Sheet is attached as part of the Resolution.

The Department recommends that the Contract be awarded to Warburton Movers, Inc., 104 Touissant Avenue, Yonkers, New York 10710. The Department has had past experience with this vendor and finds him to be responsible, responsive and dependable.

Authority is therefore requested to authorize the County to enter into an agreement with Warburton Movers, Inc. 104 Touissant Avenue, Yonkers, New York 10710 for Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services in the total amount not to exceed \$360,000 payable at the rate of \$300 per move for the period September 1, 2014 through August 31, 2017. Pricing for years two (2) and three (3) of the contract shall be increased by 50% of the percentage change in the Consumer Price Index ("CPI") over the preceding year. Performance Security shall be provided by Warburton Movers, Inc. in an amount equal to 2% of the total contract amount.

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 emergency moving 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 expeditious moving services 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.

Accordingly, authority is requested for the County of Westchester to award a contract to Warburton Movers, Inc. for the purpose stated above.

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 Contract DSS326-14 for Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services is hereby awarded to the responsible bidder, Warburton Movers Inc., 104 Touissant Avenue, Yonkers, New York 10710 for the period September 1, 2014 through August 31, 2017 in the total amount not to exceed \$360,000 payable at the rate of \$300 per move; and be it further

**RESOLVED**, that for years two (2) and three (3) of the contract, the pricing shall be increased by 50% of the percentage change in the Consumer Price Index ("CPI") over the preceding year; and be it further

**RESOLVED**, that Performance Security in an amount equal to 2% of the contract amount shall be deemed adequate and sufficient security; and be it further

**RESOLVED**, that this contract is also 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 the Agreement upon reasonable prior written notice; 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
2014	101	22	8900	5850	-----	\$18,743
2014	101	22	8900	5860	-----	\$21,257
2015	101	22	8900	5850	-----	\$56,228
2015	101	22	8900	5860	-----	\$63,772
2016	101	22	8900	5850	-----	\$56,228
2016	101	22	8900	5860	-----	\$63,772
2017	101	22	8900	5850	-----	\$37,485
2017	101	22	8900	5860	-----	\$42,515

Budget Funding Year(s) 2014-17      Start Date: 9/1/14    End Date: 8/31/17  
(Must match resolution)

		<u>5850</u>	<u>5860</u>
Funding Source	Tax Dollars:	1%	71%
	State Aid:	0%	29%
<u>\$360,000</u>	Federal Aid:	99%	0%
(must match resolution)	Other:		

APPROVED BOARD OF ACQUISITION & CONTRACTS - 10/09/2014 - JOSE VIEIRA, SECRETARY

Contract for Emergency Moving Services

DSS326-14-REV

Bids received Wednesday, 9/10/14 @ 11:00 AM

NAME, ADDRESS, PHONE	BID RANK	AMOUNT OF BID	NAME OF SUBCONTRACTOR
Genus General Engineering 213 West Bannock Street Boise, ID 83702 (550) 531-2468	No bid		
Interim Healthcare of Greater New York 508 Airport Executive Park Nanuet, New York (631) 689-8920	No bid		
McCollister's Transportation Group, Inc. 7 Tucker Drive Poughkeepsie, New York 12603 (845) 905-5000	No bid		
Open Minds 163 York Street Gettysburg, PA (717) 334-1329	No bid		
Ron's Trucking Corporation 53 Torre Place Yonkers, New York (914) 618-1193	No bid		
Royal Coach Lines 1010 Nepperhan Avenue Yonkers, NY 10703 (914) 965-0733	No bid		
Smart Move 179 Saw Mill River Road Yonkers, NY 10701 (914) 375-5595	No bid		
Warburton Movers 104 Touissant Avenue Yonkers, New York 10710 (914) 378-1266	1	\$120,000 per year x 3 years = \$360,000	