



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

49281

Date: October 29, 2015

To: The Honorable Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Re: **Authority to Advertise for the purpose of Soliciting Bids for a Contract to provide Non-Emergency Moving and Storage Services within Westchester County for Households Eligible for Temporary Housing for a two-year period with the County having an option to extend the contract for two (2) additional one-year periods.**

Authority is requested to advertise for the purpose of soliciting competitive bids for a contract to provide Non-Emergency Moving and Storage Services within Westchester County for Households Eligible for Temporary Housing.

As your Honorable Board may recall, in 2014 the Westchester County Department of Social Services (the "Department") procured through the competitive bidding process a contract for Emergency Moving Services for a term commencing on September 1, 2014 and continuing through August 31, 2017. However, this contract was limited to "emergency moves" (as defined by "within 3 hours") to and between homeless facilities and did not allow for non-emergency moves to permanent housing.

Within the last 2 years, the Department's Office of Temporary Housing Assistance ("OTHA") has experienced a marked increase in the number of customers securing permanent housing, thereby creating a need for *planned* "non-emergency" moves from homeless shelters and transitional housing to permanent housing. This trend has created a concomitant need for storage services as well.

Bids will be sought for non-emergency homeless moving and storage services for a two-year period with the County having an option to extend the contract for two additional one-year periods. Respondents will be permitted to bid on “moving” or “storage” services or both, and the contract will be awarded to the lowest responsible bidder in each category. 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), on the Empire State Purchasing Group Website and Westchester County Government Website (Business Opportunities).

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.

KMM/BG/jpg

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
11/2/2015 - JOHN COCCARDO, 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 a contract for the provision of Non-Emergency Moving and Storage Services for *planned* “non-emergency” moves of households eligible for temporary housing within Westchester County, as well as storage services, for a two-year period, with the County having an option to extend the contract for two 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) on the Empire State Purchasing Group Website and the Westchester County Government Website (Business Opportunities); 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
(must match resolution)

Federal Aid: N/A

Other: N/A

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/24/2015 - JOAN COCCIARDI, SECRETARY