

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

Philippe Gille  
First Deputy Commissioner

55575

**Date:** February 28, 2017

**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 # DSS 304 - 17 to Smart Moving & Storage, Inc. to provide Non-Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services for the period from April 1, 2017 through March 31, 2018 in the total amount not to exceed \$44,700 payable at the rate of \$298 per move and subject to appropriation, with the County reserving an option to renew the agreement for up to three (3) additional one (1) year periods.**

The County is required to provide moving and storage 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 non-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 January 6, 2017 for Non-Emergency Moving and Storage Services for Homeless Customers of the Westchester County Department of Social Services. Bidders were permitted to submit bids for moving services or storage services or both, with the expectation that the County would award two (2) separate contracts, one for "moving" services and the other for "storage" services. Two (2) bids for Non-Emergency Moving services were received on the bid opening date, February 8, 2017. The bids were reviewed and the Department recommends that the Contract for Non-Emergency Moving services be awarded to the low bidder, Smart Moving & Storage, Inc., 179 Saw Mill River Road, Yonkers, New York 10701. This vendor's past experience has been investigated by the Department and found to be satisfactory.

Authority is therefore requested to authorize the County to enter into an agreement with Smart Moving & Storage, Inc., 179 Saw Mill River Road, Yonkers, New York 10701 for Non-Emergency Moving Services for Homeless Customers of the Westchester County Department of Social

Services in the total amount not to exceed \$44,700 payable at the rate of \$298 per move for the period from April 1, 2017 through March 31, 2018, with County reserving an option to renew the agreement for up to three (3) additional one (1) year periods. Pricing for each option year of the contract shall be increased by 50% of the percentage change in the Consumer Price Index (“CPI”) over the preceding year. Smart Moving & Storage, Inc. shall provide performance security in the form of a certified check in the amount of \$2,235, representing 5% of the total contract amount of the initial term.

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 non-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 Smart Moving & Storage, Inc. for the purpose stated above.

Your Honorable Board’s approval of the attached resolution is respectfully requested.

KMM/BG/jpg  
Attachment

## RESOLUTION

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

**RESOLVED**, that Contract DSS 304-17 for Non-Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services is hereby awarded to the lowest responsible bidder, Smart Moving & Storage, Inc., 179 Saw Mill River Road, Yonkers, New York 10701 for the period from April 1, 2017 through March 31, 2018 in the total amount not to exceed \$44,700 payable at the rate of \$298 per move, with the County reserving an option to renew the agreement for up to three (3) additional one (1) year periods; and be it further

**RESOLVED**, that should the County elect to exercise its option to renew the Agreement, 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 the form of a certified check in the amount of \$2,235 representing 5% of the total contract amount for the initial term of the contract 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
2017	101	22	8900	5850	-----	\$15,321
2017	101	22	8900	5860	-----	\$18,204
2018	101	22	8900	5850	-----	\$5,107
2018	101	22	8900	5860	-----	\$6,068

Budget Funding Year(s) 2017-18      Start Date: 04/01/2017      End Date: 03/31/2018  
(Must match resolution)

		<u>5860</u>	<u>5850</u>
Funding Source	Tax Dollars:	71%	1%
	State Aid:	29%	0%
<u>\$44,700</u>	Federal Aid:	0%	99%
(must match resolution)	Other:		

APPROVED BOARD OF ACQUISITION & CONTRACTS 03/15/2017 - LISA MARIJAJ, SECRETARY

Contract for Non-Emergency Moving Services  
DSS 304-17

Bids received Wednesday, 2/08/17 @ 11:00 AM

NAME, ADDRESS, PHONE	BID CHECK	AMOUNT OF BID	RANK
Warburton Movers, Inc.	Yes	\$90,000	2
Smart Moving & Storage Inc.	Yes	\$44,700	1
Ron's Trucking Corporation			

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/30/2017 - LISA MARIJAL SECRETARY