



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

58794

Date: September 5, 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 DSS329-17 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 from September 1, 2017 through August 31, 2019 in the total amount not to exceed \$220,000 payable at the rate of \$275 per move and subject to appropriation, with the County reserving an option to extend the contract for up to four (4) additional one-year periods.**

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 July 28, 2017 for Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services (the “Department”). One (1) bid was received and opened on the bid opening date, August 16, 2017. The bid was reviewed and the Department recommends that the Contract for Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services be awarded to the sole bidder, Warburton Movers, Inc., 104 Touissant Avenue, Yonkers, New York 10710 (“Warburton”). Despite being the only bidder, the Department has determined that the bid submitted by Warburton is reasonable as it is significantly lower than the amount the County is currently paying for these services under the existing contract (i.e. \$275 per move vs \$300 per move). The Bid Sheet is attached as part of the Resolution.

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 \$220,000 payable at the rate of \$275 per move for the period from September 1, 2017 through August 31, 2019, with the County reserving an option to extend the contract for up to four (4) additional one-year periods (the "Option Years"). Pricing for the Option Years shall be increased by 50% of the percentage change, if any, in the Consumer Price Index ("CPI") (1967=100 for New York, N.Y. Northeastern, N.J.) over the preceding year. Performance Security shall be provided by Warburton Movers, Inc. in an amount equal to 5% of the total annual 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.

KMM/BG/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/28/2017 - JOAN COCCIARDI, SECRETARY

RESOLUTION

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

RESOLVED, that Contract DSS329-17 for Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services is hereby awarded to the sole bidder, Warburton Movers Inc., 104 Touissant Avenue, Yonkers, New York 10710 for the period from September 1, 2017 through August 31, 2019 in the total amount not to exceed \$220,000 payable at the rate of \$275 per move; and be it further

RESOLVED, that the County shall reserve an option to extend the contract for up to four (4) additional one-year periods (the "Option Years"). Pricing for the Option Years shall be increased by 50% of the percentage change, if any, in the Consumer Price Index ("CPI") (1967=100 for New York, N.Y.-Northeastern, N.Y.) over the preceding year; and be it further

RESOLVED, that Performance Security in an amount equal to 5% of the total annual 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
2017	101	22	8900	5850	-----	\$15,566
2017	101	22	8900	5860	-----	\$21,101
2018	101	22	8900	5850	-----	\$46,698
2018	101	22	8900	5860	-----	\$63,302
2019	101	22	8900	5850	-----	\$31,131
2019	101	22	8900	5860	-----	\$42,202

Budget Funding Year(s): 2017-2019 Start Date: 09/01/2017 End Date:08/31/2019
(must match resolution)

Funding Source		<u>5860</u>	<u>5850</u>
	Tax Dollars:	71%	1%
	State Aid:	29%	0%
	Federal Aid:	0%	99%
	Other:		

\$220,000
(must match resolution)

APPROVED BOARD OF ACQUISITION CONTRACT - 09/28/2017 - JOAN COCCIPPO, SECRETARY

Contract No. DSS329-17
Emergency Moving Services for the Westchester County Department of Social Services

BIDS RECEIVED: WED. 08/16/17 11:00 AM

NAME, ADDRESS, PHONE, EMAIL	BID CHECK	AMOUNT OF BID	Rank
Advanced Starlight International, 315 East Amarillo Boulevard Amarillo, TX (806) 374-7863 unknown@no-reply.com			
Jett Industries, Inc PO Box 219 Colliersville, NY 607-433-2100 201 dan.shults@jettindustries.com			
Warburton Movers, Inc 104 Touissant Ave. Yonkers, NY 914-378-1266 warburtonmovers67@yahoo.com	YES	\$220,000	1

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/28/2017 - JOHN COCCIARDI SECRETARY