



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**61202**

**Date:** February 1, 2018

**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 Emergency Homeless Moving Services within Westchester County for a two (2) year period commencing on or about May 1, 2018 with the County having an option to extend the contract for up to four (4) additional one-year periods (Contract No. DSS301-18)**

The County of Westchester provides emergency homeless moving services 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 (Westchester - Putnam Edition) and on the Website of the Department of Social Services.

Bids will be sought for emergency homeless moving services for a two (2) year period commencing on or about May 1, 2018 with the County having an option to extend the contract for four (4) additional one-year periods. The extension period would provide 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 bid 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 5% of the total contract will be required.

It should be noted that by resolution approved on September 28, 2017, your Honorable Board awarded Contract No. DSS329-17, Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services, to Warburton Movers, Inc. (“Warburton”), for the period from September 1, 2017 through August 31, 2019 in an amount not-to-exceed \$220,000, payable at the rate of \$275 per move. This agreement was subsequently executed. However, we were recently notified that the owner of Warburton passed away on January 7, 2018 and that his son is in the process of dissolving the company. We thereafter sent a letter to the owner’s son terminating the agreement in the County’s best interest. It is for this reason that we now seek your Honorable Board’s approval for authority to advertise so that we may re-bid this contract as soon as possible to maintain continuity of services.

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

KMM/BG/jpg  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/01/2018 - ASSISTANT COUNTY CLERK

# 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 Emergency Homeless Moving Services for households to and between homeless facilities within Westchester County (CONTRACT No. DSS308-18) in accordance with Section 352.6 of the Title 18 New York State Codes, Rules and Regulations for a two (2) year period commencing on or about May 1, 2018 with the County having an option to extend the contract for up to four (4) additional one-year periods; and be it further

**RESOLVED**, that bid security of \$1,000 per bid 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 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) and on the Website of the Department of Social Services; 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   |
| <u>\$N/A</u>            | Federal Aid: N/A |
| (must match resolution) | Other: N/A       |