



George Latimer
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

83621

Date: March 22, 2021

To: The Honorable Board of Acquisition and Contract

From: Leonard G. Townes
Commissioner of Social Services

Re: **Authority to Advertise for the purpose of Soliciting Bids for Contracts 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 three (3) additional one-year periods.**

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

As your Honorable Board may recall, in 2017 the Westchester County Department of Social Services (the "Department") procured through the competitive bidding process a contract for Non-Emergency Moving Services and a contract for Non-Emergency Storage Services with the low bidder, Smart Moving & Storage, Inc., 179 Saw Mill River Road, Yonkers, New York 10701, for a term commencing on April 1, 2017 and continuing through March 31, 2018 with the County reserving an option to renew each agreement for up to two (2) additional one (1) year periods. Both contracts will expire on March 31, 2021 and the Department must now go out to bid for these services going forward.

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 three 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) and on the Empire State Purchasing Group Website.

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.

LGT/BG/jpg

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/25/2021 - LISI MARIJA 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 contracts 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 three 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) and on the Empire State Purchasing Group Website; 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
 Federal Aid: N/A
 Other: N/A

\$N/A
 (must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/25/2021 - LISA MRIJAJ, SECRETARY