

George Latimer  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

## 85196

**Date:** May 19, 2021

**To:** The Honorable Board of Acquisition and Contract

**From:** Leonard G. Townes  
Commissioner of Social Services

**Re:** **Resolution authorizing the County of Westchester to reject the apparent low bidder, AM-PM Super Movers, Inc., and award Contract # DSS 3018 - 21 to the apparent second low bidder, Smart Moving & Storage, Inc., to provide Non-Emergency Storage Services for Homeless Customers of the Westchester County Department of Social Services for the period from June 1, 2021 through May 31, 2023 in the total amount not to exceed \$679,440 payable at a monthly rate based on the size of the storage space and subject to appropriation, with the County reserving an option to renew the agreement for up to three (3) additional one (1) year periods.**

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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 and storage services.

A bid was issued on April 15, 2021 for Non-Emergency Moving and Storage Services for Homeless Customers of the Westchester County Department of Social Services (the "Department"). 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 bids for Non-Emergency Storage services were received on the bid opening date, April 28, 2021. The apparent low bid in the amount of \$496,200 was submitted by AM-PM Super Movers, Inc., 1512 Schorr Place, Bronx, New York 10469 ("AM-PM"). Following the bid opening, the Department conducted a due diligence inspection of AM-PM's storage facility in Peekskill. The Department determined that AM-PM's Peekskill facility did not meet the requirements of the bid specifications, in that the facility did not have the required security systems installed, was in a flood zone, showed signs of water infiltration and did not have individual secure storage units. The Department further determined that AM-PM's other storage facility, located in Middletown, New York, is inaccessible to the Department's customers since it is located in Orange County and the bid specification specifically required the services to be performed in Westchester County to enable the Department's customers to have reasonable access to their property.

For the foregoing reasons, the Department has determined that AM-PM's bid is non-responsive to the bid specifications with respect to the storage services component and recommends that your Honorable Board reject AM-PM's bid and award the Contract for Non-Emergency Storage services to the apparent second low bidder, Smart Moving & Storage, Inc., 145 Saw Mill River Road, Yonkers, N.Y. ("Smart") in the not-to-exceed amount of \$679,440, payable at a monthly rate based on the size of the storage space as follows: \$120.00 for 5X5, \$150.00 for 5X10, \$250.00 for 10X10 and \$350.00 for 10X15, for the period from June 1, 2021 through May 31, 2023, 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. It should be noted that Smart is the incumbent contractor and its storage facility in Yonkers has been fully inspected and approved by the Department. Smart shall provide performance security in the form of a certified check in the amount of \$33,972, representing 5% of the total contract amount of the initial term.

It should be noted that Smart's original bid in the amount of \$739,560 was deemed excessive and was reduced to \$679,440 upon the mutual consent of the parties.

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 storage 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 a safe and secure place to store their property 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.

LGT/BG/DK/jpg  
Attachment

## RESOLUTION

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

**WHEREAS**, on April 28, 2021, two (2) bids were received and opened by the County of Westchester (“County”) for Contract DSS 3018-21 for Non-Emergency Storage Services for Homeless Customers Department of Social Services; and

**WHEREAS**, the apparent low bidder, AM-PM Super Movers, Inc., 1512 Schorr Place, Bronx, New York 10469, submitted a bid in the amount of \$496,200 that was deemed non-responsive to the bid specifications; and

**WHEREAS**, the apparent second lowest bidder, Smart Moving & Storage, Inc., complied with all bid specifications; now, therefore, be it

**RESOLVED**, that the apparent low bid in the amount of \$496,200 for Contract DSS 3018-21 for Non-Emergency Storage Services for Homeless Customers of the Westchester County Department of Social Services, submitted by AM-PM Super Movers, Inc., 1512 Schorr Place, Bronx, New York 10469, is non-responsive to the bid specifications and is hereby rejected; and be it further

**RESOLVED**, that Contract DSS 3018-21 for Non-Emergency Storage Services for Homeless Customers of the Westchester County Department of Social Services, is hereby awarded to the apparent second lowest bidder, Smart Moving & Storage, Inc., 145 Saw Mill River Road, Yonkers, N.Y., for the period from June 1, 2021 through May 31, 2023 in the total amount not to exceed \$679,440, payable at a monthly rate based on the size of the storage space as follows: \$120.00 for 5X5, \$150.00 for 5X10, \$250.00 for 10X10 and \$350.00 for 10X15, 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 for each option year 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 \$33,972 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
2021	101	22	8900	5850		\$72,650
2021	101	22	8900	5860		\$125,520
2022	101	22	8900	5850		\$124,542
2022	101	22	8900	5860		\$215,178
2023	101	22	8900	5850		\$51,893
2023	101	22	8900	5860		\$89,657

Budget Funding Year(s) 2021-2023      Start Date: 6/1/2021      End Date: 5/31/2023  
(Must match resolution)

	<u>5850</u>	<u>5860</u>
Funding Source	Tax Dollars: 1%	71%
	State Aid: 0%	29%
	Federal Aid: 99%	0%
<b><u>\$679,440</u></b> (must match resolution)	Other: 0%	0%

Contract for Non-Emergency Storage Services  
**DSS 3018-21**

**Bids received Wednesday, 4/28/21 @ 11:00 AM**

NAME, ADDRESS, PHONE	BID CHECK	AMOUNT OF BID	RANK
AM-PM Super Movers, Inc. 1512 Schorr Place, Bronx, New York 10469	Yes	\$496,200.00 (non-responsive to bid specifications)	1
Smart Moving & Storage, Inc. d/b/a Smart Move 145 Saw Mill River Road, Yonkers, New York 10701	Yes	\$739,560.00 (Reduced to \$679,440 upon the mutual consent of the parties)	2

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/17/2021 - USA, TRIBUNAL SECRETARY