

George Latimer
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

86822

Date: August 10, 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 a Contract to provide Emergency Moving Services for Homeless Households within Westchester County for a two (2) year period commencing on or about September 1, 2021 with the County having an option to extend the contract for up to four (4) additional one-year periods (Contract No. DSS 3030-21)**

Authority is requested to advertise for the purpose of soliciting competitive bids for a contract to provide Emergency Moving Services for Homeless Households throughout Westchester as required by Section 352.6 of Title 18 of the New York State Codes, Rules and Regulations. This requirement affects households, who by virtue of homelessness require emergency moves to or between facilities. The Westchester County Department of Social Services (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), on the Empire State Purchasing Group Website and Westchester County Government Website (Business Opportunities).

Bids will be sought for emergency moving services for homeless households for a two (2) year period commencing on or about September 1, 2021 with the County having an option to extend the contract for four (4) additional one-year periods. 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)

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.

It should be noted that by resolution approved on May 24, 2018, your Honorable Board awarded Contract No. DSS 301-18 to Eveready NY Movers, Inc., 837-C Midland Avenue, Yonkers, New York 10701 ("Eveready"), for the provision of Emergency Moving Services for Homeless Customers of the Westchester County Department of Social Services (the "Department") in the total not to exceed amount of \$152,064.00 payable at the rate of \$190.08 per move, for the period from May 1, 2018 through April 30, 2020, with County reserving an option to renew the agreement for up to four (4) additional one (1) year periods (the "Agreement").

Although Eveready provided Emergency Moving Services during the initial term from May 1, 2018 through April 30, 2020, as well as during the first option period from May 1, 2020 through April 30, 2021, it has yet to execute the contract renewal document for the second option period from May 1, 2021 through April 30, 2022, despite repeated requests from the Department for it to do so. Eveready claims that its failure to execute the renewal document is because it is in negotiations with a prospective buyer for the business. It should be further noted that although Eveready has not signed the contract renewal document for the second option period, it has, since May 1, 2021, continued to provide Emergency Moving Services for the Department.

By certified letter dated July 27, 2021, the Department put Eveready on notice that it would have until August 9, 2021 to sign the contract renewal document for the second option period, or the Department would have no choice but to proceed with re-bidding the contract. Since Eveready failed to meet the August 9, 2021 deadline, the Department now wishes to proceed with re-bidding the contract, and, accordingly, seeks your Honorable Board's approval for authority to advertise for bids.

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

LGT/BG/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION - HAMILTON COUNTY 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 a contract for the provision of Emergency Moving Services for Homeless Households to and between homeless facilities within Westchester County (CONTRACT No. DSS 3030-21) in accordance with Section 352.6 of Title 18 of the New York State Codes, Rules and Regulations for a two (2) year period commencing on or about September 1, 2021 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), on the Empire State Purchasing Group Website and the Westchester County Government Website (Business Opportunities); 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)