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**93729**

**TO:** Board of Acquisition and Contract

**FROM:** Tajian M. Nelson and Douglas A. Colety  
Board of Election Commissioners

**DATE:** June 2, 2022

**SUBJECT:** Request for Authority to Solicit Bids by Public Advertisement for Six Moving Services and Storage Contracts for Handicap Accessibility Equipment, between the County Warehouse and Various Polling Place Locations for all **2023** and **2024** Primary, Special and General Elections covering Zones 1 through 6 (BOE 22H(Z-1), BOE 22H(Z-2), BOE 22H(Z-3), BOE 22H(Z-4), BOE 22H(Z-5) and BOE 22H(Z-6) ).

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the Board of Elections to solicit bids by public advertisement for six moving services and storage contracts for handicap accessibility equipment, for Zones 1 through 6, (BOE 22H(Z-1), BOE 22H(Z-2), BOE 22H(Z-3), BOE 22H(Z-4), BOE 22H(Z-5) and BOE 22H(Z-6), respectively, between the County Warehouse and various polling place locations in the County of Westchester (the "County") for all 2023 and 2024 Primary, Special and General Elections. These six contracts will commence on or about January 1, 2023 and terminate on December 31, 2024.

Since the final number of voting districts that are holding primaries has not yet been determined, the County will only pay contractors based upon the number of polling places in each zone that are ultimately used in the Primary and Special Elections.

The public purpose, as well as the goal and objective of this contract, is to allow the Board of Elections to carry out its statutory duties in connection with all upcoming 2023 and 2024 Primary, Special and General Elections and to ensure that all eligible County residents have the opportunity to exercise their right to vote.

The six contracts shall be for the following geographic zones:

Contract No. BOE 22H(Z-1)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 1 - Cortlandt, Ossining, Peekskill, Somers and Yorktown;

Contract No. BOE 22H(Z-2)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 2 - Bedford, Lewisboro, Mount Kisco, New Castle, North Salem and Pound Ridge;

Contract No. BOE 22H(Z-3)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 3 - Greenburgh, Harrison, Mount Pleasant, North Castle and White Plains;

Contract No. BOE 22H(Z-4)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 4 - Mamaroneck, New Rochelle, Rye Town and Rye City;

Contract No. BOE 22H(Z-5)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 5 - Eastchester, Pelham, Mount Vernon and Scarsdale;

Contract No. BOE 22H(Z-6)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 6 – Yonkers.

Pursuant to applicable law, the County is required to store, transport and secure voting machines and handicapped accessibility equipment in connection with all Primary, Special and General Elections. Due to the large amount of handicapped accessibility equipment that must be transported to and from polling place locations, this service is best handled through an outside vendor as the County does not have sufficient staff to carry out this work. By having the contracts in place, the County will be able to carry out its statutory duties in connection with the upcoming 2023 and 2024 Primary, Special and General Elections.

The performance of the successful bidder under the contracts will be monitored by the staff of the Board of Elections to ensure compliance with contract terms.

Approval of the attached resolution is respectfully requested.

# RESOLUTION

Upon communication from the Commissioners of the Board of Elections, be it

**RESOLVED**, that the Commissioners of the Board of Elections are hereby authorized to solicit bids by public advertisement for the following contracts commencing on or about January 1, 2023 and terminating on December 31, 2024:

Contract No. BOE 22H(Z-1)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 1 - Cortlandt, Ossining, Peekskill, Somers and Yorktown;

Contract No. BOE 22H(Z-2)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 2 - Bedford, Lewisboro, Mount Kisco, New Castle, North Salem and Pound Ridge;

Contract No. BOE 22H(Z-3)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 3 - Greenburgh, Harrison, Mount Pleasant, North Castle and White Plains;

Contract No. BOE 22H(Z-4)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 4 - Mamaroneck, New Rochelle, Rye Town and Rye City;

Contract No. BOE 22H(Z-5)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 5 - Eastchester, Pelham, Mount Vernon and Scarsdale;

Contract No. BOE 22H(Z-6)

2023 and 2024 Primary, Special and General Election Moving Services and Storage for Handicapped Accessibility Equipment, Zone 6 – Yonkers;

and be it further

**RESOLVED**, that performance security in the form of a certified check in the amount of two percent (2%) of the total Lump Sum Bid shall be deemed adequate and sufficient security for the full and faithful performance of each of these contracts; and be it further

**RESOLVED**, that the 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

# RESOLUTION

**RESOLVED**, that such advertisement shall appear in the following County newspaper(s):

**THE JOURNAL NEWS (Southern Edition)**

| Account to be Charged/Credited | Fund | Dept. | Major Program, Program & Phase Or Unit | Object Sub.Object | Trust Account | Dollars |
|--------------------------------|------|-------|--|-------------------|---------------|---------|
|                                | 101  | 14    | 1000                                   | 4380              |               |         |
|                                |      |       |  |                   |               |         |

**Budget Funding Year(s)** 2023, 2024 **Start Date:** January 1, 2023 **End Date:** December 31, 2024  
 (must match resolution)

**Funding Source:** Tax Dollars 100% County

**Contractor Federal I.D. No./ Social Security No.:** \_\_\_\_\_

**State Aid** \_\_\_\_\_

**\$** \_\_\_\_\_ **Federal Aid** \_\_\_\_\_  
 (must match resolution)

**Vendor No.:** \_\_\_\_\_

**Other** \_\_\_\_\_

**Encumbrance No.:** \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/16/2022 BY RAYMOND SCULKY, SECRETARY