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TO: Board of Acquisition and Contract

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

DATE: March 17, 2026

SUBJECT: Request for Authority to Solicit Bids by Public Advertisement for Three (3) Moving Services Contracts for Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags and Privacy Booths and Periphral Markers between the County Warehouse and Various Polling Place Locations for all June 2026 through December 2026 Primary, Special, and General Elections covering Zones 1 through 3 (BOEJ 24M(Z-01), BOEJ 24M(Z-02), and BOEJ 24M(Z-03)).

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 three (3) moving services contracts for voting machines, E-Poll books and printers, cabinets, PPE, supply bags, privacy booths and periphral markers for Zones 1 through 3, (BOEJ 24M(Z-01), BOEJ 24M(Z-02), and BOEJ 24M(Z-03)) respectively, between the County Warehouse and various polling place locations in the County of Westchester (the "County") for all June 2026 through December 2026 Primary, Special and General Elections. These three (3) contracts will commence on or about June 1, 2026 and terminate on December 31, 2026.

As your Honorable Board may recall, pursuant to a resolution approved on June 12, 2025, the County was authorized to enter into an agreement with Smart Moving & Storage, Inc. ("Smart Move") to provide moving services for voting machine equipment for Zones 1 and 2 for a term commencing on June 1, 2025 and terminating one year thereafter. Subsequent to adoption of the resolution, the County entered into the agreement with Smart Moving on or about June 20, 2025.

In addition, pursuant to a resolution approved by your Honorable Board on June 12, 2025, the County was authorized to enter into an agreement with Ron's Trucking Corporation ("Ron's Trucking") to provide moving services for voting machine equipment for Zone 3 for a term commencing on June 1, 2025 terminating one year thereafter. Subsequent to the adoption of the resolution, the County entered into the agreement with Ron's Trucking on or about June 20, 2025.

The purpose of the Public Advertisement being requested herein is to procure three (3) new moving services contracts for Zones 1 through 3 to replace the moving services contracts with Smart Move and Ron's Trucking that are expiring on May 31, 2026.

The public purpose, as well as the goal and objective of this Public Advertisement, is to allow the Board of Elections to carry out its statutory duties in connection with all upcoming June 2026 through December 2026 Primary, Special and General Elections and to ensure that all eligible County residents have the opportunity to exercise their right to vote.

The three (3) contracts shall be for the following geographic zones:

Contract No. BOEJ 24M(Z-01) June 2026 through December 2026 Primary, Special and General Election Moving Services for Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Periphral Markers, Zone 1 - Cortlandt, Ossining, Peekskill, Somers and Yorktown;

Contract No. BOEJ 24M(Z-02) June 2026 through December 2026 Primary, Special and General Election Moving Services for Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Periphral Markers, Zone 2 - Bedford, Lewisboro, Mount Kisco, New Castle, North Castle, North Salem, Mount Pleasant and Pound Ridge;

Contract No. BOEJ 24M(Z-03) June 2026 through December 2026 Primary, Special and General Election Moving Services for Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Periphral Markers, Zone 3 - Greenburgh, Harrison, and White Plains;

Pursuant to applicable law, the County is required to store, transport and secure voting machine equipment in connection with all Primary, Special and General Elections. Due to the large number of voting machines, supply bags and privacy booths 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 such a contract in place, the County will be able to carry out its statutory duties in connection with the upcoming June 2026 through December 2026 Elections.

The successful bidder will be required to provide security in form of a certified check in the amount of two percent (2%) of the total Lump Sum Bid for the faithful performance of each of the contracts. The performance of the successful bidder under this contract 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.

TMN/DAC/ran

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 June 1, 2026 and terminating on December 31, 2026:

Contract No. BOEJ 24M(Z-01)

June 2026 through December 2026 Primary, Special and General Election Moving Services for Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Periph al Markers, Zone 1 - Cortlandt, Ossining, Peekskill, Somers and Yorktown;

Contract No. BOEJ 24M(Z-02)

June 2026 through December 2026 Primary, Special and General Election Moving Services for Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Periph al Markers,, Zone 2 - Bedford, Lewisboro, Mount Kisco, New Castle, North Castle, North Salem, Mount Pleasant and Pound Ridge; and

Contract No. BOE 24M(Z-03)

June 2026 through December 2026 Primary, Special and General Election Moving Services for Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Periph al Markers, Zone 3 - Greenburgh, Harrison, and White Plains; and be it further

RESOLVED, that performance security in 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 faithful performance of each of these contracts; 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 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): 2026 Start Date: _____ End Date: _____
(must match resolution)

Funding Source: _____ Tax Dollars: 100% COUNTY
 _____ State Aid: _____
 _____ Federal Aid: _____
 (must match resolution) Other: _____