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113692

TO: Board of Acquisition and Contract

FROM: Tajjian M. Nelson & Douglas A. Colety
Commissioners of the Board of Elections

DATE: May 12, 2026

SUBJECT: Resolution to Award to the Lowest Responsible Bidder (Z-1)
Contract No. **BOEJ 24M (Z-1)**

2026 Primary, Special, Early and General Election Moving Services of Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Peripheral Markers between the County Warehouse and Various Polling Place Locations in Westchester County; ZONE 1 – CORTLANDT, OSSINING, PEEKSKILL, SOMERS AND YORKTOWN

Contractor: Pack & Go Movers Corporation
Amount: \$112,770.00 for Zone 1
Total Amount: \$112,770.00

On April 29, 2026, seven (7) bids were received and opened for the following bid:

Contract No. BOEJ 24M (Z 1-3)
2026 Primary, Special, Early and General Election Moving Services of Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Peripheral Markers between the County Warehouse and Various Polling Place Locations in Westchester County;
ZONE 1 – CORTLANDT, OSSINING, PEEKSKILL, SOMERS AND YORKTOWN
ZONE 2 – BEDFORD, LEWISBORO, MOUNT KISCO, NEW CASTLE, NORTH CASTLE, NORTH SALEM, MOUNT PLEASANT AND POUND RIDGE
ZONE 3 – GREENBURGH, HARRISON AND WHITE PLAINS

The bids were reviewed by the Westchester County Board of Elections (“Board of Elections”).

For Zone 3, Empire Movers & Storage Corporation (“Empire”) submitted the apparent low bid in the amount of \$76,650.00.

The Board of Elections determined that Empire did not comply with the requirements of the bid in that it did not complete four (4) of the nine (9) forms and certifications as required by the bid specifications, namely the Affirmative Action Program Certification required pursuant to Chapter 307 of the Laws of

Westchester County, the MBE/WBE Program Questionnaire required pursuant to Chapter 308 of the Laws of Westchester County, the Questionnaire regarding business enterprises Owned and Control by Service Disabled Veterans required pursuant to Act 157-2024 adopted by the Board of Legislators, and Schedule "C" with the submission of proof of three (3) years of experience.

In addition, the bid for Contract No. BOEJ 24M (Z 1-3) was necessitated due to a Declaration of Emergency that was filed by the Board of Elections with the Board of Acquisition and Contract on or about May 20, 2025 for moving services for Zones 1, 2 and 3. As a result of that Declaration, the County had to enter into two (2) emergency contracts with replacement contractors for Zones 1, 2 and 3, which were duly approved by your Honorable Board on June 12, 2025. The term of the emergency contracts are set to expire on May 31, 2026. This bid is to provide moving services for Zones 1, 2 and 3 from June 1, 2026 to December 31, 2026. The Board of Elections is currently working on a new bid for all six (6) Zones that will commence on January 1, 2027 for the next 2027-2028 cycle

Pursuant to the bid specifications for Zones 1, 2 and 3, no bidder can be awarded more than three (3) zones, including any zones for which the bidder has a contract with the County for the same services for 2026.

Ron's Trucking Corp. was the apparent second low bidder for Zone 1 in the amount of \$97,482.00. Ron's Trucking Corp. currently has a contract with the County for Zone 5 through Contract No. BOE 24M (Z-5) and Zone 6 through Contract Number BOE 24M (Z-6). Therefore, Ron's Trucking Corp. could only be awarded one (1) zone. Ron's Trucking Corp. submitted the lowest responsive bid for Zone 2, and a separate resolution is being submitted to your Honorable Board for that award.

After its review of the bids received, the Board of Elections has determined that the lowest responsive bid for Zone 1 is Pack & Go Movers Corporation. Therefore, it is recommended that Contract BOEJ 24M (Z-1) be awarded to the lowest responsive bidder Pack & Go Movers Corporation, in the amount of \$112,770.00.

The lowest responsive bidder has been investigated and it has been found that Pack & Go Movers Corporation:

- Performed satisfactory work in the past for the County.
- Past experience has been investigated and found satisfactory.

Funds for this project are available in the:

- Capital Budget
- Non-Recurring Budget
- Operating Budget

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 2026 Primary, Special, Early and General Elections and to ensure that all eligible County residents have the opportunity to exercise their right to vote. County Board of Elections staff will monitor the contractor's performance of the contract.

The Board of Elections will track performance by the contractor to ensure the successful performance under this contract.

It is my recommendation that Contract Nos. **BOEJ 24M (Z-1)** be awarded to lowest responsive bidder, Pack & Go Movers Corporation, in the total amount not to exceed \$112,770, payable pursuant to an approved budget and subject to appropriations.

RESOLUTION

CONTRACT NO. BOEJ 24M(Z-3)

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

WHEREAS, on April 29, 2026, seven (7) bids were received and opened by the County of Westchester (“County”) for the following Contract:

Contract No. BOEJ 24M (Z 1-3)

2026 Primary, Special, Early and General Election Moving Services of Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Peripheral Markers between the County Warehouse and Various Polling Place Locations in Westchester County;

ZONE 1 – CORTLANDT, OSSINING, PEEKSKILL, SOMERS AND YORKTOWN

ZONE 2 – BEDFORD, LEWISBORO, MOUNT KISCO, NEW CASTLE, NORTH CASTLE, NORTH SALEM, MOUNT PLEASANT AND POUND RIDGE

ZONE 3 – GREENBURGH, HARRISON AND WHITE PLAIN; and

WHEREAS, the apparent low bidder, Empire Movers & Storage was non-responsive to the bid specifications and did not complete the Affirmative Action Program Certification required pursuant to Chapter 307 of the Laws of Westchester County, the MBE/WBE Program Questionnaire required pursuant to Chapter 308 of the Laws of Westchester County, the Questionnaire regarding business enterprises Owned and Control by Service Disabled Veterans required pursuant to Act 157-2024 adopted by the Board of Legislators, and Schedule “C” with submission of proof of three (3) years of experience as required by the bid specifications; and

WHEREAS, the apparent second lowest bidder, Ron’s Trucking Corp. for Zone 3 currently has a contract with the County for Zone 5 through Contract No. BOE 24M (Z-5) and Zone 6 through Contract Number BOE 24M (Z-6), pursuant to the bid specifications for Contract BOEJ 24M (Z1-3) can only be awarded one (1) zone, and submitted the lowest responsive bid for Zone 1 for which a separate resolution has been submitted to your Honorable Board for award; and

WHEREAS, the third lowest responsible bidder, Pack & Go Movers Corporation complied with all of the bid specifications, now, therefore, be it

RESOLVED, that it has been determined that Empire Movers & Storage Corporation is non-responsive to the bid specifications; and be it further

RESOLVED, that it has been determined that Ron’s Trucking Corp. is non-responsive to the bid specifications; and be it further

RESOLVED, that Contract No. **BOEJ 24M (Z-1)** for, 2026 Primary, Special, Early and General Election Moving Services for Voting Machines, E-Poll Books and Printers, Cabinets, PPE, Supply Bags, Privacy Booths and Peripheral Markers between the County Warehouse and Various Polling Place Locations in Westchester County; ZONE 1 – CORTLANDT, OSSINING, PEEKSKILL AND YORKTOWN, be and is hereby awarded to Pack & Go Movers Corporation, 498 Nepperhan Avenue, Yonkers, New York 10701, in the amount not to exceed \$112,770.00; and be it; and be it further

RESOLVED, that this contract is subject to County appropriations; and be it further

RESOLVED, that this contract 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 contract. 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 contract 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 this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	14	1000	4380		\$112,770.00

Budget Funding Year(s): 2025, 2026 Start Date: June 1, 2026 End Date: December 31, 2026
 (must match resolution)

Funding Source	Tax Dollars: _____
	State Aid: _____
<u>\$112,770.00</u>	Federal Aid: _____
(must match resolution)	Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACTS - 05/21/2026 - RAYMOND SCULKY, SECRETARY