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110104

TO: Board of Acquisition and Contract

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

DATE: December 9, 2024

SUBJECT: Resolution to Award to the First Lowest Bidder (Z-3), (Z-5) and (Z-6)
Contract Nos. **BOE 24H (Z-3), BOE 24H (Z-5) and BOE24H (Z-6)**
2025 and 2026 Primary, Early, Special and General Election Moving Services and Storage
of Handicapped Accessibility Equipment, ZONE 3 – GREENBURGH, HARRISON AND
WHITE PLAINS; ZONE 5 – EASTCHESTER, PELHAM, MOUNT VERNON AND
SCARSDALE; AND ZONE 6 – YONKERS

Contractor: Smart Moving & Storage, Inc.

Amount: \$92,150.00 for Zone 3

\$53,070.00 for Zone 5

\$65,046.00 for Zone 6

Total Amount: \$210,266.00

On October 16, 2024 bids were received and opened for 2025 and 2026 Primary, Early, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations in Westchester County for ZONE 3 – GREENBURGH, HARRISON AND WHITE PLAINS, Contract No. **BOE 24H (Z-3)**; ZONE 5 - EASTCHESTER, PELHAM, MOUNT VERNON AND SCARSDALE, Contract No. **BOE 24H (Z-5)**; and ZONE 6 – YONKERS, Contract No. **BOE 24H (Z-6)**.

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

It was determined that Smart Moving & Storage, Inc. submitted the first lowest bids for Zone 3 in the amount of \$92,150.00, Zone 5 in the amount of \$53,070.00 and Zone 6 in the amount of \$65,046.00. Therefore, Smart Moving & Storage, Inc. is being recommended for award for Zones 3, 5 and 6.

Pursuant to the bid specifications, the Handicap Moving & Storage work is separated into six zones, and no bidder can be awarded more than three out of the six zones. A separate resolution is being submitted to your Honorable Board for Zones 1, 2 and 4.

Authority is hereby requested to award Contract Nos. **BOE 24H (Z-3)**, **BOE 24H (Z-5)** and **BOE 24H (Z-6)** to the first lowest bidder, Smart Moving & Storage, Inc.

The Board of Elections conducted an investigation and it has been found that Smart Moving & Storage, Inc.

- 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 2025 and 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.

It is my recommendation that Contract Nos. **BOE 24H (Z-3)**, **BOE 24H (Z-5)** and **BOE 24H (Z-6)** be awarded to Smart Moving & Storage, Inc. in the total amount not to exceed \$210,266.00 payable pursuant to an approved budget and subject to appropriations.

TMN/DAC/rn

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/19/2024 - RAYMOND SCULKY, SECRETARY

RESOLUTION

CONTRACT NOS. BOE 24H (Z-3), BOE 24H (Z-5) AND BOE 24H (Z-6)

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

RESOLVED, that Contract Nos. **BOE 24H (Z-3), BOE 24H (Z-5) and BOE 24H(Z-6)** be awarded to the first lowest bidder for, 2025 and 2026 Primary, Early, Special and General Election Moving Services and Storage of Handicapped Accessibility Equipment between the County Warehouse and Various Polling Place Locations in Westchester County and are hereby awarded to Smart Moving & Storage, Inc., 145 Saw Mill River Road, Yonkers, NY 10701 as follows:

\$92,150.00 for ZONE 3 - **Greenburgh, Harrison and White Plains,**
\$53,070.00 for ZONE 5 - **Eastchester, Pelham, Mount Vernon and Scarsdale**
\$65,046.00 for ZONE 6 - **Yonkers**

in the total amount not to exceed \$210,266.00 payable pursuant to an approved budget; and be it further

RESOLVED, that this Agreement is 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 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
YEAR 2025	101	14	1000	4380		\$109,338.32
YEAR 2026	101	14	1000	4380		\$100,927.68

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

Funding Source: **Tax Dollars** 100% County **Contractor Federal I.D. No./**
State Aid _____ **Social Security No.:** _____
Federal Aid _____ **Vendor No.:** _____
\$210,266.00 **Other** _____ **Encumbrance No.:** _____
 (must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/19/2024 - RAYMOND COUNTY SECRETARY