

11325

DATE: May 13, 2010

TO: Board of Acquisition and Contract

FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services

RE: Authority to Enter into an Agreement with the Westchester Marriott to provide catering services for approximately 600 persons who will be attending the annual "Hall of Fame" luncheon on December 3, 2010 in an amount not to exceed \$22,000 pursuant to an approved budget.

The attached Resolution, if approved by your Board, will authorize the County of Westchester, acting by and through its Department of Senior Programs & Services (the "Department"), to enter into an Agreement with the Westchester Marriott (the "Marriott") to provide catering services for approximately 600 persons who will be attending the annual "Hall of Fame" luncheon on December 3, 2010 in an amount not to exceed \$22,000, pursuant to an approved budget. The term of the Agreement will be for one (1) day, December 3, 2010.

For 27 years the Westchester Marriott has provided exemplary food and service for our Annual Hall of Fame luncheon. The ballroom of the Marriot is at ground level and easily accessible for seniors, their guests and for busload delivery of senior groups. The ballroom of the Marriott has enough space to handle 600 people plus provide a dance floor/stage for our ceremony and after lunch dancing. The quality of the food at the luncheon is excellent, especially for a crowd of this size. Special diets are also accommodated. The Marriott will charge \$28.95 per person for the luncheon, \$1,964.20 for the audio-visual, \$16.00 for the food & beverage service charge for the band and \$366 for coatroom attendants, not-to-exceed \$22,000.

The public/county purpose for this contract is to provide an inviting and accessible space to reward approximately 40 seniors for their extraordinary volunteer efforts in improving the quality of life for residents of Westchester County. The Marriott is the only hotel in Westchester that can provide safe access for more than 600 attendees at this price and with great attention to this very detailed luncheon and ceremony.

The goals and objectives of the Senior Hall of Fame Program are to provide an organized celebration and recognition of senior citizens whose volunteerism has made a significant contribution to the quality of life in Westchester County. The goals and objectives are in the best interests of the County in terms of fiscal responsibility because the total cost of the event is factored into the amount of planned revenue resulting from ticket sales. The program is tracked, monitored and evaluated by: 1) the Judging Committee who annually read and quantify the quality of the nominations, 2) a count of the actual number of persons who attend Hall of Fame and 3) a comparison of funds collected vs. invoice for the services of the hotel.

If this resolution is not approved, the Westchester County senior volunteers who provide thousands of hours of service would not be recognized by their organizations, clubs, peers and families. In addition, Westchester taxpayers would not get the free publicity and encouragement to attract new volunteers to worthy not-for-profit endeavors in the County.

Authority to exempt this Agreement from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a) xxi thereof, has been granted by your Board in accordance with a separate resolution of even date herewith.

Accordingly, I recommend adoption of the attached proposed resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 5-28-2010 - JOMARY VIEIRA, SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF THE WESTCHESTER COUNTY DEPARTMENT OF SENIOR PROGRAMS AND SERVICES:

RESOLVED: that the County of Westchester be and is hereby authorized to enter into an Agreement with Westchester Marriott to provide catering services for approximately 600 persons who will be attending the annual "Hall of Fame" luncheon on December 3, 2010 in an amount not to exceed \$22,000 pursuant to an approved budget; and be it further

RESOLVED: that the term of the Agreement shall be for one (1) day, December 3, 2010; and be it further

RESOLVED: that the agreement with the Westchester Marriott is subject to County appropriations; and be it further

RESOLVED: that the agreement with the Westchester Marriott, is also subject to the 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 the Agreement with the Westchester Marriott, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the Westchester Marriott, then the Westchester Marriott shall have the right to terminate the Agreement upon reasonable prior written notice; and be it further

RESOLVED: that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

APPROVED BOARD OF SUPERVISORS AND COUNTY CLERK
DANIELA M. WEIRA, SECRETARY

Original Agreement \$22,000.00
TOTAL \$22,000.00

Agreement #
Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	85	686K	4380	T686	\$22,000

Budget Funding Year(s) 2010 Start Date 12/3/10 End Date 12/3/10
(must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$22,000 Federal Aid _____

(must match resolution)

Other \$22,000

APPROVED BOARD OF ACQUISITION & CONTRACT - 5-28-2010 - JOMARY VIEIRA, SECRETARY