

Memorandum  
Department of Transportation

13500

Date: August 16, 2010

To: Board of Acquisition and Contract

From: John J. Hsu, P.E.  
Acting Commissioner of Transportation

Re: **Authority to enter into a License Agreement with Larz Enterprises, Inc., 30 Kenilwood Road, Yonkers, New York 10701 for the operation of a pre-packaged food and refreshment concession at the Bus Terminal in White Plains, New York for the term commencing December 1, 2010 and terminating November 30, 2013 with a total license fee of \$16,920.00 for the term of the Agreement (License Agreement No. DOT-CON-1)**

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Authority is requested for the County of Westchester to exercise the County's option and renew the current License Agreement for an additional three (3) year term with Larz Enterprises, Inc., 30 Kenilworth Road, Yonkers, New York 10701 commencing December 1, 2010 and terminating November 30, 2013, for the operation of a pre-packaged food and refreshment concession at the County-owned Bus Terminal in White Plains, New York. Pursuant to the proposed License Agreement, the County will receive quarterly payments of \$1,410.00 for an aggregate license fee of \$16,920.00 for the term of the Agreement. On September 14, 2007, your Honorable Board approved a 3-year license agreement from December 1, 2007 through November 30, 2010, which gave the County the option to renew the agreement for an additional 3-year term.

Larz Enterprises, Inc. has provided vending machine services for the County since 2001, and in 2007, the electricity was upgraded and a sink was installed by the County at the White Plains Bus Terminal in order that pre-packaged food and refreshments could be provided at the TransCenter. This License Agreement will provide needed food and beverage concession services to the public utilizing the TransCenter in White Plains.

This License Agreement will be tracked by the Department of Transportation through the receipt of quarterly payments.

This License Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(b) of that policy.

For all the foregoing reasons, the attached Resolution is therefore recommended for your approval.

# **RESOLUTION**

## **License Agreement No. DOT-CON-1**

Upon a communication from the Acting Commissioner of the Department of Transportation, be it hereby

**RESOLVED**, that the County of Westchester is authorized to enter into a License Agreement with Larz Enterprises, Inc., 30 Kenilworth Road, Yonkers, New York 10701 for a term commencing December 1, 2010 and terminating November 30, 2013 for the operation of a pre-packaged food and drink concession at the County-owned Bus Terminal located at 85 North Lexington Avenue, White Plains, New York; and be it further

**RESOLVED**, that Larz Enterprises, Inc. will pay to the County of Westchester a quarterly fee of \$1,410.00, for a total fee of \$16,920.00 for the term of the License Agreement; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any and all instruments and to take such other actions as may reasonably be necessary 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	44	2100	9289		\$ 470.00 (2010)
101	44	2100	9289		\$5,640.00 (2011)
101	44	2100	9289		\$5,640.00 (2012)
101	44	2100	9289		\$5,170.00 (2013)

Budget Funding Year(s): 2010-2013 Start Date: December 1, 2010 End Date: November 30, 2013  
(must match resolution)

Funding Source: Tax Dollars: \_\_\_\_\_

State Aid: \_\_\_\_\_

\$16,920.00 Federal Aid: \_\_\_\_\_  
(must match resolution)

Other: \$16,920.00 Revenue