



Department of Emergency Services

Memorandum

**36256**

DATE: October 2, 2013

TO: The Honorable Board of Acquisition and Contract

FROM: John M. Cullen, Commissioner of Emergency Services

RE: **Authority to amend an agreement with Westchester Catering, LLC for the provision of catering and food delivery services for the Westchester County Department of Emergency Services, by increasing the total amount not-to-exceed thereunder by an additional \$30,000.00, from \$20,000.00 to \$50,000.00**

---

On or about December 1, 2012 the County, acting by and through its Department of Emergency Services (the "Department"), entered into a "short-form" contract with Westchester Catering, LLC ("Westchester Catering") for the provision of catering and food delivery services for emergency response/Indian Point drills and exercises and to provide meals in the event of emergency activation of the Emergency Operations Center ("EOC"), for the period December 1, 2012 through November 30, 2013 in a total amount not-to-exceed \$20,000 (the "Agreement").

Although the Department has just over \$2500 left under the Agreement, it must still conduct 3 large scale events (Volunteer Responder Drill, Fire Mobilization and Mutual Aid Drill and a Full-Scale Emergency Operations Center Exercise) for which catering services will be required prior to the contract expiration date. In addition, the Department will need to be prepared for EOC activations if it becomes necessary to staff the EOC for any emergencies. In order for the County to be able to provide food catering services for these events and to compensate Westchester Catering for such services, it will be necessary to amend the Agreement to increase the not-to-exceed amount authorized thereunder by an additional \$30,000.

As your Honorable Board is aware, amendments to short-form contracts which result in increases that exceed the \$20,000.00 monetary threshold authorized by your Honorable Board, must first be approved by your Honorable Board. Accordingly, authority is respectfully requested to amend the Agreement with Westchester Catering in order to increase the total amount not-to-exceed thereunder by an additional \$30,000, from \$20,000 to \$50,000, in order to compensate Westchester Catering for services rendered through November 30, 2013.

Except as specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect.

The County has complied with Section 5(b) of the Westchester County Procurement Policy. On or about October 10, 2012, the Department solicited written price quotations from three (3) vendors providing catering and food delivery services. These vendors included: Westchester Catering; Soul Veggie Delicious; and the Crown Plaza Hotel. Westchester Catering submitted the lowest price quotation of \$9.95/meal. Soul Veggie Delicious submitted a price quotation of \$10.50/meal and the Crown Plaza submitted a price quotation of \$35.00/meal.

The public purpose of this Agreement is to ensure the continuity and productivity of the Emergency Operations Center by enabling County emergency response personnel to complete their 12 hour operational period without having to leave the center. This is particularly crucial given the time constraints placed on staff by the concentrated work load, which often includes several briefings to coordinate staff and set priorities for mitigating the situation. The goals and objectives of this Agreement are to provide catering and food delivery services to county personnel participating in emergency response activities.

The Department shall monitor contract compliance and performance through careful review of all invoices.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

JMC/VLD/jpg  
Att.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
EMERGENCY SECRETARY

**RESOLUTION**

Upon a communication from the Commissioner of Emergency Services, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to amend an agreement with Westchester Catering, LLC for the provision of catering and food delivery services for the Westchester County Department of Emergency Services for the period December 1, 2012 through November 30, 2013 in a total amount not-to-exceed \$20,000 (the "Agreement"), by increasing the total amount not-to-exceed thereunder by an additional \$30,000, from \$20,000 to \$50,000, in order to compensate Westchester Catering, LLC for services rendered through November 30, 2013; and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Original Agreement     \$20,000  
**This Amendment**     **\$30,000**  
TOTAL                     \$50,000

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	20	342L	4380	T342	\$20,000
263	20	752J	4380	T752	\$10,000

Budget Funding Year(s) 2012-2013 Start Date 12/1/2012 End Date 11/30/13  
(must match resolution)

Funding Source     Tax Dollars \_\_\_\_\_  
                              State Aid \$10,000  
\$ 30,000             Federal Aid \$20,000  
(must match resolution) Other \_\_\_\_\_