



Department of Emergency Services

Memorandum

42426

DATE: October 1, 2014

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 20, 2013 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, 2013 through November 30, 2014 in a total amount not-to-exceed \$20,000 (the "Agreement").

Although the Department has just over \$1,810.85 left under the Agreement, it must still conduct 4 large scale events (Westchester Citizen Corps Coalition Volunteer Responder Drill; Westchester County/FDNY Drill at Randall's Island – Mutual Aid Drill; Tri County HazMat Response Team Drill, and Indian Point Drill) 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.

It should be noted that the Department does have a contract in place with a different caterer, however, that caterer has been difficult to reach and confirm catering events with and is not willing to travel to exercise locations. As Westchester Catering has been responsive to the Department's requests and is willing to travel at no extra cost, the Department is seeking to amend the Agreement as set forth above.

As your Honorable Board is aware, amendments that increase the not-to-exceed amount beyond the \$20,000.00 monetary threshold for short-form contracts 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, 2014.

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 September 26, 2013, the Department solicited written price quotations from three (3) vendors providing catering and food delivery services. These vendors included: Westchester Catering; El Cafetero; and Gemini II. Westchester Catering submitted the lowest price quotation of \$9.95/meal. El Cafetero submitted a price quotation of \$11.75/meal and Gemini II submitted a price quotation of \$13.50/meal.

The public purpose of this Agreement is to ensure the continuity and productivity of the Emergency Operations Center ("EOC") and also of the training exercises and drills. For instance, County emergency response personnel are required to complete their 12 hour operational period without leaving the EOC. 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/TSA
Att.

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, 2013 through November 30, 2014 for a contract amount not-to-exceed \$20,000 (the "Agreement"), by increasing the contract amount by \$30,000, bringing the total contract amount not-to-exceed to \$50,000, in order to compensate Westchester Catering, LLC for services to be provided through November 30, 2014; 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	391N	4380	T391	\$22,000
263	20	752J	4380	T752	\$8,000

Budget Funding Year(s) 2013-2014
(must match resolution)

Start Date 12/1/13

End Date 11/30/14

Funding Source Tax Dollars _____
State Aid \$8,000 _____
\$ 30,000 Federal Aid \$22,000 _____
(must match resolution) Other _____