

Department of Parks, Recreation
& Conservation

April 8, 2015

45963

TO: Board of Acquisition and Contract

FROM: Kathleen M. O'Connor
Commissioner, Department of Parks, Recreation and Conservation

RE: Authority to enter into a license agreement with Powell Catering Services, Inc., 58 Halstead Avenue, Harrison, NY 10528 for the operation of the food and refreshment and miniature golf concession at Saxon Woods Park, White Plains, New York, for the period May 1, 2015 through December 31, 2019, with the County's sole option to extend the agreement for the period January 1, 2020 through December 31, 2024 at a license fee to be negotiated.

For the privilege of operating the food and refreshment concession, Powell Catering Services, Inc. shall pay to the County an annual license fee as follows:

The greater of \$40,000 or .61 per bathing ticket sold in 2015
The greater of \$40,000 or .62 per bathing ticket sold in 2016
The greater of \$40,000 or .62 per bathing ticket sold in 2017
The greater of \$40,000 or .63 per bathing ticket sold in 2018
The greater of \$40,000 or .63 per bathing ticket sold in 2019

In addition to the above license fees, Powell Catering Services, Inc. shall complete repairs to the food concession for a total estimated value of \$7,105 as listed on the attached schedule. All repairs will be completed no later than December 31, 2015.

For the privilege of operating the miniature golf concession, Powell Catering Services, Inc. shall pay to the County an annual license fee as follows:

<u>Year</u>	<u>License Fee</u>
2015	\$10,000
2016	\$10,000
2017	\$10,000
2018	\$15,000
2019	\$20,000

The license fee, which is based on the number of bathing tickets sold, will include all bathing tickets sold to the general public and 50% of the bathing tickets sold to day camps.

In addition to the above license fees, Powell Catering Services, Inc. shall complete repairs to the miniature golf concession for a total estimated value of \$74,100 as listed on the attached schedule. All repairs will be completed according to the date on the attached schedule.

Although licenses are exempt from the County's Procurement Policy pursuant to section 3(b) therein, a Request for Proposals was developed and two proposals were received. Powell Catering Services, Inc. offered the highest overall combination of license fees and capital improvements. The improvements offered by Powell Catering Services, Inc. were superior and should considerably upgrade the miniature golf facility and they have also provided a high level of service in the food concession at Saxon Woods pool.

The goal of this agreement is to provide revenue for the County and food and beverage service and miniature golf for patrons at Saxon Woods Park. The objective of this agreement will be tracked and monitored by observations and interactions with staff and site visits.

This agreement is exempt from the Westchester County procurement policy pursuant to Section 3(b), thereof.

Accordingly, approval of the attached resolution by your Honorable Board is most respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACTS
04/29/2015 - JOMAR WEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Parks, Recreation and Conservation, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into a license agreement with Powell Catering Services, Inc., ("Powell") 58 Halstead Avenue, Harrison, NY 10528 for the operation of the food and refreshment and miniature golf concession at Saxon Woods Park, White Plains, New York, for the period May 1, 2015 through December 31, 2019; and be it further

RESOLVED, that for the privilege of operating the food and refreshment concession, Powell Catering Services, Inc. shall pay to the County an annual license fee as follows:

The greater of \$40,000 or .61 per bathing ticket sold in 2015
The greater of \$40,000 or .62 per bathing ticket sold in 2016
The greater of \$40,000 or .62 per bathing ticket sold in 2017
The greater of \$40,000 or .63 per bathing ticket sold in 2018
The greater of \$40,000 or .63 per bathing ticket sold in 2019; and be it further

RESOLVED, the license fee, which is based on the number of bathing tickets sold, will include all bathing tickets sold to the general public and 50% of the bathing tickets sold to day camps; and be it further

RESOLVED, that in addition to the above license fees, Powell Catering Services, Inc. shall complete repairs to the food concession for a total estimated value of \$7,105 as listed on the attached schedule to be completed no later than December 31, 2015; and be it further

RESOLVED, that for the privilege of operating the miniature golf concession, Powell Catering Services, Inc. shall pay to the County an annual license fee as follows:

<u>Year</u>	<u>License Fee</u>
2015	\$10,000
2016	\$10,000
2017	\$10,000
2018	\$15,000
2019	\$20,000; and be it further

RESOLVED, that in addition to the above license fees, Powell Catering Services, Inc. shall complete repairs to the miniature golf concession for a total estimated value of \$74,100 as listed on the attached schedule; and be it further

RESOLVED, that the County, as its sole option, may extend the license for a period of five years from January 1, 2016 through December 31, 2020 at a license fee to be negotiated; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments necessary to implement this Resolution.

Original Agreement \$ 265,000*
 First Amendment \$
This Amendment \$ _____
 TOTAL \$ 265,000*

Agreement #

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars	
165	42	4950	9246		50,000*	2015
165	42	4950	9246		50,000*	2016
165	42	4950	9246		50,000*	2017
165	42	4950	9246		55,000*	2018
165	42	4950	9246		60,000*	2019

Budget Funding Year(s) 2015-2019 Start Date 5-1-15 End Date 12-31-19
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$265,000* Federal Aid _____
 (must match resolution) Other PRC Revenue

*Estimated

**Saxon Woods Park Food, Beverage and Miniature Golf Concession
Schedule of Improvements**

<u>Food Concession Improvements</u>	<u>Estimated Cost</u>	<u>Completion Date</u>
Furnish and install ceramic tile ceiling in food concession building	\$1,000	12/31/15
Furnish and install ceramic tile floor in food concession building	\$ 3,000	12/31/15
Furnish and install new menu boards	\$ 1,605	12/31/15
Paint all interior walls	\$ 1,000	12/31/15
Remove sand pit from rear of building and power wash	\$ 500	12/31/15
	<u>\$7,105</u>	
<u>Miniature Golf Improvements</u>	<u>Estimated Cost</u>	<u>Completion Date</u>
Furnish and install new artificial grass, upgrade tees and greens, 19 holes	\$40,000	12/31/17
Furnish and install new sign on golf hut	\$ 1,500	12/31/17
Furnish and install new individual tee markers	\$ 200	12/31/17
Furnish and install new card stands	\$ 1,000	12/31/17
Upgrade lighting and wiring to insure all electrical features are up to code	\$ 2,500	12/31/17
Replace damaged fiberglass rocks	\$ 1,800	12/31/17
Furnish architectural plans for building	\$ 2,850	12/31/15
Furnish and install new roll up window	\$ 3,600	12/31/17
Install new stone façade on bottom of miniature golf building	\$ 3,500	12/31/17
Install wood siding on upper half of miniature golf building	\$ 1,500	12/31/17

**Saxon Woods Park Food, Beverage and Miniature Golf Concession
Schedule of Improvements (cont'd)**

<u>Miniature Golf Improvements</u>	<u>Estimated Cost</u>	<u>Completion Date</u>
Reconfigure miniature golf building roof line	\$ 1,500	12/31/17
Furnish and install new chain link fence	\$ 6,400	12/31/17
Furnish and install new signage on Mamaroneck Avenue	\$ 4,000	12/31/17
Landscape work	\$ 2,000	12/31/17
New pebbles, gravel and rocks on course	\$ 1,750	12/31/17
	<u>\$74,100</u>	

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/30/2015 - JOMAR VIEIRA, SECRETARY