

47107

June 3, 2015

TO: Board of Acquisition and Contract

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

RE: Authority to enter into an agreement with Great Lakes Events, LLC, D/B/A Isaacs Nationwide Expo, 100 Bickford Street, Rochester, New York 14606 for event furnishing services at the Westchester County Center, White Plains, New York for the period July 1, 2015 through June 30, 2020, with the sole option of the County to extend the license for an additional period of five years at a license fee to be negotiated.

Authority is requested to enter into an agreement with Great Lakes Events, LLC, D/B/A Isaacs Nationwide Expo Services ("Great Lakes"), 100 Bickford Street, Rochester, New York 14606 for event furnishing services at the Westchester County Center, White Plains, New York for the period July 1, 2015 through June 30, 2020 with the sole option of the County to extend the license for an additional period from July 1, 2020 through June 30, 2025 at a license fee to be negotiated.

Although licenses are exempt from the County's procurement policy pursuant to section 3(b), a Request for Proposal was sent directly to eleven organizations. The RFP was also advertised on the Westchester County and Westchester County Parks, Recreation and Conservation websites.

One response was received from Great Lakes Events.

For the privilege of providing this service, Great Lakes will pay to the County an annual license fee equal to ten (10%) percent of gross sales, less sales tax during each year of the agreement. Great Lakes, as an additional license fee, will also provide to the County during each year of the license \$12,000 of event furnishing services.

The goal of this agreement is to have a firm provide event furnishing services at the Westchester County Center which is an important amenity for promoters and event directors for events at the Westchester County Center and to provide revenue to the County. The objective of this agreement will be tracked and monitored by site visits by PRC personnel through observation and interaction with County Center staff.

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.

## 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 Great Lakes Events, LLC, D/B/A Isaacs Nationwide Expo Services (“Great Lakes”) for the period July 1, 2015 through June 30, 2020; and be it further

**RESOLVED**, that the County, at its sole option, may extend the license agreement for the period July 1, 2020 through June 30, 2025 at a license fee to be negotiated; and be it further

**RESOLVED**, that for or the privilege of providing this service, Great Lakes will pay to the County, an annual license fee of 10% of gross sales, less sales tax and provide to the County \$12,000 of event furnishing services during each year of the agreement; 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.

APPROVED BOARD OF ACQUISITION & CONTRACTS - 07/09/2015 - JONATHAN VIEIRA, SECRETARY

Original Agreement \$  
 First Amendment \$  
**This Amendment** \$ \_\_\_\_\_  
 TOTAL \$ 75,000\*

Agreement #

Account to be  
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars	
165	42	7150	9246		\$ 7,500*	2015
165	42	7150	9246		\$15,000*	2016
165	42	7150	9246		\$15,000*	2017
165	42	7150	9246		\$15,000*	2018
165	42	7150	9246		\$15,000*	2019
165	42	7150	9246		\$ 7,500*	2020

Budget Funding Year(s) 2015-2020 Start Date 7-01-15 End Date 6-30-20  
 (must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
 \$ 75,000\* Federal Aid \_\_\_\_\_

(must match resolution) Other Revenue

\*estimated