

51602

March 25, 2016

TO: Honorable Board of Acquisition and Contract

FROM: Jay T. Pisco, P.E.  
Commissioner of Public Works and Transportation

Adam Rodriguez  
Director of Real Estate

SUBJECT: Authority to enter into a license agreement with Accredited Limousine Service, LLC for the operation of a Taxi and Limousine concession in the main terminal building of the Westchester County Airport for the period from April 4, 2016 through April 3, 2021 and to approve the use of Leros Point to Point, Inc. and Pondfield Transportation as subcontractors to provide taxi and limousine services when customer demand exceeds fleet availability. (License Agreement No. WCA 16003)

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The County of Westchester (the "County"), acting by and through the Westchester County Department of Public Works and Transportation (the "Department"), issued a Request for Proposals ("RFP") seeking a vendor to operate a Taxi and Limousine concession in the main terminal building of the Westchester County Airport (the "Airport"). The RFP was advertised in the Journal News and on the County's website. A total of two (2) proposals were received by the Department in response to the RFP. Discussions with all proposers were subsequently held.

Based on the information submitted as part of the initial proposals and responses during the discussions, the selection committee ranked the proposers as follows:

1. Accredited Limousine Service, LLC
2. DLC Ground Transportation Services

The selection committee determined that the proposal submitted by Accredited Limousine Service, LLC ("Accredited") will provide the greatest guaranteed revenue to the County. Accordingly, we respectfully request authority for the County to enter into a license agreement with Accredited for the operation of the Taxi and Limousine concession in the main terminal building of the Westchester County Airport for the period from April 4, 2016 through April 3, 2021.

The licensed space will consist of approximately 160 square feet of counter and office space in the main terminal building. Additionally, the concession will have 1,200 square feet for curbside parking, and approximately 1,600 square feet for a vehicle staging area.

Board of Acquisition and Contract  
License Agreement No. WCA 16003  
Accredited Limousine Service, LLC  
Taxi and Limousine Concession in the Main Terminal Building  
Westchester County Airport  
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Accredited will pay the County a minimum annual guaranteed license fee of \$20,000.00 payable in equal monthly installments, subject to an annual increase based upon the greater of (a) the increase between the then current Consumer Price Index ("CPI") and the CPI for the previous year or (b) two and one-half percent (2.5%). In addition, Accredited will pay the County a fee of thirteen percent (13%) of its monthly gross revenue from its operation at the Airport. Accredited will also be responsible for payment for utilities serving the licensed premises.

Pursuant to the terms of the Agreement, after three (3) years, the County shall be permitted to terminate the Agreement at any time on 120 days' notice. In addition, the Agreement shall provide that if the sum of the fees provided above shall fail to reach \$100,000.00 in any consecutive 12 month period, the County may terminate the Agreement on 90 days' notice.

Authority is further requested to approve the use of Leros Point to Point, Inc., 400 Columbus Avenue, Valhalla, New York 10595, and Pondfield Transportation, 77 Quaker Ridge Road, New Rochelle, New York 10804, as subcontractors to provide limousine/taxi services when customer demand exceeds fleet availability.

The objective of this agreement is to provide revenue to Westchester County Airport, and provide Taxi and Limousine services to travelers and employees at the airport. The agreement will be monitored by the Department and its airport management firm, AFCO Avports, which will ensure the proper operation of the concessions, and monitor receipt of vendor payments.

This agreement is in the best interest of the County and the traveling public. Therefore, we recommend approval of the annexed resolution.

JTP/AR/JPG/jg

# RESOLUTION

Upon a communication from the Commissioner of Public Works and Transportation and the Director of Real Estate, be it hereby

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to enter into a license agreement with Accredited Limousine Service, LLC (“Accredited”) for the operation of a Taxi and Limousine concession in the main terminal building at the Westchester County Airport (the “Airport”) for the period from April 4, 2016 through April 3, 2021 (the “Agreement”); and be it further

**RESOLVED**, that the licensed space shall consist of approximately 160 square feet of counter and office space in the main terminal building at the Airport. Additionally, the concession will have 1,200 square feet for curbside parking and approximately 1,600 square feet for a vehicle staging area; and be it further

**RESOLVED**, that Accredited shall pay the County a minimum annual guaranteed license fee of \$20,000.00 payable in equal monthly installments, subject to an annual increase based upon the greater of (a) the increase between the then current Consumer Price Index (“CPI”) and the CPI for the previous year or (b) two and one-half percent (2.5%). In addition, Accredited shall pay the County a fee of thirteen percent (13%) of its monthly gross revenue from its operation at the Airport; and be it further

**RESOLVED**, that Accredited shall also be responsible for payment for utilities serving the licensed premises; and be it further

**RESOLVED**, that pursuant to the terms of the Agreement, after three (3) years, the County shall be permitted to terminate the Agreement at any time on 120 days’ notice. In addition, the Agreement shall provide that if the sum of the fees provided above shall fail to reach \$100,000.00 in any consecutive 12 month period, the County may terminate the Agreement on 90 days’ notice; and be it further

**RESOLVED**, that the use of the following subcontractors shall be approved as overflow sources when customer demand exceeds fleet availability: Leros Point to Point, Inc., 400 Columbus Avenue, Valhalla, New York 10595; and Pondfield Transportation, 77 Quaker Ridge Road, New Rochelle, New York 10804; 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.

License Agreement No. WCA 16003

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	9096		\$14,904.00 (2016)
	161	44	4110	9096		\$20,372.00 (2017)
	161	44	4110	9096		\$20,881.00 (2018)
	161	44	4110	9096		\$21,404.00 (2019)
	161	44	4110	9096		\$21,940.00 (2020)
	161	44	4110	9096		\$ 5,625.00 (2021)

Budget Funding Year(s) **2016-2021** Start Date **04/04/2016** End Date **04/03/2021**  
 (must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
 Federal Aid \_\_\_\_\_  
**\$105,126.00**  
 (must match resolution) Other **Revenue – Airport Special Revenue Fund**