

54632

To: Honorable Members of the Board of Acquisition and Contract

From: Natasha Caputo
Director of Tourism & Film

Date: January 17, 2017

Re: Authority to exercise an option to renew an agreement with Immediate Mailing Services, Inc. for the provision of fulfillment solution and bulk distribution services for the Westchester County Office of Tourism & Film for a term commencing on January 1, 2017 and continuing through December 31, 2017 for an amount not to exceed \$20,000, payable at approved rates.

By resolution approved on March 24, 2016 (the "March 24th Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through the Westchester County Office of Tourism & Film ("OTF"), to enter into an agreement with Immediate Mailing Services, Inc. ("IMS") pursuant to which IMS would provide fulfillment solution and bulk distribution services for a term commencing on January 1, 2016 and continuing through December 31, 2016 in an amount not-to-exceed \$20,000, payable at the rates set forth in Schedule "A", attached to the March 24th Resolution (the "Agreement"). The March 24th Resolution further authorized the County, at its sole option, to renew the Agreement for one (1) additional year at the same rates, subject to the further approval of your Honorable Board. The Agreement was subsequently executed.

OTF now desires to exercise its option to renew the Agreement for an additional one (1) year period commencing on January 1, 2017 and continuing through December 31, 2017 on the same terms and conditions and at the same rates as provided during the initial term. Accordingly, authority is respectfully requested for the County to exercise its option to renew the Agreement with IMS for an additional one (1) year period commencing on January 1, 2017 and continuing through December 31, 2017 for an amount not to exceed \$20,000, payable at the same rates as authorized under the March 24th Resolution.

Except as otherwise specifically provided herein, all other terms and conditions of the Agreement shall remain in full force and effect

This renewal of the Agreement will serve a public purpose by promoting tourism in Westchester County, thus helping to stimulate the local economy.

The goals and objectives of this Agreement will be to distribute the Westchester County Destination Guide, map, and collateral materials throughout the county. The goals and objectives are in the best interests of the County in terms of fiscal responsibility because the Guide and map will increase tourism in the County and bring more tourist dollars into the local economy. The goals and objectives will be tracked and monitored by the number of inquires and leads, and distribution of guide.

Accordingly, I most respectfully recommend approval of the attached resolution.

NC/JPG/nm

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/10/2017 - USA MRISA SECRETARY

RESOLUTION

Upon a communication from the Director of Tourism & Film, be it hereby

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to exercise an option to renew an agreement (the “Agreement”) with Immediate Mailing Services, Inc. for the provision of fulfillment solution and bulk distribution services for the Westchester County Office of Tourism & Film for a term commencing on January 1, 2017 and continuing through December 31, 2017 for an amount not to exceed \$20,000, payable at the same rates as authorized under the initial term; and be it further

RESOLVED, except as otherwise specifically provided herein, 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 authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/credited	Fund	Agency	Capital Project Or Org	Object/ Sub Object	Trust Account	Activity	Dollars
	101	11	0720	4380			\$20,000

Budget Funding Year(s) 2017 Start Date 1-1-17 End Date 12-31-17
 (must match resolution)

Funding Source Tax Dollars: Hotel Occupancy Tax
 State Aid _____
\$20,000 Federal Aid _____
 (must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/11/2017 - USM/PAJ/SECRETARY