

62209

DATE: March 22, 2018

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Mary J. Mahon
Commissioner, Department of Human Resources

SUBJECT: Authority for the County of Westchester to enter into an agreement with Abigail Kirsch at Tappan Hill, Inc. pursuant to which the Contractor will provide catering and event host services for a County employee awards breakfast on June 8, 2018

Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Human Resources (the "Department"), to enter into an agreement (the "Agreement") with Abigail Kirsch at Tappan Hill, Inc. (the "Contractor") pursuant to which the Contractor will provide catering and event host services for the Department to hold a County employee awards breakfast on June 8, 2018 for County employees having performed twenty-five years of employee service to the County.

Under the proposed Agreement, the County will pay the Contractor an amount not to exceed \$5,425.00, pursuant to an approved budget.

In consideration for the Agreement, the County and the Contractor will each agree to the extent permitted by law, to protect, indemnify, defend and hold harmless each other including their parents, subsidiaries or affiliates and its respective employees, officers, directors and agents from and against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorneys' fees), arising out of or related to their own, their officers', employees', or agents' performance of their respective obligations under the Agreement, including any material breach of the Agreement. The foregoing indemnity explicitly excludes from its scope claims, losses or damages to persons or property, governmental charges or fines and costs (including reasonable attorney's fees) that are caused by, arise out of, or relate to the negligence or willful misconduct of the party seeking indemnity, or that of its officers, directors, employees or agents.

In accordance with the County Procurement Policy, the Department obtained three bids from the following providers: Renaissance Hotel; Double Tree; and Abigail Kirsch at Tappan Hill. Abigail Kirsch at Tappan Hill submitted the most advantageous bid in terms of price and services to be provided.

The proposed Agreement will **serve a public purpose** by providing the County with catering and event host services to provide an awards breakfast for County employee public servants, who have performed twenty-five years of employee service to the County.

The **goals and objectives** of the proposed Agreement shall be to provide the County with catering and event host services to provide an awards breakfast for County employees having performed twenty-five years of employee service to the County.

The **goals and objectives** of the proposed Agreement is in the **County's best interest regarding fiscal responsibility** as honoring County employees having performed twenty-five years of employment service communicates the County's appreciation to these employees for their service to the County; thereby benefiting the County through increased County employee job satisfaction with resultant beneficial effects to County employee job performance and productivity.

The **goals and objectives** of the proposed Agreement **shall be tracked and monitored** by the staff of the Department.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

MJM/JRC

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
LISA M. PAJ, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Human Resources, be it hereby

RESOLVED, that the County of Westchester (the “County”) acting by and through its Department of Human Resources, is hereby authorized to enter into an agreement with Abigail Kirsch at Tappan Hill, Inc. (the “Contractor”) pursuant to which the Contractor shall provide catering and event services for an employee awards breakfast to be hosted by the County on June 8, 2018 (the “Agreement”); and be it further

RESOLVED, that under the Agreement, the County will pay the Contractor an amount not to exceed \$5,425.00, pursuant to an approved budget; and be it further

RESOLVED, that in consideration for the Agreement, the County and the Contractor will each agree to the extent permitted by law, to protect, indemnify, defend and hold harmless each other including their parents, subsidiaries or affiliates and its respective employees, officers, directors and agents from and against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorneys’ fees), arising out of or related to their own, their officers’, employees’, or agents’ performance of their respective obligations under the Agreement, including any material breach of the Agreement. The foregoing indemnity explicitly excludes from its scope claims, losses or damages to persons or property, governmental charges or fines and costs (including reasonable attorney’s fees) that are caused by, arise out of or relate to the negligence or willful misconduct of the party seeking indemnity, or that of its officers, directors, employees or agents; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	12	6010	4380		5,425.00

Budget Funding Year(s): 2018 Start Date: 6/8/18 End Date: 6/8/18
(must match resolution)

Funding Source

\$ 5,425.00
(must match resolution)

Tax Dollars: \$ 5,425.00
State Aid: _____
Federal Aid: _____
Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/29/2018 - LISA MRIJAJ SECRETARY