



Westchester Community College

State University of New York

62265

March 23, 2018

To: Board of Acquisition and Contract

From: Dr. Belinda S. Miles
President

Re: Authority to amend an agreement with Ashworth Design Inc., d/b/a Ashworth Creative for the provision of graphic design services for Westchester Community College in order to increase the not to exceed amount by \$20,000.

On June 2, 2015, your Honorable authorized the County of Westchester, acting by and through Westchester Community College (the "College"), to enter into an agreement with Ashworth Design Inc., d/b/a Ashworth Creative ("Ashworth") for the provision of graphic design services for Westchester Community College having a term of June 15, 2015 through June 14, 2018 in an amount not to exceed \$120,000.00 (the "Agreement"). The Agreement was subsequently executed. Pursuant to the Agreement, Ashworth has created and designed brochures, catalogs, templates for brochures, recruitment packages, letterhead packages, invitation packages, posters, graphic identity guidebooks for campus users and various other assignments. The College has utilized Ashworth's graphic design more than anticipated and would like to increase the not to exceed amount in order to continue utilizing Ashworth for the duration of the agreement.

Thus, authority is hereby requested from your Honorable Board to authorize the College to amend the Agreement in order to increase the not to exceed amount by \$20,000 for a new total not to exceed amount of \$140,000. All other terms and conditions of the Agreement shall remain unchanged.

The public purpose of this amendment is to ensure that the College continues to effectively and consistently brand itself thereby making itself known to the general public.

An appropriate resolution is attached for your approval.

BSM/jpi
Attachment

RESOLUTION

Upon a communication from the President of Westchester Community College, be it hereby

RESOLVED, the County of Westchester, acting by and through Westchester Community College (the "College"), is authorized to amend the agreement with Ashworth Design Inc., d/b/a Ashworth Creative ("Ashworth") for the provision of graphic design services for Westchester Community College in order to increase the not to exceed amount by \$20,000 for a new total not to exceed amount of \$140,000; and be it further

RESOLVED, that all other terms and conditions of the agreement shall remain unchanged; 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.

Original Agreement: \$ 120,000.00
This Amendment: \$ 20,000.00
 TOTAL \$ 140,000.00

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	010	0110		3604		\$20,000

Budget Funding Year(s) Start Date: 6/15/2015 End Date: 6/14/2018
 (must match resolution)

Funding Source:	Tax Dollars	<u>\$4,800</u>	Contractor Federal I.D. No./ Social Security No.:
	State Aid	<u>\$5,400</u>	
<u>\$20,000</u> (must match resolution)	Federal Aid	<u> </u>	Vendor No.:
	Other	<u>\$9,800 (Tuition)</u>	Encumbrance No.: <u> </u>

