



George Latimer  
County Executive

Department of Social Services

Kevin McGuire  
Commissioner

**OnBase # 77293**

**DATE:** June 15, 2020

**TO:** Board of Acquisition and Contract

**FROM:** Kevin McGuire  
Commissioner, Department of Social Services

**SUBJECT:** Resolution authorizing the County of Westchester to enter into an agreement with CC's Wide Awake LLC, d/b/a Savory Gourmet Catering for emergency supply of meals for needy elderly, disabled and homebound residents of White Plains, Mount Vernon and New Rochelle during the COVID-19 Pandemic, for a term of ninety (90) days, commencing upon execution of the agreement by the parties, for a not to exceed amount of \$272,780.00.

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Transmitted herewith is a resolution requesting authority from your Honorable Board for the County of Westchester ("County"), acting by and through its Department of Social Services ("Department"), to enter into an agreement ("Agreement") with CC's Wide Awake LLC, d/b/a Savory Gourmet Catering ("Savory Gourmet"), for emergency supply of meals by Savory Gourmet to needy elderly, disabled and homebound residents of White Plains, Mount Vernon and New Rochelle during the COVID-19 Pandemic, under the Pre-Packaged Meal Kit Program ("Program"), for a term of ninety (90) days, commencing upon execution of the Agreement by both parties and terminating ninety (90) days thereafter, in an amount not to exceed \$272,780.00.

**The goals and objectives** of the proposed Agreement are to supply three (3) meals a day, seven (7) days a week to approximately 150 Westchester County individuals residing in White Plains, Mount Vernon and New Rochelle. The approximate monthly distribution of meals will be 4546 meals. These residents are unable to secure meals for themselves due to the Covid-19 Pandemic. The environment outside these residents' homes is unsafe for them, therefore, they must remain in their houses. In order to secure nutritional meals for these homebound individuals, Savory Gourmet will supply the Westchester County Department of Social Services nutritional and balanced meals to be delivered to the residents' homes by a third party. The meals will be picked up from Savory Gourmet at one central location. All referrals will be sent to the

County of Westchester's ninth floor for approval prior to distribution. This Program will help residents in need of delivered meals to remain safe and healthy in their houses until the state or local government deems it safe for these residents to venture into the public space. This Program will also help the residents until they have the resources necessary to secure healthy balanced meals on their own. Without this Program, the residents in need may resort to using other unsafe resources to secure the necessary meals during the Covid-19 Pandemic.

**The public purpose** of the proposed Agreement is to immediately assist Westchester County residents in need of delivered meals to remain safe and healthy in their homes until the state or local government deems it safe for these residents to venture into the public space. This Program will also help the residents until they have the resources necessary to secure healthy balanced meals on their own. Without this Program, the residents in need may resort to using other unsafe resources to secure the necessary meals during the Covid-19 pandemic.

**The goals and objectives are in the best interests** of the County in terms of public health and safety as they are intended to provide emergency food supply to those who are hungry or at risk of hunger during the COVID-19 pandemic while minimizing the spread of COVID-19.

**The goals and objectives are in the best interests of the County in terms of fiscal responsibility** because the need for food due to the COVID-19 pandemic has dramatically increased. This Agreement is aimed at assisting with the emergency supply of food to the needy individuals during the COVID-19 Pandemic.

**The goals and objectives of this contract will be tracked and monitored** through performance measurement indicators approved by the Department. They include, but are not limited to, submission of monthly statistics.

Section 13 of the Westchester County Procurement Policy specifies that each procurement that is funded, in whole or in part, by federal funds shall be made in accordance with any and all applicable federal laws, regulations, rules, guidance, instructions, or grant terms. To the extent that it is applicable, the procurement that is the subject of the proposed Agreement complies with 2 C.F.R. 200.320(f)(2), which allows for non-competitive procurement when "[t]he public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation", based on the emergency that currently exists with regard to COVID-19 and the related urgent need for proper food supply and distribution to needy individuals who must remain safe and healthy in their homes during the COVID-19 Pandemic.

Accordingly, authority is requested for the County of Westchester to enter into the proposed Agreement with Savory Gourmet for Westchester to operate the above program.

A resolution requesting the same is annexed hereto for your Honorable Board's approval.

KMG/CMC

**RESOLUTION**

Upon a communication from the Commissioner of Social Services, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement (“Agreement”) with CC’s Wide Awake LLC, d/b/a Savory Gourmet Catering for emergency food supply to needy elderly, disabled and homebound residents of White Plains, Mount Vernon and New Rochelle, under the “Pre-Packaged Meal Kit” program during the COVID-19 pandemic, for a term of ninety (90) days, commencing upon execution of the agreement by both parties and terminating ninety (90) days thereafter, for a not to exceed amount of \$272,780.00; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any and all documents and to take such other actions necessary to effectuate the purposes hereof.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	0010	4998		\$272,780

Budget Funding Year(s): 2020 Start Date: Execution End Date: 90 days thereafter  
(must match resolution)

Funding Source

**\$272,780**  
(must match resolution)

Tax Dollars:  
State Aid:  
Federal Aid: 100%  
Other: