



Department of Emergency Services

Memorandum

30363

DATE: November 09, 2012

TO: The Honorable Board of Acquisition and Contract

FROM: John M. Cullen, Commissioner of Emergency Services

RE: **Authority to amend an agreement with Westchester Catering, LLC for the provision of catering and food delivery services for the Westchester County Department of Emergency Services, by increasing the total amount not-to-exceed thereunder by an additional \$40,000.00, from \$20,000.00 to \$60,000.00**

On or about January 1, 2012 the County, acting by and through its Department of Emergency Services (the "Department"), entered into a "short-form" contract with Westchester Catering, LLC ("Westchester Catering") for the provision of catering and food delivery services for emergency response/Indian Point drills and in the event of emergency activation of the Emergency Operations Center ("EOC"), for the period December 1, 2011 through November 30, 2012 in a total amount not-to-exceed \$20,000 at the rates specified in the agreement (the "Agreement").

Due to the recent activation of the EOC in response to Superstorm Sandy, the cost of catering services has already exceeded the \$20,000 not-to-exceed amount authorized under the Agreement. In order for the County to be able compensate Westchester Catering for services rendered through November 30, 2012, it will be necessary to amend the Agreement to increase the not-to-exceed amount authorized thereunder by an additional \$40,000.

As your Honorable Board is aware, amendments to short-form contracts which result in increases that exceed the \$20,000.00 monetary threshold authorized by your Honorable Board, must first be approved by your Honorable Board. Accordingly, authority is respectfully requested to amend the Agreement with Westchester Catering in order to increase the total amount not-to-exceed thereunder by an additional \$40,000, from \$20,000 to \$60,000, in order to compensate Westchester Catering for services rendered through November 30, 2012.

Except as specifically amended hereby, all other terms and conditions of the Agreement will remain the same.

The County has complied with Section 5(b) of the Westchester County Procurement Policy. On or about November 1, 2011, the Department solicited written price quotations from three (3) vendors providing catering and food delivery services. These vendors included: Westchester Catering; Carole's Kitchen; and the Crown Plaza Hotel. Westchester Catering submitted the lowest price quotation of \$9.95/meal. Carole's Kitchen submitted a price quotation of \$10.25/meal and the Crown Plaza submitted a price quotation of \$34.00/meal.

The public purpose of this Agreement is to ensure that County personnel participating in emergency response activities receive proper nutrition to enable them to perform their duties in the most effective manner so as to protect the health and safety of county residents. The goals and objectives of this Agreement are to provide catering and food delivery services to county personnel participating in emergency response activities.

The Department shall monitor contract compliance and performance through careful review of all invoices.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

JMC/VLD/jpg
Att.

APPROVED BOARD OF ACQUISITION & CONTRACTS 12/05/2011 COUNTY CLERK'S OFFICE

RESOLUTION

Upon a communication from John M. Cullen, Commissioner of Emergency Services, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to amend an agreement with Westchester Catering, LLC for the provision of catering and food delivery services for the Westchester County Department of Emergency Services for the period from December 1, 2011 through November 30, 2012 in a total amount not-to-exceed \$20,000 at the rates specified in the agreement (the "Agreement") by increasing the total amount not-to-exceed thereunder by an additional \$40,000, from \$20,000 to \$60,000, in order to compensate Westchester Catering, LLC for services rendered through November 30, 2012; and be it further

RESOLVED, that except as specifically amended hereby, 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 duly authorized designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Original Agreement	\$20,000
This Amendment	<u>\$40,000</u>
TOTAL	\$60,000

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	087M	4531	T087A	\$40,000

Budget Funding Year(s) 2011-2012 Start Date 12/1/2011 End Date 11/30/2012
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$ 40,000 Federal Aid \$40,000
 (must match resolution) Other _____