

47308

June 15, 2015

TO: Honorable Board of Acquisition and Contract

FROM: Jay T. Pisco, P.E.
Commissioner of Public Works and Transportation

Mary J. Mahon
Director of Real Estate

SUBJECT: Authority to enter into a lease agreement with Coco News of Westchester County Airport, Inc. for the operation of the newsstand and coffee shop concession at Westchester County Airport for the period July 1, 2015 through June 30, 2020. (Lease Agreement No. WCA 15006)

The County of Westchester, acting by and through the Westchester County Department of Public Works and Transportation (the "Department"), issued a Request for Proposals ("RFP") seeking a vendor to operate the pre-security newsstand and coffee shop concession at Westchester County Airport (the "Airport"). The RFP was advertised in the Journal News and on the County's website. A total of six (6) proposals were received by the Department. Interviews with four (4) of the proposers were subsequently held.

Based on the information submitted as part of the initial proposals, responses during the interviews, and supplemental material received by the County from vendors, the selection committee ranked the proposers as follows:

1. Coco News of Westchester County Airport, Inc.
2. 121 Group Holdings
3. Airport Mart, Inc.
4. American Transit Host
5. Avenue U Donuts, Inc.
6. Fine Indian Dining, Inc.

The selection committee determined that the proposal submitted by Coco News of Westchester County Airport, Inc. ("Coco News") will provide the greatest guaranteed rent to the County. Another proposer, 121 Group Holdings, offered to match the highest proposed revenue, but the County determined that the Coco News proposal overall ranked higher. Therefore, we believe it is in the County's best interest to award this concession to Coco News. Accordingly, we respectfully request authority for the County to enter into a lease agreement with Coco News for the operation of the pre-security newsstand and coffee shop concession at Westchester County Airport for the period July 1, 2015 through June 30, 2020. The leased space will consist of approximately 752 square feet in the main terminal building.

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Coco News will pay the County a minimum annual guaranteed rent of \$72,000.00 plus 5% of its gross revenue from airport concessions. Coco News will also be responsible for utilities serving the leased premises.

The objective of this agreement is to provide revenue to Westchester County Airport, and provide newsstand and coffee shop services to travelers and employees at the airport. The agreement will be monitored by the Department and its airport management firm, AFCO Airports, which will ensure the proper operation of the concessions, and monitor receipt of vendor payments.

This agreement is in the best interest of the County and the traveling public. Therefore, we recommend approval of the annexed resolution.

JTP/MJM/DLW/dv

APPROVED BOARD OF ACQUISITION & CONTRACT #1618/2015 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Public Works and Transportation and the Director of Real Estate, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into a lease agreement with Coco News of Westchester County Airport, Inc. (“Coco News”) for the operation of the pre-security newsstand and coffee shop concession at Westchester County Airport (the “Airport”) for the period July 1, 2015 through June 30, 2020; and be it further

RESOLVED, that the leased space shall consist of approximately 752 square feet in the main terminal building at the Airport; and be it further

RESOLVED, that Coco News shall pay the County a minimum annual guaranteed rent of \$72,000.00 plus 5% of its gross revenue from airport concessions; and be it further

RESOLVED, that Coco News shall also be responsible for utilities serving the leased premises; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments necessary to implement this resolution.

Lease Agreement No. WCA 15006

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Revenue	Trust Account	Dollars
	161	44	4110	9096-01		\$36,000.00 Year 2015
	161	44	4110	9096-01		\$72,000.00 Year 2016
	161	44	4110	9096-01		\$72,000.00 Year 2017
	161	44	4110	9096-01		\$72,000.00 Year 2018
	161	44	4110	9096-01		\$72,000.00 Year 2019
	161	44	4110	9096-01		\$36,000.00 Year 2020

Budget Funding Year(s): 2015-2020
(must match resolution)

Start Date: 07/01/2015

End Date: 06/30/2020

Funding Source

Tax Dollars _____

State Aid _____

Federal Aid _____

\$360,000.00
(must match resolution)

Other Revenue - Airport Special Revenue Fund