



Office of the County Executive

62060

DATE: March 8, 2018

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Evan Latainer  
Director of the Office for People with Disabilities

SUBJECT: Authority for the County of Westchester (the "County") to enter into an agreement with DoubleTree by Hilton Tarrytown to provide banquet and event host services for the 2018 National Disability Awards Breakfast to honor disabled employees and their employers throughout Westchester County on October 5, 2018 in an amount not-to-exceed \$1,800.00

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Authority is requested for the County of Westchester (the "County") to enter into an agreement with DoubleTree by Hilton Tarrytown ("DoubleTree") for Doubletree to provide banquet and event host services for the 2018 National Disability Awards Breakfast on October 5, 2018 to honor disabled employees and their employers throughout the County in an amount not-to-exceed \$1,800.00 pursuant to an approved budget (the "Agreement").

As part of the Agreement, the County will agree to protect, indemnify, defend and hold harmless DoubleTree, and its Owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with the function, except those claims arising out of the sole negligence or willful misconduct of DoubleTree.

In accordance with Section 5(a) of the County Procurement Policy, the Department obtained four oral quotes from the following providers: DoubleTree (\$21.00 per person), Crowne Plaza White Plains (\$25.00 per person), Marriott Tarrytown (\$26.00 per person) and the Surf Club New Rochelle (\$50.00 per person). DoubleTree has successfully hosted this event for the past two years consistently providing the best overall pricing and excellent service. Further, in addition to offering the lowest price per person, DoubleTree provides the most appropriate level of

accessibility that is required to accommodate the number of persons with disabilities that attend and enjoy this yearly event.

The proposed Agreement will serve a public purpose by acknowledging and honoring the efforts and accomplishments of disabled employees and their employers throughout the County

The goal and objective of the proposed Agreement shall be to recognize the efforts and accomplishments of disabled employees and their employer's thereby encouraging further success of these individuals and their employers.

The goal and objective of the proposed Agreement is in the County's best interest in that it will promote the efforts and accomplishments of these important employees and employers throughout the County.

The goal and objective of the proposed Agreement shall be tracked and monitored by the staff of the Office for People with Disabilities.

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

EL/lac

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/05/2018 - LISAPRIJAS SECRETARY

## RESOLUTION

Upon a communication from the Director of the Office for People with Disabilities, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with DoubleTree by Hilton Tarrytown ("DoubleTree") for DoubleTree to provide banquet and event host services for the 2018 National Disability Awards Breakfast on October 5, 2018 to honor disabled employees and their employers throughout the County for an amount not-to-exceed \$1,800.00, pursuant to an approved budget (the "Agreement"); and be it further

**RESOLVED**, that as part of the Agreement, the County will agree to protect, indemnify, defend and hold harmless DoubleTree, and its Owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with the function, except those claims arising out of the sole negligence or willful misconduct of DoubleTree; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; 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 reasonable necessary and appropriate to effectuate the purposed of this Resolution.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	11	0600	4980		\$1,800.00

Budget Funding Year      2018 Start Date October 5, 2018 End Date October 5, 2018

Funding Source              Tax Dollars \$1,800.00  
    State Aid \_\_\_\_\_  
\$1,800.00                      Federal Aid \_\_\_\_\_  
 (must match resolution) Other \_\_\_\_\_