

Department of Parks, Recreation
& Conservation

ID66144

November 16, 2018

TO: Board of Acquisition and Contract

FROM: Kathleen M. O'Connor
Commissioner, Department of Parks, Recreation and Conservation

RE: Authority to enter into a license agreement with Woods Tavern LLC, 400 Croton Dam Road, Ossining, NY 10562 for the operation of the food and refreshment concession at Hudson Hills Golf Course, Ossining, New York for the period of January 1, 2019 through December 31, 2023 with the sole option of the County to extend the agreement for an additional five-year term.

Authority for the County of Westchester ("County") to enter into a license agreement with Woods Tavern LLC ("Woods"), 400 Croton Dam Road, Ossining, NY 10562 for the operation of the food and refreshment concession at Hudson Hills Golf Course, Ossining, New York for the period of January 1, 2019 through December 31, 2023, with the sole option of the County to extend the agreement for an additional five-year term from January 1, 2024 through December 31, 2028 for a license fee to be negotiated.

For the privilege of operating this License, Woods shall pay the following annual license fees:

<u>Period</u>	<u>License Fee</u>
January 1, 2019 through December 31, 2019	\$35,000
January 1, 2020 through December 31, 2020	\$35,000
January 1, 2021 through December 31, 2021	\$35,000
January 1, 2022 through December 31, 2022	\$35,000
January 1, 2023 through December 31, 2023	\$35,000

In addition to the license fees above, Woods shall undertake a series of improvements valued at \$98,200 on the attached schedule. In addition, Woods shall upgrade kitchen equipment which shall remain the property of the concession operator including furnishing a new eight burner stove with oven, grill, fryer, refrigerator and freezer and new tables and chairs both inside and outside.

Although licenses are exempt from the County's Procurement Policy pursuant to section 3(b) therein, a Request for Proposals was developed. Notification of the RFP was sent to more than 70 individuals and organizations. The RFP was also advertised in the Journal News and on the Westchester County website.

One proposal was received in response. Woods offered an excellent mix of improvements and license fee and the organization has extensive restaurant experience. The Department reviewed the proposal and recommends it based on the fees, improvements and experience of the operator.

The goal of this agreement is to provide revenue for the County and important services for golfers. The objective of this agreement will be tracked and monitored by observations and interactions with staff and site visits.

Accordingly, approval of the attached resolution by your Honorable Board is most respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/13/2018 - LISA MINAJ, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Parks, Recreation and Conservation, be it hereby

RESOLVED, that the County of Westchester (“County”) is hereby authorized to enter into a license agreement with Woods Tavern LLC (“Woods”), 400 Croton Dam Road, Ossining, NY 10562 for the operation of the food and refreshment concession at Hudson Hills Golf Course, Ossining, New York for the period of January 1, 2019 through December 31, 2023; and be it further

RESOLVED, that for the privilege of operating this License, Woods shall pay the County the following annual license fees:

<u>Period</u>	<u>License Fee</u>
January 1, 2019 through December 31, 2019	\$35,000
January 1, 2020 through December 31, 2020	\$35,000
January 1, 2021 through December 31, 2021	\$35,000
January 1, 2022 through December 31, 2022	\$35,000
January 1, 2023 through December 31, 2023	\$35,000; and be it further

RESOLVED, that in addition to the above license fees, Woods shall undertake the capital improvements on the attached schedule with an estimated value of \$98,200; and be it further

RESOLVED, that the County, at its sole option, may extend the agreement for the period of January 1, 2024 through December 31, 2028 at a license fee to be negotiated; 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.

Original Agreement \$175,000
 First Amendment \$
This Amendment \$ _____
 TOTAL \$175,000

Agreement #

Account to be
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars	
165	42	3300	9246		35,000	2019
165	42	3300	9246		35,000	2020
165	42	3300	9246		35,000	2021
165	42	3300	9246		35,000	2022
165	42	3300	9246		35,000	2023

Budget Funding Year(s) 2019-2023 Start Date 1-1-19 End Date 12-31-23
 (must match resolution)

Funding Source Tax Dollars _____

State Aid _____

\$175,000 Federal Aid _____

(must match resolution)

Other Revenue

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/13/2018 - USA-MRIJAJ, SECRETARY

HUDSON HILLS GOLF COURSE
FOOD AND REFRESHMENT CONCESSION

Schedule of Improvements

<u>Improvement</u>	<u>Estimated Cost</u>	<u>Completed By</u>
Remodel dining room to include a new bar area, and extend sprinkler system	\$19,700	
Remodel outdoor deck and extend, remove stairs	\$31,000	12/31/19
Wrap around enclosed deck	\$ 8,500	12/31/19
Plumbing Upgrades	\$22,000	05/01/19
Electrical upgrades	\$14,000	05/01/19
Furnish and install new 3 bay sink	\$ 1,750	05/01/19
Furnish and install new 2 bay sink	\$ 1,250	05/01/19
Total Estimated Cost	\$98,200	

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/13/2018, USA MBIJAJ, SECRETARY