

Department of Parks, Recreation
& Conservation

ID66145

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 Homestyle Caterers and Food Service LLC, 34 Convent Avenue, Yonkers, New York 10703 for the operation of the food and refreshment concession at Sprain Lake Golf Course, Yonkers, 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 Homestyle Caterers and Food Service LLC ("Homestyle"), 34 Convent Avenue, Yonkers, New York 10703 for the operation of the food and refreshment concession at Sprain Lake Golf Course, Yonkers, 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 at a license fee to be negotiated.

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

<u>Period</u>	<u>License Fee</u>
January 1, 2019 through December 31, 2019	\$39,000
January 1, 2020 through December 31, 2020	\$40,000
January 1, 2021 through December 31, 2021	\$41,000
January 1, 2022 through December 31, 2022	\$42,000
January 1, 2023 through December 31, 2023	\$43,000

In addition to the license fees above, Homestyle shall undertake a series of improvements valued at \$110,500 on the attached schedule. Homestyle shall upgrade kitchen equipment which shall remain the property of the concession operator including furnishing a new ice machine, fryers, stove, grill, beverage coolers and a food holder station.

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.

Two proposals were received in response. The Department reviewed the proposals and selected Homestyle Caterers and Food Service LLC. Homestyle Caterers and Food Service LLC offered the highest license fee and had the best qualifications of the submitted proposals.

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 MURRAY, 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 Homestyle Caterers and Food Service LLC (“Homestyle”), 34 Convent Avenue, Yonkers, New York 10703 for the operation of the food and refreshment concession at Sprain Lake Golf Course, Yonkers, 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, Homestyle shall pay the County the following annual license fees:

<u>Period</u>	<u>License Fee</u>
January 1, 2019 through December 31, 2019	\$39,000
January 1, 2020 through December 31, 2020	\$40,000
January 1, 2021 through December 31, 2021	\$41,000
January 1, 2022 through December 31, 2022	\$42,000
January 1, 2023 through December 31, 2023	\$43,000; and be it further

RESOLVED, that in addition to the above license fees, Homestyle shall complete the capital improvements on the attached schedule; 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 \$205,000
 First Amendment \$
This Amendment \$ _____
 TOTAL \$205,000

Agreement #

Account to be
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars	
165	42	3250	9246		39,000	2019
165	42	3250	9246		40,000	2020
165	42	3250	9246		41,000	2021
165	42	3250	9246		42,000	2022
165	42	3250	9246		43,000	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 _____
\$205,000
 (must match resolution) Federal Aid _____
 Other Revenue

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

SPRAIN LAKE GOLF COURSE

FOOD AND REFRESHMENT CONCESSION

Schedule of Improvements

<u>Improvements</u>	<u>Estimated Cost</u>	<u>Completed By</u>
Furnish and install ductless air conditioning system	\$15,000	6 /1/19
Remodel mens room and ladies room, tile, painting and fixtures	\$40,000	12/31/19
Clean, paint and decorate halfway house	\$ 4,500	4/1/19
Furnish and Install new lighting in kitchen and interior hallway	\$ 5,000	6/1/19
Improve ventilation system for the kitchen	\$ 2,000	4/1/19
Furnish and install new 3 bay sink	\$ 1,000	4/1/19
Remodel loading dock area	\$ 1,500	7/1/19
Furnish and install new ice machine	\$ 4,000	4/1/19
Furnish and install 2 new fryers in kitchen	\$ 1,500	4/1/19
Furnish and install 1 multi burner stove in kitchen	\$ 1,500	4/1/19
Furnish and install 1 four foot char grill	\$ 1,000	4/1/19
Furnish and install 2 beverage coolers	\$ 5,000	4/1/19
Furnish and install food handler station	\$ 2,500	4/1/19
Refrigeration	\$15,000	4/1/19
Repaint restaurant area	\$ 3,500	4/1/19
Repaint outside patio	\$ 2,500	7/1/19
New beer/soda lines	<u>\$ 5,000</u>	4/1/19
Total Estimated Cost	\$110,500	