

Department of Parks, Recreation
& Conservation

ID 73716

December 30, 2019

TO: Board of Acquisition and Contract

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

RE: Authority enter into a license agreement with Westchester Food Service, Inc., 519 Revere Road, Larchmont, New York 10538 for the operation of the food and beverage concession at Alfred B. Delbello Muscoot Park, Katonah, New York for the period of January 1, 2020 through December 31, 2024, with the sole option of the County to extend the agreement for an additional five-year term.

Authority to enter into a license agreement with Westchester Food Service, Inc. ("WFS"), 519 Revere Road, Larchmont, New York 10538, for the operation of the food and refreshment concession at Alfred B. Delbello Muscoot Park, Katonah, New York ("Muscoot") for the period of January 1, 2020 through December 31, 2024, with the sole option of the County to extend the agreement for an additional five-year term, from January 1, 2025 through December 31, 2029, for a license fee to be negotiated.

For the privilege of operating the food and beverage concession at Muscoot, WFS will pay to the County the following annual license fees:

<u>Period</u>	<u>License Fee</u>
January 1, 2020 to December 31, 2020	\$5,600
January 1, 2021 to December 31, 2021	\$5,700
January 1, 2022 to December 31, 2022	\$5,800
January 1, 2023 to December 31, 2023	\$5,900
January 1, 2024 to December 31, 2024	\$6,000

In addition to the above license fees, WFS shall also complete the following improvements to the snack bar building:

1. Paint the interior walls of the food concession building, for an estimated cost of \$500, no later than May 1, 2020.
2. Furnish and install a small heater in the snack bar building, for an estimated cost of \$1,200, no later than October 1, 2020.

Although licenses are exempt from the County's Procurement Policy pursuant to section 3(b) therein, a Request for Proposals was developed and notification was sent to more than fifty individuals and firms. WFS was the only respondent.

The public purpose of this agreement is to make food and beverages available for sale to patrons at Muscoot Farm.

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

This agreement is exempt from the Westchester County procurement policy pursuant to Section 3(b), thereof.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/23/2020 - LISA MARIJAL 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 Westchester Food Service, Inc. (“WFS”), 519 Revere Road, Larchmont, New York 10538 for the operation of the food and refreshment concession at Alfred B. Delbello Muscoot Park, Katonah, New York (“Muscoot”) for the period of January 1, 2020 through December 31, 2024; and be it further

RESOLVED, that for the privilege of operating the food concession, WFS shall pay to the County the following annual license fees during the term of the agreement:

<u>Period</u>	<u>License Fee</u>
January 1, 2020 to December 31, 2020	\$5,600
January 1, 2021 to December 31, 2021	\$5,700
January 1, 2022 to December 31, 2022	\$5,800
January 1, 2023 to December 31, 2023	\$5,900
January 1, 2024 to December 31, 2024	\$6,000; and be it further

RESOLVED, that in addition to the above license fees, WFS shall also complete the following improvements to the snack bar building:

1. Paint the interior walls of the food concession building, for an estimated cost of \$500, no later than May 1, 2020.
2. Furnish and install a small heater in the snack bar building, for an estimated cost of \$1,200, no later than October 1, 2020; and be it further

RESOLVED, that the County, at its sole option, may extend the agreement for the period of January 1, 2025 through December 31, 2029 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 \$29,000
 First Amendment \$
This Amendment \$ _____
 TOTAL \$29,000

Agreement #

Account to be
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars	
165	42	4750	9246		\$5,600	2020
165	42	4750	9246		\$5,700	2021
165	42	4750	9246		\$5,800	2022
165	42	4750	9246		\$5,900	2023
165	42	4750	9246		\$6,000	2024

Budget Funding Year(s) 2020-2024 Start Date 1-1-20 End Date 12-31-24
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$29,000 Federal Aid _____
 (must match resolution) Other Revenue _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/22/2020 - USA MARIJAJ, SECRETARY