

**ID 77364**

Date: June 11, 2020

To: The Honorable Board of Acquisition and Contract

From: Kathleen O'Connor  
Commissioner

Re: Authority to enter into an Agreement with Sound Associates, Inc. for the provision of Audio/Video services in connection with the graduation ceremonies for Rye Neck High School which will take place at the parking lot at Rye Playland on June 18, 2020 with a rain date of June 19, 2020 for a flat fee of \$60,000.

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Authority is hereby requested for the County of Westchester (the "County"), acting by and through its Department of Parks, Recreation & Conservation (the "Department"), to enter into an agreement with Sound Associates, Inc. ("SAI"), pursuant to which SAI will provide Audio/Video services in connection with the graduation ceremonies for Rye Neck High School, which will take place at the parking lot at Rye Playland on Thursday afternoon June 18, 2020, with a rain date of Friday afternoon June 19, 2020 (the "Agreement"). In consideration for services to be rendered, the County shall pay SAI a flat fee of \$60,000, payable upon completion of all services. The term of the Agreement shall commence on June 18, 2020 and shall continue through June 19, 2020.

Pursuant to the terms of the Agreement, SAI will install and operate the following:

- (2) 11' X 20' LED video screens flanking the stage
- (2) 9' X 16' LED video screens toward the rear of the parking area
- An FM transmission of the event to patron's car radios
- 10 "backup" FM radios in the event of patron's being unable to tune the FM broadcast
- An onsite public address sound system for emergencies
- A multi-camera "switched" video shoot to be displayed on the LED screens
- 1 stationary camera and 1 portable camera operated by a cameraman
- Playback of provided video content, and graphics support for graduate's names

Section 13 of the Westchester County Procurement Policy specifies that each procurement that is funded, in whole or in part, by federal funds shall be made in accordance with any and all applicable federal laws, regulations, rules, guidance, instructions, or grant terms. To the extent that it is applicable, this procurement complies with 2 C.F.R. 200.320(f)(2), which allows for non-competitive procurement when “[t]he public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation”, based on the emergency that currently exists with regard to COVID-19 and the related urgent need for Audio Video services for the Rye Neck High School graduation ceremony.

This Agreement will serve a public purpose by providing audio/video support for the Rye Neck High School graduation ceremony, thus enabling graduates and their families to properly view and hear the event.

An appropriate resolution is herewith attached for your Honorable Board’s consideration.

KO/PT/jpg  
Attachments

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
04/13/2020 - U.S. MARSHAL SERVICE

# RESOLUTION

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

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement with Sound Associates, Inc. ("SAI"), pursuant to which SAI will provide Audio/Video services in connection with the graduation ceremonies for Rye Neck High School, which will take place at the parking lot at Rye Playland on Thursday afternoon June 18, 2020, with a rain date of Friday afternoon June 19, 2020 (the "Agreement"); and be it further

**RESOLVED**, that the term of the Agreement shall commence on June 18, 2020 and shall continue through June 19, 2020; and be it further

**RESOLVED**, that in consideration for services to be rendered, the County shall pay SAI a flat fee of \$60,000, payable upon completion of all services; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/Credited:

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
165	42	1100	4998-01		\$60,000.00

Budget Funding Year(s) 2020 Start Date 6/18/2020 End Date 6/19/2020  
 (must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
**\$60,000** Federal Aid COVID-19  
 (must match resolution) Other \_\_\_\_\_