



George Latimer
County Executive

Department of Social Services

Kevin McGuire
Commissioner

OnBase # 80276

DATE: October 16, 2020

TO: Board of Acquisition and Contract

FROM: Kevin McGuire
Commissioner, Department of Social Services

SUBJECT: Resolution authorizing the County of Westchester to enter into an amendment to an existing agreement with CC's Wide Awake LLC, d/b/a Savory Gourmet Catering, for the emergency supply of meals for needy elderly, disabled and homebound residents of White Plains, Mount Vernon and New Rochelle during the COVID-19 Pandemic, for a term of ninety (90) days, and a not to exceed amount of \$272,780.00, in order to extend the term of the Agreement until December 30, 2020, expand the scope of services and increase the not-to-exceed amount by \$297,000.00.

By resolution approved on June 18, 2020, your Honorable Board authorized the County of Westchester ("County"), acting by and through its Department of Social Services ("Department"), to enter into an agreement ("Agreement") with CC's Wide Awake LLC, d/b/a Savory Gourmet Catering ("Savory Gourmet"), for emergency supply of meals by Savory Gourmet to needy elderly, disabled and homebound residents of White Plains, Mount Vernon and New Rochelle during the Coronavirus disease 2019 ("COVID-19") Pandemic, under the Pre-Packaged Meal Kit Program ("Program"), for a term of ninety (90) days, commencing upon execution of the Agreement by both parties and terminating ninety (90) days thereafter, on October 7, 2020, in an amount not to exceed \$272,780.00. The Agreement was subsequently executed on or about July 8th, 2020.

Authority is now hereby requested from your Honorable Board to authorize the County to enter into an amendment (the "First Amendment") to the Agreement in order to (i) extend the term of the Agreement for an additional term from October 7, 2020 until December 30, 2020; (ii)

expand the scope of services to permit additional meals per day, from 150 to 200 meals per day, and (iii) increase the not-to-exceed amount in the Agreement by \$297,000.00, to a new total not-to-exceed amount of \$569,780.00.

Except as otherwise specifically amended hereby, all other terms and conditions of the Agreement remain unchanged and in full force and effect upon the parties.

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, the procurement that is the subject of the proposed First Amendment 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 proper food supply and distribution to needy individuals who must remain safe and healthy in their homes during the COVID-19 Pandemic.

Accordingly, authority is requested for the County of Westchester to enter into the proposed First Amendment for Savory Gourmet to continue to operate the Program.

A resolution requesting the same is annexed hereto for your Honorable Board’s approval.

KMG/CMC

RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into an amendment (“First Amendment”) to an existing agreement (“Agreement”) with CC’s Wide Awake LLC, d/b/a Savory Gourmet Catering, for emergency food supply to needy elderly, disabled and homebound residents of White Plains, Mount Vernon and New Rochelle, under the “Pre-Packaged Meal Kit” program during the COVID-19 pandemic, for a term of ninety (90) days, which commenced on July 8th, 2020 and expired on October 6, 2020, for a not to exceed amount of \$272,780.00, in order to (i) extend the term of the Agreement for an additional term from October 7, 2020 to December 30, 2020; (ii) expand the scope of services to permit the distribution of meals from 150 to 200 meals per day; and (iii) increase the not-to-exceed amount by \$297,000.00, to a new total not-to-exceed amount of \$569,780.00; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any and all documents and to take such other actions necessary to effectuate the purposes hereof.

Original Amount: \$272,780.00
 Amended Amount: 297,000.00
 Total Aggregate Amount: \$569,780.00

Account to be
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	0010	4998		\$297,000

Budget Funding Year(s): 2020 Start Date: 10/07/2020 End Date: 12/30/2020
 (must match resolution)

Funding Source
\$297,000
 (must match resolution)

Tax Dollars:
 State Aid:
 Federal Aid: 100%
 Other:

