



Memorandum

**Department of Parks, Recreation
& Conservation**

March 15, 2010

TO: Board of Acquisition and Contract

FROM: Joseph A. Stout
Commissioner

RE: Authority to extend the license agreement with Powell Catering Services, Inc., 58 Halstead Avenue, Harrison, New York for the miniature golf concession at Saxon Woods Park, White Plains, New York for the period of January 1, 2010 through December 31, 2014.

On April 28, 2005, authority was granted for the County of Westchester to enter into a license agreement with Powell Catering Services, Inc. ("Powell"), for the operation of the miniature golf concession at Saxon Woods Park, White Plains, New York for the period of May 1, 2005 through December 31, 2009, with the sole option of the County to extend the agreement for a five year period from January 1, 2010 through December 31, 2014.

Powell Catering Services, Inc. has done a tremendous job in building the business over the last five years, has done an excellent job in maintaining the licensed area and has cooperated fully with County efforts to promote events such as birthday parties at Saxon Woods Pool. Authority is now requested to exercise the option to renew the agreement for the period of January 1, 2010 through December 31, 2014.

For the privilege of providing this service, Powell will pay to the County the following annual license fee:

<u>Period</u>	<u>License Fee</u>
2010	\$5,000
2011	\$5,000
2012	\$6,000
2013	\$6,000
2014	\$6,000

Powell Catering Services, Inc., no later than December 31, 2011, shall furnish and install new artificial turf at an approximate cost of \$32,500 which shall include the removal of the old turf, preparation of the surface of the stone foundation to remove any left over glue and the laying of new turf in an area of approximately 8,500 square feet.

The goal of this agreement is to have a firm operate the miniature golf concession to provide amenities to patrons at Saxon Woods Park and provide revenue to the County. If this agreement were not in place, this amenity would not be available to the public and could result in a decline in attendance. The objective of this agreement will be tracked and monitored by site visits by PRC personnel through observation and interaction with concession staff.

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 - 4-1-2010 - JOMBY VIEIRA SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to exercise the option to extend the agreement with Powell Catering Services, Inc. ("Powell"), 58 Halstead Avenue, Harrison, New York for the operation of the miniature golf concession at Saxon Woods Park, White Plains, New York for the period of January 1, 2010 through December 31, 2014; and be it further

RESOLVED, that for or the privilege of providing this service, Powell will pay to the County, the following license fees:

<u>Period</u>	<u>License Fee</u>
2010	\$5,000
2011	\$5,000
2012	\$6,000
2013	\$6,000
2014	\$6,000; and be it further

RESOLVED, that Powell Catering Services, Inc., no later than December 31, 2011, shall furnish and install new artificial turf at an approximate cost of \$32,500 which shall include the removal of the old turf, preparation of the surface of the stone foundation to remove any left over glue and the laying of new turf in an area of approximately 8,500 square feet; 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 \$28,000
 First Amendment \$
This Amendment \$ _____
 TOTAL \$28,000

Agreement #

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars	
165	42	4950	9246		5,000	2010
165	42	4950	9246		5,000	2011
165	42	4950	9246		6,000	2012
165	42	4950	9246		6,000	2013
165	42	4950	9246		6,000	2014

Budget Funding Year(s) 2010-2014 Start Date 01-01-10 End Date 12-31-14
 (must match resolution)

Funding Source Tax Dollars _____

State Aid _____

\$28,000 Federal Aid _____

(must match resolution)

Other PRC Revenue

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-1-2018 JOMARY VIEIRA, SECRETARY