

112795

Date: January 7, 2026

To: Board of Acquisition and Contract

From: Honorable Kenneth W. Jenkins
Westchester County Executive

Re: Authority for the County to enter into an agreement with Unique Affairs at the Davenport Club Corp., for the provision of providing catering services, food delivery, and special event services for a term commencing retroactively on January 1, 2026 and continuing through December 31, 2026, for an amount not to exceed Seventy-Five Thousand (\$75,000.00), pursuant to an approved budget / rates.

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (“County”), by and through the Westchester County Executive Office, to enter into an agreement (the “Agreement”) with Unique Affairs at the Davenport Club Corp. (“Unique Affairs”), for the provision of providing catering services, food delivery, and special event services for a term commencing retroactively on January 1, 2026 and continuing through December 31, 2026, for an amount not to exceed Seventy-Five Thousand (\$75,000.00), Dollars, pursuant to an approved budget / rates.

The proposed Agreement will provide catering services, food delivery, and special event services to the Westchester County Executive Office.

In accordance with Section 5 of the Westchester County Procurement Policy and Procedures (“the Policy”), the County solicited written quotations from the following catering establishments: Westchester Picnic Company, DeCicco & Sons, New York Catering Service, and Unique Affairs. Unique Affairs was the only establishment that provided a written quote for services requested. The County has entered into previous agreements with Unique Affairs for similar services. The County has determined that Unique Affairs submitted an advantageous offer to the County.

KJ/ mb
Attachment

RESOLUTION

Upon a communication from the Westchester County Executive, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Unique Affairs at the Davenport Club Corp. (the “Contractor”), for the provision of providing catering services, food delivery, and special event services for a term commencing retroactively on January 1, 2026 and continuing through December 31, 2026, for an amount not to exceed Seventy-Five Thousand (\$75,000.00) Dollars, pursuant to an approved budget / rates (the “Agreement”); and be it further

RESOLVED, that the Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (“State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State budget and/or adoption of a State budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s) to conduct an analysis of the impact of any such budget(s) on County finances. After such analysis, the County shall retain the right to either terminate this Agreement, or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate the agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is empowered to execute any and all documents necessary to effectuate the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	11	0100	4380		\$75,000.00

Budget Funding Year(s): 2026 Start Date: 01/01/2026 End Date: 12/31 /2026
(must match resolution)

Funding Source
\$75,000.00
(must match resolution)

Tax Dollars: \$75,000.00
State Aid: _____
Federal Aid: _____
Other: _____