



Kenneth W. Jenkins  
County Executive

Department of Probation

Rocco A. Pozzi  
Commissioner

ONBASE #113366

Date: March 27, 2026

To: The Honorable Board of Acquisition and Contract

From: Rocco A. Pozzi, Commissioner  
Department of Probation

Re: Request for authority to exempt from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)xxi thereof, the procurement of an agreement with Whitsons Nutrition, LLC for the provision of providing comprehensive, on-site food service operations at Woodfield Cottage, Westchester County's secure detention housing for juvenile offenders.

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Sec. 3(a)xxi thereof, the procurement of an agreement with Whitsons Nutrition, LLC ("Contractor"), for the provision of providing comprehensive, on-site food service operations at Woodfield Cottage, Westchester County's secure detention housing for juvenile offenders (the "Agreement"). The initial term of the Agreement will commence on April 20, 2026 and continue through April 19, 2027 (the "Initial Term"), with the County of Westchester (the "County"), acting by and through its Department of Probation ("Department") having the option in its sole discretion, to extend the term of the Agreement for up to three (3) additional (1) year terms thereafter (each one-year period an "Option Term") on the same terms and conditions as the Initial Term, except for the different cost terms for each Option Term, as mutually agreed upon by the County and the Contractor. In consideration for Services rendered during the Initial Term, the County, acting by and through its Department, will pay the Contractor in an amount not-to-exceed \$358,033.50, payable pursuant to an approved budget.

Ordinarily, under Section 6 of the Procurement Policy, the County is required to solicit proposals through the issuance of a request for proposals. However, it is in the best interest of the County to exempt this Agreement because of the Contractor's professional background and experience in providing extensive quality on-site food service operations at facilities similar to Woodfield Cottage. The Contractor's background and expertise exemplifies meeting nutrition guidelines, regulatory compliance, operational reliability, and food safety consistent with all applicable laws and standards governing

food service operations. In fact, Contractor has previously managed on-site food service at Woodfield Cottage for the County as a subcontractor. Because Contractor has successfully implemented on-site food service operations for the County, entering into an agreement with the Contractor for these Services is in the best interests of the County.

Pursuant to Section 3(a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of an Agreement with Contractor from the County Procurement Policy.

Accordingly, a Resolution to exempt the procurement of an agreement with Contractor is hereby submitted for your Honorable Board's consideration.

RP/MF/mb  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/02/2026 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

Upon a communication from the Commissioner of the Department of Probation, be it hereby

**RESOLVED**, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester (the "County") in connection with the procurement of an agreement with Whitsons Nutrition, LLC for the provision of providing comprehensive, on-site food service operations at Woodfield Cottage, Westchester County's secure detention housing for juvenile offenders.

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/02/2020 - RAYMOND J. COUGHY, SECRETARY