



Memorandum

Department of Parks, Recreation
& Conservation

ID 110213

DATE: January 2, 2025

TO: Honorable Board of Acquisition and Contract

FROM: Kathleen M. O'Connor, Commissioner
Department of Parks, Recreation and Conservation

RE: Authority for the County of Westchester to enter into an agreement with Fox Party Rental Inc., DBA Westside Party Rental for the provision of quality tents, tables, and chairs for various special events at Westchester County for a three-year term from April 1, 2025 through March 31, 2028, in an amount not to exceed \$125,346.00, payable pursuant to an approved budget and subject to County appropriations.

Authority is requested for the County of Westchester (the "County"), acting by and through the Department of Parks, Recreation & Conservation (the "Department"), to enter into an Agreement with Fox Party Rental Inc., DBA Westside Party Rental, 210 West Lincoln Avenue, Mt. Vernon, New York 10550 ("Fox Party Rental"), to provide quality tents, tables, and chairs for various special events at Westchester County for the period of April 1, 2025 through March 31, 2028, in a mount not-to-exceed \$125,346, payable pursuant to an approved budget.

The Department has complied with the County Procurement Policy. Requests for Proposals were posted on December 3, 2024 with a return date of December 20, 2024. On this date, five (5) proposals were received. The proposals were reviewed by the Department and it was determined that Fox Party Rental, submitted the low price quote in the amount of \$104,346.00 plus \$21,000.00 for miscellaneous additional events for a total of \$125,346.000.

The goals and objectives of this Agreement are to provide shelter and seating as needed for Westchester County PRC events. This Agreement will serve a public purpose by providing quality tents, tables and chairs for the public while attending events at various PRC facilities. It will also promote fiscal responsibility as the County will benefit from the additional revenue generated by the events related to this Agreement.

The goals and objectives of this Agreement will be tracked and monitored by Department staff through site visits to facilities hosting related events.

Approval of the attached resolution by your Honorable Board is most respectfully requested.

KMO/rn

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/30/2025 - RAYMOND SCUKA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through the Department of Parks, Recreation and Conservation, is hereby authorized to enter into Agreement with Fox Party Rental Inc., DBA Westside Party Rental, 210 West Lincoln Avenue, Mt. Vernon, New York 10550, to provide quality tents, tables, and chairs for various special events at Westchester County for the period of April 1, 2025 through March 31, 2028 in an amount not to exceed \$125,346.00, payable pursuant to an approved budget (the "Agreement"); and be it further

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

RESOLVED, that the County Executive or his duly authorized designee is hereby empowered to execute any and all instruments and take such other actions as may reasonably be necessary to effectuate the purposes hereof.

Original Agreement	\$125,346.00
This Amendment	\$ _____
TOTAL	\$125,346.00

Agreement # PRC-1451

Account to be Charged/Credited:

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars	
165	42	7700	4380		\$ 41,100	2025
165	42	7700	4380		\$ 42,123	2026
165	42	7700	4380		\$ 42,123	2027

Budget Funding Year(s): 2025-2028 Start Date: 4/1/2025 End Date: 3/31/2028

Funding Source: Tax Dollars: x
(must match resolution)

\$125,346.00 State Aid: _____
(must match resolution) Federal Aid: _____

Other: _____