

112323

To: Honorable Members of the Board of Acquisition and Contract

From: Natasha Caputo
Director of Tourism & Film

Date: November 7, 2025

Re: Resolution authorizing the County of Westchester to exercise an option to increase the not-to-exceed amount of its agreement with Events By Chereese, Inc., d/b/a Events to Remember, for provision of special event planning and management services events commemorating the 250th Anniversary of the Revolutionary War in Westchester County, for a term from March 15, 2025 through December 31, 2026, to increase the total not-to-exceed amount by \$5,349.88, from \$206,200, to a new total aggregate not-to-exceed amount of \$211,549.88, payable quarterly pursuant to an approved budget.

Transmitted herewith is a resolution which, if approved by your Honorable Board, will authorize the County of Westchester (the "County"), acting by and through its Office of Tourism & Film ("WCOTF"), to exercise an option ("Option") with respect to its an agreement with Events By Chereese, Inc., d/b/a Events to Remember ("Events"), pursuant to which Events will provides special event planning and management services for two major outdoor events planned by the County to commemorate the 250th Anniversary of the Revolutionary War (the "Agreement"). This two-year promotion with the working title of "RevFest on the Hudson" will include a two-day festival in 2025 and a two-day "RevFest Reenactment" event in 2026. The term of the Agreement commenced March 15, 2025 and will terminate on December 31, 2026.

The County's exercise of the Option would increase the total not-to-exceed amount by \$5,349.88, from \$206,200, to a new total aggregate not-to-exceed amount of \$211,549.88 payable quarterly pursuant to an approved budget.

Exercise of the Option would allow the County to reimburse Events for the services of various third party vendors, including, but not limited to tent companies, offsite parking, transportation, event technologies, port-a-johns, and other partners or services required by the County for Events to fulfill its management duties for these events.

It should be noted that this Agreement is partially funded through a grant provided by the State of New York, Empire State Development.

With respect to the Agreement, the County complied with the Westchester County Procurement Policy and Procedures. On February 11, 2025, WCOTF issued a Request for Qualifications ("RFQ") seeking the services of an experienced special event planner, producer, and management consultant to collaborate and lead the design, plan, and execution of two major outdoor events commemorating the 250th anniversary of the Revolutionary War in our region. The RFQ was posted on the County's website. The following three (3) agencies submitted proposals in response to the RFQ: Events, Overland, and Spark Group. Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFQ, WCOTF determined that Events received the highest score, was deemed most qualified to perform the services, and was thus awarded the contract.

The proposed Option will serve a public purpose by assisting the County with the planning of two events that will take place in the County to celebrate the 250th anniversary of the founding of our nation.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/13/2025 - RANDY SCORSETTI, SECRETARY

RESOLUTION

Upon a communication from the Director of Tourism & Film, be it hereby:

RESOLVED, that the County of Westchester (the "County") is authorized to exercise its option ("Option") to increase the not-to-exceed amount payable by the County under the agreement with Events By Chereese, Inc., d/b/a Events to Remember ("Events"), pursuant to which Events provides special event planning and management services for two major outdoor events planned by the County to commemorate the 250th Anniversary of the Revolutionary War, for a term from March 15, 2025 through December 31, 2026. The County's exercise of the Option will increase the not-to-exceed amount by \$5,349.88, from \$206,200, to a new total aggregate not-to-exceed amount of \$211,549.88 to pay for additional services. Payment shall be made quarterly and pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, that except as described above, all other terms and conditions of the Agreement will remain the same; and be it further

RESOLVED, that this 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 (the "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 the 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 impacts of any such State Budget 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 this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee be hereby authorized and empowered to execute any and all instruments necessary and proper to accomplish the purposes of this Resolution.

Account to be
Charged/credited

Fund	Agency	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	11	0720	4380		\$5349.88

Budget Funding Year(s) 2025 ____ Start Date __3/15/2025__ End Date __12/31/2026__

Tax Dollars: _____
State Aid: _____\$2674.94_____
Federal Aid: _____
Other: _____\$2,674.94 Hotel Sales Tax Levy_____