

ID #113198

DATE: April 15, 2026

TO: Honorable Member of the Board of Acquisition and Contract

FROM: Hugh J. Greechan, Jr., P.E.
Commissioner of Public Works and Transportation

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with Vendrite Vending Corporation pursuant to which Vendrite will provide Countywide Vending Machine Services, Various Locations, Westchester County, New York for the set revenue share of 33.7% to be paid to the County. (RFP-25-932)

Authority is hereby requested for the County of Westchester (the "County"), acting by and through its Department of Public Works and Transportation (the "Department"), to enter into an agreement with the Vendrite Vending Corporation ("Vendrite") pursuant to which Vendrite will provide Countywide Vending Machine Services, Various Locations, Westchester County, New York for the set revenue share of 33.7% to be paid to the County for a term of 5 years with the County having the sole option to renew for another 5 year term (the "Agreement").

Under the Agreement, the County will be paid 33.7% share of gross revenue of all vending machines per month for the term of five (5) years.

The term of the Agreement shall commence upon execution of the Agreement by both parties and approval of the Agreement by the County Attorney's Office. The Agreement shall expire five (5) years from the execution unless it is terminated earlier pursuant to the provisions of this Agreement or renewed by the County pursuant to the provisions of this Agreement.

The County of Westchester requires a continuous supply of vending machine products and services for use by County departments, general public and other government participants.

The County issued a Request for Proposals ("RFP"), on November 7, 2025, for Countywide Vending Machine Services. The County advertised the RFP on its website and on BidNet. The County issued Addendum Number 1 on November 20, 2025, Addendum Number 2 on December 2, 2025, Addendum 3 on December 8, 2025, Addendum 4 on December 9, 2025, and Addendum 5 on January 5. On January 9, 2025, the RFP deadline for submission of proposals, the Department received 7 proposals from Vendrite Vending, Distributing Vending Corporation, CC Vending, Easyway, MG Legendary, Redefine Vending, and Remote Vending. An evaluation was conducted by the Department which evaluated each proposal in detail with reference to evaluation criteria in the RFP. After careful consideration and evaluation of each proposal, the proposals were ranked in the order of Vendrite Vending Corporation, Distributing Vending Corporation, CC Vending, Inc., Easyway, MG Legendary, Redefine Vending, and Remote Vending. Based upon the evaluation criteria set forth in the RFP, the Department entered into negotiations with Vendrite, and now recommends approval of the proposed Agreement with Vendrite.

Accordingly, I most respectfully recommend the adoption of the annexed proposed Resolution to provide the County of Westchester with vending machine services.

Attachment

RESOLUTION

Upon communication from the Commissioner of Public Works and Transportation, be it

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Public Works and Transportation (the “Department”), is hereby authorized to enter into an agreement with Vendrite Vending Corporation, 70 South MacQuesten Parkway, Mount Vernon, NY 10550 (“Vendrite”) pursuant to which the Vendrite will provide Countywide Vending Machine Services, Various Locations, Westchester County, New York for a five (5) year period for a shared gross revenue percent of 33.7% with the County having sole option to renew the Agreement for one (5) year renewal period under the same terms and conditions; and be it further

RESOLVED, that the term of the Agreement shall commence upon execution of the Agreement by both parties and approval of the Agreement by the County Attorney’s Office, and, and the Agreement shall expire five (5) years from execution unless it is terminated earlier pursuant to the provisions of this Agreement or renewed by the County pursuant to the provisions of this Agreement; and be it further

RESOLVED, that the County Executive or his authorized designee be and hereby is authorized to execute any and all documents necessary and appropriate 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	46	3300	9110		\$20,000 (2026)
101	46	3300	9110		\$30,000 (2027)
101	46	3300	9110		\$30,000 (2028)
101	46	3300	9110		\$30,000 (2029)
101	46	3300	9110		\$30,000 (2030)
101	46	3300	9110		\$10,000 (2031)

Budget Funding Year(s): 2026-2031 Start Date: May 1, 2026 End Date: April 31, 2031
(must match resolution)

Funding Source	Tax Dollars:	_____
	State Aid:	_____
<u>\$150,000.00</u>	Federal Aid:	_____
(must match resolution)	Other:	<u>Revenue</u> _____