



**Department of Emergency
Services**



Memorandum

Onbase ID: 112518

DATE:

TO: Honorable Board of Acquisition and Contract

FROM: Susan Spear
Commissioner of Emergency Services

SUBJECT: Authority to enter into an agreement with Westchester Catering LLC, for catering services, for a total aggregate amount not to exceed \$60,000.00, for a term commencing retroactively on October 1, 2025 and continuing through September 30, 2028, payable as invoiced and pursuant to an approved budget.

Authority of your Honorable Board is hereby requested for the County of Westchester ("County"), acting by and through its Department of Emergency Services ("Department"), to enter into an agreement ("Agreement") with Westchester Catering LLC ("Provider"), pursuant to which Provider will provide catering services to the Department for the period commencing retroactively October 1, 2025 and continuing through September 30, 2028, for a total amount not to exceed \$60,000.00, payable as invoiced and pursuant to an approved budget.

The proposed Agreement will help the Department maintain operational readiness during extended activations, drills, training exercises, and emergency events is essential. To ensure the health, safety, and effectiveness of personnel during these periods, it is necessary to provide reliable meal service and sustenance support.

The catering services will support:

- Personnel engaged in long-duration incidents or drills
- Training events requiring on-site meal provisions
- Emergency operations where sustained staffing levels make off-site meals impractical

This arrangement ensures continuity of operations and supports the wellbeing and performance of essential staff during critical response periods. Approval of these catering contracts is therefore recommended to sustain mission readiness and operational efficiency.

In accordance with the requirements of the Westchester County Procurement Policy and Procedures, the Department solicited and obtained three competitive quotes from qualified caterers. After thorough review, the selected vendor(s) demonstrated the capacity to provide consistent, high-quality meal service with the flexibility required for emergency operations. This includes the ability to respond during extended hours, after hours, and on weekends as needed during emergencies, drills, and training activities.

I recommend approval of the annexed Resolution.

SS/mg

RESOLUTION

Upon communication from the Commissioner of Emergency Services, be it hereby

RESOLVED, that the County of Westchester , acting by and through the Department of Emergency Services (“Department”), is hereby authorized to enter into an agreement (“Agreement”) with Westchester Catering LLC (“Provider”), pursuant to which Provider will provide catering services to the Department for the period commencing retroactively October 1, 2025 and continuing through September 30, 2028, for a total amount not to exceed \$60,000.00, payable as invoiced and pursuant to an approved budget; 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 is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purpose hereof.

Account to be
Charged/credited

Fund	Agency	Capital Project Or Org	Object/ Sub Object	Trust Account	Activity	Dollars
101	20	1000	4380		8000	15,000
263	20	752T	4380	T752	8000	3,000
263	20	391Y	4380	T391	8000	36,000
263	20	A618	4380	T618	8000	6,000

Budget Funding Year(s)
(must match resolution)

Start Date: Upon Execution

End Date: Evergreen

Funding Source

Tax Dollars _____ \$15,000 _____

State Aid _____ \$3,000 _____

\$60,000

Federal Aid _____ \$36,000 _____

(must match resolution)

Other _____ \$6,000 _____