

111758

To: Honorable Members of the Board of Acquisition and Contract

From: Natasha Caputo
Director of Tourism & Film

Date: August 26, 2025

Re: Resolution authorizing the County of Westchester to enter into an agreement with Event & Meeting Tech DBA Corporate Audio Visual Services, for the provision of audio/visual equipment and related services for the 2025 RevFest to be held at Croton Point Park on Saturday, September 27th and Sunday, September 28th, 2025 for an amount not to exceed \$45,725, payable pursuant to an approved budget and payment schedule, with an option, exercisable by the County, for Corporate Audio Visual Services to provide audio/visual equipment and related services for the 2026 RevFest – The British are Coming (w.t.) at Ward Pound Ridge.

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 enter into an agreement with Event & Meeting Tech DBA Corporate Audio Visual Services ("CAV"), pursuant to which CAV will provide audio/visual equipment and related services for the 2025 RevFest to be held at Croton Point Park on Saturday, September 27th and Sunday, September 28th, 2025 (the "Agreement"). In consideration for equipment provided and services rendered, the County will pay CAV an amount not-to-exceed \$45,725, pursuant to an approved budget and payment schedule. In addition, at the County's sole option and subject to your Honorable Board's further approval, CAV shall provide audio/visual equipment and related services for the 2026 RevFest – The British are Coming (w.t.) on Saturday, October 24th and Sunday, October 25th, 2026. Should the County exercise the option, it shall pay CAV an amount not-to-exceed \$14,225, pursuant to an approved budget and payment schedule.

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

The County has complied with the Westchester County Procurement Policy and Procedures. On May 30, 2025, Events to Remember, WCOTF's event coordinator, issued a Request for Proposals ("RFP") seeking the services of an

experienced audio/visual equipment provider to provide audio/visual equipment and related services for two major outdoor events commemorating the 250th anniversary of the Revolutionary War in our region. The following four (4) agencies submitted price proposals in response to the RFP: ESP Creative (\$84,150), Audio Spectrum (\$70,523), Event & Meeting Tech DBA Corporate Audio Visual Services (\$59,950), and Par Productions (\$56,984). Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFP, WCOTF determined that although CAV submitted the second lowest price proposal for the two-year engagement, it was deemed most qualified to perform the services and was thus awarded the contract.

The proposed Agreement will serve a public purpose by assisting the County in providing audio/visual services associated with the two events that will take place in the County to commemorate the 250th anniversary of the founding of our nation.

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

NC/jpg

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/11/2025 - RAYMOND S. GULLEY, 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 enter into an agreement with Event & Meeting Tech DBA Corporate Audio Visual Services ("CAV"), pursuant to which CAV will provide audio/visual equipment and related services for the 2025 RevFest to be held at Croton Point Park on Saturday, September 27th and Sunday, September 28th, 2025 for an amount not-to-exceed \$45,725, payable pursuant to an approved budget and payment schedule (the "Agreement"); and be it further

RESOLVED, that CAV, at the County's sole option, shall provide audio/visual equipment and related services for the 2026 RevFest to be held at Croton Point Park on Saturday, October 24th and Sunday, October 25th, 2026 at Ward Pound for an amount not-to-exceed \$14,225, payable pursuant to an approved budget and payment schedule, and subject to the further approval of the Westchester County Board of Acquisition & Contract; 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		\$59,950.00

Budget Funding Year(s) 2025 Start Date 9/27/2025 End Date 10/25/2026

Tax Dollars: _____

State Aid: \$29,975.00

Federal Aid: _____

Other: _____\$29,975 (Room/Hotel Sales Tax Levy)_____

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/11/2025 - RAYMOND SCULKY, SECRETARY