



Kenneth W. Jenkins
County Executive

Department of Probation

Rocco A. Pozzi
Commissioner

OnBase # 113364

Date: March 27, 2026

To: The Honorable Board of Acquisition and Contract

From: Rocco A. Pozzi, Commissioner
Department of Probation

Re: Authority for the County of Westchester, acting by and through the Department of Probation, to enter into an agreement with Whitsons Nutrition, LLC, pursuant to which it will provide comprehensive, on-site food service operations at Woodfield Cottage, Westchester County's secure detention housing for juvenile offenders, for an initial period from April 20, 2026 through April 19, 2027, for a total amount not-to-exceed \$358,033.50, pursuant to an approved budget, with the County of Westchester having the option, in its sole discretion, to extend the term of the agreement for up to three (3) additional one (1) year periods thereafter, on the same terms and conditions as the initial term, except for the different cost terms for each option term, as mutually agreed up on by the County and Whitsons Nutrition, LLC.

Authority is requested for the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Whitsons Nutrition, LLC ("Contractor"), pursuant to which Contractor will provide comprehensive, on-site food service operations (the "Services") at Woodfield Cottage, Westchester County's secure detention housing for juvenile offenders for an initial period from April 20, 2026 through April 19, 2027, for a total amount not-to-exceed \$358,033.50, payable pursuant to an approved budget (the "Initial Term"), with the County having the option, in its sole discretion, to extend the term for up to three (3) additional one (1) year periods thereafter on the same terms as the Initial Term (each an Option Term"), except for different cost terms for each Option Term, as mutually agreed up on by the County and the Contractor, payable pursuant to an approved budget for each Option Term.

Woodfield Cottage (the "Facility") is a County-owned specialized secure juvenile detention residential facility, which is located at 20 Hammond House Road in Mount Pleasant, New York. Contractor shall provide Services at the Facility (and off-site on limited emergency exceptions) for up to twenty-five (25) juvenile offenders at Woodfield Cottage, which operates twenty-four (24) hours per day, seven (7) days per week.

Contractor will provide Services that will include but not be limited to: all labor, supervision, food, materials, equipment (as applicable), and management necessary to deliver full-services food operations on-site, including but not limited to: menu planning and nutritional oversight, food procurement and inventory management, meal preparation and service, kitchen sanitation and maintenance, and compliance with all regulatory and contractual requirements including sanitation and food safety, reporting requirements, and inspections and oversight requirements.

The proposed Agreement will serve a public purpose by providing on-site food service operations, which are intended to ensure the health, safety, and well-being of youth requiring secure/specialized detention.

The goal and objective of the proposed Agreement is to provide services that meets or exceeds nutritional guidelines, regulatory compliance, operational reliability, and safety consistent with all applicable laws and standards governing juvenile residential care including standards set by New York State, and the United States Department of Agriculture Food and Nutrition Services on a federal level, with oversight and certification required by the New York State Department of Health / Local Department of Health, and meeting the regulatory requirements of the New York State Office of Children and Family Services.

A separate resolution exempting this proposed Agreement from the Westchester County Procurement Policy and Procedures has been adopted by your Honorable Board.

Accordingly, authority is respectfully sought for the County to enter into this proposed Agreement with Contractor.

RAP/MF/mb
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/22/2016 RAYMOND SCUCK SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Probation, be it hereby

RESOLVED, that the County of Westchester (the “County”), acting by and through the Department of Probation, is authorized to enter into an agreement (the “Agreement”) with Whitsons Nutrition, LLC (“Contractor”), pursuant to which Contractor will provide comprehensive, on-site food service operations at Woodfield Cottage, Westchester County’s secure detention housing for juvenile offenders, for an initial period from April 20, 2026 through April 19, 2027, for a total amount not-to-exceed \$358,033.50, payable pursuant to an approved budget (the “Initial Term”), with the County having the option, in its sole discretion, to extend the term for up to three (3) additional one (1) year periods thereafter on the same terms as the Initial Term (each an Option Term”), except for different cost terms for each Option Term, as mutually agreed up on by the County and the Contractor, payable pursuant to an approved budget for each Option Term; 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 Consultant, then the Consultant shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary 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	39	2000	4380		358,033.50

Budget Funding Year(s) 2026-2

Start Date: 04/20/2026

End Date: 04/19/2027

(must match resolution)

Funding Source: Tax Dollars \$358,033.50

State Aid _____

\$358,033.50 Federal Aid _____

(must match resolution)

Other _____