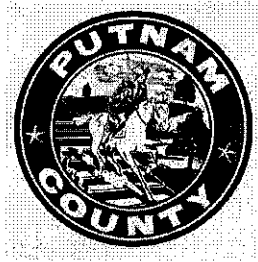


## **REQUEST FOR PROPOSAL**



### **REQUEST FOR PROPOSAL DISTRIBUTION:**

The County of Putnam officially distributes Request for Proposal documents from the Purchasing Department or through the Empire State Purchasing Group's Regional Bid Notification System. Copies of Request for Proposal documents obtained from any other source are not considered official copies. If you have obtained this document from a source other than the mentioned above, it is recommended that you obtain an official copy. You may obtain an official copy by registering on the Empire State Purchasing Group's Regional Bid Notification System [www.empirestatebidsystem.com](http://www.empirestatebidsystem.com).

### **REQUEST FOR PROPOSAL DEFINITION:**

An RFP defines the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to address. Vendors are invited to propose solutions that will result in the satisfaction of the County's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

### **RFP TERMINOLOGY**

Generally, throughout this RFP the following terminology is used:

"Mandatory" a requirement that must be met in a substantially unaltered form. The terms "must", "required", shall and "will" are also used to indicate mandatory requirements.

"Desirable" a requirement has a high degree of importance to the objectives of this RFP. The term "should" also indicates a desirable requirement.

"Optional" a requirement that is not considered essential, but for which evaluation credit may be given. The terms "may" and "can" also indicate option requirements.

Putnam County reserves the right to reject any and all proposals, to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional proposals.

ISSUED: December 16, 2016

**SUMMARY OF KEY INFORMATION****REQUEST FOR PROPOSAL OVERVIEW:**

The County of Putnam is seeking proposals from qualified vendors to provide Food and Beverage Services at The Lodge at Tilly Foster Farm & Conservation Area.

**CLOSING DATE:**

Sealed Proposals for RFP 11-2016 will be received at the Putnam County Purchasing Department up to 1:00PM on January 13, 2017. Proposals must be clearly marked with the name and address of vendor on outside of the envelope and/or box. All submittals must conform to the Vendor Response Format and all requirements outlined in this RFP. The Vendor shall be responsible for actual delivery of the proposal to the proper office before the deadline. Any proposal received after the deadline, by any delivery method, may not be considered. All proposals should be addressed to:

Alessandro Mazzotta, Director of Purchasing  
40 Gleneida Avenue, Suite 105  
Carmel, New York 10512  
Telephone: 845-808-1088

**COMMUNICATIONS:**

Vendors are advised that from the date this RFP is issued until the award of the contract, communications with the County shall be solely through the Purchasing Department. Vendors are specifically directed not to contact any other County officials or employees regarding this RFP, without prior approval from the Director of Purchasing. Unauthorized communications may result in the rejection of the proposal.

**INQUIRIES:**

All inquiries regarding this RFP must be submitted in writing and faxed or emailed to Elizabeth Duffy-Rau at 845.808.1915 or [Elizabeth.duffy-rau@putnamcountyny.gov](mailto:Elizabeth.duffy-rau@putnamcountyny.gov).

Inquiries will be accepted up to 4:00PM on January 4, 2017. Answers to inquiries will be addressed in a formal addendum to the RFP and shall be annexed to and become part of the ensuing contract.

**NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION ISSUED IN AN ADDENDUM**

**ADDENDUM:**

Vendors are responsible for ensuring they receive all addenda. All Addenda will be posted on the Empire State Purchasing Group's Regional Bid Notification System and may be sent to vendors who have submitted a Receipt Confirmation form.

**THIS RFP IS IN THREE SECTIONS:**

SECTION A – Project Specifications  
SECTION B – General Requirements  
SECTION C – Attachments/Forms

**SECTION A –PROJECT SPECIFICATIONS****1. INTRODUCTION AND OBJECTIVE**

Putnam County, New York is situated on the outer rim of the New York Metropolitan Region in the Mid-Hudson Valley. Putnam County's land area is 235 square miles; its borders are the Hudson River to the west, the State of Connecticut to the east, Westchester County, New York to the south and Dutchess County, New York to the north. As of 2013, the United States Census Bureau estimates there are 100,000 people residing in Putnam County.

The Tilly Foster Farm & Conservation Area (FARM) is 199 acres of a scenic complex of pastures and historic farm buildings located at 100 Route 312, Brewster, New York, in the Town of Southeast, bordering the Town of Carmel. It is a highly visible Putnam County owned facility and is situated along the well-traveled and fast-developing Route 312/Interstate 84 corridor in the Town of Southeast, within 5 miles of the Connecticut border. Putnam County purchased Tilly Foster Farm and Conservation Area with funds from the New York City Watershed Agreement in October of 2002 as part of a cooperative agreement with New York City to protect the NYC reservoir system.

Building No. 8 at the FARM, known as the Lodge, has been renovated and equipped with a state of the art commercial kitchen, dining areas, classrooms and conference rooms. In conjunction with the renovations to the Lodge, the County recently unveiled the new Tilly Foster Farm Educational Institute to bring state of the art training to local farmers, residents and students. As part of the Institute, the Putnam/Northern Westchester Board of Cooperative Educational Services (BOCES) is offering a Culinary Arts Program at the FARM. The County envisions complementing the Culinary Arts Program with a full service food and beverage operation at the facility during time that the building is not used by BOCES. The Food and Beverage operation will focus on preparing and serving meals made from locally sourced products in concert with the Keep Putnam Farming initiative (document attached) and may include farming by the Vendor on the FARM.

Putnam County is soliciting proposals from interested and qualified vendors and individuals to provide food, beverage and catering services at The Lodge at Tilly Foster Farm.

**2. TERM OF CONTRACT**

The term of the contract will be for three (3) years with the option to renew the agreement for an additional two (2) years.

The Lodge is expected to be available to the food and beverage vendor on or about February 1, 2017.

**3. SCOPE OF SERVICES**

The County of Putnam is seeking proposals for managing the food and beverage operation of the Lodge at Tilly Foster Farm. The vendor will operate all food, beverage and catering services in a relationship to benefit the County of Putnam and the Vendor. The Vendor will strive to utilize products from Putnam County farms and local producers in a manner consistent with the Keep Putnam Farming Program.

The Lodge service area (with diagrams attached) includes:

- Main Dining room w/Secondary Dining area – 1300 SF
- Upper Dining room – 430 SF
- Bar & Bar Dining area – 950 SF
- Kitchen w/Pantry – 1220 SF
- Assembly Space/Classroom – 940 SF
- Outdoor Dining Area – 360 SF (May be increased later)
- Two (2) Beverage storage areas – 125 SF
- Plus outdoor tent areas in permissible locations

Seating capacity at the Lodge will be approximately:

- Main & Upper Dining room serves +/- 90 people
- Bar & Bar Dining Area serves +/- 60 people
- Outdoor Dining Area serves +/- 20 people
- Assembly Space/Classroom serves +/- 60 people

## Vendor Requirements

### A. Licenses and Permits

1. The Vendor must obtain and keep current all licenses and permits necessary to operate the food and beverage facility (this includes a New York State Liquor License).

### B. Experience

1. The Vendor must demonstrate a minimum of five (5) years of food service management in an equivalent food and beverage operation.

### C. Staffing

1. The Vendor must provide all necessary staff to prepare and serve the menu and adhere to current Department of Health regulations and standards.
2. Vendor shall participate in the E-Verify Program and demonstrate participation. See the following link: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm)

### D. Hours of Operation and Shared Use of Space

As described earlier, BOCES is offering a Culinary Arts Program at the FARM. BOCES will have exclusive possession of the kitchen and certain other portions of the Lodge Monday through Thursday, from 7:00 a.m. to 4:00 p.m. (which hours shall be extended to 9:00 p.m. on those weekday evenings that BOCES holds adult education programs) and between the hours of 7:00 a.m. and 3:00 p.m. on Fridays.

The Lodge will be fully available to the Food and Beverage Vendor from 3:00 p.m. on Fridays to 7:00 a.m. on Mondays. The Lodge may also be available to the Food and Beverage Vendor weekday evenings when not in use by BOCES during its calendar school year.

Neither party (BOCES and Vendor) shall be permitted to utilize or consume the other party's inventory, supplies, products, paper goods, dry goods, etc., which shall be kept segregated and secured. Each party shall be responsible for cleaning the premises and the equipment located therein in an industry acceptable manner after their respective use of the same.

**E. Financial Reporting**

1. The Vendor shall maintain a system of accounting that accounts for all moneys received at the time of sale and at any time be prepared to submit accurate records of all transactions.
2. The Vendor shall offer to provide receipts to customers for all goods and services sold in the restaurant.
3. The Vendor shall keep and maintain all required financial records in accordance with County policy and procedures while utilizing accounting procedures compatible with the County's financial system. The County will consider alternative procedures and reports proposed by the prospective Vendor, provided they assure adequate internal controls, compliance with State laws and County regulations and the safeguarding of County assets.

**F. Environmental Practices**

1. The County follows "green" practices and policies whenever possible for all aspects of the operation. The Vendor will be expected to incorporate recycling, green product use and operations for environmental sustainability.
2. The Vendor is responsible for any grease /oil pickup as the result of food service.
3. The Vendor shall comply with all environmental guidelines as well as local, state and federal regulatory requirements.

**G. Advertising**

1. The County will allow use of the Putnam County website for food and beverage information. The Vendor is responsible for any separate e-mail addresses or websites used.
2. The County advertises in local print and radio media. The County is open to cooperative efforts to expand the advertising and marketing plans.

**H. Safety and Security**

1. The Vendor is to have a written safety and security plan for the Food Services area.
2. The Vendor is to provide Putnam County with a copy of the written safety and security plan for review prior to commencing work.
3. The Vendor will cooperate with the County Police and Fire Departments and any other appropriate law enforcement agency.

**I. Emergency Response and Preparedness Plan**

1. The Vendor shall take appropriate measures to identify potential emergency situations and develop a plan of action for responding to the same. This

- requirement relates to potential medical, fire and other emergency situations that threaten the health, safety and welfare of persons as well as golf course property.
2. All employees of the Vendor are required to be tested annually to demonstrate their proficiency in handling such situations.
  3. The vendor is to provide Putnam County with a copy of the written safety and security plan for review prior to commencing work.

#### 4. PROPOSAL EVALUATION

An evaluation committee will review all proposals. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation to explain the proposal to the Evaluation Committee. This will provide an opportunity for the vendor to clarify or elaborate on the proposal. The Director of Purchasing will schedule the time and location of these presentations. The Evaluation Committee will present its findings and recommendations to the County Executive.

The award of a contract for the services sought through this Request for Proposal is not governed by New York State public bidding laws. There is no obligation on the part of the County to award the agreement to the Vendor who submits the best fee, and the County reserves the right to award the contract to the Vendor the County has determined to be responsible who has submitted a complete proposal which meets the specifications and requirements which are deemed by the County most advantageous to and in the best interest of the County. The County reserves the right to negotiate with any one or more of the Vendors. The County also reserves the right to reject all proposals, to waive any irregularities in any proposal, and to select a Vendor by any alternate means, if the County determines that doing so is in its best interest.

Any and all statistical data provided in this Request for Proposal is for bid and information purposes only. The County will not be held responsible for inaccuracies and does not warrant the validity of the data contained herein.

The following criteria, not necessarily listed in order of importance, will be used to evaluate proposals. These criteria are general in nature and may be used to develop a more detailed evaluation work sheet. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

- Financial capability to perform the Contract Agreement. Ability to provide necessary commissions or services within maximum cost guidelines parallel to the goals and requirements of the County.
- Background in high-quality food and beverage operations and other similar services.
- Management qualifications, especially related to the public assembly building food service backgrounds of senior management proposed for this facility.
- Operational expertise as evidenced by staff training/manual procedures.
- Evaluation of quality, affordability of prices for concessions, catering and banquets, and scope of menus.

- Evaluation of vendor's fee submission.
- Evaluation of marketing and promotional plan and funding.
- A determination that the vendor has submitted a complete and responsive proposal as required by all sections, terms, and conditions of the RFP.
- An evaluation of the vendor's projected approach and plans to meet the requirements of the RFP.

Any other relevant factors deemed by the County to be in the interest of the County

### **5. LEGAL UNDERSTANDINGS**

**Please take notice**, by submission of a proposal in response to this RFP, proposing entity agrees to and understands:

- That any proposal, attachments, additional information, etc. submitted pursuant to this RFP constitute merely a suggestion to negotiate with the County of Putnam and is not a bid under Section 103 of the New York State General Municipal Law;
- Submission of a proposal, attachments, and additional information shall not entitle the proposing entity to enter into a service agreement with the County of Putnam for the required services;
- By submitting a proposal, the proposing entity agrees and understands that the County of Putnam is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- That any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Putnam, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Putnam County Board of Acquisition & Contract and the Office of the Putnam County Attorney.

In addition to the foregoing, by submitting a proposal, the proposing entity also understands and agrees that the County of Putnam reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this RFP, except to the extent restricted by applicable law, including, but not limited to, the Putnam County Procurement Policy, as amended:

- To reject proposals that do not conform in all material respects to the RFP or meet the minimum evaluation criteria;
- To reject all proposals;
- To issue additional solicitations for proposals and/or amendments to this RFP;

- To waive any irregularities in proposals received after notification to all vendors;
- To negotiate for amendments or other modifications to proposals;
- To conduct investigations with respect to the qualifications of each vendor;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the vendors;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor in the evaluation criteria;
- While this is an RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a vendor is a responsible vendor for the purpose of this RFP process;
- The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

The Evaluation Team reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.

The evaluation will be made based on the information submitted by the respondents. The evaluation team will not be responsible for vendors that fail to include complete information or who do not adequately represent their capabilities using the forms and the process defined in this RFP. While attempts may be made to seek clarification from Vendors on certain aspects of a proposal, the evaluator(s) has no responsibility to garner this information from vendors. Absence of information will be considered to be the absence of the relative capability, function or feature.

## **6. PROPOSAL REQUIREMENTS**

### **SECTION 1 –GENERAL**

#### **A. General**

The Vendor(s) warrants its response to this Request for Proposals to be fully disclosed and correct. The Vendor must submit a response complying with this RFP, and the information, documents and



material submitted in the proposal must be complete and accurate in all material aspects. All proposals must contain direct responses to the following questions or requests for information and be organized so that specific questions being responded to are readily identifiable and in the same sequence as outlined below.

Vendors are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFP. Vendors are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Vendor. Failure to provide requested information may result in disqualification of response.

The proposal must be submitted on 8 1/2" x 11" paper, numbered, typewritten, with headings, sections, and sub-sections identified appropriately.

It is expressly understood that the Evaluation Committee's preference/selection of any proposal does not constitute an award of a Contract with the County. It is further expressly understood that no Contractual relationship exists with the County until a Contract has been formally executed by both the County, and the selected Vendor. It is further understood, no Vendor may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Vendor, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Vendor.

The Vendor(s) warrants its response to this Request for Proposals to be fully disclosed and correct. The Vendor must submit a response complying with this RFP, and the information, documents and material submitted in the proposal must be complete and accurate in all material aspects.

#### **B. Proposal Sections**

The proposal must be divided into four (4) sections with references to parts of this RFP done on a section number/paragraph number basis. The four (4) sections shall be named:

1. Letter of Transmittal
2. Experience and Qualifications
3. Business Plan
4. Fees and Compensation

#### **C. Section 1: Letter of Transmittal**

1. Letter of Transmittal

The Proposal letter shall be addressed to the Putnam County Director of Purchasing and shall include at a minimum the following:

- Name of Individual, Partnership, Company, or Corporation submitting proposal;
- Contact information for proposal submittal questions and future performance questions;
- Statement that all terms and conditions of the RFP are understood and
- acknowledged by the undersigned;

- Signature(s) of representative(s) legally authorized to bind the Vendor.
2. Corporate Information

If a Vendor is a corporation, it must be certified with the New York Secretary of State and have a corporate status in good standing, and in the case of out-of-state corporation, they must present evidence of authority to do business in the State of New York & Putnam County prior to the signing of a contract.

3. Executive Summary

The Vendor will include an Executive Summary, (maximum 3 pages), that states how they view this contractual opportunity and provides an overview of their proposed approach.

## SECTION 2: EXPERIENCE AND QUALIFICATIONS

### A. Experience

Minimum Years of Experience Preferred: 5 years

In order to determine if a proposing firm has adequate experience, the vendor needs to provide answers for the following questions or requests for information as they relate to its existing operation of similar facilities.

- A. Indicate the number of years the Vendor has been providing these types of services.
- B. Please provide a list of five (5) references that can describe your previous performance in the management, operations, and maintenance of facilities for whom the vendor has provided services comparable to those described in this RFP. This listing shall include contacts for the last three (3) contracts entered into by your organization.
- C. Provide legal history of the company including, but not limited to:

Vendor shall disclose if it has made any claims for extra payment or increases in compensation during the course of its agreements to provide services at any banquet facilities. ~~golf course.~~

Vendor shall provide an outline history of contract amendments with any current contracts to include timeline and purpose of amendment.

Vendor shall list any current subcontractors or lessees or list intent to subcontract if known.

List any history of claims, litigation, arbitration, and/or termination for cause associated with any work contracted on any project in the past ten (10) years.

- Has the Vendor had a contract terminated for default within the past ten (10) years?
- Has the Vendor filed any lawsuits, requested arbitration, or been involved in any litigation with regard to its contract activity within the last ten (10) years?
- Does the Vendor have any judgments, claims, arbitration proceedings, or lawsuits pending?
- Has the Vendor filed for Chapter 7, 11 or 13 bankruptcies in the past ten (10) years?

- Within the last 60 days of the date submitting its proposal, has Vendor had any past due accounts for more than \$10,000?

List any current litigation with the State of New York.

If Vendor has no history of litigation, claims, or disputes, please so state.

#### B. Financial Qualifications

Provide clear evidence of financial stability and resources necessary to successfully develop/manage the proposal option. Please note that prior to entering into any agreement; the County may require a comprehensive review of the firm's financial statements and additional financial information on individual investors:

1. If a publicly held corporation, provide the latest annual report and any quarterly reports issued since the annual report, the latest 10K and any 10Q reports issued since the 10K.
2. Provide audited/certified business financial statements or business income tax returns for the previous two (2) tax years.
3. Please provide a description of ownership structure identifying key owners and their background.
4. Provide additional financial information for demonstrating financial stability and strong credit relationships. (e.g. Dunn and Bradstreet Report)

#### SECTION 3: BUSINESS PLAN

This section details the components to be included in the Vendor's Business Plan describing the services to be performed and the manner in which they will be performed. Such description should, at a minimum, provide the following information.

- Vendor's understanding of the project.
- Overall project plan with a listing of all major tasks to be performed by the Vendor and the deliverable products associated with each task.
- Listing and annotation as to the manner in which the Vendor proposes to meet each provision stipulated in this RFP.
- Examples of measurable goals and objectives that can be incorporated in the agreement.
- List of any exceptions taken to the provisions of this RFP.

#### SECTION 4: FEES AND COMPENSATION

At this time the County is not committed to a particular compensation arrangement. Considering the uniqueness of this business opportunity, Vendors are asked to submit financial proposals that they believe would work best under the parameters of this proposal. Potential financial arrangements could be: monthly lease amount payable to County; annual license fee payable to County plus % of revenues; flat % revenue split between Vendor and County; or any other financial arrangements that Vendor wishes to present to County. Vendor will also be responsible for utility (electric, gas, fuel, etc.) and maintenance expenses of the premises relative to its direct usage of such.

**7. CONTRACT**

After selection of the successful vendor, and following contract negotiations, a formal written contract will be prepared by the County of Putnam and will not be binding until signed by both parties and approved by the Putnam Office of the County Attorney.

**B – GENERAL REQUIREMENTS****1. COUNTY OF PUTNAM GOVERNMENT OVERVIEW**

Putnam County, New York is situated on the outer rim of the New York Metropolitan Region in the Mid-Hudson Valley. Putnam County's land area is 235 square miles; its borders are the Hudson River to the west, the State of Connecticut to the east, Westchester County, New York to the south and Dutchess County, New York to the north. As of 2016, the United States Census Bureau estimates there are 99,607 people residing in Putnam County. Despite its increasing suburbanization, many areas of the County remain semi-rural in character. The County currently owns over 18 facilities located throughout Putnam County and has over 700 employees.

**2. PROPOSAL PREPARATION**

Vendors are required to provide the information as requested in this RFP as well as any additional information or alternates requested for this RFP. It is the vendor's responsibility to address all requested information thoroughly and to articulate clearly the benefits of their proposed service in meeting the needs of Putnam County as outlined in this RFP as any additional information or alternates requested for this RFP. Putnam County will not be responsible for any omissions on the part of the vendor.

Vendors are cautioned to read the requirements carefully and follow the response format of this Request for Proposal as any deviation from the format and requirements listed, may be cause for rejection. No proposal will be accepted which contains any changes, additions, omissions or erasures, unless otherwise stated.

No changes to wording of the proposal will be accepted after submission unless requested by Putnam County.

**3. PROPOSAL SUBMISSION**

Vendors have two options to submit proposals. The preferred method is for vendors to upload their proposal on line at the Empire State Purchasing Group. Vendors uploading their proposal electronically to the Empire State Purchasing Group are also required to submit one signed hard copy (marked original) and one digital copy to Putnam County Purchasing Department on or before 1:00PM on January 13, 2017.

Vendors NOT uploading their proposal electronically shall send a clearly marked original, proposal and two (2) separate digital copies of both the technical proposals and financial proposal.

All proposals must be clearly marked with the name and address of the vendor and the RFP number on the outside of the envelope and/or box. The technical and financial original and digital proposals are to be clearly marked and submitted in separate sealed opaque envelopes.

All proposals should be addressed to:

Alessandro Mazzotta, Director of Purchasing  
Putnam County Purchasing Department  
40 Gleneida Avenue, Suite 105  
Carmel, New York 10512  
Telephone: 845-808-1088

#### 4. EMPIRE STATE PURCHASING GROUP

To submit proposals electronically with the Empire State Purchasing Group follow these procedures:

Login to the Empire State Bid System website using your previously registered credentials:  
<http://www.empirestatebidsystem.com>.

Locate the Solicitation and select submit pricing online

For questions regarding the response submission procedures, please contact the Vendor Support Department with Empire State Bid System at 800-835-4603 option #1 or Email: [e-procurementssupport@bidnet.com](mailto:e-procurementssupport@bidnet.com)

#### 5. PROPOSAL FORMAT

Vendors are to submit proposals as indicated below in addition to any requirements indicated in Section A.

The Technical and Financial proposals are to be submitted in separate sealed opaque envelopes with the Request for Proposal number, date for submission and the Vendor's name clearly marked on the outside of the envelope(s). Vendors must include one original and two (2) digital copies of the proposal in each envelope. The digital copies must be submitted on CD/DVD or a USB flash drive only) in doc. or PDF. If any information in the proposal has been marked "Confidential" this should be submitted on a separate CD/DVD or a USB flash drive.

##### Technical Response:

The original and digital copies of the technical proposal should not include the financial proposal. The technical response, unless otherwise noted in Section A, should include:

- Company Profile and Information: Indicate vendor name, address, number of years in business, type of operation (Individual, Partnership, corporation, Joint Venture, etc.), current organizational structure including local, regional and national offices, if applicable, the name of the person(s) authorized to sign on behalf of, and bind the company to, statements made in response to this RFP and contact information for the contact person for this project. Include a summary of understanding of the scope of this RFP, detailed description of the proposed services, including the technologies employed, detailed list of equipment or solutions, including, data sheets, maintenance and warranties for any proposed equipment and training material.
- Resumes for all key staff members that will be assigned to this project that indicate their current position, length of service with your firm, relevant project experience and professional licenses and degrees.

- All mandatory forms, insurance certificates and references should be included in the technical response.
- A minimum of three (3) references for similar services and projects completed. References should include contact name, telephone number, date of contract and completion date, description of service provided, length of time service has been provided, and dollar value of contract. Reference forms can be found in Section C of this RFP. Use one form for each reference.
- All vendors are required to provide details of all past or present litigation or claims filed against the company.

Vendors should include any relevant value-added services or products that will be provided to the County which is not specifically indicated in this RFP, but which will enhance the acquisition process with the technical proposal.

#### Financial Response

The original and digital copies of the financial proposal should not include the technical proposal. The financial proposal, unless otherwise noted in Section A, should include:

- A current, audited financial statement of the firm or include a statement indicating your firm's agreement to submit a statement.
- Fee/Cost Proposal

If any information in the proposal has been marked confidential, such a financial statements, this should be submitted on a separate CD/DVD or a USB flash drive.

The proposal shall remain the property of Putnam County.

## **6. MANDATORY REQUIREMENTS & DOCUMENTS**

The vendor shall submit a certified document from the Secretary of State of New York verifying the vendor is licensed to do business in the state of New York and is fully qualified under the Business Corporation Law, Article 13-Section 1304. Vendor must meet all mandatory requirements and submit all required forms completed, signed and notarized where indicated. Failure to meet the mandatory requirements may result in disqualification. Unless otherwise noted, the following forms should be included in the technical proposal:

- Proof of Insurability
- Project References/Client Information
- Security Statement
- Required Disclosure of Relationships in Putnam County
- Certificate of Compliance with the Iran Divestment Act
- Fee Proposal Form

## **7. CONFIDENTIALITY**

This document or any portion thereof may not be used for any purpose other than the submission of proposals. The successful vendor must agree to maintain security standards consistent with

security policy of the County. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties. The successful vendor will be required to ensure that all personnel employed on the contract, which require access to County of Putnam information or facilities, meet the criteria for personal security clearance prescribed by the County.

Unpublished information pertaining to the County or its customers obtained by the vendor as a result of participation in this project is confidential and must not be disclosed without written authorization from the County.

#### **8. NEW YORK STATE FREEDOM OF INFORMATION LAW**

The County of Putnam is subject to New York State's Freedom of Information law (FOIL) which mandates public access to government records not otherwise subject to exemption.

Vendors should be aware that pertinent facts relating to their proposals, excluding trade secrets or proprietary information, could potentially be released upon selection of the successful vendor.

Should your submission, to this RFP, contain "trade secrets", or other information that the disclosure of which could reasonably be expected to be harmful to business interests, you must insure that such information is clearly identified "Confidential" and marked as such. Identification must be specific by item or paragraph. Marked information will be treated as Confidential Third Party Information. Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

#### **9. FUNDING**

All County expenditures are subject to appropriation of funds. Therefore, the County reserves the right to discontinue the RFP if funding is not available.

#### **10. OWNERSHIP OF PROPOSALS**

All responses to this Request for Proposal become the property of Putnam County.

#### **11. VENDORS EXPENSES**

The vendor shall be fully responsible for all costs incurred in the development and submission of this proposal and any oral discussions, presentations and system demonstration.

#### **12. ACCEPTANCE OF PROPOSALS**

This RFP should not be construed as a contract to purchase goods or services.

#### **13. LIABILITY OF ERRORS**

While Putnam County has used considerable efforts to ensure an accurate representation of information in this RFP, all vendors are urged to conduct their own investigations into the material facts and the County shall not be held liable or accountable for any error or omission in any part of this RFP.



**14. ACCEPTANCE OF TERMS**

All the terms and conditions of this RFP are deemed to be accepted by the vendor and incorporated in its proposal except those conditions and provisions that are expressly excluded and clearly indicated by the vendor in their proposal.

Each vendor, by submitting a proposal, represents that the vendor has read and understood the proposal documents and that the proposal is made in accordance therewith. The vendor further represents that the vendor either has visited the site, or is sufficiently familiar with the site as to guarantee service to the site, and that the vendor is familiar with the conditions under which the work is to be performed.

**15. FINANCIAL STABILITY**

The successful vendor must demonstrate financial stability. Vendor may submit any relevant information to indicate the financial health of their business. The County reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

**16. NEGOTIATION DELAY**

If any contract cannot be negotiated within sixty (60) days of notification to the designated vendor the County may terminate negotiations with that vendor and negotiate a contract agreement with another vendor of its choice.

**17. CONTRACT**

The County reserves the right to select a contract for negotiations other than the proposal with the lowest cost, reject any and all proposals, to waive defects in the submission whether substantial or otherwise, request modifications to proposal, to award a contract in part or in full, or not at all.

The County may at its option notify a vendor in writing that its proposal has been accepted and such acceptance shall at the County's option constitute the making of a formal contract for the services set out in the RFP. Alternatively, the subsequent full execution of a written contract shall constitute the making of a contract for services, and no vendor shall acquire any legal or equitable rights or privileges whatsoever relative to the services until the County has delivered either a signed notice in writing to the vendor or a fully executed written agreement to the vendor.

**18. COMPLIANCE WITH LAWS**

The vendor shall comply with all the provisions of laws in the County of Putnam, the State of New York and the United States of America which affect municipalities and municipal contracts, and provide at their expense, any and all permits, licenses and registrations required for fulfillment of this agreement, and more particularly the Labor Law, the Immigration and Naturalization Laws and Regulations, the General Municipal Law, the Worker's Compensation Law, the Lien Law, Personal Property Law, State Unemployment Insurance law, Federal Social Security Law, State, Local and Municipal Health Laws, Rules and Regulations, and any and all regulations promulgated by the State of new York and of amendments and additions thereto, insofar as the same shall be applicable to any contract awarded hereunder with the same force and effect as if set forth at length herein.

This RFP and any contract entered into between the vendor and Putnam County shall be governed by and in accordance with the laws in the Putnam County, the State of New York and the United States of America. The Vendor shall comply with all the laws applicable to the work or the performance of work in this RFP.

**19. INELIGIBLE VENDOR**

The vendor certifies by submitting a response to this RFP that neither it nor its principals is presently debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State, or local department or agency

**20. EMPLOYEE VERIFICATION REQUIREMENTS**

All vendors providing services and/or products to COUNTY and all municipal entities included under any contract resulting from an award of the attached RFP are required to comply with all current State, Federal and local laws, rules and regulations as they pertain to the verification of the ability of each employee to legally work in this state and country. This includes all employees, subcontractors and their employees engaged in work covered by said contract.

Each employee of the successful Vendor shall be a citizen of the United States or an alien who has been lawfully admitted to the United States for permanent residence, as evidenced by an alien registration receipt card. By submitting a proposal for consideration by COUNTY, the vendors acknowledge that they have complied with and will continue to comply with all regulations and statutes concerning the verification of employee status.

The Vendor is required to supervise and train its staff to perform their duties and to conduct themselves in an orderly and professional manner at all times.

**21. LABOR DISRUPTIONS**

Any contract resulting from this Request for Proposal process is subject to the right of Putnam County to postpone acceptance of delivery and payment by the County in the event of any form of labor disruption.

**22. INSURANCE**

It is a requirement of the County of Putnam that for work performed under contract, the Vendor shall procure and maintain at his own expense and without expense to the county, the insurance as shown in Section C of this RFP. All subcontractors must meet the insurance requirement provided for in this document and must provide evidence of such to the County.

**SECTION C- ATTACHMENTS/FORMS**

Schedule C - Insurance Requirements

Receipt Confirmation

Project Reference/Client Information

Required Disclosure of Relationships to Putnam County

Security Statement Form

Certificate of Compliance with the Iran Divestment Act

Tilly Foster Farm Drawings - CSK-Arch -000, CSK-Arch -05 Preliminary Bar Layout

Keep Putnam Farming

Fee Proposal Form

SCHEDULE "C"  
PUTNAM COUNTY INSURANCE REQUIREMENTS

THE FOLLOWING MUST APPEAR ON EACH INSURANCE CERTIFICATE:

UNDER THE CERTIFICATE HOLDER SECTION:

COUNTY OF PUTNAM  
48 GLENEIDA AVENUE  
CARMEL, NEW YORK 10512  
ATTN.: LAW DEPT./RISK MANAGER

ADDITIONALLY, IN THE SPACE (DESCRIPTION OF OPERATIONS/LOCATIONS)  
ON THE INSURANCE CERTIFICATE, IT MUST BE NOTED AS FOLLOWS:

*"PUTNAM COUNTY IS INCLUDED AS AN ADDITIONAL INSURED except for  
Professional Liability and Workers' Comp."*

It is the requirement of the County of Putnam and/or Putnam County Highway Department that for work performed under contract and/or permit authorized by the County and/or Highway Department and/or any event or performance conducted on county property that the vendor or permittee procure and maintain at their own expense and without expense to the County, until final acceptance of the work by the County, the insurances listed below.

Before commencement of any work, event or performance a certificate or certificates of insurance must be furnished to the county and/or highway department in forms satisfactory to the County and/or Highway Department.

All insurance coverages must be from an A.M. Best Rated "secured" (B+-A++), New York State admitted insurer.

All certificates of insurance must provide that the policy or policies shall not be changed or canceled until at least thirty (30) days prior written notice has been given to the County and/or Highway Department.

When required by the Highway Department the "XCU" exclusion of the policy or policies shall be eliminated or show proof that "XCU" is covered.

The Vendor shall provide and maintain at its own expense the following minimum insurance coverage:

- A. Workers' Compensation Insurance – This is statutorily required and is required for all contracts. Each policy must cover all operations and all locations involved in the contract. If applicable, the policy should also include New York State Disability Benefits. Proof of

Workers' Compensation Insurance is required and should be received by Putnam County on a C105.2 form, SI 12 form, CE-200 form or U-26.3 – all of these forms are available through your carrier.

- B. Commercial General Liability – covering all operations and all locations involved in the contract, including the following coverages:
- \$2,000,000 General Aggregate
  - 5,000 Medical Expense Limit
  - \$1,000,000 Personal & Advertising Injury Limit
  - \$1,000,000 Each Occurrence
  - \$2,000,000 Products/Completed Operations Aggregate
  - \$50,000 Fire Damage Legal Liability Limit
- C. Commercial Automobile Liability – Covering all operations and locations involved in the contract, including the following coverages:
- (1) Owned Automobiles
  - (2) Hired Automobiles
  - (3) Non-Owned Automobiles
- Unless specifically required, each policy shall provide limits of not less than \$1,000,000 Combined Single Limits for Bodily Injury and Property Damage.
- D. If applicable, Professional Liability (errors and omissions) in the amount of at least \$1,000,000 per claim.
- E. Excess Liability or Umbrella Policy
- Limits depending on the following contract size
- \$100,000 - \$250,000 – 1 million
  - \$250,001 - \$500,000 – 5 million
  - \$500,000+ 10 million
- F. Bid, Performance/Payment, Labor & Material Bonds
- Required for any contract in excess of \$250,000. These bonds shall be provided by a New York State admitted surety company in good standing. Only the (AIA) - The American Institute of Architects- A312 form- will be accepted. In addition, pursuant to NYS Insurance Law Section 1111 all bonds must include a certificate of solvency for the surety which shall be updated annually. In addition, the Surety must be on the U.S. Treasury List (Circular 570) of acceptable sureties.

**STANDARD INSURANCE REQUIREMENTS AND INDEMNIFICATION  
REQUIREMENT:**

All policies and certificates of insurance of the vendor  
shall contain the following clauses:

1. Putnam County is named as an additional insured and as Certificate Holder. Insurers shall have no right of recovery or subrogation against the County of Putnam (including its agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance.
2. The Clause “other insurance provisions” in a policy in which the County of Putnam is named as an additional insured, shall not apply to the County of Putnam.
3. The insurance companies issuing the policy or policies shall have no recourse against the County of Putnam (including its agents or agencies) for payment of any premiums or for assessments under any form of policy.
4. Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the risk of the vendor.

**COUNTY OF PUTNAM - PURCHASING****PAGE: 23**

40 Gleneida Avenue, Suite 105, Carmel, NY 10512

TELEPHONE: 845.808.1088 / TELEFAX: 845.808.1915

**TITLE: TILLY FOSTER FARM – FOOD, BEVERAGE & CATERING SERVICES****RFP NUMBER: 11-2016****RECEIPT CONFIRMATION FORM**

Please complete and return this confirmation form as soon as possible to Elizabeth Duffy-Rau  
via fax: 845.808.1915 OR e-mailed: [Elizabeth.duffy-rau@putnamcountyny.gov](mailto:Elizabeth.duffy-rau@putnamcountyny.gov).

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

I authorize the County of Putnam to send further correspondence that the County deems to be of an  
urgent nature by the following method:

Courier Collect: \_\_\_\_\_ Account: \_\_\_\_\_

Mail: \_\_\_\_\_ Facsimile: \_\_\_\_\_ e-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

IF YOU PLAN TO SUBMIT A PROPOSAL YOU MUST RETURN THIS FORM TO ENSURE  
THAT YOU WILL RECEIV FURTHER COMMUNICATION REGARDING THIS RFP

**COUNTY OF PUTNAM - PURCHASING****PAGE: 24**

40 Gleneida Avenue, Suite 105, Carmel, NY 10512

TELEPHONE: 845.808.1088 / TELEFAX: 845.808.1915

**TITLE: TILLY FOSTER FARM – FOOD, BEVERAGE & CATERING SERVICES****RFP NUMBER: 11-2016****PROJECT REFERENCES/CLIENT INFORMATION**  
(SUBMIT ONE FORM FOR EACH REFERENCE)

Vendor Information	
Project Reference/Customer Information	
Customer Name	
Customer Address	
Contact Person	
Telephone Number	
Facsimile Number	
E-mail Address	
Date of Services	
Dollar Value of Contract	
Description of Services provided	



## REQUIRED DISCLOSURE OF RELATIONSHIPS TO PUTNAM COUNTY

Name of Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

The Reporting Entity is: (Please check one):

☐ Individual ☐ Corporation ☐ Partnership

## A.) Related Employees:

1. Are any of the employees that you will use to carry out this contract with Putnam County also an officer or employee of the County, or the spouse, or the child or dependent of such County officer or employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

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## B.) Related Owners:

1.) If you are the owner of the Company, are you or your spouse, an officer or employee of the County? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

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To answer the following question, the following definition of the word "interest" shall be used. Interest means a direct or indirect pecuniary or material benefit accruing to a County officer or employee, his or her spouse, child or dependent, whether as the result of a contract with the County or otherwise. For the purpose of this chapter, a County officer or employee shall be deemed to have an "interest" in the contract of:

- I. His/her spouse, children and dependents, except a contract of employment with the County;
- ii. A firm, partnership or association of which such officer or employee is a member or employee;

**COUNTY OF PUTNAM - PURCHASING****PAGE: 26**

40 Gleneida Avenue, Suite 105, Carmel, NY 10512

TELEPHONE: 845.808.1088 / TELEFAX: 845.808.1915

**TITLE: TILLY FOSTER FARM – FOOD, BEVERAGE & CATERING SERVICES****RFP NUMBER: 11-2016**

- iii. A corporation of which such officer or employee is an officer, director or employee; and  
iv. A corporation of which more than five (5) percent of the outstanding capital stock is owned by any of the aforesaid parties.

1. Do any officers or employees of the County have an interest in the Contractor or in any subcontractor that will be used for this contract?  
2. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

\_\_\_\_\_

\_\_\_\_\_

I am the \_\_\_\_\_ (title or Office) of the reporting entity listed above.

I make this affirmation based upon my personal review of the books and records of the reporting entity. All of the foregoing information is true to the best of my knowledge, after inquiry. I make these statements under penalty of perjury.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and title

STATE OF \_\_\_\_\_ )  
Sis.  
COUNTY OF \_\_\_\_\_ )

Sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Notary Public

## SECURITY STATEMENT FORM

## USE OF CONFIDENTIAL INFORMATION

Our company will respect and maintain strict confidentiality in the use of all data that our company employees may gain access to for the purpose of preparing a response to this RFP and for the performance of any subsequent contract.

Information obtained from the County will be used only by authorized company employees and for only those purposes for which the County provides the information. Those employees who handle the information will be notified of its strictly confidential nature. Our company will also take responsibility for returning to the County promptly after use, all documents supplied along with all records of information derived therefrom.

---

Signature of Company Representative

Date

---

Name

Title

## CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List. During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

\_\_\_\_\_ being duly sworn, deposes and says that he/she is the  
\_\_\_\_\_ of the \_\_\_\_\_

Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED SWORN before me this \_\_\_\_\_ day of 2017

Notary Public: \_\_\_\_\_

**FEE PROPOSAL FORM****NAME OF VENDOR:****ADDRESS:****CONTACT:****TELEPHONE:****FAX:****E-MAIL:****CELL #:**

I hereby certify that I have read, understand, and agree to all sections and attachments of Request for Proposal for Banquet and Catering Services for Tilly Foster Farm & Conservation Center. I further certify that the information submitted by me/my company in response to the Request for Proposal, including the information in the Fee Proposal Form is true and accurate. I understand that Putnam County has the right to reject any or all proposals, to waive minor irregularities when to do so would be in the best interests of Putnam County, and to negotiate a price for the proposed services as determined to be in the best interest of Putnam County.

The Fee Proposal must include all cost associated with the services provided as indicated in this RFP.

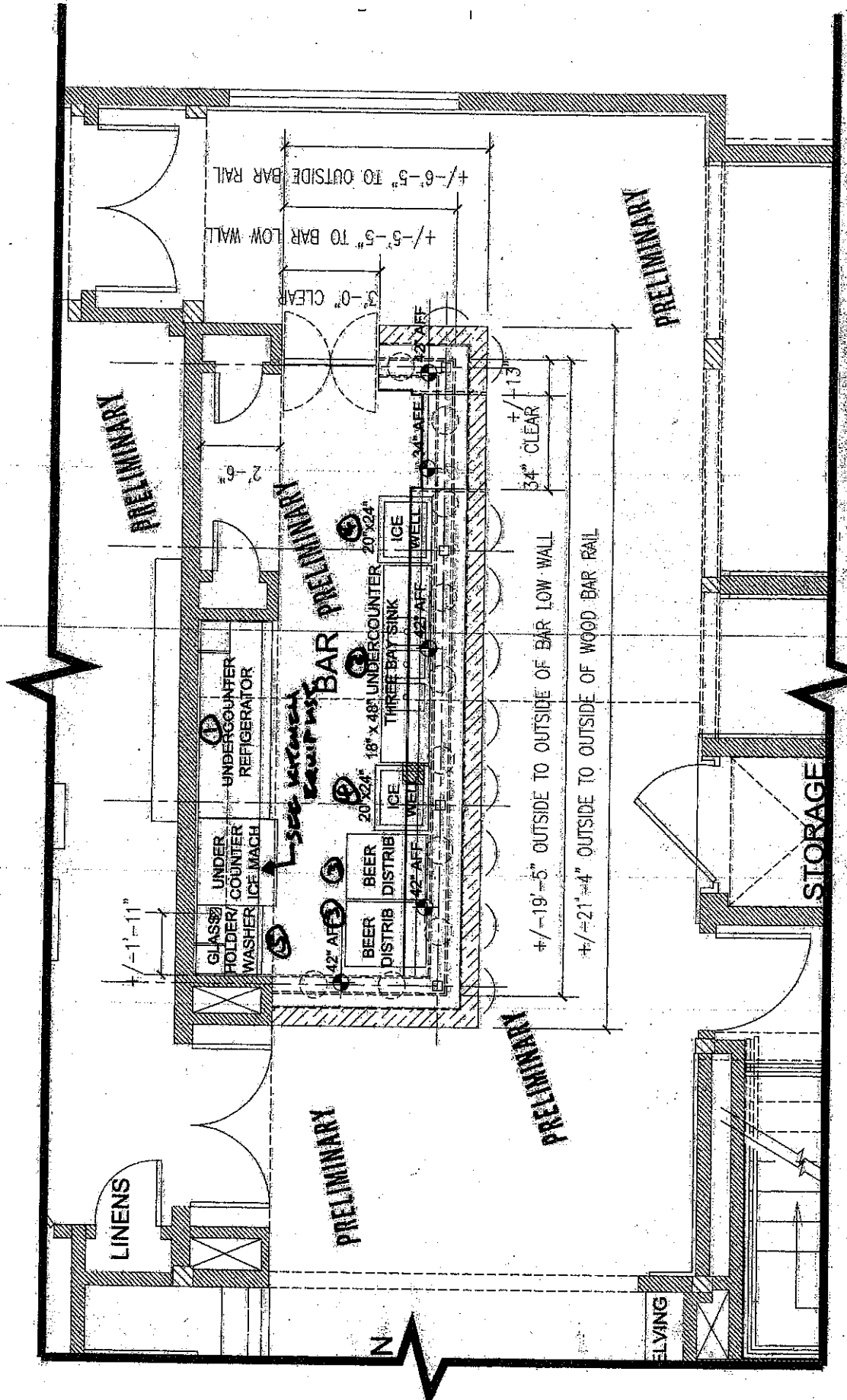
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Title

Date

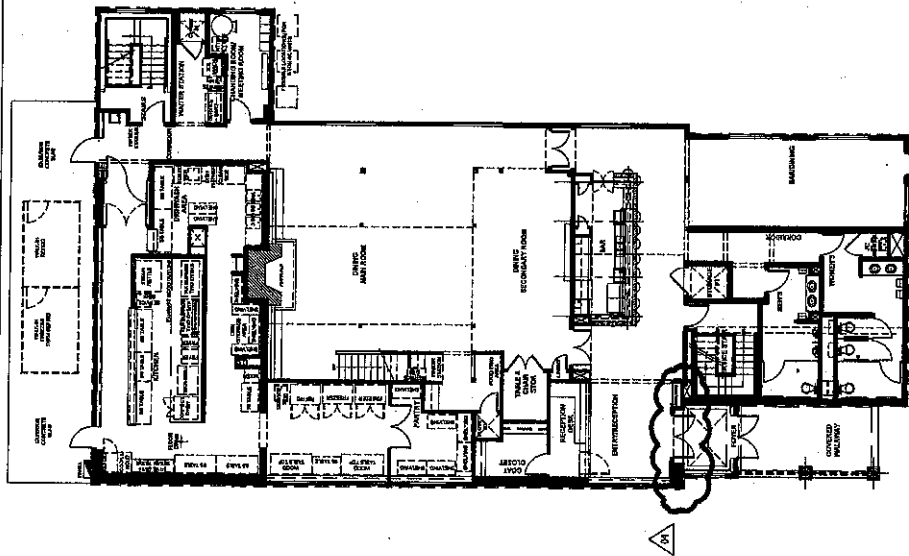
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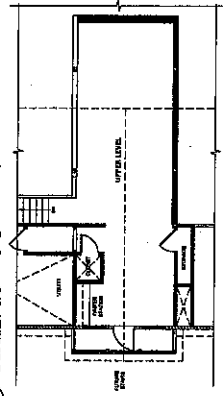


1 BUILDING #8 (LODGE) - PRELIMINARY BAR LAYOUT  
 SCALE: 1/2" = 1'-0"  
 /16  
 REVISED 3/23/16

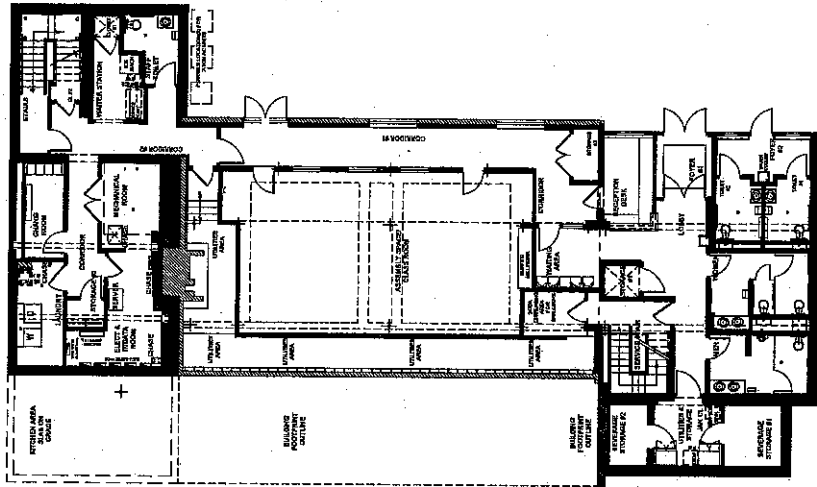
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1 BUILDING #8 (LODGE) - MAIN LEVEL CONSTRUCTION FLOOR PLAN  
SCALE: 1/8" = 1'-0"



3 BUILDING #8 (LODGE) - UPPER LEVEL CONSTRUCTION FLOOR PLAN  
SCALE: 1/8" = 1'-0"



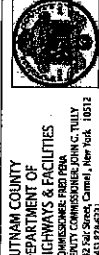
2 BUILDING #8 (LODGE) - BASEMENT CONSTRUCTION FLOOR PLAN  
SCALE: 1/8" = 1'-0"

GENERAL KEY MAP

-----	EXISTING STRUCTURE
=====	NEW WALL TO BE INSTALLED
=====	NEW CONCRETE FLOOR
=====	NEW CONCRETE WALL
=====	NOTATION
=====	PAVING, NEW, OR RELOCATED DOOR
=====	PAVING, NEW, OR RELOCATED DOOR

DATE	DESCRIPTION
04	10/12/2016
05	10/12/2016
06	10/12/2016
07	10/12/2016
08	10/12/2016
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TILLY FOSTER FARM  
REDEVELOPMENT  
BUILDING #8 (LODGE)  
100 NEW YORK 312,  
BREWSTER, NY 10509



FOR IN-HOUSE  
USE ONLY

PROJECT NO: 2014-TR-01  
SCALE: VARIOUS  
CSK-ARCH-000

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**TILLY FOSTER FARM  
REDEVELOPMENT  
BUILDING #8 (LODGE)**

100 NEW YORK 312,  
BREWSTER, NY 10509.



**PUTNAM COUNTY  
DEPARTMENT OF  
HIGHWAYS & FACILITIES**  
COMMISSIONER: FRED PERA  
DEPUTY COMMISSIONER: JOHN G. TULLY  
42 Fair Street, Carmel, New York 10512  
(516) 875-6331

**FOR BID PURPOSES  
ONLY**

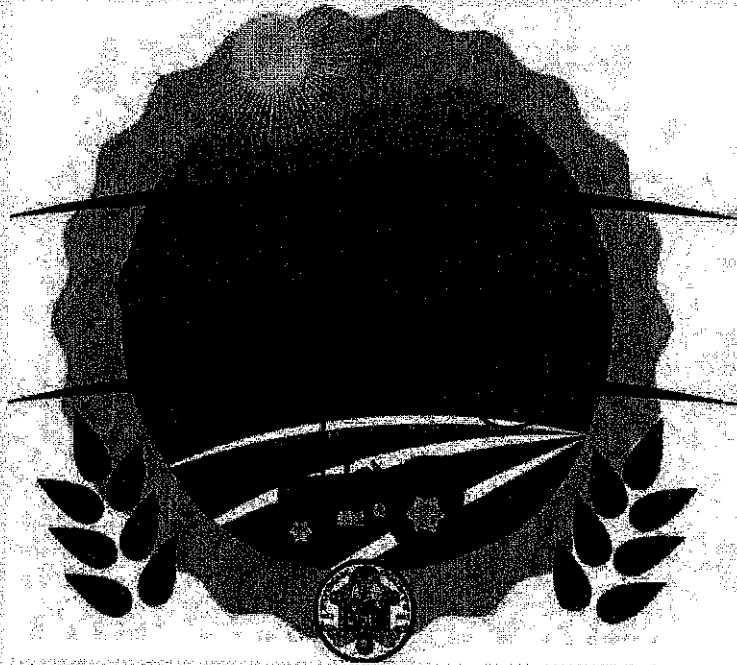
PROJECT NO: 2014-TFF-01	SCALE VARIES
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CSK-ARCH-05

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**BUILDING #8 (LODGE) -  
PARTIAL MAIN FLOOR PLAN  
SCALE: 1/4" = 1'-0"**





**PUTNAM COUNTY  
AGRICULTURE & FARMLAND  
PROTECTION BOARD**

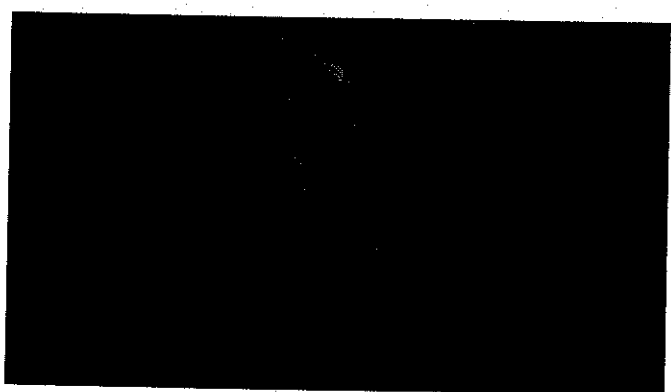


# **KEEP PUTNAM FARMING: Report & Recommendations**

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“There is a renewed energy regarding farming and through the **Keep Putnam Farming** program and the new Tilly Foster Farm Educational Institute we expect to bring state-of-the-art training to our local farmers, residents and students. We will showcase the best of Putnam County agriculture.”

**MaryEllen Odell, Putnam County Executive**

## **Introduction**

The Putnam County Agricultural and Farmland Protection Board was formed in 1997 to advise the County Legislature on actions that impact farms located in the County Agricultural District and develop plans to assist farmers throughout Putnam County. In the spring of 2014, the Board joined with Glynwood, an agricultural nonprofit and working farm located in Cold Spring, to launch **Keep Putnam Farming**. The goal of this alliance was to examine challenges and opportunities for strengthening and supporting the County's agricultural sector.

*Keep Putnam Farming* is based on Glynwood's **Keep Farming**® program: a community-based initiative that engages a diverse set of stakeholders in gathering and analyzing data about the current state of agriculture in order to better understand current conditions and challenges faced by local farmers. Glynwood's mission is to ensure the Hudson Valley is a region defined by food, where farming thrives. The organization works to advance regenerative agriculture that benefits the natural environment, energizes local economies, enhances human health and strengthens rural communities.

This report shares the preliminary findings of the *Keep Putnam Farming* research, which is being used to suggest actions for planning and maintaining a vibrant agricultural sector with community support. The recommended actions are intended to inform and guide the County and local municipalities so that they may prioritize specific strategies that will Keep Putnam Farming.

## **Background & Process**

Putnam County's existing **Agricultural and Farmland Protection Plan** was completed in 2004. Without updated "real time" data about farmers, farmland in active agricultural production, and residents' access to locally grown food, it had been difficult to plan and implement strategies to protect and enhance one of the County's most valuable resource: farming. Therefore, it was agreed that the *Keep Putnam Farming* process would be a useful strategy to garner updated information and offer recommendations for further support of county agriculture.

The *Keep Putnam Farming* process began in April 2014 with a Farmer Forum, a gathering to inform local farmers about the program, provide them an opportunity to meet one another, and offer a venue in which to share their concerns. Farmers reported that, prior to this meeting, they had never met as a group with one another. Thirty-five farmers attended the Forum and spoke of their economic challenges, including:

- Lack of recognition by local municipalities and the County for agriculture as an industry for economic development and tourism.
- Concerns about the costs of doing business (land & school tax, labor, land acquisition.)
- Lack of a cohesive farmers' network that could provide opportunities for farmers to collaborate locally and regionally to help make their farm operations more efficient.
- Lack of an integrated marketing plan to promote local products and benefits of agriculture.
- Limited availability of farmland for expansion of existing farms or for farmers wanting to start farm operations in Putnam County.

In May of 2014, letters were sent to the Town Supervisors letting them know that we were embarking on the *Keep Putnam Farming* endeavor, providing them with background of this concept and inviting them to our Community Kickoff to be held in June.

In June of 2014, this community-wide meeting was held for the purpose of informing the general public about *Keep Putnam Farming* and to solicit the involvement of residents in the process. More than forty residents attended the meeting. After being given an overview of the program, attendees

were led in a discussion focused on two questions, "What do farms mean to you?" and "How can we support local farmers?"

Attendees then took part in a consensus building exercise to prioritize their responses. The results are as follows:

"What do farms mean to you?"

*#1 Productive land that provides fresh healthy food.*

*#2 Farms are part of a strong local economy and help to preserve the culture of Putnam County.*

"How can we support local farmers?"

*#1 Create greater awareness about the farms and where they are located.*

*#2 Educate local leaders and residents about the importance of the agricultural sector in Putnam County.*

After informing farmers and community members about *Keep Putnam Farming*, the next step was to begin the data collection phase of the program. By gathering original data using surveys and interviews, knowledge of local farming is enhanced, and market connections can be improved. The research process included:

#### Putnam County Farmers

A variety of methods were used to identify farmers in Putnam County and generate a preliminary list of farms. Information was provided by Putnam County's Soil and Water Conservation District, Putnam County's Planning Department and the Putnam County Agriculture and Farmland Protection Board. A series of articles about *Keep Putnam Farming* and Putnam County farmers were also published in local newspapers and a *Keep Putnam Farming* page was established on the County website.

This list was used to distribute surveys by mail to the farmers. Visits were made to those farmers who did not return a survey to encourage their participation in the program. Farmers were also invited to potluck dinners where they learned about the progress of *Keep Putnam Farming*, encouraged to complete a survey and given an opportunity to continue networking. A highlight of the potluck dinners included a tour of the farm where the meeting was being held to give an overview of the farm's activities, to network, and to learn from each other.

#### Putnam Residents

A variety of methods were used to survey Putnam residents in an effort to better understand the degree to which local products are being purchased and where those purchases are being made. This helped to identify potential market growth opportunities for local farmers.

Surveys were made available at community events in Cold Spring, Patterson and Putnam Valley. They were also distributed at the 4-H Fair and at the Cold Spring and Brewster Farmers' Markets. Residents could also go to the *Keep Putnam Farming* webpage on the Putnam County website to complete an online survey.

#### Putnam Restaurants & Institutions

Restaurants and Institutions in Putnam County were asked to complete surveys in an effort to better understand the products being used by food providers and the considerations that influence their purchases.

Surveys were distributed at the annual Food Operators Seminar conducted by the Putnam County Health Department. Restaurant owners, chefs, caterers, food service directors at local camps and recreational programs as well as staff from local schools and institutions attended this two-day event. Attendees received copies of the *Keep Putnam Farming* Food Providers Survey in their packets and time was dedicated during the meeting to having the attendees complete the surveys.

**A Future Vision for Putnam County Farming:**

***It is the year 2025...***

*Putnam County has a resilient agricultural system that includes a full spectrum of economically viable farms offering a diverse range of products and job opportunities. Local communities support the farmers both as neighbors and as businesses, purchasing their products for consumption at home, in institutions, and at local restaurants. Successful farm businesses are a key part of the region's sustainable economy, keeping more money in the local economy. Farmers continue to care for the productivity and health of the land by employing best practices for soil, water, habitat and biodiversity. Eating local, healthy foods is promoted through education, networking opportunities, and economic development activities. Putnam residents with limited income or mobility are able to access healthy food at affordable prices.*



Glynwood's vegetable production fields, Cold Spring, New York.



## **KEEP PUTNAM FARMING Recommendations: A Robust Agricultural Plan for Putnam County**

### **Help Farmers to Network, Learn & Build Capacity**

Putnam County farmers are not only divided by the diversity of agriculture, they are divided geographically into the eastern and western parts of the County. Prior to *Keep Putnam Farming*, farmers did not meet as a group to network, learn about each other's farm operation, or work collaboratively to support one another. Survey findings indicate that farmers want to continue to meet and share skills, expertise and resources. Participants in this network need additional support in the form of trainings and technical assistance.

1. Formalize the Putnam County Farmers Network
  - Designate a farmer(s) in the role of leader and outline a plan for the network.
2. Support Network Meetings & Information Sharing
  - Support the planning of regular meetings of this Network so that farmers can interact with one another informally;
  - Create and maintain an access-limited online platform through which members can post questions or announcements to one another (use of a Google group is recommended); Encourage established farmers to welcome new farmers to Putnam, support them as they establish their farms, and offer mentorship.
3. Offer Training, Education & Technical Assistance to Farmers
  - Routinely ask the Putnam County Farmers Network to identify topics in which they feel they need training/information;
  - Provide the Network with information on existing resources in the region and beyond for learning and training (to post, visit [www.putnamcountyny.com/keepputnamfarming](http://www.putnamcountyny.com/keepputnamfarming));
  - Organize workshops on topics and practices of interest. Start with these topics that were identified during Keep Putnam Farming as priority needs for farmer training and education:
    - Business Development:
      - Financing
      - Planning and Diversification
      - Marketing
    - Land:
      - Succession Planning and Farm Transfer
    - Practices:
      - Forest management
      - Developing an intern or apprentice program
    - Regulations and Certifications:
      - Good Agricultural Practices (GAP) certification Board of Health Regulations
      - NYS and County Health Department regulations for selling value-added products (i.e., jams and pickles)
      - Agriculture tax exemption
4. Respond to Existing Needs for Processing Services

Survey findings indicated that farmers want to identify and work collaboratively on infrastructure projects needed to support farming activities, in particular:

Food producers noted the need for poultry and livestock processing. Equine farmers noted the need to reduce the cost of horse manure removal.

### **Increase Market Opportunities within Putnam County**

Greater promotion of locally grown food is needed in Putnam County. There are opportunities to increase sales of Putnam-grown products within the county – and this could significantly increase the economic viability of Putnam County farms.

*Keep Putnam Farming* revealed that farmers want to increase local sales. Survey findings indicated that:

- Residents want local healthy food but they don't know about Putnam County farms or their products. Putnam Farmers' Markets are important to residents –however, only two Putnam County farmers participate at a Farmers' Market.
- Restaurants and institutions also want to serve local food but don't know where the farms are located or what products are available. No Putnam County farms sell their products to local institutions, and only one farm sells some products to restaurants.
- There is an opportunity for County-owned facilities to feature Putnam products and provide leadership to other local food service programs.

#### **1. Increase Putnam Farm Sales...**

- at Farmers' Markets
  - Establish a goal for increasing number of Putnam vendors and/or sale of Putnam fresh and value added products. This could involve coordination for farmers to share tables, or to have a "Putnam County" vending table with a range of local products, staffed by the county.
- to Restaurants:
  - Identify farmers wanting to sell to restaurants and institutions and document their available local products. Share this information with restaurants and institutions. Consider holding a networking event for farmers, restaurants, and institutions.
- to Institutions
  - Identify County institutions that could incorporate local sourcing into their food service. Develop a collaborative team to support them in doing so.
- to County-owned Facilities
  - Enact a Putnam Preferential Purchasing Resolution encouraging County-owned facilities serving food to give preference to products grown or produced in Putnam County, as well as other local counties.
  - Compile resources for County owned facilities' food service staff describing available sources of regional food that will meet their needs and requirements.
  - Bring together members of the County Legislative Economic Development and Energy Committee, staff of County owned facilities and representatives of the Putnam County Farmers' Network to explore opportunities for use of fresh and value added products.
  - Use these discussions to gather information about challenges relating to sourcing Putnam products, and consider further action steps to address those challenges and costs.
  - Develop a pilot program to increase use of Putnam products by 10% in 2016.

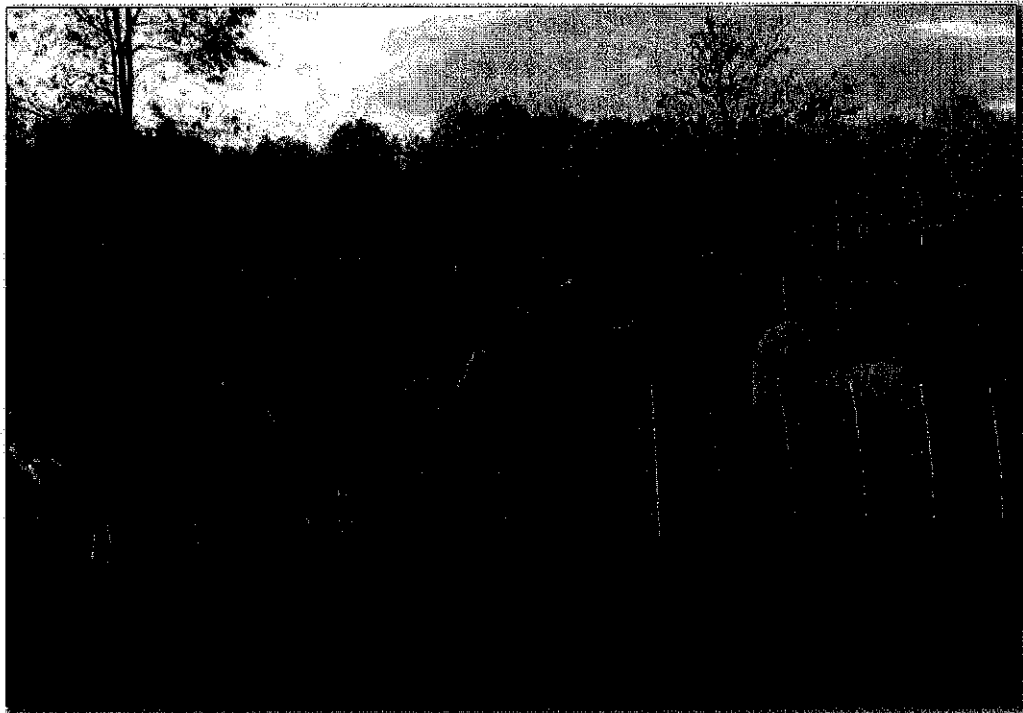
## **Develop Farm Friendly Communities**

A very preliminary review of municipal codes conducted by Glynwood found that many of the municipal codes are written to regulate the equine sector. These include the amount of acreage needed for livestock and restrictions on farm labor housing. The review also showed that each municipality has its own definition of what a farm is; ordinances relating to the use of signs to promote a business; land use permitting and usage regulations.

Many of the farmers responding to the surveys are food producers and are raising smaller livestock such as sheep and goats. They also own and/or lease farm acreage in multiple municipalities. Having to deal with codes and regulations not supportive of food production in different municipalities can be difficult and time-consuming for the farmers.

### **1. Review, Model, and Update Local Codes to Support Food-Producing Farms**

- Identify and partner with a town to model updated codes and ordinances that are farm-friendly. It is recommended to hire a consultant to work with that Town in reviewing codes and ordinances. The goal should be to address land use regulations and zoning pertaining to agricultural land and farming operations so that farming can flourish.
- Address the challenges of farmers who own or lease land in two municipalities, or two neighboring counties by model updated inter-municipal or cross-county codes and regulations that better support farmers.
  - a. Begin by identifying the farms in this situation.
- Use these models to update codes in other Putnam towns.



Goats grazing along Indian Brook Road, Garrison, New York.

### **Maintain & Expand Putnam County's Farmland**

Survey findings indicate that 83% of the farmers responding are over the age of 50 years, with 63% of these farmers over the age of 60 – suggesting that farmland succession is a pressing issue for this group of farmers. Over 40% of farmers also indicated that the types of assistance they had the greatest interest in receiving relate to farmland preservation and succession planning (see recommendation #3, page 7). Productive farmland in Putnam County needs to be preserved – and expanded.

#### **1. Update the Putnam County Agriculture and Farmland Protection Plan**

- The Putnam County Soil & Water Conservation District along with the Agriculture and Farmland Protection Board can apply to NYS Department of Agriculture and Markets for a grant to update the 2004 County Agriculture and Farmland Protection Plan.
- Use this opportunity to build on *Keep Putnam Farming* by developing an action-oriented plan for agricultural economic development, agricultural business retention and farmland preservation.

#### **2. Pursue Strategies to Expand Farmland in Putnam County**

- Conduct a GIS mapping project to visualize farmland use and potential farmland expansion in Putnam County.
- Strategize to bring viable land into production:
  - Inventory potential farmland parcels currently not in production.
  - Contact owners of those parcels and discuss the prospect of leasing property to farmers seeking farmland.
  - For properties where it may be possible to introduce farming:
    - Conduct an assessment of the property for possible best use in farming.
    - Share information with existing Putnam farmers for possible expansion of their operations.
    - List those properties with the Hudson Valley FarmLink Program (<http://hudsonvalleyfarmlandfinder.org/>).

## Recognize Importance & Growth of Agriculture in Putnam County

Agricultural businesses significantly contribute to the local economy, subsidize the tax base, protect natural resources and provide residents with access to healthy local food. Putnam County's farm businesses deserve recognition for their important role in the county's economy and health.

### 1. Coordinate and Increase County Efforts to Support Agriculture

- Proactively promote, strengthen and expand farming in Putnam County by coordinating efforts of the Industrial Development Agency, Economic Development Corporation, Tourism and County Chamber of Commerce. This effort should be led by the Office of the County Executive, with a focus on increasing awareness and collaborative support of agriculture throughout the County.

### 2. Communicate the Positive Economic Impact of Agriculture

- Inform county residents and decision-makers that agriculture is an important contributor to our local economy.

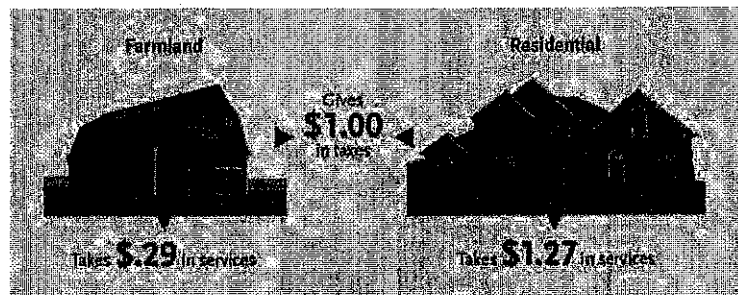
- Convey that farming is an economic multiplier:

A study completed by Cornell University in May 2014<sup>1</sup> explains that agriculture in New York has strong multiplier or ripple effects, stating that "every additional \$1 in output in agriculture generates an additional \$0.43 in backward linked non-agricultural industries, and every additional job in agriculture generates an additional 0.80 non-agricultural jobs."

- Explain that farmland contributes to the local tax revenue:

The American Farmland Trust has conducted Cost of Community Service Studies that explain working lands generate more public revenues than they receive back in public services: "In nearly every community studied, farmland has generated a fiscal surplus to help offset the shortfall created by residential demand for public services. This is true even when the land is assessed at its current, agricultural use."<sup>2</sup>

AFT's New York Agricultural Landowner Guide published in 2010 states that the COCS studies completed in New York "have consistently shown that farm, forest and open land generate more tax revenues than they receive in public services, compared with residences that typically require more in public services than they pay in taxes."<sup>3</sup>



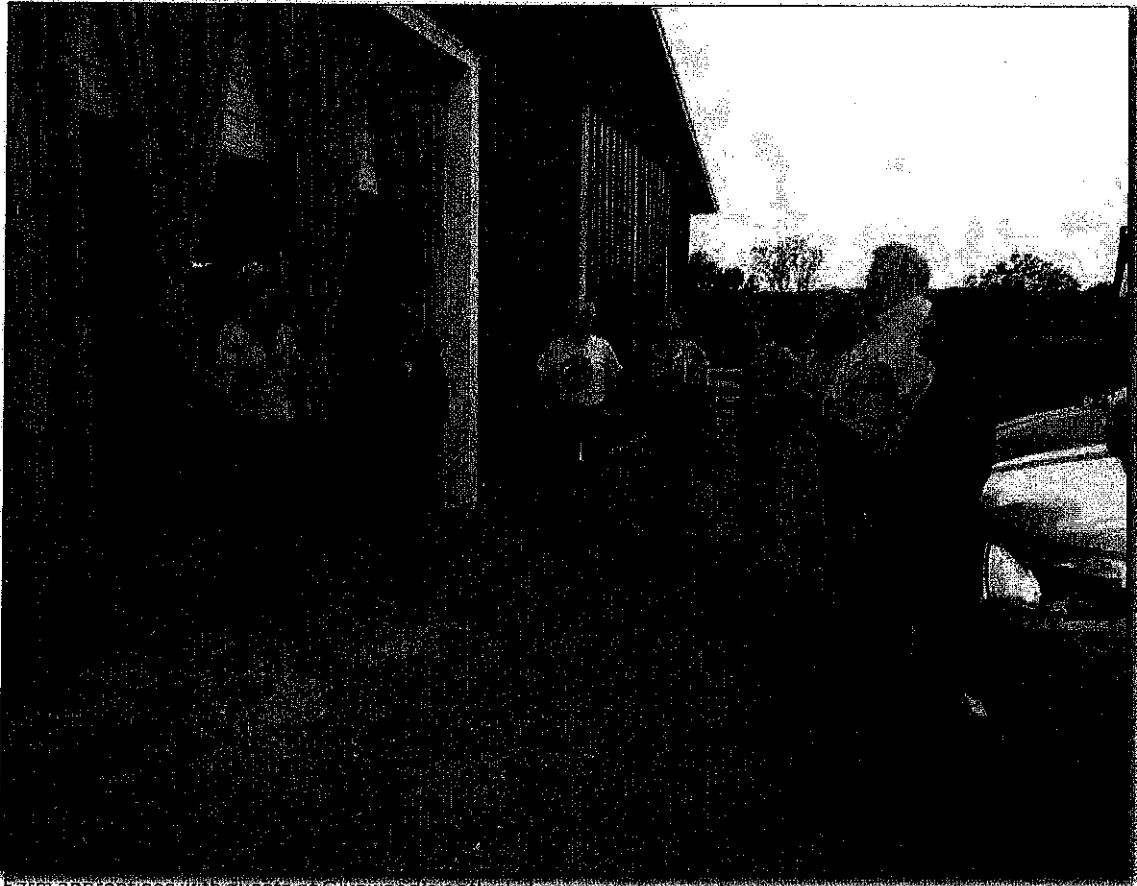
This graphic illustrates information published in AFT's 2010 New York Agricultural Landowner Guide, demonstrating that farms typically generate more public revenue than they receive back in public services.

<sup>1</sup> Schmit, Todd. "Agriculture-Based Economic Development in New York State: The Contribution of Agriculture to the New York Economy," Cornell University, College of Agriculture and Life Sciences, Dyson School of Applied Economics and Management, May 2014.

<sup>2</sup> Farmland Information Center (partnership of American Farmland Trust & USDA Natural Resources Conservation Service).

<sup>3</sup> Fact Sheet: Cost Of Community Services Studies," August 2010.

<sup>3</sup> Haight, David. "New York Agricultural Landowner Guide," American Farmland Trust, 2010.



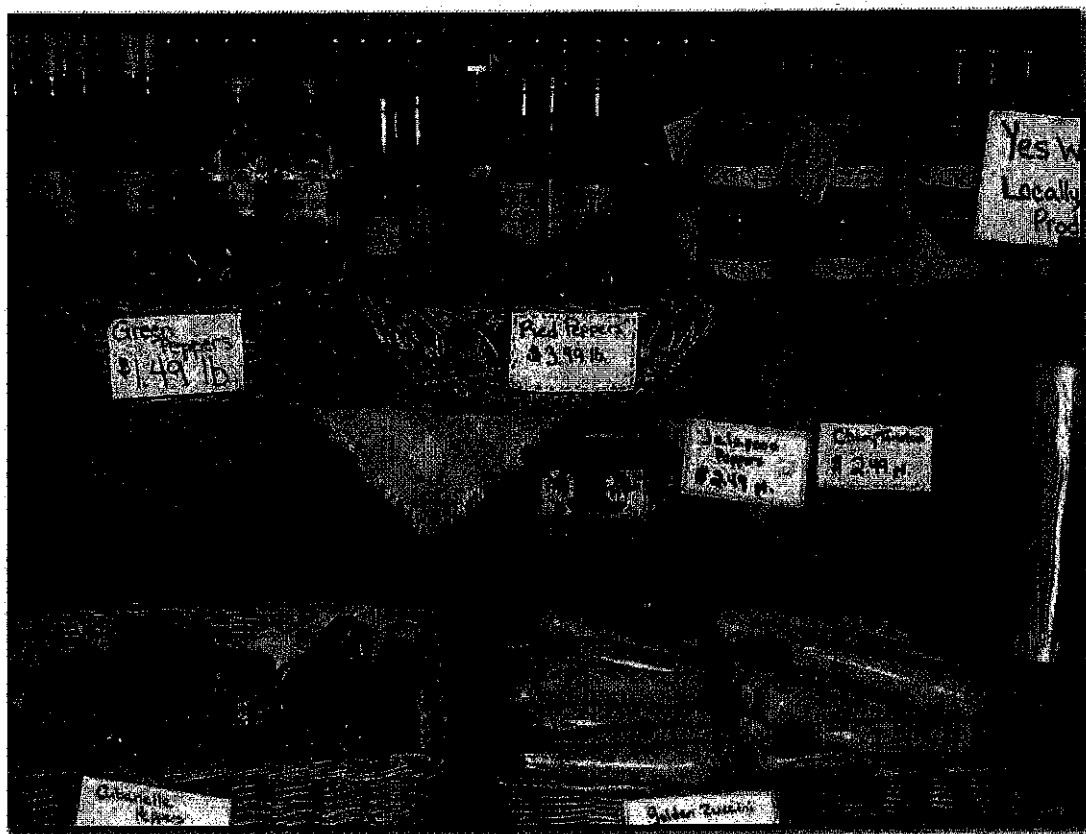
Farm apprentices with guests at Glynnwood's potluck dinner.

## **KEEP PUTNAM FARMING Research: The Current State Of Agriculture In Putnam County**

This report highlights findings from information collected from the thirty-eight farms that participated in the *Keep Putnam Farming* research process. Data and insights into current farming activities were gleaned from surveys that described existing conditions, challenges and opportunities for farming in Putnam County. The findings have been used as the basis for the recommended actions described in pages 7 through 12.

Because of the rich diversity of Putnam County agriculture, every effort was made to gather data from each sector. These include:

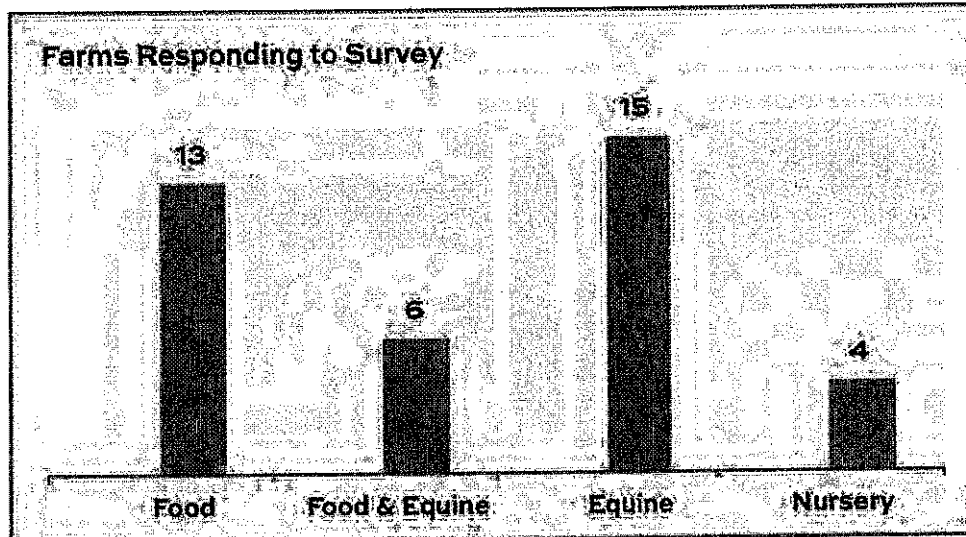
- Food – vegetables, fruits, honey, maple syrup, cheese, baked goods, poultry and livestock
- Food & Equine - vegetables, fruits, honey, maple syrup, cheese, baked goods, poultry and livestock, horses-boarding, breeding and lesson
- Equine - horses-boarding, breeding and lessons
- Nursery – plant stocks, flowers, gardening supplies



Farm store at Sallinger's Orchard, Brewster, New York.

## LOCAL FARMING: Snapshot of Current Production, Practices & Needs

### Demographic Profile of Farmers Responding in the Survey



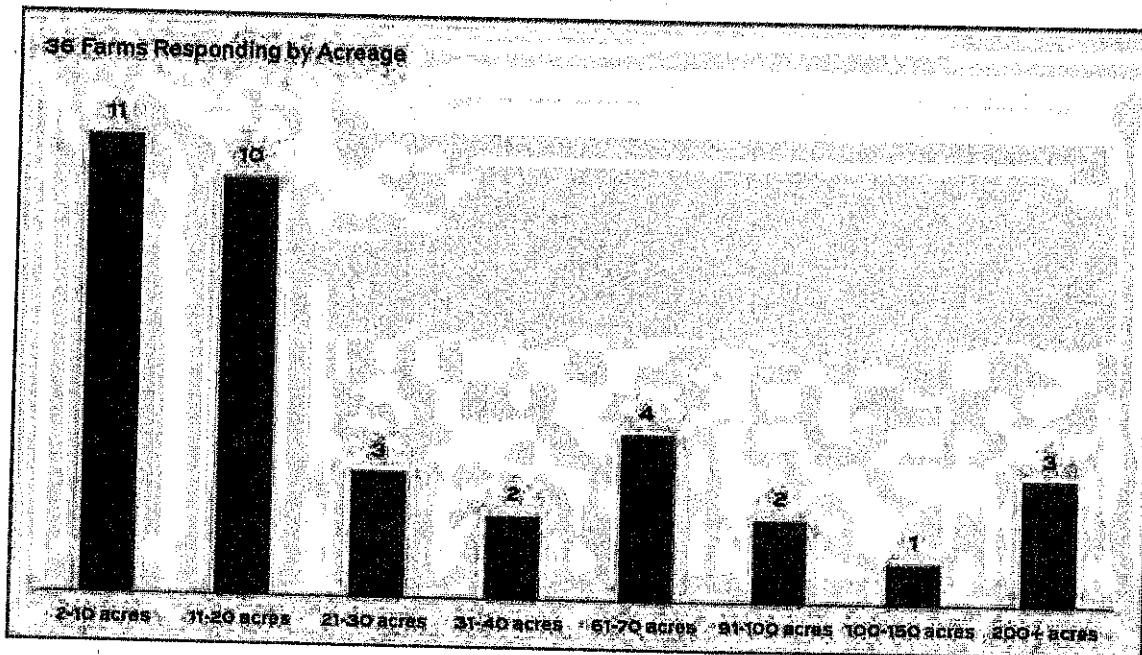
- Full Time or Part Time:
  - Fifty-eight percent of the farmers responded they work full time on the farm. However, similar to farmers in other regions, 42% indicated they work part time on the farm while also being employed off the farm. One farmer noted that in addition to working off the farm, he spends 70 hours a week farming.
- Age:
  - The 2012 USDA Census reports the average age of farmers in Putnam is 58.6 years. Eighty-three percent of the farmers responding are over the age of 50 years with 63 percent of these farmers over the age of 60. There are, however, a number of younger farmers in their 20s and 30s, most of whom are producing food products.

Years Farming in Putnam County

2 - 10	11 - 20	25 - 30	37 - 54	77	100 - 150	200+
12	9	5	6	1	3	1

- Years Farming In Putnam County:
  - Putnam is very fortunate to have a number of farm families who have been actively farming in the County for over 100 years. However, almost one-third of the farmers indicated they have been in the County for 10 years or less. Most are farmers growing food products and looking to build their business and take advantage of the increased demand for local products.





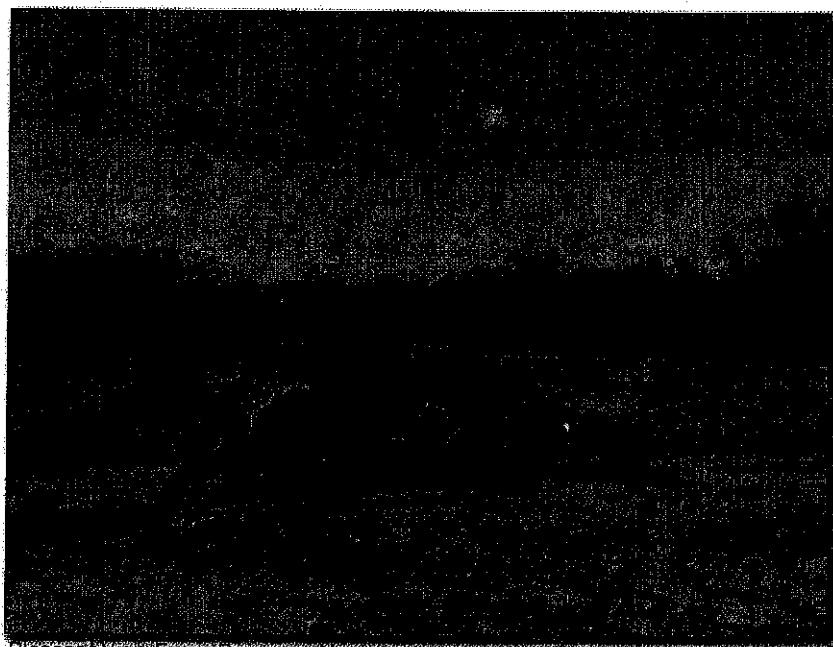
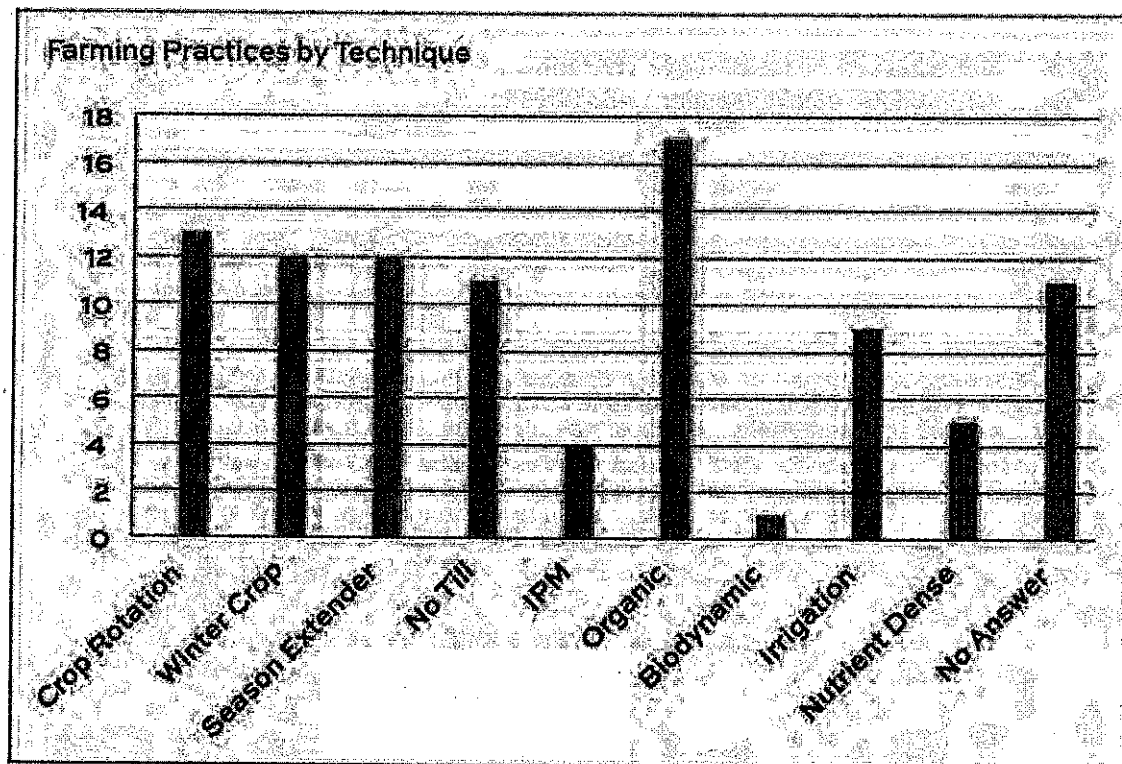
- Acreage In Agricultural Production:
  - The farms represented in the surveys range in size from very small (2 acres) to more than 200 acres, with the majority (58%) being 20 acres or less.

Total Acreage Owned	1,221
Total Acreage Leased	1,200
Total Acreage Farmed	1,594
Average Size of Farm	38 Acres

### Farming Practices

Farmers are good stewards of the land and use a variety of farm techniques to protect the natural resources on their farms. Seventeen farmers indicated they use organic practices. Only one indicated they were certified organic.

Other practices noted by respondents include crop rotation, winter cover crop, season extenders, no till, integrated pest management (IPM), biodynamic, irrigation, and nutrient density.

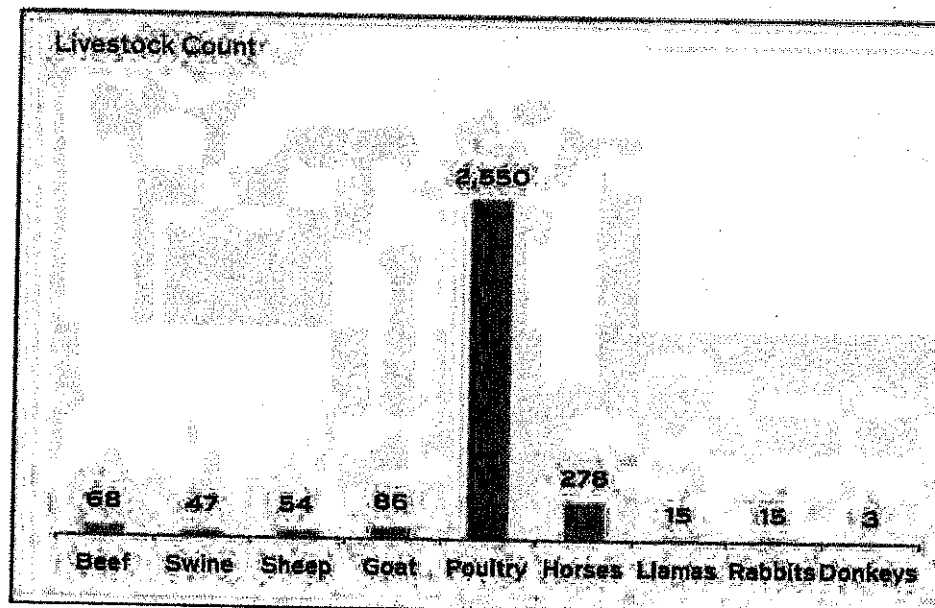
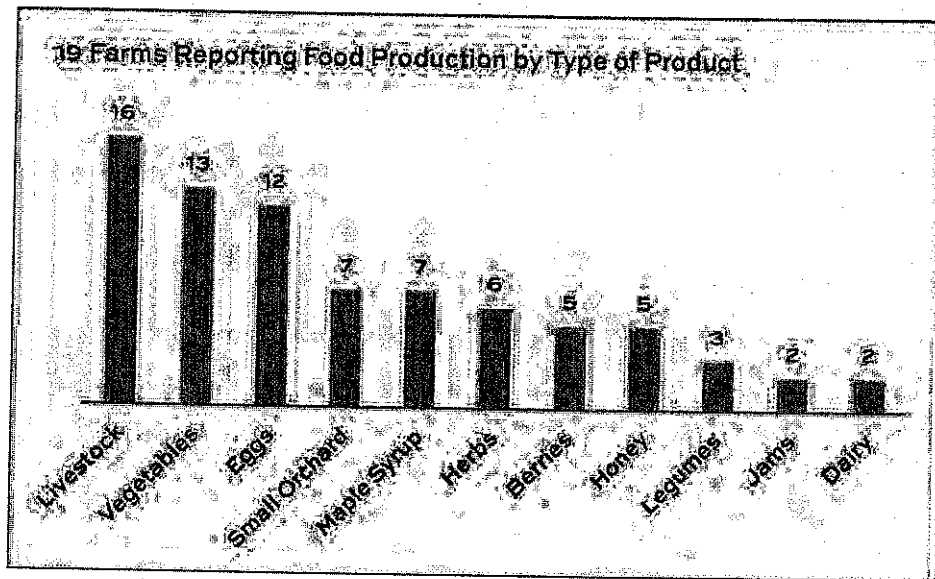


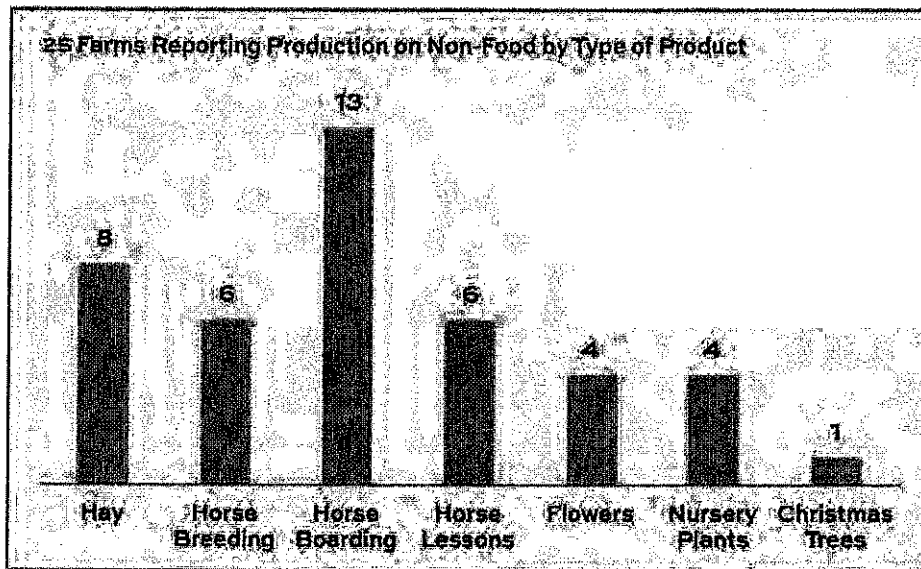
Pleasant View Farm, Brewster, New York.

## Farm Products

Putnam County continues to have a strong equine sector. However, Putnam farms are also producing a variety of seasonal vegetables and fruits. Goats and poultry are increasing in numbers and value-added products such as milk, goat cheese, maple syrup and honey are also being produced in the County. The sale of fresh eggs continues to be strong.

Several equine farmers report that they are diversifying their farm operations to include other types of livestock, vegetable and fruit production. This may be due to a decline in the number of people taking riding lessons, as well as the growing demand for local products

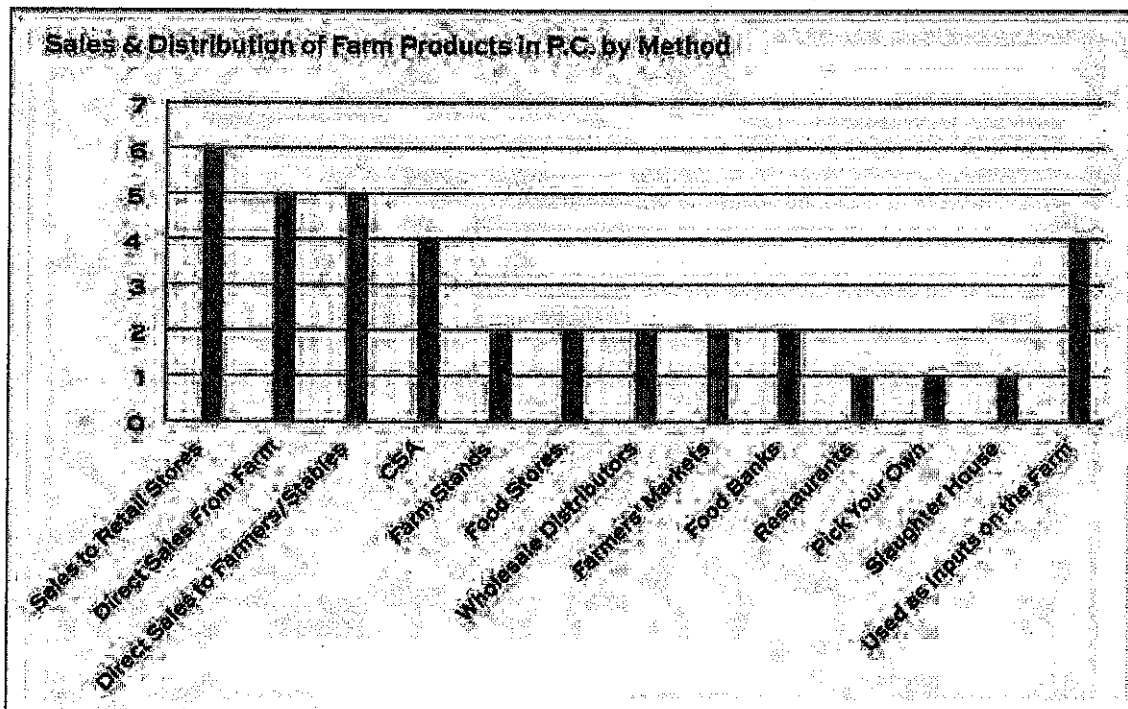




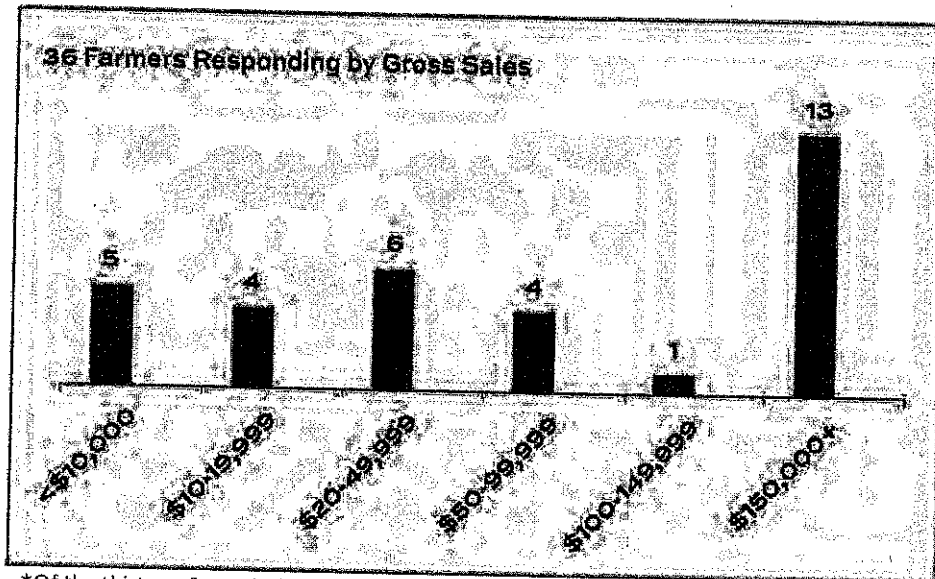
\*Nurseries report increased competition from big box stores and food markets that sell horticultural products.

### Farm Viability

- Sales & Distribution Methods:
  - In survey responses, 26 farmers indicated that the top three methods used to sell and distribute their products are:
    - Sales to retail stores
    - Direct sales from the farm
    - Direct sales to farmers and stables



- The majority of farmers report selling or distributing most or all of their products in Putnam County.
- Several farmers indicated they would like to increase the amount of sales in the County. Only two farmers indicated they sell at a local Farmers' Market.
- Although there is interest from the schools or institutions to buy and serve local products directly from Putnam County farmers, the farmers find this difficult due to the state regulations.
- Agritourism:
  - Fifty percent of the responding farmers indicated they provide agritourism activities on their farms. Typical activities include pony rides, farm tours, petting zoos, hayrides, maple tours and horse shows and clinics. A couple of farms are expanding their activities to include square dances and art programs.
  - The audiences for these on-farm activities include the general public, school-age groups and garden clubs.



\*Of the thirteen farms indicating sales of \$150,000 or more, only one is a food producer; three are food and equine farmers; five are equine farmers; and four are Nursery owners.

- Gross Sales:
  - 45% of survey respondents reported gross sales of \$50,000 or less in the past year, indicating the prevalence of small and mid-sized farms in Putnam County.

Farmers reporting an increase in profits during the past year noted the reasons for the increase include:

- Increased direct sales
- Diversification of products and change of business plan
- Ability to contain/reduce operating expenses

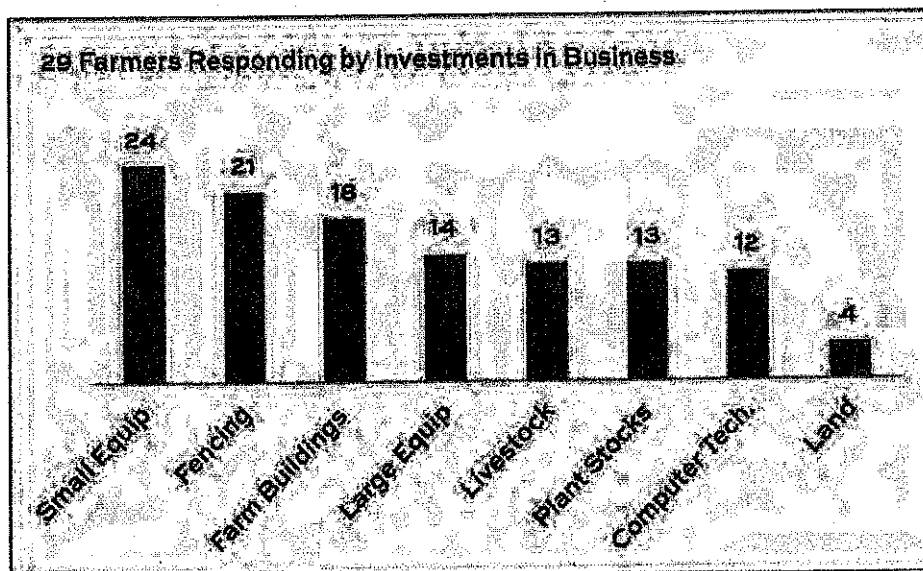
Farmers experiencing a decrease in profits noted the reasons for the decrease include:

- Taxes
- The economy – people have less money to spend
- Increases in operating expenses and reinvestment of profits in farm operations

Six farms reported similar profits as the year before.

## Investing in the Farm

Over the past three years 29 farmers indicated that they have invested more than \$3 million in their farming operations. Farmers in each sector purchased land in the County. Several indicated they are interested in expanding the land they farm and are talking to neighbors about possible lease agreements. These investments indicate a long-term commitment to farming in Putnam.



- **Supplies And Services:**
  - Not only do Putnam farmers help contribute to the local economy by providing local goods and services for sale and consumption, they also contribute by purchasing their supplies and services locally and in the region.

Supplies and Services by Location

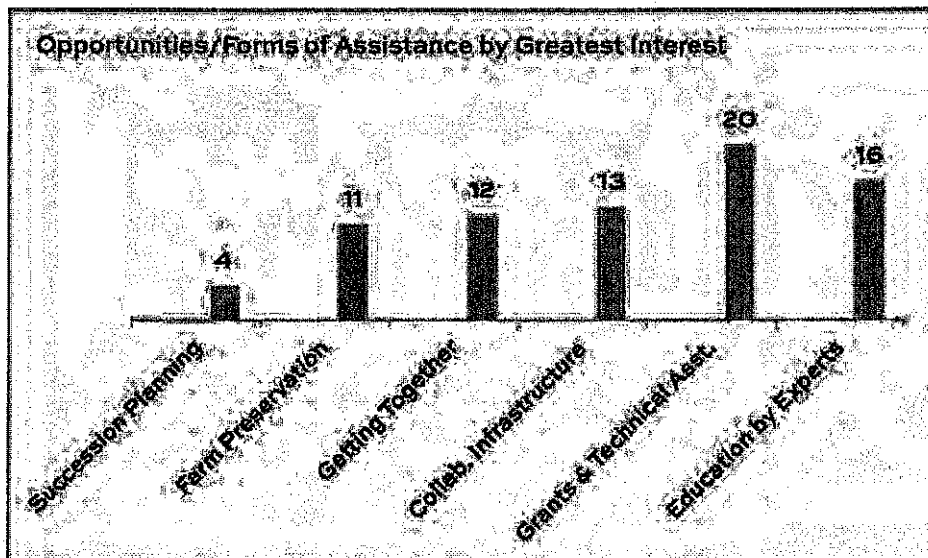
Number of Farmers Purchased	Local	Putnam County	Hudson Valley	New York State	National
<b>Supplies:</b>					
Fertilizers	4	4	5	2	5
Pesticides		1		2	
Seeds	2	3	6	1	8
Feed	6	12	11	7	2
Plant Stock	3	2	3	3	3
Livestock	1	4	3	3	3
Vet Supplies	4	8	6	-	5
Equipment Parts	7	11	9	1	7
<b>Services:</b>					
Vet	5	10	1	1	-
Farrier	4	5	3	2	1
Insurance	2	5	5	5	4
Slaughter	-	-	2	2	-
Maintenance/Repair	8	11	-	-	-

- **Farm Labor:**
  - Twenty-eight farms responded that they employ a total of 75 full-time staff and 61 part-time staff.
  - The lack of reliable seasonal help and well-trained full-time labor was identified as a major challenge to keeping farming successful in Putnam County. One solution noted by farmers was development of an apprentice or internship program that could help train people to work on the farms.

### Issues Affecting the Farm Business

Farmers were asked to indicate what has had a positive impact on their farm, the issues that present the most problems for them and possible strategies for keeping farming viable in Putnam County (top 3 responses):

- **Opportunities:** What has had a positive impact on your farm?
  1. Increased interest in local products.
  2. Support of neighbors and other farmers
  3. Increased awareness of farming and farming issues
- **Challenges:** What has a negative impact on your farm?
  1. Lack of qualified seasonal/part-time/full-time help
  2. Taxes
  3. Cost of fuel
- **Strategies:** What would make it easier to continue farming in Putnam County?
  1. Access to seasonal and well-trained full-time labor
  2. More promotions/marketing for farms and products
  3. Technical assistance and business planning



- **Need For Assistance:**

Farmers were also asked to indicate the types of assistance they believe would be of greatest interest to them and assist them in their farming activities.

## LOCAL FOOD: Demand & Potential

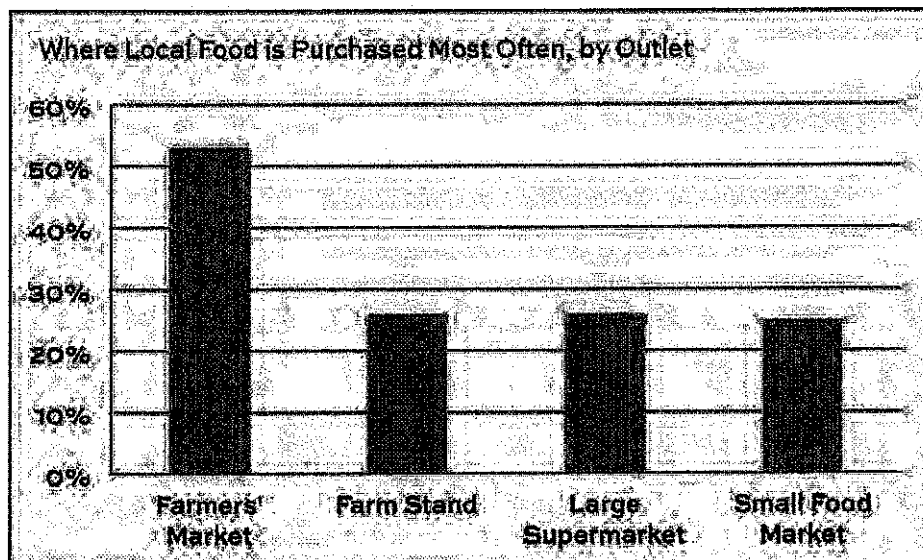
To better understand the degree to which local food is purchased and consumed in Putnam County, surveys were conducted with Putnam residents and food service providers. This information helped to identify potential market growth opportunities for local farms.

### Residents

#### *Consumer Behavior:*

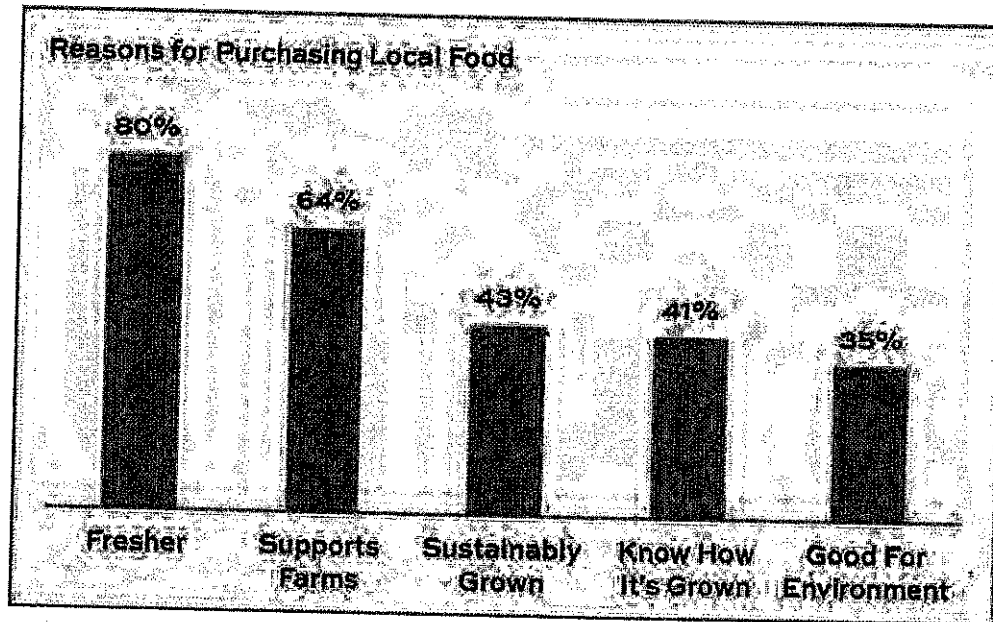
In an effort to obtain a representative cross section of Putnam County, surveys were made available at Community Day events in Cold Spring, the Town of Patterson and Putnam Valley. They were also available at the Annual 4-H Fair and at the Cold Spring and Brewster Farmers' Markets. Residents could also go to the *Keep Putnam Farming* page on the County website to complete an online survey. One hundred and eighty residents completed a survey.

Residents in Putnam County believe that where their food comes from is an important consideration. 75% indicated they look to see where their food is grown when grocery shopping. They most frequently shop at large supermarkets, i.e., A&P, Shop Rite, Whole Food and Trader Joe's.



When asked where they most often purchase local foods, i.e., fresh produce and fruit, Putnam residents indicated the following: Farmers' Markets, Farm Stands, large Supermarkets, and small Independent Grocers (Food Town). Only eleven residents indicated they participate in a CSA.





Residents were asked to indicate why they purchase local food. The majority believes that local food is fresher and by purchasing these products they are supporting local farmers.

When asked the reasons for not buying local food when it is available, residents indicated the following reasons in descending order:

- Too expensive
- I don't know where to go to purchase local food
- There is a lack of variety

#### *Residents Are Purchasing:*

Putnam residents purchase a variety of agricultural products available in local markets. The products most often mentioned as a favorite food include vegetables (specifically corn, tomatoes and fresh greens), fruits (specifically apples and berries), and eggs.

Seasonality does effect availability of most locally produced products, with more available in the summer and fall. Putnam County farmers also produce value-added products such as maple syrup, honey and cheese, as well as eggs, poultry and meat, which are available year round.

#### *Residents Want More:*

Putnam residents would like to have access to more locally raised meat (beef) and poultry. They would also like more berries.

#### *Local Dollars For Local Products:*

Fifty percent of residents indicated they spend between \$100-\$200 per week on their grocery expenses. Nearly twenty percent indicated they spend \$200-\$250 per week. According to the 2013 US Census Bureau data, Putnam County has 34,496 households with the median income for the County at \$95,117. If each household in the County were to spend \$150 per week on groceries this would result in over **\$5 million dollars being spent weekly on food products and over \$269 million annually.**

Capturing as much of these dollars through increased marketing and direct sales to consumers will especially benefit the small to midsize farmers who want to increase access to local markets and help to ensure that these farms remain economically viable.

### **Food Service Providers – Institutions & Restaurants**

Seventy-two restaurant owners and chefs completed surveys at the annual Food Operators Seminar conducted by the Putnam Board of Health in March 2015. These food businesses represent a large potential market for local products.

The following are examples of this potential market:

#### **Putnam County Office for Senior Resources:**

The Office for Senior Resources is responsible for the four Senior Nutrition sites located in Putnam County and the distribution of meals to older adults living in the community through the Meals on Wheels program. Three hundred and fifty lunches are served five days a week for a total of approximately 91,000 meals annually.

#### **The Plaza at Clover Lake:**

A private assisted living center for older adults. Residents are provided three meals a day and snacks. On average, 330 meals are prepared daily for a total of more than 120,000 meals annually. Meals are prepared from fresh ingredients, and menus feature a variety of seasonal specials.

#### **Restaurants:**

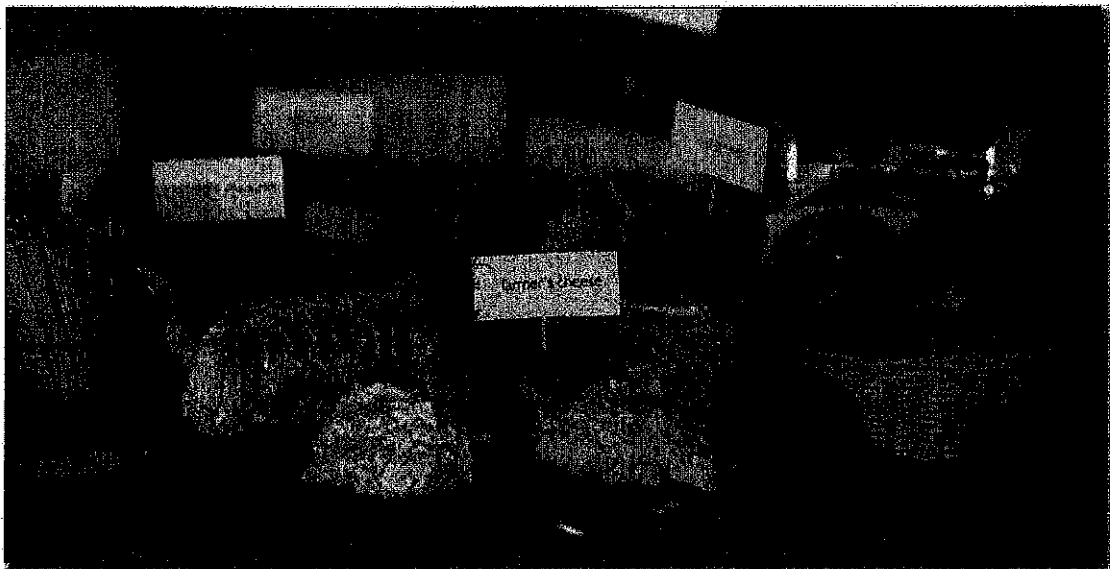
While only two of the restaurant owners indicated that their establishment has a policy for purchasing local products, all indicated that they would like to purchase local food from Putnam farms. The two items they are most interested in purchasing are vegetables and eggs. They would also like greater access to local meat and poultry.

#### **Products Being Purchased by Food Service Providers:**

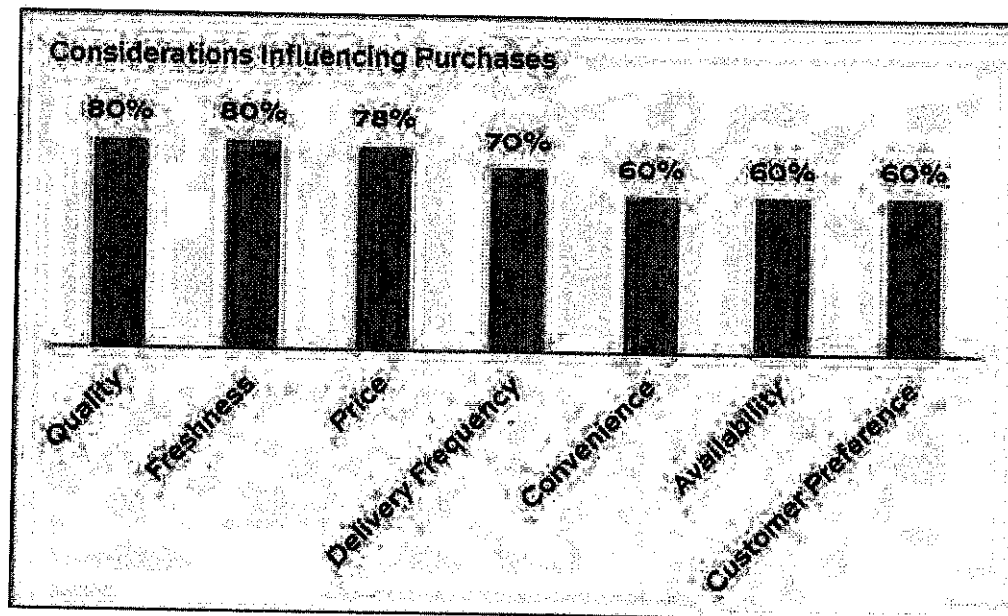
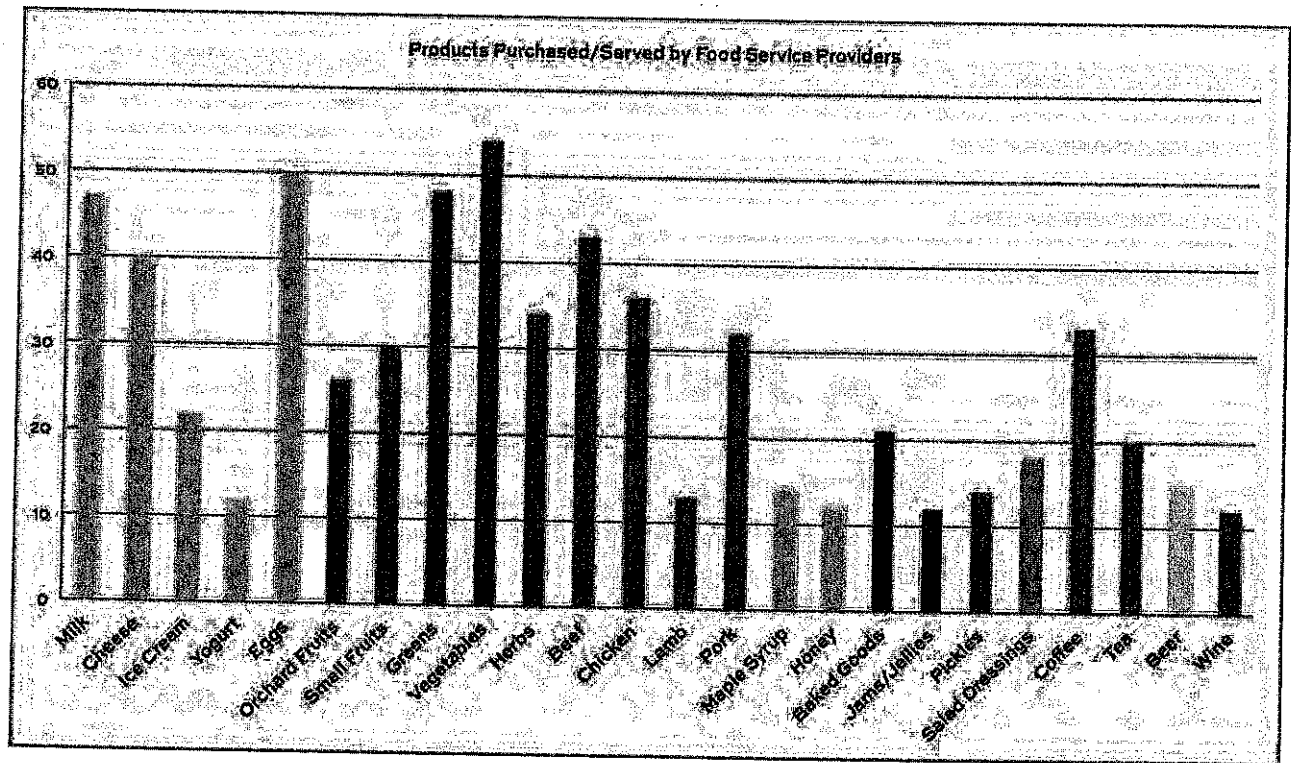
Putnam Institutions and Restaurants use a wide variety of fresh and value added products. The distributors they most often use are Sysco, U.S. Foods and Garelick Dairy. Some restaurant owners' travel to Hunt's Point in New York City and others noted purchasing ethnic products in New Jersey.

All respondents indicated that they would like to purchase local food from Putnam County farms and some noted using local producers: Hudson Valley Fresh, Ronnybrook and Sprout Creek Farm for dairy and cheese products; Crown Maple for maple syrup and the Honey Guy for honey, Ryder Farm and Hudson Valley Harvest (a distributor of products grown on Hudson Valley farms).

The two local food items restaurants are most interested in purchasing are vegetables and eggs (both available from local farms). They would also like greater access to local meat and poultry.



An assortment of Hudson Valley artisanal and farmstead cheeses.



The factors most influencing the decisions to buy local products include consistent quality and freshness of the products, price of local products compared to commercial options, delivery frequency, convenience in obtaining the products, consistent availability and customer preferences. For the Senior Nutrition Program there are also contractual restrictions.

## Acknowledgements

### Putnam County Executive

MaryEllen Odell

### Putnam County Legislature

Barbara Scuccimarra	(District 1)	Roger Gross	(District 6)
William Gouldman	(District 2)	Joseph Castellano	(District 7)
Toni Addonizio	(District 3)	Dini LoBue	(District 8)
Ginny Nacerino	(District 4)	Kevin Wright	(District 9)
Carl Albano	(District 5)		

### Putnam County Agriculture and Farmland Protection Board

Marjorie Thorpe, Chair	Farmer
Ervin Raboy, Vice Chair	Farmer
Jacqui Gueft	Farmer
Mary Ellen Finger	Farmer
Joni Lanza	Farmer
Brian Bergen	Farmer
Lisa Johnson	Putnam County Real Property Tax Services Agency
Dini LoBue	Putnam County Legislative Representative
Jennifer Stengle	Cornell Cooperative Extension of Putnam County
John Tully	Putnam County Department of Planning

### Technical/Outreach Assistance

Lauri Taylor	Senior Environmental Planner and District Manager Putnam County Department of Planning & Putnam County Soil & Water Conservation District
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Kathleen Frith	President of Glynwood
Virginia Kasinki	Keep Putnam Farming Consultant

### Support Provided By:

Putnam County Health Department  
Putnam County Information Technology/GIS Department  
Putnam County Chamber of Commerce  
Putnam County Tourism  
Putnam County EDC  
Putnam County Senior Resources  
Putnam County Farmers  
Putnam County Residents  
Putnam County Restaurants

### Farmers Markets:

Cold Spring  
Brewster