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TO: Honorable Board of Acquisition and Contract

FROM: John J. Hsu, P.E.  
Commissioner of Public Works and Transportation

Mary J. Mahon  
Director of Real Estate

DATE: June 15, 2011

SUBJECT: Authorization to enter into a five (5) year Lease Agreement with CVR Associates, Inc. commencing July 1, 2011 for approximately 9,282 square feet of space on the first floor of the County building at 112 East Post Road, White Plains, New York for the operation of the Section 8 Housing Choice Voucher Services Program. (Lease Agreement No. 11-917)

The New York State Housing Trust Fund Corp. ("HTFC") has leased County office space at 112 East Post Road, White Plains, New York, to operate the Section 8 Housing Choice Voucher Services Program (the "Program") through June 30, 2011. HTFC has contracted with CVR Associates, Inc. ("CVR") to operate the State's Program. CVR has requested a five (5) year lease from the County to continue the operation of the Program at 112 East Post Road. Base Rent, including utilities (except electricity to be billed monthly based on an annual charge of \$3.00/SF; after July 1, 2014, should actual cost of electricity exceed \$3.00/SF, CVR will be billed actual cost), cleaning services, repairs and use of existing furniture will be as follows:

Year 1	\$18,564.00 monthly	\$222,768.00 annually
Year 2	\$19,120.90 monthly	\$229,451.00 annually
Year 3	\$19,694.50 monthly	\$236,334.00 annually
Year 4	\$20,285.33 monthly	\$243,424.00 annually
Year 5	\$20,893.83 monthly	\$250,726.00 annually.

Telephone services will be provided to and paid for by CVR as a pass through of actual charges based on usage, currently estimated to be approximately \$2,000.00 per month. IT and internet services shall be provided to and paid for by CVR at a cost of \$2,000.00 per month.

It should be noted that leases are exempt from the County's Procurement Policy pursuant to Section 3(b) therein.

The best interest of the County will be met by the objective of this lease which is to provide for an orderly continuation of the Program. This lease will be tracked and monitored by the Department of Public Works and Transportation to ensure compliance with the lease terms.

A Resolution for your consideration is annexed hereto. I recommend your favorable consideration of the annexed proposed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/30/2011 - JOMARY VIEIRA, SECRETARY

# RESOLUTION

Upon a communication from the Commissioner of Public Works and Transportation and the Director of Real Estate, it is hereby

RESOLVED, that the County of Westchester (the "County") is authorized to enter into a lease agreement with CVR Associates, Inc. ("CVR"), 2309 S. MacDill Avenue, Suite 200, Tampa, Florida 33629, for the lease of approximately 9,282 square feet of space located on the first floor of the County building at 112 East Post Road, White Plains, New York, for a five (5) year term commencing on July 1, 2011; and be it further

RESOLVED, that CVR shall pay the following Base Rent, which includes utilities (except electricity to be billed monthly based on an annual charge of \$3.00/SF; should actual cost of electricity exceed \$3.00/SF after July 1, 2014, CVR will be billed actual cost), cleaning services, repairs and use of existing furniture:

Year 1	\$18,564.00 monthly	\$222,768.00 annually
Year 2	\$19,120.90 monthly	\$229,451.00 annually
Year 3	\$19,694.50 monthly	\$236,334.00 annually
Year 4	\$20,285.33 monthly	\$243,424.00 annually
Year 5	\$20,893.83 monthly	\$250,726.00 annually; and be it further

RESOLVED, telephone services will be provided to and paid for by CVR as a pass through of actual charges based on usage, currently estimated to be approximately \$2,000.00 per month. IT and internet services shall be provided to and paid for by CVR at a cost of \$2,000.00 per month; and be it further

RESOLVED, that the County Executive or his authorized designee is authorized and empowered to execute and deliver all instruments and take all actions necessary and appropriate to effectuate the purposes of this Resolution in the manner prescribed.

Lease Agreement No. 11-917

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	3200	9295		\$149,307.00 (2011)
	101	46	3200	9295		\$301,955.40 (2012)
	101	46	3200	9295		\$308,738.40 (2013)
	101	46	3200	9295		\$315,724.98 (2014)
	101	46	3200	9295		\$322,920.96 (2015)
	101	46	3200	9295		\$163,286.26 (2016)

Budget Funding Year(s) 2011-2016 Start Date 07/01/2011 End Date 06/30/2016  
 (must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
 Federal Aid \_\_\_\_\_  
\$1,561,933.00  
 (must match resolution) Other Revenue \_\_\_\_\_