

64258

DATE: July 17, 2018

TO: Board of Acquisition and Contract

FROM: Kenneth W. Jenkins
Deputy County Executive

RE: Authority to amend a short-form contract with Salvatore J. Carrera for non-legal advisory services to the County, limited to reviewing certain real estate agreements identified by the County Executive or his authorized designee, for a term from February 19, 2018 through December 31, 2018 for an amount not to exceed \$20,000.00 at the rate of \$125.00 per hour, in order to increase the total amount by \$50,000.00 to an amount not-to-exceed \$70,000.00.

On April 23, 2018, the County entered into a “short-form” contract with Salvatore J. Carrera for non-legal advisory services to the County, limited to reviewing certain real estate agreements identified by the County Executive or his authorized designee, for a term from February 19, 2018 through December 31, 2018 for an amount not to exceed \$20,000.00 at the rate of \$125.00 per hour (the “Agreement”).

Over the past few months, Mr. Carrera, a real estate expert and former Director of Real Estate for the County, has provided invaluable assistance to the County in connection with numerous leases and other agreements, such that the contract funds are nearly depleted. It is anticipated that Mr. Carrera will assist the County to negotiate future leases and license agreements. In order to continue using his services, it will be necessary to amend the Agreement in order to increase the not-to-exceed amount by an additional \$50,000.00 to an amount not to exceed \$70,000.00. All other terms and conditions of the Agreement will remain unchanged.

As your Honorable Board is aware, amendments to short-form contracts which result in increases which exceed the \$20,000.00 threshold for short-form contracts and/or term extensions beyond the one (1) year threshold, must first be approved by your Honorable Board. Accordingly, authority is respectfully requested to amend the Agreement as specified above.

A separate Resolution is being submitted to your Honorable Board this date to grant an exemption from the Westchester County Procurement Policy pursuant to Section 3(a)(xxi) thereof.

The goals and objectives of this Agreement are to retain the services of an expert in real estate to assist the County in negotiating transactions. The Agreement will be monitored by the County Executive's Office.

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

GL/DLV/dv

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/30/2018 - JOAN COCCARDI, SECRETARY

RESOLUTION

Upon a communication from the County Executive, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to amend a short-form contract with Salvatore J. Carrera for non-legal advisory services to the County, limited to reviewing certain real estate agreements identified by the County Executive or his authorized designee, for a term from February 19, 2018 through December 31, 2018 for an amount not-to-exceed \$20,000.00 at the rate of \$125.00 per hour, by increasing the total amount an additional \$50,000.00 to an amount not to exceed \$70,000.00; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly appointed designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	3300	4380		\$12,500
	161	44	4110	4380		\$37,500

Budget Funding Year(s) 2018 Start Date February 19, 2018 End Date December 31, 2018
 (must match resolution)

Funding Source Tax Dollars \$12,500
 State Aid _____
 \$ _____ Federal Aid _____
 (must match resolution) Other \$37,500 (Airport)