

**101002**

TO: Board of Acquisition and Contract

FROM: Hugh J. Greechan, Jr., P.E.  
Commissioner of Public Works and Transportation

Christopher D. Steers  
Director of Countywide Administrative Services and Real Estate

DATE: May 2, 2023

SUBJECT: Authority for the County of Westchester to enter into a lease agreement with the United States of America, acting by and through its General Services Administration, for the use by its Transportation Security Administration of office space in the baggage screening building at Westchester County Airport, for a five (5) year period commencing July 1, 2023, for a total aggregate rent of \$84,542.40, with one (1) option to renew the agreement for an additional five (5) year period, for a total aggregate rent of \$98,006.76. (Agreement No. WCA 23004)

Authority of your Honorable Board is requested for the County of Westchester (the "County") to enter into a lease agreement with the United States of America, acting by and through its General Services Administration (the "GSA"), for the use by its Transportation Security Administration ("TSA") of approximately one hundred and ninety-six (196) square feet of office space in the baggage screening building (the "Leased Premises") at Westchester County Airport (the "Airport"), with the Leased Premises to be used in conjunction with the TSA's security screening work at the Airport (the "Lease Agreement").

The initial term of the proposed Lease Agreement would be from July 1, 2023 through June 30, 2028 (the "Initial Term"), with the GSA having the option, in its discretion, to renew the agreement for an additional five (5) year period (the "Option Term").

During the Initial Term, the GSA would pay to the County a total aggregate rent of \$84,542.40, which would be payable monthly in arrears, as follows, based upon three percent (3%) annual increases:

	<u>Monthly Amount</u>	<u>Total Annual Rent</u>
Year 1 (7/1/23 – 6/30/24):	\$1,327.00	\$15,924.00
Year 2 (7/1/24 – 6/30/25):	\$1,366.81	\$16,401.72
Year 3 (7/1/25 – 6/30/26):	\$1,407.81	\$16,893.72
Year 4 (7/1/26 – 6/30/27):	\$1,450.04	\$17,400.48
Year 5 (7/1/27 – 6/30/28):	\$1,493.54	\$17,922.48

During the Option Term, if exercised by the GSA, the GSA would pay to the County a total aggregate rent of \$98,006.76, which would be payable monthly in arrears, as follows, based upon three percent (3%) annual increases:

	<u>Monthly Amount</u>	<u>Total Annual Rent</u>
Year 6 (7/1/28 – 6/30/29):	\$1,538.34	\$18,460.08
Year 7 (7/1/29 – 6/30/30):	\$1,584.49	\$19,013.88
Year 8 (7/1/30 – 6/30/31):	\$1,632.02	\$19,584.24
Year 9 (7/1/31 – 6/30/32):	\$1,680.98	\$20,171.76
Year 10 (7/1/32 – 6/30/33):	\$1,731.40	\$20,776.80

The proposed Lease Agreement will serve a public purpose by facilitating the TSA's security screening work at the Airport.

The goal and objective of the proposed Lease Agreement is to facilitate the TSA's security screening work at the Airport.

The goal and objective of the proposed Lease Agreement is in the best interests of the County in terms of health and welfare, as facilitating the TSA's security screening work at the Airport is intended to ultimately ensure the health and welfare of the public.

The goal and objective of the proposed Lease Agreement will be tracked and monitored by the staff of the County's Department of Public Works and Transportation and the personnel operating the Airport.

The procurement of the proposed Lease Agreement is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(b) thereof.

I respectfully recommend the adoption of the attached resolution.

HJG/TR/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
CONTRACT #05/18/2013  
RAYMOND SCULKY, SECRETARY

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the “County”) is authorized to enter into a lease agreement with the United States of America, acting by and through its General Services Administration (the “GSA”), for the use by its Transportation Security Administration (“TSA”) of approximately one hundred and ninety-six (196) square feet of office space in the baggage screening building (the “Leased Premises”) at Westchester County Airport (the “Airport”), with the Leased Premises to be used in conjunction with the TSA’s security screening work at the Airport (the “Lease Agreement”); and be it further

**RESOLVED**, that the initial term of the Lease Agreement shall be from July 1, 2023 through June 30, 2028 (the “Initial Term”), with the GSA having the option, in its discretion, to renew the agreement for an additional five (5) year period (the “Option Term”); and be it further

**RESOLVED**, that, under the Lease Agreement, during the Initial Term, the GSA shall pay to the County a total aggregate rent of \$84,542.40, which shall be payable monthly in arrears, as follows, based upon three percent (3%) annual increases:

	<u>Monthly Amount</u>	<u>Total Annual Rent</u>
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Year 5 (7/1/27 – 6/30/28):	\$1,493.54	\$17,922.48

; and be it further

**RESOLVED**, that, under the Lease Agreement, during the Option Term, if exercised by the GSA, the GSA shall pay to the County a total aggregate rent of \$98,006.76, which shall be payable monthly in arrears, as follows, based upon three percent (3%) annual increases:

	<u>Monthly Amount</u>	<u>Total Annual Rent</u>
Year 6 (7/1/28 – 6/30/29):	\$1,538.34	\$18,460.08
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Year 10 (7/1/32 – 6/30/33):	\$1,731.40	\$20,776.80

; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

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Lease Agreement No. WCA 23004

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	9096		\$ 7,962.00 (2023)
	161	44	4110	9096		\$16,162.86 (2024)
	161	44	4110	9096		\$16,647.72 (2025)
	161	44	4110	9096		\$17,147.10 (2026)
	161	44	4110	9096		\$17,661.48 (2027)
	161	44	4110	9096		\$ 8,961.24 (2028)

Budget Funding Year(s): 2023-2028  
(must match resolution)

Start Date: 07/01/2023

End Date: 06/30/2028

Funding Source: Tax Dollars \_\_\_\_\_

State Aid \_\_\_\_\_

\$84,542.40 Federal Aid \_\_\_\_\_  
(must match resolution)

Other Revenue – Airport Special Revenue Fund

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/18/2023 - RAYMOND SCULLY