

52001

TO: Honorable Board of Acquisition and Contract

FROM: Jay T. Pisco, P.E.
Commissioner of Public Works and Transportation

Adam Rodriguez
Director of Real Estate

DATE: May 10, 2016

SUBJECT: Authorization to enter into a five (5) year Lease Agreement with CVR Associates, Inc. commencing July 1, 2016 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. 16-911)

The New York State Housing Trust Fund Corp. (“HTFC”) contracted with CVR Associates, Inc. (“CVR”) to operate the Section 8 Housing Choice Voucher Services Program (the “Program”). CVR has leased approximately 9,282 square feet of space on the first floor of the County building located at 112 East Post Road, White Plains, New York to operate the Program through June 30, 2016. 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 at \$3.00 per square foot), cleaning services, repairs and use of existing furniture will be as follows:

Year 1	\$20,893.83 monthly	\$250,725.96 annually
Year 2	\$20,893.83 monthly	\$250,725.96 annually
Year 3	\$21,311.71 monthly	\$255,740.52 annually
Year 4	\$21,737.94 monthly	\$260,855.28 annually
Year 5	\$22,172.70 monthly	\$266,072.40 annually.

IT and internet services will be provided to and paid for by CVR at a cost of approximately \$2,000.00 per month for telephone and \$2,375.00 per month for data.

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.

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, 2016; and be it further

RESOLVED, that CVR shall pay the following Base Rent, which includes utilities (except electricity to be billed at \$3.00 per square foot), cleaning services, repairs and use of existing furniture:

Year 1	\$20,893.83 monthly	\$250,725.96 annually
Year 2	\$20,893.83 monthly	\$250,725.96 annually
Year 3	\$21,311.71 monthly	\$255,740.52 annually
Year 4	\$21,737.94 monthly	\$260,855.28 annually
Year 5	\$22,172.70 monthly	\$266,072.40 annually; and be it further

RESOLVED, that IT and internet services will be provided to and paid for by CVR at a cost of approximately \$2,000.00 per month for telephone and \$2,375.00 per month for data; 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. 16-911

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	3200	9295		\$165,535.98 (2016)
	101	46	3200	9295		\$331,071.96 (2017)
	101	46	3200	9295		\$333,579.24 (2018)
	101	46	3200	9295		\$338,644.00 (2019)
	101	46	3200	9295		\$343,809.84 (2020)
	101	46	3200	9295		\$173,209.10 (2021)

Budget Funding Year(s): 2016-2021 Start Date: 07/01/2016 End Date: 06/30/2021
 (must match resolution)

Funding Source	Tax Dollars	
	State Aid	
	Federal Aid	
<u>\$1,685,850.02</u> (must match resolution)	Other	Revenue