

86044

**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

**DATE:** June 28, 2021

**RE:** **Authorization to enter into a five (5) year Lease with CVR Associates, Inc. commencing July 1, 2021 for approximately 9,282 square feet of space on the first floor of the County building at 112 East Post Road, White Plains for the operation of the Section 8 Housing Choice Voucher Services Program. (Lease Agreement No. 21-923)**

Authority is hereby requested from your Honorable Board for the County of Westchester ("County"), acting by and through its Department of Public Works and Transportation ("Department"), to enter into an agreement with CVR Associates, Inc. ("CVR"), to lease approximately 9,282 square feet of space on the first floor of County office space located at 112 East Post Road, White Plains ("Premises"), for a term of five (5) years, commencing on July 1, 2021 through June 30, 2026.

As a way of background, the New York State Housing Trust Fund Corp. ("HTFC") contracted with CVR to operate the Section 8 Housing Choice Voucher Services Program (the "Program"). CVR has leased the Premises to operate the Program through June 30, 2021. CVR has requested a five (5) year lease from the County to continue the operation of the Program at Premises. Base Rent, including utilities (except electricity to be billed at \$3.00/SF), cleaning services, repairs and use of existing furniture will be as follows:

|        |                     |                       |
|--------|---------------------|-----------------------|
| Year 1 | \$22,172.70/monthly | \$266,072.40/annually |
| Year 2 | \$22,172.70/monthly | \$266,072.40/annually |
| Year 3 | \$22,616.15/monthly | \$271,393.80/annually |
| Year 4 | \$23,068.48/monthly | \$276,821.76/annually |
| Year 5 | \$23,520.85/monthly | \$282,358.20/annually |

Internet data services will be provided by the County and paid by CVR at the rate of \$2,000.00 per month for 48 data line connections, and CVR shall pay \$40.00 per month for each additional data line connection.

Board of Acquisition and Contract  
Lease Agreement No. 21-923  
CVR Associates, Inc.  
Space at 112 East Post Road, First Floor  
Section 8 Housing Choice Voucher Services Program  
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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 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.

HJG/CDS/CMC/cmc  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT 07/08/2021 LISA MARIJAJ, SECRETARY

# RESOLUTION

Upon a communication from the Commissioner of Public Works and Transportation and the Director of Countywide Administrative Services, be it hereby

**RESOLVED**, that the County of Westchester (“County”) is authorized to enter into a lease agreement with CVR Associates, Inc., at 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 for a term of five (5) years commencing on July 1, 2021 through June 30, 2026; and be it further

**RESOLVED**, that CVR shall pay the following base rent, which includes utilities (except electricity to be billed at \$3.00/SF), cleaning services, repairs and use of existing furniture will be as follows:

|        |                     |                       |
|--------|---------------------|-----------------------|
| Year 1 | \$22,172.70/monthly | \$266,072.40/annually |
| Year 2 | \$22,172.70/monthly | \$266,072.40/annually |
| Year 3 | \$22,616.15/monthly | \$271,393.80/annually |
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Internet data services will be provided by the County and paid by CVR at the rate of \$2,000.00 per month for 48 data line connections, and CVR shall pay \$40.00 per month for each additional data line connection.

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

Lease Agreement No. 21-923

| Account to be Charged/Credited | Fund | Dept | Major Program, Program & Phase Or Unit | Object/ Sub Object | Trust Account | Dollars             |
|--------------------------------|------|------|--|--------------------|---------------|---------------------|
|                                | 101  | 46   | 3200                                   | 9295               |               | \$158,959.20 (2021) |
|                                | 101  | 46   | 3200                                   | 9295               |               | \$317,918.40 (2022) |
|                                | 101  | 46   | 3200                                   | 9295               |               | \$320,579.10 (2023) |
|                                | 101  | 46   | 3200                                   | 9295               |               | \$325,953.78 (2024) |
|                                | 101  | 46   | 3200                                   | 9295               |               | \$331,381.98 (2025) |
|                                | 101  | 46   | 3200                                   | 9295               |               | \$167,048.00 (2026) |

Budget Funding Year(s): 2021-2026      Start Date: 07/01/2021      End Date: 06/30/2026  
 (must match resolution)

|  |             |               |
|--|-------------|---------------|
| Funding Source                                   | Tax Dollars | _____         |
|  | State Aid   | _____         |
|  | Federal Aid | _____         |
| <u>\$1,621,840.46</u><br>(must match resolution) | Other       | _____ Revenue |