

Memorandum
Department of Public Works and Transportation

90478

January 26, 2022

To: The Honorable 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

Re: **Request for authority for the County of Westchester (“County”) to enter into a lease extension agreement with Ziza Associates, LLC (“Ziza”) for the period commencing on February 1, 2022 and terminating on April 30, 2022 for 3,000 square feet of space at 10 County Center Road, White Plains, New York (Lease Agreement No. 21-932).**

The County previously entered into a Lease Agreement (“Lease”) with Ziza for the period commencing September 23, 2021 and terminating on December 31, 2021 (“Initial Term”), with the County having an option to renew for an additional one month, for the period from January 1, 2022 through January 31, 2022 (“Renewal Term”), for 3,000 square feet of space at 10 County Center Road, Suite 102, White Plains, New York (“Leased Premises”). This space will be used for storage and sorting of Personal Protective Equipment (“PPE”) and COVID-19 test kits. Lease was duly executed and the County’s option for the Renewal Term was duly exercised.

Now, authority is requested for the County to enter into a Lease Extension Agreement (“Amendment”) with Ziza for the period commencing February 1, 2022 and terminating on April 30, 2022 for 3,000 square feet of space at 10 County Center Road, Suite 102, White Plains, New York (“Leased Premises”). This space will be used for storage and sorting of Personal Protective Equipment (“PPE”) and COVID-19 test kits.

In consideration for the use of the Leased Premises, the County would pay rent at the rate of \$5,665.00 per month.

The goal and objective of this Lease is to enable the County Department of Health to partner with local school districts to provide COVID-19 testing kits for students and faculty. The kits require a staging area for PPE storage, test storage, and package assembly. The program is of a temporary nature and is expected to continue through the end of the year.

This Amendment is exempt from the County’s Procurement Policy pursuant to Section 3(b) therein.

We recommend approval of the attached resolution.

HJG/CS/mlg
Attachment

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 amend and extend its Lease Agreement (“Lease”) with Ziza Associates, LLC (“Ziza”) for the period commencing September 23, 2021 and terminating on December 31, 2021 (“Initial Term”), with the County having an option to renew for an additional one month, for the period from January 1, 2022 through January 31, 2022, for 3,000 square feet of space at 10 County Center Road, Suite 102, White Plains, New York (“Leased Premises”) by entering into a Lease Extension Agreement and Amendment with Ziza for the period commencing on February 1, 2022 and terminating on April 30, 2022 for 3,000 square feet of space at 10 County Center Road, White Plains, New York; and be it further

RESOLVED, that the County Executive or his duly authorized designee, is hereby authorized and empowered to execute any and all documents necessary and appropriate to effectuate the purposes hereof.

Lease Agreement No. 21-932

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
		101	46	3300-3348	4320	

Budget Funding Year(s): 2022 Start Date: 02/01/2022 End Date: 04/30/2022

Funding Source: Tax Dollars 100% County

State Aid _____

\$16,995.00 Federal Aid _____
(must match resolution)

Other _____

APPROVED BOARD OF ACQUISITIONS & CONTRACT - 01/27/2022 - RAYMOND SCULLA, ESQ., COUNTY CLERK