

**ID #113702**

Date: June 9, 2026

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: **Authorization to enter into a Lease with CVR Associates, Inc. for five (5) years, commencing July 1, 2026 for the leasing by CVR Associates, Inc. of approximately 9,282 square feet of space on the first floor of the County building located at 112 East Post Road, White Plains, for the operation of Section 8 Housing Choice Voucher Services Program. (Agreement No. 26-919)**

Authority is hereby requested from your Honorable Board for the County of Westchester (“County”), acting by and through its Department of Public Works & Transportation (“Department”), to enter into a lease agreement with CVR Associates, Inc. (“CVR”), to lease approximately 9,282 square feet of space on the first floor of County office building located at 112 East Post Road, White Plains (“Premises”), for a term of five (5) years, commencing on July 1, 2026 through June 30, 2031.

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, 2026. CVR has requested a five (5) year lease from the County to continue the operation of the Program at the 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:

Extension Year	Yearly Rent	Monthly Rent Payment	Yearly Increase
07/01/2026-06/30/2027	\$282,358.20	\$23,529.85	Same Rent as Prior Year
07/01/2027-06/30/2028	\$290,829.00	\$24,235.75	3%
07/01/2028-06/30/2029	\$299,553.84	\$24,962.82	3%
07/01/2029-06/30/2030	\$308,540.40	\$25,711.70	3%
07/01/2030-06/30/2031	\$317,796.60	\$26,483.05	3%

Internet data services will be provided by the County and paid by CVR at the rate of \$2,000 per month for 48 data line connections, and CVR shall pay \$40.00 per month for each additional data line connection.

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 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 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 Ave. Suite 200, Tampa, FL 33629, for the lease of approximately 9,282 square feet of space on the first floor of the County building located at 112 East Post Road, White Plains, for a term of five (5) years, commencing on July 1, 2026 through June 30, 2031; 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, as follows:

Extension Year	Yearly Rent	Monthly Rent Payment	Yearly Increase
07/01/2026-06/30/2027	\$282,358.20	\$23,529.85	Same Rent as Prior Year
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Internet data services will be provided by the County and paid by CVR at the rate of \$2,000 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.

**Agreement No. 26-919**

Account to be Charged/credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	3200	9295		\$141,179.10 (2026)
	101	46	3200	9295		\$286,593.60 (2027)
	101	46	3200	9295		\$295,191.42 (2028)
	101	46	3200	9295		\$304,047.12 (2029)
	101	46	3200	9295		\$313,168.50 (2030)
	101	46	3200	9295		\$158,898.30 (2031)

Budget Funding Year(s): 2026-2031 Start Date: 7/1/2026 End Date: 6/30/2031  
(must match resolution)

Funding Source: Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
\$1,499,078.04 Federal Aid \_\_\_\_\_  
 (must match resolution) Other Revenue \_\_\_\_\_