



Kenneth W. Jenkins
Westchester County Executive

113147

March 2, 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: Request for authority to amend Lease Agreement No. 21-931 with Ziza Associates, LLC, for the leasing by the County of certain property known as "Suite 204" located at 10 County Center Road, White Plains, New York, for the operation of the Veteran's Affairs Office, for a period of 36 months commencing upon execution and substantial completion of improvements, in order to extend the term of the lease for a, additional period commencing retroactively on November 15, 2024 through December 31, 2029.

On August 26, 2021, your Honorable Board authorized the County of Westchester ("County"), acting by and through its Department of Public Works and Transportation ("Department"), to enter into a Lease Agreement No. 21-931 ("Lease") with Ziza Associates, LLC ("Ziza"), for the leasing certain property known as "Suite 204," containing approximately 3,240 square feet of space, located at 10 County Center Road, White Plains, New York ("Leased Premises"), to permit the use of such space as the Veteran's Affairs Office, for a period of thirty-six (36) months, commencing upon execution and substantial completion of improvements to the leased premises ("Initial Term"). The Lease was subsequently executed.

Pursuant to the Lease, the Initial Term was to commence upon mutual execution and delivery of the Lease and substantial completion of Landlord's initial construction to the Premises. It has been determined that the Initial Term ultimately commenced on November 15, 2021 and expired on November 14, 2024.

Now authority is requested from your Honorable Board to enter into a Lease Extension and Amendment Agreement ("First Amendment") with Ziza, to extend the term of the Lease for an additional period of five (5) years, one (1) month and sixteen (16) days, commencing retroactively on November 15, 2024 and expiring on December 31, 2029, for the continued use of such space as the Veterans' Affairs Office.

Pursuant to the First Amendment, the County will pay rent during the First Extended Term at the annual rates and in the monthly installments set forth below:

Extension Year	Yearly Rent	Monthly Rent Payment	Yearly Increase
11/15/2024—12/31/2024	\$11,365.12	\$ 7,447.52	Same as last year of Initial Term
01/01/2025 – 12/31/2025	\$ 89,370.22	\$ 7,447.52	Same as last year of Initial

			Term
01/01/2026 – 12/31/2026	\$ 92,051.33	\$ 7,670.94	3%
01/01/2027 – 12/31/2027	\$ 94,812.87	\$ 7,901.07	3%
01/01/2028 – 12/31/2028	\$ 97,657.25	\$ 8,138.10	3%
01/01/2029 – 12/31/2029	\$ 100,586.97	\$ 8,382.25	3%

The goal and objective of this Lease, as amended, is to provide a more centralized and updated Veterans' Affairs Office to more effectively serve our constituent population. Additionally, this location was chosen after multiple sites were evaluated for its quality, proximity to MOB, and is updated HVAC system which provides CDC recommended air quality mitigation for COVID protections.

All other terms and conditions of the Lease will remain in full force and effect.

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

We recommend approval of the attached resolution.

HJG/CS/cmc
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/12/2026 - RAYMOND SCULKY, 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 (the “County”), acting by and through its Department of Public Works and Transportation (“DOH”), is hereby authorized to amend Lease Agreement No. 21-931 (“Lease”) with Ziza Associates, LLC (“Ziza”), for the leasing of property known as “Suite 204,” containing approximately 3,240 square feet of space, located at 10 County Center Road, White Plains, New York (“Leased Premises”), to use such space as the Veteran’s Affairs Office, for a thirty-six (36) month period commencing upon execution and substantial completion of improvements to the leased premises (“Initial Term”), in order to extend the term of the Lease for an additional period of five (5) years, one (1) month and sixteen (16) days, commencing retroactively on November 15, 2024 and expiring December 31, 2029 (“First Amendment”), for the continued operation of the Veterans’ Affairs Office; and be it further

RESOLVED, that the County will pay rent during the First Amendment at the annual rates and in the monthly installments set forth below:

Extension Year	Yearly Rent	Monthly Rent Payment	Yearly Increase
11/15/2024—12/31/2024	\$11,365.12	\$ 7,447.52	Same as last year of Initial Term
01/01/2025 – 12/31/2025	\$ 89,370.22	\$ 7,447.52	Same as last year of Initial Term
01/01/2026 – 12/31/2026	\$ 92,051.33	\$ 7,670.94	3%
01/01/2027 – 12/31/2027	\$ 94,812.87	\$ 7,901.07	3%
01/01/2028 – 12/31/2028	\$ 97,657.25	\$ 8,138.10	3%
01/01/2029 – 12/31/2029	\$ 100,586.97	\$ 8,382.25	3%

RESOLVED, that all other terms and conditions of the Lease shall remain in full force and effect

RESOLVED, that the First Amendment is subject to appropriations; and be it further

RESOLVED, that this First Amendment is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Lease. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Lease or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Ziza, then Ziza shall have the right to terminate this Lease upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver all instruments approved as to form and substance by the County Attorney as are necessary and appropriate to effectuate the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object / Sub Object	Trust Account	Dollars
(2024)	101	46	3300-3367	4320		\$11,365.12
(2025)	101	46	3300-3367	4320		\$ 89,370.22
(2026)	101	46	3300-3367	4320		\$ 92,051.33
(2027)	101	46	3300-3367	4320		\$ 94,812.87
(2028)	101	46	3300-3367	4320		\$ 97,657.25
(2029)	101	46	3300-3367	4320		\$ 100,586.97

Budget Funding Year(s) 2024-2029 Start Date 11/15/2024 End Date 12/31/2029
 (must match resolution)

Funding Source Tax Dollars \$485,843.76
 State Aid _____
 Federal Aid _____
\$485,843.76
 (must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/12/2026 - RAYMOND SCULLY, SECRETARY