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# COUNTY OF ERIE

**MARK C. POLONCARZ**  
COUNTY EXECUTIVE

April 8, 2016

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

**Re: Department of Social Services  
Commercial Real Estate Brokerage Services**

Dear Honorable Members:

Erie County Department of Social Services (ECDSS) currently leases space at 478 Main Street for its Family Wellness programs. Employees for Child Protective Services, Children's Services and Foster Care Homefinding are currently stationed at that location. The facility no longer meets the need of ECDSS.

On February 19, 2016, ECDSS issued a request for proposal to provide commercial real estate brokerage services. There were two submissions, CBRE Buffalo and McGuire Development, with CBRE Buffalo scoring highest among the panel. This resolution authorizes the County to enter into a contract with CBRE Buffalo. There will be no funding associated with this contract and CBRE Buffalo will work with prospective landlords to establish a commission.

Should your Honorable Body require further information, I encourage you to contact the Department of Social Services. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/bb  
Enclosure

cc: Al Dirschberger, Department of Social Services

A RESOLUTION SUBMITTED BY:  
DEPARTMENT OF SOCIAL SERVICES

RE: Commercial Real Estate Brokerage Services

WHEREAS, Erie County Department of Social Services (ECDSS) currently leases space at 478 Main Street for its Family Wellness programs; and

WHEREAS, employees for Child Protective Services, Children's Services and Foster Care Homefinding are currently stationed at that location; and

WHEREAS, the facility no longer meets the need of ECDSS; and

WHEREAS, on February 19, 2016, ECDSS issued a request for proposal to provide commercial real estate brokerage services; and

WHEREAS, the RFP specified that the awarded proposer will work with prospective landlord(s) to establish a commission to be paid solely by the prospective landlord; and

WHEREAS, CBRE Buffalo was the proposer which scored the highest; and

WHEREAS, CBRE Buffalo, an affiliate office of CBRE, Inc offers a full range of commercial real estate services.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Executive and/or the Commissioner of Social Services are hereby authorized to enter into a contract with CBRE Buffalo for commercial real estate brokerage services; and be it further

RESOLVED, that certified copies of this resolution shall be forwarded to the Erie County Executive, the Commissioner of Social Services, the County Attorney, and the Director of the Division of Budget and Management.

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Department of Social Services  
**Re:** Commercial Real Estate Brokerage Services  
**Date:** April 8, 2016

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### **SUMMARY**

This resolution authorizes the County to enter into a contract for commercial real estate brokerage services with CBRE Buffalo.

### **FISCAL IMPLICATIONS**

None. CBRE Buffalo will work with prospective landlords to establish a commission.

### **REASONS FOR RECOMMENDATION**

Erie County Department of Social Services (ECDSS) currently leases space at 478 Main Street for its Family Wellness programs. Employees for Child Protective Services, Children's Services and Foster Care Homefinding are currently stationed at that location. The facility no longer meets the need of ECDSS.

### **BACKGROUND INFORMATION**

Erie County Department of Social Services (ECDSS) currently leases space at 478 Main Street for its Family Wellness programs. Employees for Child Protective Services, Children's Services and Foster Care Homefinding are currently stationed at that location. The facility no longer meets the need of ECDSS.

On February 19, 2016, ECDSS issued a request for proposal to provide commercial real estate brokerage services. There were two submissions, CBRE Buffalo and McGuire Development, with CBRE Buffalo scoring highest among the panel.

### **CONSEQUENCES OF NEGATIVE ACTION**

ECDSS will not be able to begin its search for new commercial real estate for its Family Wellness Division.

### **STEPS FOLLOWING APPROVAL**

The County will enter into a contract with CBRE Buffalo and the search for new space will commence.