



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

January 10, 2025

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No.	250011
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
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To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with Vargas Associates Inc. for Professional Services for the Board of Elections Move Management Project

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with Vargas Associates Inc. in the amount of \$94,750 for professional services for the Board of Elections Move Management Project.

This project will include space utilization and move management services to relocate the Board of Elections from its current four (4) current locations to new, more efficient space. Professional services will include programming, long-term planning, evaluation of adjacencies and operational efficiencies, and assistance with the relocation of staff, equipment and voting machines.

A Request for Proposals was issued, with Vargas Associates Inc. rated the most qualified to perform these services.

The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with Vargas Associates Inc., 40 Humboldt Street, Suite 101, Rochester, New York 14609, for professional services for the Board of Elections Move Management Project in the amount of \$94,750 for the period of January 1, 2025 through December 31, 2025.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(18) ("reuse of a residential or commercial structure, or of a structure containing mixed residential and commercial uses, where the residential or commercial use is a permitted use under the applicable zoning law or ordinance, including permitted by special-use permit, and the action does not meet or exceeds any of the thresholds in section 617.4 of this Part") and is not subject to further review under the State Environmental Quality Review Act.

Funding for this contract is included in the 2025 operating budget of the Board of Elections, general fund 9001, funds center 2003010000, Elections Support. No additional net County support is required in the current Monroe County budget

The records in the Office of the Monroe County Treasury have indicated that neither Vargas Associates Inc., nor any of its principal officers, owe any delinquent Monroe County property taxes. The principal officers of the firm are Christine M. Vargas, President and Fina Santiago, Vice President.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,


Adam J. Bello
Monroe County Executive

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