



COUNTY OF ERIE

MICHAEL P. KEARNS
COUNTY CLERK

April 9, 2026

The Honorable Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202


Re: Resolution to Authorize Entry into Contract with 1093 Group, LLC pursuant to RFP #2025-043VF

Dear Honorable Members:

The attached proposed Resolution seeks authorization for the Erie County Executive to execute a contract with 1093 Group, LLC as the winning bidder of RFP #2025-043VF, for the leasing of space for a new Northtowns satellite branch of the Erie County Auto Bureau. A memorandum of support is also enclosed.

Thank you for your consideration of this matter. If your Honorable Body requires further information, kindly contact the Erie County Clerk's Office.

Respectfully submitted,


MICHAEL P. KEARNS
Erie County Clerk

MPK/wal

Encl.

**STATE OF NEW YORK
LEGISLATURE OF ERIE COUNTY
BUFFALO, NEW YORK**

**A Resolution Submitted by the Erie County Clerk
Re: Office Space For Erie County Auto Bureau – Northtowns Satellite**

WHEREAS, pursuant to New York State Vehicle and Traffic Law § 205, the Erie County Clerk (“Clerk”) shall act as an agent of the Commissioner of the Department of Motor Vehicles and in such capacity the Erie County Clerk operates the Erie County Auto Bureau; and

WHEREAS, the Erie County Auto Bureau, at full operations, maintains six (6) branch locations and one (1) mobile unit throughout the County of Erie to provide convenient services to Erie County residents; and

WHEREAS, the Erie County Auto Bureau has occupied space in Tonawanda, New York since 2016; and

WHEREAS, the extension of the current lease for space in Tonawanda, New York expires in December 2026; and

WHEREAS, the Erie County Auto Bureau desires to continue providing a branch in the Northtowns region of Erie County; and

WHEREAS, on October 1, 2025, the Clerk’s Office issued RFP #2025-043VF seeking proposers for a new auto bureau location in the Northtowns of Erie County, and two (2) proposals were received; and

WHEREAS, the landlord of the current lease did not submit a proposal to RFP #2025-043VF, making it a certainty that the Auto Bureau needs to relocate; and

WHEREAS, the two (2) proposals that were received were evaluated by a selection committee, and they determined the submission by 1093 Group, LLC to be the best proposal to benefit the Northtowns region of Erie County; and

WHEREAS, the proposed new location of the Northtowns satellite branch of the Erie County Auto Bureau is located at 2047 Sheridan Drive, Tonawanda, New York 14150, and consists of approximately 10,916 Square Feet; and

WHEREAS, the Erie County Clerk’s Office is requesting authorization to enter into a lease agreement with 1093 Group, LLC for the purpose of relocating and opening a Northtowns satellite branch of the Erie County Auto Bureau; and

WHEREAS, the funds necessary to cover the costs of this contract are currently available in the following account: County Clerk- Registrar Division, Account No.: 516020- Professional Services Contracts and Fees.

NOW, THEREFORE, BE IT

RESOLVED, that the County of Erie is hereby authorized to enter into negotiations for, and execute a Lease Agreement with, 1093 Group, LLC for the purpose of relocating and opening a Northtowns satellite branch of the Erie County Auto Bureau; and be it further

RESOLVED, that said contract, subject to continued negotiations and approval by the County Attorney, the said Lease Agreement shall be a term of five (5) years and include approximately 10,916 rentable square feet of space at \$43.79 per square foot, with a Monthly Rent of \$39,834.30 (10,916 rsf x \$43.79 psf/12 months), which covers all services contemplated in the Lease Agreement including, but not limited to, rubbish removal and water & sewer; and be it further

RESOLVED, that the Erie County Executive, or the Deputy County Executive, is authorized to authorize the said Lease Agreement with the fundamental terms set forth above, subject to a form of the final Lease Agreement being approved by the County Attorney; and be it further

RESOLVED, that provided the County is not in default of the terms of the Lease Agreement, and subject to authorization by the County Legislature, the County shall be entitled to renew the lease for two (2) consecutive five-year terms, at the County's sole discretion upon written notice to the landlord; and be it further

RESOLVED, that the source of funds comprising payment under the Lease Agreement with 1093 Group, LLC shall be from and are currently available in the following account: County Clerk- Registrar Division, Account No.: 516020- Professional Services Contracts and Fees; and be it further

RESOLVED, that authorization is hereby given for the Division of Budget and Management to make any technical adjustments necessary to effectuate this resolution; and be it further

RESOLVED, that the Clerk of the Legislature shall forward certified copies of this Resolution to the Erie County Executive; the Erie County Attorney; the Director of the Division of Budget and Management; the Erie County Comptroller; and the Erie County Clerk.

MEMORANDUM

TO: Honorable Members of the Erie County Legislature
FROM: Michael P. Kearns, Erie County Clerk
RE: RFP #2025-043VF – Northtowns Auto Bureau Lease Agreement
Date: April 9, 2026

SUMMARY

The Erie County Clerk’s Office is requesting authorization to enter into a Lease Agreement with 1093 Group, LLC as the winning bidder of a Request for Proposal (“RFP”) for space for a Northtowns satellite branch of the Erie County Auto Bureau, specifically RFP #2025-043VF.

The Erie County Auto Bureau has occupied space in Tonawanda, New York since 2016, and desires to continue to serve the citizens of the Northtowns region of Erie County. On October 1, 2025, the Clerk’s Office issued RFP #2025-043VF seeking proposers for a new auto bureau location in the Northtowns of Erie County, and two (2) proposals were received. The landlord of the current lease, which expires in December 2026, did not submit a proposal, making it a certainty that the Auto Bureau needs to relocate.

FISCAL IMPLICATIONS

The proposed Lease Agreement, subject to continued negotiations and approval by the County Attorney, shall be a term of five (5) years and include approximately 10,916 rentable square feet of space at \$43.79 per square foot, with a Monthly Rent of \$39,834.30 (10,916 rsf x \$43.79 psf/12 months), which covers all services contemplated in the Lease Agreement including, but not limited to, rubbish removal and water & sewer. Provided that the County is not in default of the terms of the Lease Agreement, and subject to authorization by the County Legislature, the County shall be entitled to renew the lease for two (2) consecutive five-year terms, at the County’s sole discretion upon written notice to the landlord.

It is noted that the Monthly Rent in the proposed extensions decreases significantly from the first term, down to approximately \$27,000.00, so there is a benefit to remaining at the site if the County has a positive experience there.

The source of funds comprising payment under the Lease Agreement with 1093 Group, LLC shall be from and are currently available in the following account: County Clerk- Registrar Division, Account No.: 516020- Professional Services Contracts and Fees.

REASONS FOR RECOMMENDATION

There is an inherent value in having an Auto Bureau branch continue to remain open in the Northtowns region. Moving the branch became a necessity when the current landlord opted not to submit a bid to the RFP.

CONSEQUENCES OF NEGATIVE ACTION

The Erie County Clerk's Office will be required to issue a new RFP for a different location, and the current Northtowns Auto Bureau will shut down in December 2026 and remain closed until a proposal is selected from any new RFP issued. Combined with the contract process and preparing a new location, there will be no in-person Auto Bureau services for residents of the Tonawanda area for an extended period of months.

STEPS FOLLOWING APPROVAL

The Clerk's Office will work with the County Attorney and Division of Budget and Management to enter into a Lease Agreement with the vendor, and construction will begin on the new location.