



OnBase: 110268

TO: Board of Acquisition and Contract  
FROM: Dr. Belinda S. Miles  
President, Westchester Community College  
DATE: January 9, 2024  
SUBJECT: Resolution for Authority to Advertise  
Contract No. WCC-25-723  
5 Year Photocopier Services  
Westchester Community College  
Valhalla, New York

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The 2024/2025 Operating Budget contains funds for the above referenced project.

The work under this contract consists of providing all necessary labor and associated materials required for the preventative maintenance, inspection, and emergency services on all photocopy equipment at Westchester Community College.

**RESOLUTION**

Upon communication from the President of Westchester Community College, be it

RESOLVED, that the President of Westchester Community College be and he hereby is authorized to solicit bids by public advertisement on the following contract:

**CONTRACT NO.WCC-25-723  
For  
PHOTOCOPIER SERVICES  
WESTCHESTER COMMUNITY COLLEGE  
VALHALLA, NEW YORK**

and be it further

RESOLVED, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be receipt of a performance bond in an amount equal to 30% of the total contract amount, and in a form approved by the County Attorney. The Bond Underwriter or Surety must appear on the U.S. Treasury's listing of approved sureties (Department Circular 570) and all Sureties must be licensed to transact business in New York as a surety company; and be it further

RESOLVED, that this advertisement for bids will state that pursuant to Local Law No. 27-1997 of the County of Westchester, the policy of the County is to encourage the meaningful and significant participation on County contracts for business enterprises owned by persons of color and women - Minority Business Enterprise (MBE) and Women Business Enterprise (WBE); and be it further; and be it further

RESOLVED, that such advertisement shall appear in the following County newspaper(s):

**THE JOURNAL NEWS (SOUTHERN EDITION)**

Account to be Charged/Credited

Year	Fund	Agency	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Bond Act	Dollars
	010		34	0250	4075/01		

Budget Funding Year(s) 2024/2025 Start Date 3/23/25 End Date 3/22/30  
(must match resolution)

Funding Source: Tax Dollars: 25.6%

State Aid: 22.2%

Federal Aid:

Other: 52.2%

Contractor Federal I.D. No./ Social Security No.:

Vendor No.: \_\_\_\_\_

Encumbrance No.: \_\_\_\_\_