



OnBase ID# 110670

Date: March 11, 2025

To: The Honorable Board of Acquisition and Contract

From: Belinda S. Miles  
President, Westchester Community College

Re: Resolution to exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement with Connecticut Business Systems, LLC, a Xerox Company, to provide Digital Copier Service for a term from March 23, 2025 through March 22, 2030, for an amount not-to-exceed \$1,133,700.00, payable pursuant to an approved budget.

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Authority of your Honorable Board is requested to exempt from the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Section 3(a)(xxi) thereof, an agreement between the County of Westchester (the "County"), acting by and through Westchester Community College (the "College"), and Connecticut Business Systems, LLC, a Xerox Company ("CBS"), pursuant to which CBS would provide Digital Copier Service to the College for a term from March 23, 2025 through March 22, 2030, for an amount not-to-exceed \$1,133,700.00, payable pursuant to an approved budget.

Ordinarily, in accordance with Section 6 of the Policy, the College is required to solicit proposals for such services through the issuance of a Request for Proposals. However, CBS has been providing these services to the College for a number of years now and during that time has gained great familiarity with the policies and operations of the College. Their performance has been more than satisfactory, and the compensation that would be paid to them is more than reasonable. Furthermore, CBS has agreed to maintain the existing price for the 5-year term.

Additionally, engagement of a different firm would entail a transition period that could be disruptive to the copier services processing in the campus and extensions. For these reasons, it would be in the best interest of the County to continue utilizing CBS for the provision of Digital Copier Service and related matters.

Pursuant to Section 3(a)(xxi), the Westchester County Procurement Policy is not applicable to any procurement for which your Honorable Board determines, by Resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interest of the County. For the reasons set forth above, it is proposed that the County's interest would be served by exempting the procurement of this agreement from the County Procurement Policy. A Resolution to exempt the procurement of this agreement is submitted for your consideration.

As I believe this agreement to be in the best interests of the County, I most respectfully recommend and urge the adoption of the annexed Resolution.

CM/RG

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/20/2025 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

Upon a communication from the County Executive, be it hereby:

**RESOLVED**, that pursuant to Section 3(a)xxi of the Westchester County Procurement Policy, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interest of the County of Westchester in connection with the procurement of an agreement with Connecticut Business Systems, LLC, a Xerox Company, to provide Digital Copier Service for a term from March 23, 2025 through March 22, 2030, for an amount not to exceed \$1,133,700.00, payable pursuant to an approved budget.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/20/2025 - RAYMOND SOULKS SECRETARY