



Memorandum
Department of Information Technology

110995

DATE: April 14, 2025

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer
Department of Information Technology

RE: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of multi-function copier services, under an agreement with Connecticut Business Systems, LLC.

Authority is requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement by the County of Westchester (the "County") of multi-function copier services, under an agreement (IT-1832) between the County and Connecticut Business Systems, LLC ("CBS"), for the period from June 6, 2025 through June 5, 2030, for a total amount not-to-exceed \$3,400,000.00 (the "New Agreement").

The County currently has an agreement (IT-1656) with CBS, pursuant to which CBS provides the County with multi-function copier services, which will expire on June 5, 2025 (the "Current Agreement"). CBS has adequately provided the County with the necessary multi-function copier services over the term of the Current Agreement.

Notably, over 50 local municipalities and school districts are using the pricing provisions for municipal entities that are in the Current Agreement as their price basis for their own respective procurements of the same type of services. The County understands that this has enabled those municipal entities to avoid having to conduct their own competitive procurements, while also keeping costs low enough to remain within their respective budgets and allowing for desirable productivity. The Department of Information Technology ("DoIT") considers this use of the Current Agreement by local municipalities to be one of its most successful shared services offerings to date. The proposed New Agreement would once again guarantee to local municipal entities that favorable pricing would specifically be made available to them.

In addition, under the Current Agreement, CBS provides the County with a financial incentive that gives the County a credit towards its copy costs based upon the amount of additional revenue CBS obtains by virtue of any new business it receives from political

subdivisions in New York State that obtain multi-function copier services based on the terms and pricing of the Current Agreement. That financial incentive would continue under the proposed New Agreement.

Entering into the proposed New Agreement with CBS will mean that all of the multi-function copiers made available to the County under the Current Agreement will continue to be available. This is notable, as 86% of the current fleet of multi-function copiers were installed within the past 2.5 years, which means that those devices have appreciable life remaining, and replacing those devices now, through a new contract with a new contractor, would be wasteful.

Furthermore, by entering into the proposed New Agreement with CBS, all of the multi-function copiers used by the County will continue to be made by Xerox. That will ensure continued operation without any new training from scratch, and also ensure a seamless transition, in the future, from any old equipment to any new equipment, which will minimize disruptions to departments, including avoiding the need for departments to commit time to staff training. The use of a single print driver across all of the Xerox equipment with the PaperCut software, which was installed under the Current Agreement, also helps minimize disruptions to departments by ensuring simplicity of multi-function copier usage in conjunction with County equipment.

Under the proposed New Agreement, there will also be no price increase, as compared with the Current Agreement. This represents a significant savings versus current marketplace pricing.

Based on the County's existing relationship with CBS, the CBS service technicians and other personnel who might have to enter County premises, including restricted areas, have already had all requisite background checks. CBS's previous equipment assessments, implementations, and changes for the County have given CBS insight into the County's inventory and operations by location such that it can readily offer the most appropriate solutions for any given circumstances. In addition, the County's Print Shop was previously re-aligned to CBS from Xerox Direct, which will enable the County, based upon the proposed New Agreement, to continue having its operations simplified by having one vendor (CBS) and one manufacturer (Xerox) for the entire fleet of devices going forward.

Based upon the foregoing, it is proposed that the best interests of the County would be served by exempting, from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of multi-function copier services, under the proposed Agreement. Accordingly, a resolution to exempt this procurement is hereby submitted for your consideration.

MB/SF/bdm/nn

RESOLUTION

Upon a communication from the Chief Information Officer, Department of Information Technology, be it hereby:

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, 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 interests of the County of Westchester (the "County") in connection with the procurement of multi-function copier services, under an agreement between the County and Connecticut Business Systems, LLC, for the period from June 6, 2025 through June 5, 2030, for a total amount not-to-exceed \$3,400,000.00.

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/01/2025 - RAYMOND SCURRY, SECRETARY