



Memorandum
Department of Information Technology

110996

DATE: April 14, 2025

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer
Department of Information Technology

RE: Authority to enter into an agreement (IT-1832) with Connecticut Business Systems, LLC, pursuant to which it will provide the County with multi-function copier services, for the period from June 6, 2025 through June 5, 2030, for a total amount not-to-exceed \$3,400,000.00.

Authority is requested from your Honorable Board for the County of Westchester (the "County") to enter into an agreement (IT-1832) with Connecticut Business Systems, LLC ("CBS"), pursuant to which CBS will provide the County with multi-function copier services, based upon the models of Xerox equipment that are available, for the period from June 6, 2025 through June 5, 2030, for a total amount not-to-exceed \$3,400,000.00, payable in accordance with specified included costs, additional charges, and credits, all of which will be applied based upon the particular services that are provided by CBS each month (the "Agreement").

Under the proposed Agreement, CBS will make certain pricing for multi-function copier services available to political subdivisions in New York that are in counties where CBS offers its services. Under the proposed Agreement, CBS will provide the County with a financial incentive that will give 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 such political subdivisions in New York State obtaining multi-function copier services based on the terms and pricing made available under the proposed Agreement.

The proposed Agreement will serve a public purpose by enabling the County to receive efficient, cost-effective multi-function copier services that will support its governmental operations.

The goal and objective of the proposed Agreement is to enable the County to receive efficient, cost-effective multi-function copier services that will support its governmental operations.

The goal and objective of the proposed Agreement is in the best interests of the County in

terms of fiscal responsibility, as the proposed Agreement will enable the County to receive, in a cost-effective manner, the multi-function copier services that it requires to support its governmental operations.

The goal and objective of the proposed Agreement will be tracked and monitored by staff of the Department of Information Technology, in conjunction with the departments utilizing the multi-function copiers.

Authority to exempt the procurement of the multi-function copier services, under the proposed Agreement, from the requirements of the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof, has been submitted to your Honorable Board by a separate resolution.

I respectfully recommend the adoption of the attached resolution.

MB/SF/bdm/nn

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

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (IT-1832) with Connecticut Business Systems, LLC ("CBS"), pursuant to which CBS will provide the County with multi-function copier services, based upon the models of Xerox equipment that are available, for the period from June 6, 2025 through June 5, 2030, for a total amount not-to-exceed \$3,400,000.00, payable in accordance with specified included costs, additional charges, and credits, all of which will be applied based upon the particular services that are provided by CBS each month (the "Agreement"); and be it further

RESOLVED, that, under the Agreement, CBS will make certain pricing for multi-function copier services available to political subdivisions in New York that are in counties where CBS offers its services; and be it further

RESOLVED, that, under the Agreement, CBS will provide the County with a financial incentive that will give 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 the aforementioned political subdivisions in New York State obtaining multi-function copier services based on the terms and pricing made available under the Agreement; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this resolution.

Account to be
Charged/Credited

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2025	101	16	1904(BSA)			\$396,667.00
2026	101	16	1904(BSA)			\$680,000.00
2027	101	16	1904(BSA)			\$680,000.00
2028	101	16	1904(BSA)			\$680,000.00
2029	101	16	1904(BSA)			\$680,000.00
2030	101	16	1904(BSA)			\$283,333.00

Budget Funding Year(s): 2025-2030 Start Date: 06/06/25 End Date: 06/05/30
(must match resolution)

Funding Source Tax Dollars: \$3,400,000.00
State Aid: _____
\$3,400,000.00 Federal Aid: _____
(must match resolution) Other: _____

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