



Memorandum
Department of Information Technology

112806

DATE: January 8, 2026

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer
Department of Information Technology

SUBJECT: Authority to enter into a lease agreement (IT-1843) with Xerox Corporation, pursuant to which it will lease to the County color printing equipment and related equipment and provide maintenance for such equipment, for a term of five (5) years, commencing upon installation of such equipment, for a total amount not-to-exceed \$930,126.00.

Authority is requested for the County of Westchester (the "County") to enter into an agreement (IT-1843; the "Agreement") with Xerox Corporation ("Xerox"), pursuant to which Xerox will lease to the County color printing equipment and related equipment (the "Equipment"), and provide maintenance for the Equipment, for a term of five (5) years, commencing upon installation of the Equipment, for a total amount not-to-exceed \$930,126.00, payable on specified terms.

The proposed Agreement will provide that the County shall pay a monthly base price of \$14,102.10 for the lease of the Equipment, including maintenance and a pooled monthly total of 150,000 color impressions. This base price comprises \$846,126.00 of the above-stated not-to-exceed amount.

The remaining \$84,000.00 of the above-stated not-to-exceed amount will be used to pay for any monthly usage of the Equipment that is beyond what is covered by the 150,000 monthly included, pooled impressions. For each color impression in a given month that is beyond that monthly total, the County would pay to Xerox \$0.0371; for each monochrome impression made on the Equipment, the County would pay to Xerox \$0.0115; for each 'large' color impression made on the Equipment, the County would pay to Xerox \$0.0024; and for each 'extra long' impression made on the Equipment, the County would pay to Xerox \$0.0290.

The proposed Agreement will serve a public purpose by ensuring that the County has use of the color printing equipment and related equipment necessary in order to accomplish tasks for various County operations, including items that are distributed to the public.

The goal and objective of the proposed Agreement is to ensure that the County has use of the color printing equipment and related equipment necessary in order to accomplish tasks for

various County operations, including items that are distributed to the public.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of fiscal responsibility, as the County will receive new color printing equipment for a similar monthly base price to that which it is currently paying for its existing color printing equipment that is now approximately five years old and reaching end-of-life condition.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of the Department of Information Technology.

Authority to exempt the procurement of the leased equipment and services, under the proposed Agreement, from the requirements of the Westchester County Procurement Policy and Procedures, 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/MD/bdm/nn

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-1843) with Xerox Corporation (“Xerox”), pursuant to which Xerox will lease to the County color printing equipment and related equipment (the “Equipment”), and provide maintenance for the Equipment, for a total amount not-to-exceed \$930,126.00, payable on specified terms; and be it further

RESOLVED, that, under IT-1843, the County shall pay to Xerox a monthly base price of \$14,102.10 for the lease of the Equipment, including maintenance and a pooled monthly total of 150,000 color impressions; and be it further

RESOLVED, that, under IT-1843, for each color impression in a given month that is beyond the included pooled, monthly total, the County would pay to Xerox \$0.0371; for each monochrome impression made on the Equipment, the County would pay to Xerox \$0.0115; for each ‘large’ color impression made on the Equipment, the County would pay to Xerox \$0.0024; and for each ‘extra long’ impression made on the Equipment, the County would pay to Xerox \$0.0290; and be it further

RESOLVED, that IT-1843 shall be for a term of five (5) years, commencing upon installation of the Equipment; and be it further

RESOLVED, that the agreement is subject to County appropriations; and be it further

RESOLVED, that the 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 the 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 the 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 the 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 and deliver any and all documents and to take all action 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
2026	101	16	6000	4070		186,025.20
2027	101	16	6000	4070		186,025.20
2028	101	16	6000	4070		186,025.20
2029	101	16	6000	4070		186,025.20
2030	101	16	6000	4070		186,025.20

Budget Funding Year(s): 2026-2030
(must match resolution)

Start Date: Upon Installation

End Date: 5 Years After Commencement

Funding Source
\$930,126.00
(must match resolution)

Tax Dollars: 930,126.00.
State Aid: _____
Federal Aid: _____
Other: _____