



Memorandum
Department of Information Technology

112805

DATE: January 8, 2026

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer
Department of Information Technology

SUBJECT: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of leased equipment and services, under an agreement with Xerox Corporation (IT-1843).

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 a lease for color printing equipment and related equipment (the “Equipment”), and the provision of maintenance for such equipment (the “Services”), under an agreement between the County and Xerox Corporation (“Xerox”), for a term of five (5) years, commencing upon installation of the Equipment, for a total amount not-to-exceed \$930,126.00 (IT-1843; the “Agreement”).

Regarding the printing equipment, the Department of Information Technology (“DoIT”) has previously regularly compared Xerox with other vendors that are capable of providing high-volume printing capacity. DoIT has consistently found that Xerox’s printing technology provides a unique standard of printing in the industry. DoIT has found that Xerox’s product quality and level of support is the best available, and that Xerox can provide the County with an end-to-end color printing solution.

Notably, the proposed Agreement will enable the County to replace its existing Xerox color printing equipment with newer Xerox equipment without incurring any fees or charges for the upgrade. Also, despite the inflation that has occurred since the last agreement for color printing equipment was executed in 2021, the per-print costs for color overages (beyond the included pooled monthly allowance of 150,000 impressions) and for monochrome printing have remained the same. This will allow the County to maintain its competitive printing rates that are passed along to County departments and municipalities that take advantage of the County’s printing services. In addition, as County personnel are already familiar with Xerox printing technologies, no significant training, if any, will be required for this new Xerox printing equipment. This allows personnel to focus on advanced training and certification to become self-reliant in handling issues.

Replacing the equipment provided under the County’s existing agreement with Xerox

(IT-1677) with the Equipment to be provided under the proposed Agreement is expected to facilitate a seamless transition to the new Equipment, which will increase productivity and reduce downtime that would result from the continued use of aging equipment that is nearing end-of-life condition.

Accordingly, 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 leased equipment and services, under the proposed Agreement. Therefore, a resolution to exempt this procurement is hereby submitted for your consideration.

MB/MD/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/22/2026 - RAYMOND SCULKY, SECRETARY

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 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 term of five (5) years, commencing upon installation of the Equipment, for a total amount not-to-exceed \$930,126.00.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/22/2026 - RAYMOND J. GIBBON