

11921

DATE: June 4, 2010
 TO: Board of Acquisition and Contract
 FROM: Marguerite Beirne, Chief Information Officer
 RE: AUTHORIZATION TO AMEND CONTRACT IT-697 WITH CONNECTICUT BUSINESS SYSTEMS, LLC (CBS) FOR COPIER SERVICES BY INCREASING THE AMOUNT BY \$650,000 TO A NEW TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$4,050,000

BACKGROUND:

- On May 11, 2005 your Honorable Board approved a resolution which authorized entering into an agreement (IT-697) with Connecticut Business Systems, LLC ("CBS") for the provision of digital convenience copier services, for a five year period commencing on June 6, 2005 and terminating on June 5, 2010, for a total not to exceed amount of \$3,400,000. The contract authorized in this resolution was subsequently executed and approved.
- Copier usage increased each year during the term of the agreement (see chart below):

	Average Monthly Usage (\$)	BW Rate Per Click (\$)	Color Rate Per Click (\$)
2005	\$ 55,016.00	\$ 0.01985	\$ 0.14000
2006	\$ 59,249.00	\$ 0.02056	\$ 0.14501
2007	\$ 64,118.00	\$ 0.02124	\$ 0.14982
2008	\$ 66,908.00	\$ 0.02202	\$ 0.15530
2009	\$ 80,576.00	\$ 0.02237	\$ 0.15775
2010	\$ 87,329.00	\$ 0.02237	\$ 0.15775

- One reason for the increase in usage to the CBS contract was the removal of personal printers/fax machines and migration of network printers to multi-function copier machines (see below). These devices were budgeted elsewhere, and with their removal, their associated cost shifted and became part of the CBS agreement, at a cheaper rate.

<u>Device</u>	<u>May 2008</u>	<u>May 2010</u>	<u>Reduction</u>
Personal printers	932	420	512
Network printers	709	558	151
Fax machines	221	82	139

- As the contract termination date draws near, we realize by prior billing that we have gone over the total not to exceed amount of the agreement. Therefore, we now come before your Honorable Board requesting approval to amend contract IT-697 with CBS by increasing the amount by \$650,000 to a new total not to exceed amount of \$4,050,000, to cover the cost of copier services for the term ending June 5, 2010.
- Copier machines under this agreement are installed in locations throughout the county and paid for by the department utilizing their services. We apologize for not coming before your Honorable Board sooner with this request, but please know that going forward, we will monitor copier services usage more closely. We will institute policy and procedures to insure that detailed reports are available to departments so that they are able to view their usage on a quarterly basis, making it easier to limit usage within the confines of their budget.
- Please note that cost for copier services under this contract are applied to a balance sheet account. Even though we are requesting a \$650,000 increase, there will be no fiscal impact to the County. The fiscal years associated with this agreement are over and closed, and will not effect the budget or tax levy.
- The public purpose for the agreement requested in the attached resolution is efficient, cost effective copier services for county personnel. Copiers/printers/scanners/fax machines are standard office equipment that provide functions which staff rely on to perform their jobs.
- The goals and objectives for the requested amendment to the agreement are procurement of copier services to be utilized by various county departments. Services provided by CBS are tracked and monitored by DoIT staff in conjunction with the department utilizing the multi-function copiers. If this amendment were not approved, we would not be able to pay CBS for services rendered and provided for per the terms of the agreement.

ACTION REQUESTED:

- Authorization to amend contract IT-697 with Connecticut Business Systems, LLC (CBS), having an office located at 108 Corporate Park Drive, Suite 118, White Plains, New York 10604, for the provision of digital convenience copier services, by increasing the amount by \$650,000, subject to county appropriations, to a new total not to exceed contract amount of \$4,050,000, with all other terms and conditions of the original agreement to remain the same.

Accordingly, the attached resolution is submitted for your consideration.

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to amend contract IT-697 with Connecticut Business Systems, LLC (CBS), having an office located at 108 Corporate Park Drive, Suite 118, White Plains, New York 10604, for the provision of digital convenience copier services, by increasing the amount by \$650,000 to a new total not to exceed contract amount of \$4,050,000; and be it further

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

RESOLVED, 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 all other terms and conditions of the original agreement shall remain the same; 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 hereof.

Contract No. **IT-697** Original Agreement: \$3,400,000
This Amendment: \$ 650,000
 Account to be Charged/Credited: Total: \$4,050,000

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Acct	Dollars
2010	101		1904 (BSA)			\$650,000

Budget Funding Year(s): 2005-2010 Start Date: June 6, 2005 End Date: June 5, 2010
 (must match resolution)

Funding Source Tax Dollars: \$650,000
 State Aid: _____
\$650,000 Federal Aid: _____
 (must match resolution) Other: _____