



Westchester Community College

State University of New York

44739

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles
President, Westchester Community College

DATE: February 11, 2015

SUBJECT: Resolution to Award to the Low Bidder
Contract No. WCC-15-062-Rev
Digital Copier Service
Westchester Community College
Westchester County, New York
Contractor: Connecticut Business Systems, LLC
Amount: \$1,202,100.00
Subcontractor(s): N/A

On February 11, 2015 three (3) bids were received and opened for Contract No. WCC-15-062-Rev, Digital Copier Service, Westchester Community College, New York.

The bids were reviewed by the Department and it was determined that Connecticut Business Systems, LLC submitted the low bid in the amount of \$1,202,100.00.

The low bidder has been investigated and it has been found that Connecticut Business Systems, LLC:

- Performed satisfactory work in the past for the County.
 Past experience has been investigated and found satisfactory.

Funds for this project are available in the:

- Capital Budget
 Non-Recurring Budget
 Operating Budget

It is my recommendation that Contract WCC-15-062-Rev be awarded to Connecticut Business Systems, LLC, for Digital Copier Service for a five year period for a not to exceed amount of \$1,202,100.00, payable on a per copy basis at the rates set forth in the attached Bid Response sheet. The pricing shall be adjusted annually by the percentage change in the CPI.

This Department will track the services supplied by the contractor and perform on-site inspections to ensure the successful completion of this contract.

RESOLUTION

CONTRACT NO. WCC-15-062-Rev

Upon communication from the President, Westchester Community College be it

RESOLVED, that Contract No. WCC-15-062-Rev for Digital Copier Service, Westchester Community College, New York be and is hereby awarded to the low bidder, Connecticut Business Systems, LLC, 50 Rockwell Road, Newington, CT 06111 for Digital Copier Service for a five year period for a not to exceed amount of \$1,202,100.00, payable on a per copy basis at the rates set forth in the attached Bid Response sheet. The pricing shall be adjusted annually by the percentage change in the CPI.

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

RESOLVED, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust	Dollars
14/15	010	250		4070-01		\$85,149.09
14/15	703	9110		4070-01		\$3,003.07
14/15	701	8121		4070-01		\$1,002.34
14/15	701	8211		4070-01		\$2,003.37
14/15	701	8216		4070-01		\$2,003.37
14/15	701	8191		4070-01		\$1,002.34
14/15	701	8221		4070-01		\$2,003.37
14/15	701	8156		4070-01		\$1,002.34
14/15	701	8501		4070-01		\$1,002.34
14/15	701	8102		4070-01		\$2,003.37

15/16	010	250		4070-01		\$204,356.72
15/16	703	9110		4070-01		\$7,211.60

15/16	701	8121		4070-01		\$2,404.31
15/16	701	8211		4070-01		\$4,808.61
15/16	701	8216		4070-01		\$4,808.61
15/16	701	8191		4070-01		\$2,404.31
15/16	701	8221		4070-01		\$4,808.61
15/16	701	8156		4070-01		\$2,404.31
15/16	701	8501		4070-01		\$2,404.31
15/16	701	8102		4070-01		\$4,808.61

16/17	010	250		4070-01		\$204,356.72
16/17	703	9110		4070-01		\$7,211.60
16/17	701	8121		4070-01		\$2,404.31
16/17	701	8211		4070-01		\$4,808.61
16/17	701	8216		4070-01		\$4,808.61
16/17	701	8191		4070-01		\$2,404.31
16/17	701	8221		4070-01		\$4,808.61
16/17	701	8156		4070-01		\$2,404.31
16/17	701	8501		4070-01		\$2,404.31
16/17	701	8102		4070-01		\$4,808.61

17/18	010	250		4070-01		\$204,356.72
17/18	703	9110		4070-01		\$7,211.60
17/18	701	8121		4070-01		\$2,404.31
17/18	701	8211		4070-01		\$4,808.61
17/18	701	8216		4070-01		\$4,808.61
17/18	701	8191		4070-01		\$2,404.31
17/18	701	8221		4070-01		\$4,808.61
17/18	701	8156		4070-01		\$2,404.31
17/18	701	8501		4070-01		\$2,404.31
17/18	701	8102		4070-01		\$4,808.61

18/19	010	250		4070-01		\$204,356.72
18/19	703	9110		4070-01		\$7,211.60
18/19	701	8121		4070-01		\$2,404.31
18/19	701	8211		4070-01		\$4,808.61
18/19	701	8216		4070-01		\$4,808.61

18/19	701	8191		4070-01		\$2,404.31
18/19	701	8221		4070-01		\$4,808.61
18/19	701	8156		4070-01		\$2,404.31
18/19	701	8501		4070-01		\$2,404.31
18/19	701	8102		4070-01		\$4,808.61

19/20	010	250		4070-01		\$119,209.00
19/20	703	9110		4070-01		\$4,207.20
19/20	701	8121		4070-01		\$1,401.96
19/20	701	8211		4070-01		\$2,805.24
19/20	701	8216		4070-01		\$2,805.24
19/20	701	8191		4070-01		\$1,401.96
19/20	701	8221		4070-01		\$2,805.24
19/20	701	8156		4070-01		\$1,401.96
19/20	701	8501		4070-01		\$1,401.96
19/20	701	8102		4070-01		\$2,805.24

Budget Funding Year(s) 2014/15 **Start Date:** March 23, 2015 **End Date:** March 22, 2020
(must match resolution)

Funding Source: **Tax Dollars** \$276,483.00
State Aid \$324,567.00
\$1,202,100.00 **Federal Aid** _____
(must match resolution)
Other \$601,050.00

Contractor Federal I.D. No./
Social Security No.: _____
Vendor No.: _____
Encumbrance No.: _____