

47296

DATE: June 12, 2015

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey
Chief Information Officer
Department of Information Technology

RE: 1.) Amending a resolution approved on June 17, 2010, which authorized the County of Westchester to enter into agreement (IT-1169) with Connecticut Business Systems, LLC, pursuant to which it would provide multi-function copier services, in order to authorize the inclusion in IT-1169 of a single County option to extend its term by five years.

2.) Authorizing the County of Westchester to exercise its option under IT-1169 and thereby amend IT-1169 in order to, a.) extend its term by five years, to a new termination date of June 5, 2020; b.) increase the authorized not-to-exceed amount by \$3,400,000.00, to a new not-to-exceed amount of \$6,800,000.00, to pay for services during the extended term; and c.) update several provisions of IT-1169 in order to reflect the exercise of said option and the terms applicable to the extended term.

By a resolution approved on June 17, 2010 (the "June 17th Resolution"), your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement ("IT-1169") with Connecticut Business Systems, LLC ("CBS"), pursuant to which CBS was to provide multi-function copier services, for a term commencing on June 6, 2010 and continuing through June 5, 2015 (the "Initial Term"), for an amount not-to-exceed \$3,400,000.00, payable monthly pursuant to an approved schedule based on usage. IT-1169 was subsequently executed.

When IT-1169 was executed, it included a provision that gave the County the sole option to renew it for an additional five year term. That provision was included in IT-1169 based on its inclusion in the request for proposals through which IT-1169 was procured. However, due to an administrative error, this option was not included in the June 17th Resolution and, consequently, was not authorized by your Honorable Board.

Accordingly, the County respectfully requests that your Honorable Board amend the June 17th Resolution, in order to authorize the inclusion in IT-1169 of a single County option (the "Option") to extend its term by five years (the "Option Term").

Except as specifically amended hereby, all terms and conditions of the June 17th Resolution shall remain the same and in full force and effect.

The Department of Information Technology (“DoIT”) believes that it is in the County’s best interests to exercise the Option. If the County exercises the Option, the County will receive a reduction in per-copy pricing for both black-and-white and color copies during the Option Term. The County will also be able to receive newer equipment, at no additional cost, during the Option Term. The newer equipment that will be available to the County includes multi-function copiers that are state-of-the-art, which operate at much quicker speeds (an increase of 14 pages per minute and 103 images per minute) and include the latest security features that will help prevent the theft of data. In addition, under the Option, CBS will provide the County with a financial incentive that will give the County a credit towards its copy costs based on the amount of additional revenue CBS obtains by virtue of any new business it receives from political subdivisions in New York State that obtain multi-function copier services based on the terms and pricing of IT-1169.

During the Option Term, any political subdivision in New York State that obtains multi-function copier services based on IT-1169 will be able to continue receiving those services and pay the same per-copy price for black-and-white and color copies during the Option Term as they did during the Initial Term, while also being able to receive newer equipment at no additional cost.

Accordingly, authority is respectfully requested for the County to exercise the Option and thereby amend IT-1169 in order to, 1.) extend its term by five years, to a new termination date of June 5, 2020; 2.) increase the authorized not-to-exceed amount by \$3,400,000.00, to a new not-to-exceed amount of \$6,800,000.00, to pay for services during the extended term; and 3.) update several provisions of IT-1169, including the County pricing schedule, other New York State political subdivision pricing schedule, equipment lists, and invoicing procedure, in order to reflect the exercise of said option and the terms applicable to the extended term (the “First Amendment”).

Except as specifically amended hereby, all terms and conditions of IT-1169 shall remain the same and in full force and effect.

The proposed First Amendment will serve a public purpose by enabling the County to continue receiving efficient, cost-effective multi-function copier services from CBS, and assisting other New York State political subdivisions in obtaining the same services.

The goal and objective of the proposed First Amendment is to enable the County to continue receiving efficient, cost-effective multi-function copier services from CBS.

The goal and objective of the proposed First Amendment is in the best interests of the County in terms of fiscal responsibility, as the First Amendment will enable the County to continue receiving cost-effective multi-function copier services from CBS. Under the proposed First Amendment, the total cost the County incurs for multi-function copier services from CBS is

anticipated to decrease, while the quality of the services and equipment provided by CBS is anticipated to increase (e.g., through the provision of newer equipment).

The goal and objective of the proposed First Amendment will be tracked and monitored by staff of DoIT, in conjunction with the departments utilizing the multi-function copiers.

I respectfully recommend the adoption of the attached Resolution.

JBM/SF/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/25/2015 - JOMARY VIERA - SECRETARY

RESOLUTION

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

RESOLVED, that the resolution approved on June 17, 2010 (the "June 17th Resolution"), which authorized the County of Westchester (the "County") to enter into an agreement ("IT-1169") with Connecticut Business Systems, LLC ("CBS"), pursuant to which CBS was to provide multi-function copier services, for a term commencing on June 6, 2010 and continuing through June 5, 2015, for an amount not-to-exceed \$3,400,000.00, payable monthly pursuant to an approved schedule based on usage, is hereby amended by adding a new "RESOLVED" clause between the existing first and second "RESOLVED" clauses:

"RESOLVED, that IT-1169 shall specify that the County shall have the sole option to renew IT-1169 for an additional five (5) year term; and be it further"

; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of the June 17th Resolution shall remain the same and in full force and effect; and be it further

RESOLVED, that the County is hereby authorized to exercise its option under IT-1169, and thereby amend IT-1169 in order to, 1.) extend its term by five years, to a new termination date of June 5, 2020; 2.) increase the authorized not-to-exceed amount by \$3,400,000.00, to a new not-to-exceed amount of \$6,800,000.00, to pay for services during the extended term; and 3.) update several provisions of IT-1169, including the County pricing schedule, New York State political subdivision pricing schedule, equipment lists, and invoicing procedure, in order to reflect the exercise of said option and the terms applicable to the extended term; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of IT-1169 shall remain the same and in full force and effect; 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.

Original Agreement: \$3,400,000.00
This Amendment: \$3,400,000.00
 TOTAL: \$6,800,000.00

Account to be
 Charged/Credited

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object Sub-Object	Trust Account	Dollars
2015	101		1904 (BSA)			\$389,156
2016	101		1904 (BSA)			\$679,628
2017	101		1904 (BSA)			\$679,628
2018	101		1904 (BSA)			\$681,490
2019	101		1904 (BSA)			\$679,628
2020	101		1904 (BSA)			\$290,470

Budget Funding Year(s): 2015 – 2020 Start Date: 06/06/15 End Date: 06/05/20
 (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 & COMMERCE 06/25/20 DOMARY VIEIRA, SECRETARY