



# Westchester Community College

State University of New York

## 72663

**TO:** Board of Acquisition and Contract

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

**DATE:** November 7, 2019

**SUBJECT:** Resolution to Award to the Low Bidder  
Contract No. WCC-19-638  
Digital Copier Service  
Westchester Community College  
Westchester County, New York  
**Contractor:** Konica Minolta Business Solutions U.S.A., Inc  
**Amount:** \$1,129,728.60  
**Subcontractor(s):** N/A

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On October 20, 2019 three (3) bids were received and opened for Contract No. WCC-19-638, Digital Copier Service, Westchester Community College, Westchester County, New York.

The bids were reviewed by the Westchester Community College ("College") and it was determined that Konica Minolta Business Solutions U.S.A., Inc. submitted the low bid in the amount of \$1,129,728.60.

The low bidder has been investigated and it has been found that Konica Minolta Business Solutions U.S.A., Inc.:

- 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-19-638 be awarded to Konica Minolta Business Solutions U.S.A., Inc., for Digital Copier Service for a five year period for a not to exceed

amount of \$1,129,728.60, 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 College will track the services supplied by the contractor and perform on-site inspections to ensure the successful completion of this contract.

75 Grasslands Road • Valhalla, New York 10595

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*Westchester Community College is sponsored by the County of Westchester; affiliated with the State University of New York*

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/12/2019 - LISA MARIJAJ, SECRETARY

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# RESOLUTION

## CONTRACT NO. WCC-19-638

Upon communication from the President, Westchester Community College be it

**RESOLVED**, that Contract No. WCC-19-638 for Digital Copier Service, Westchester Community College, Westchester County, New York be and is hereby awarded to the low bidder, Konica Minolta Business Solutions U.S.A., Inc., 127 West Main Street, Tarrytown, NY 10591 for Digital Copier Service for a five year period for a not to exceed amount of \$1,129,728.60, 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; and be it further

**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
19/20	10	250		4070-01		\$75,060.53
19/20	703	9110		4070-01		\$4,765.00
19/20	701	8121		4070-01		\$1,101.44
19/20	701	8211		4070-01		\$2,202.83
19/20	701	8216		4070-01		\$2,202.83
19/20	701	8191		4070-01		\$2,202.83
19/20	701	8221		4070-01		\$2,202.83
19/20	701	8156		4070-01		\$960.41
19/20	701	8501		4070-01		\$1,101.44
19/20	701	8102		4070-01		\$1,101.44
19/20	701	8157		4070-01		\$140.97

19/20	703	9075		4070-01		\$1,101.44
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20/21	10	250		4070-01		\$180,145.27
20/21	703	9110		4070-01		\$11,435.99
20/21	701	8121		4070-01		\$2,643.43
20/21	701	8211		4070-01		\$5,286.80
20/21	701	8216		4070-01		\$5,286.80
20/21	701	8191		4070-01		\$5,286.80
20/21	701	8221		4070-01		\$5,286.80
20/21	701	8156		4070-01		\$2,305.13
20/21	701	8501		4070-01		\$2,643.43
20/21	701	8102		4070-01		\$2,643.43
20/21	701	8157		4070-01		\$338.33
20/21	703	9075		4070-01		\$2,643.46

21/22	10	250		4070-01		\$180,145.27
21/22	703	9110		4070-01		\$11,435.99
21/22	701	8121		4070-01		\$2,643.43
21/22	701	8211		4070-01		\$5,286.80
21/22	701	8216		4070-01		\$5,286.80
21/22	701	8191		4070-01		\$5,286.80
21/22	701	8221		4070-01		\$5,286.80
21/22	701	8156		4070-01		\$2,305.13
21/22	701	8501		4070-01		\$2,643.43
21/22	701	8102		4070-01		\$2,643.43
21/22	701	8157		4070-01		\$338.33
21/22	703	9075		4070-01		\$2,643.46

22/23	10	250		4070-01		\$180,145.27
22/23	703	9110		4070-01		\$11,435.99
22/23	701	8121		4070-01		\$2,643.43
22/23	701	8211		4070-01		\$5,286.80
22/23	701	8216		4070-01		\$5,286.80

22/23	701	8191		4070-01	\$5,286.80
22/23	701	8221		4070-01	\$5,286.80
22/23	701	8156		4070-01	\$2,305.13
22/23	701	8501		4070-01	\$2,643.43
22/23	701	8102		4070-01	\$2,643.43
22/23	701	8157		4070-01	\$338.33
22/23	703	9075		4070-01	\$2,643.46

23/24	10	250		4070-01	\$180,145.27
23/24	703	9110		4070-01	\$11,435.99
23/24	701	8121		4070-01	\$2,643.43
23/24	701	8211		4070-01	\$5,286.80
23/24	701	8216		4070-01	\$5,286.80
23/24	701	8191		4070-01	\$5,286.80
23/24	701	8221		4070-01	\$5,286.80
23/24	701	8156		4070-01	\$2,305.13
23/24	701	8501		4070-01	\$2,643.43
23/24	701	8102		4070-01	\$2,643.43
23/24	701	8157		4070-01	\$338.33
23/24	703	9075		4070-01	\$2,643.46

24/25	10	250		4070-01	\$105,084.74
24/25	703	9110		4070-01	\$6,670.99
24/25	701	8121		4070-01	\$1,542.02
24/25	701	8211		4070-01	\$3,083.97
24/25	701	8216		4070-01	\$3,083.97
24/25	701	8191		4070-01	\$3,083.97
24/25	701	8221		4070-01	\$3,083.97
24/25	701	8156		4070-01	\$1,344.66
24/25	701	8501		4070-01	\$1,542.02
24/25	701	8102		4070-01	\$1,542.02
24/25	701	8157		4070-01	\$197.58
24/25	703	9075		4070-01	\$1,542.02

**Budget Funding Year(s)** 2019/20 **Start Date:** March 23,2020 **End Date:** March 22,  
2025

(must match resolution)

**Funding Source: Tax Dollars** \$271,134.86  
**No./**

1921089

**Contractor Federal I.D.**

**Social Security No.:** 13-

**State Aid** \$316,324.01

\$1,129,728.60  
(must match resolution)

**Federal Aid** \_\_\_\_\_

**Vendor No.:** \_\_\_\_\_

**Other** \$542,269.73

**Encumbrance No.:** \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/12/2019 - LISA MRIJAJI SECRETARY