



Westchester Community College

State University of New York

7393

TO: Board of Acquisition and Contract

FROM: Joseph N. Hankin
President, Westchester Community College

DATE: February 4, 2010

SUBJECT: Resolution to Award to the Low Bidder
Contract No. WCC-10-600
Digital Copier Service
Westchester Community College
Valhalla, New York
Contractor: Connecticut Business Systems, LLC
Amount: \$1,225,080.00
Subcontractor(s): N/A

On February 3, 2010 three (3) bids were received and opened for Contract No. WCC-10-600, Digital Copier Service, Westchester Community College, Valhalla, 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 \$1,225,080.00.

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-10-600 be awarded to Connecticut Business Systems, LLC, for Digital Copier Service for a five year period for a not to exceed amount of \$1,225,080.00, 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-10-600

Upon communication from the President, Westchester Community College be it

RESOLVED, that Contract No. WCC-10-600 for Digital Copier Service, Westchester Community College, Valhalla, 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 \$1,225,080.00, 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
09/10	010	0250		4075-01		\$86,776.84
09/10	703	9110		4075-01		\$3,060.48
09/10	701	8121		4075-01		\$1,021.50
09/10	701	8211		4075-01		\$2,041.67
09/10	701	8216		4075-01		\$2,041.67
09/10	701	8191		4075-01		\$1,021.50
09/10	701	8221		4075-01		\$2,041.67
09/10	701	8156		4075-01		\$1,021.50
09/10	701	8501		4075-01		\$1,021.50
09/10	701	8102		4075-01		\$2,041.67

10/11	010	0250		4075-01		\$208,263.33
10/11	703	9110		4075-01		\$7,349.46
10/11	701	8121		4075-01		\$2,450.27
10/11	701	8211		4075-01		\$4,900.54
10/11	701	8216		4075-01		\$4,900.54
10/11	701	8191		4075-01		\$2,450.27
10/11	701	8221		4075-01		\$4,900.54
10/11	701	8156		4075-01		\$2,450.27
10/11	701	8501		4075-01		\$2,450.27
10/11	701	8102		4075-01		\$4,900.54

11/12	010	0250		4075-01		\$208,263.33
11/12	703	9110		4075-01		\$7,349.46
11/12	701	8121		4075-01		\$2,450.27
11/12	701	8211		4075-01		\$4,900.54
11/12	701	8216		4075-01		\$4,900.54
11/12	701	8191		4075-01		\$2,450.27
11/12	701	8221		4075-01		\$4,900.54
11/12	701	8156		4075-01		\$2,450.27
11/12	701	8501		4075-01		\$2,450.27
11/12	701	8102		4075-01		\$4,900.54

12/13	010	0250		4075-01		\$208,263.33
12/13	703	9110		4075-01		\$7,349.46
12/13	701	8121		4075-01		\$2,450.27
12/13	701	8211		4075-01		\$4,900.54
12/13	701	8216		4075-01		\$4,900.54
12/13	701	8191		4075-01		\$2,450.27
12/13	701	8221		4075-01		\$4,900.54
12/13	701	8156		4075-01		\$2,450.27
12/13	701	8501		4075-01		\$2,450.27
12/13	701	8102		4075-01		\$4,900.54

13/14	010	0250		4075-01		\$208,263.33
13/14	703	9110		4075-01		\$7,349.46
13/14	701	8121		4075-01		\$2,450.27
13/14	701	8211		4075-01		\$4,900.54
13/14	701	8216		4075-01		\$4,900.54
13/14	701	8191		4075-01		\$2,450.27
13/14	701	8221		4075-01		\$4,900.54
13/14	701	8156		4075-01		\$2,450.27
13/14	701	8501		4075-01		\$2,450.27
13/14	701	8102		4075-01		\$4,900.54

14/15	010	0250		4075-01		\$121,487.73
14/15	703	9110		4075-01		\$4,287.63
14/15	701	8121		4075-01		\$1,428.76
14/15	701	8211		4075-01		\$2,858.87
14/15	701	8216		4075-01		\$2,858.87
14/15	701	8191		4075-01		\$1,428.76
14/15	701	8221		4075-01		\$2,858.87
14/15	701	8156		4075-01		\$1,428.76
14/15	701	8501		4075-01		\$1,428.76
14/15	701	8102		4075-01		\$2,858.87

Budget Funding Year(s) 2009/10 **Start Date:** March 23, 2010 **End Date:** March 22, 2015
(must match resolution)

Funding Source: Tax Dollars \$298,812.75

Contractor Federal I.D. No./
Social Security No.: [REDACTED]

State Aid \$293,961.10

\$1,225,080.00 **Federal Aid** _____
(must match resolution)

Vendor No.: _____

Other \$532,306.15

Encumbrance No.: _____