



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

October 28, 2016

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

IMMEDIATE CONSIDERATION REQUESTED

Re: Extension of Xerox Contract for Lease of Multi-Function Office Printer Fleet

Dear Honorable Members:

The Erie County Division of Information and Support Services is requesting authorization to enter into a fifteen-month extension of an existing contract with Xerox Corp. for lease of the Erie County multi-function office printer fleet. This extension will result in a monthly cost savings of \$22,266 while providing a full-time on-site service technician whereas currently there is only a part-time technician.

If your Honorable Body requires further information or has any questions, please contact Division of Information and Support Services Director of Central Data Processing, Lori Stilwell. Thank you for your consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mark Poloncarz", is written over a faint, larger version of the same signature.

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/lis
Enclosure

cc: Michael Breeden, Chief Information Officer

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Division of Information and Support Services
Re: Extension of Xerox Contract for Lease of Multi-Function Office Printer Fleet
Date: October 28, 2016

SUMMARY

The Erie County Division of Information and Support Services is requesting authorization to enter into a fifteen-month extension of contract #7116295-001 with Xerox Corp. for lease of the Erie County multifunction office printer fleet.

FISCAL IMPLICATIONS

This extension will result in a monthly cost savings of \$22,266 for Erie County. In addition, the extension provides a full-time on-site service technician where there is currently only a part-time technician. Funds for the contract are part of the 2016 Budget and the proposed 2017 Budget.

REASONS FOR RECOMMENDATION

Erie County will see a total cost savings of \$330,990 over the fifteen-month period of the extension. Erie County will receive more timely service for the multi-function printer fleet with a full-time on-site technician.

CONSEQUENCES OF NEGATIVE ACTION

The County will not have the opportunity for savings and a full-time technician on-site.

STEPS FOLLOWING APPROVAL

The Division of Information and Support Services will notify Xerox to implement extension terms and work with the Department of Law.

A RESOLUTION SUBMITTED BY:
DIVISION OF INFORMATION AND SUPPORT SERVICES

Re: Extension of Xerox Contract for Lease of Multi-Function Office Printer Fleet

WHEREAS, Erie County entered into a five-year contract with Xerox to lease multi-function office printers in 2011, effective January 2012 through December 2016; and

WHEREAS, the original RFP allowed for up to two one-year extensions; and

WHEREAS, Xerox has proposed a fifteen-month extension of the contract; and

WHEREAS, the proposed extension would result in monthly cost savings of \$22,266;
and

WHEREAS, the contract extension would also provide a full-time on-site service technician where there is now only a part-time on-site technician.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the Division of Information and Support Services to enter into a fifteen month extension of contract #7116295-001 with Xerox Corp. for lease of the Erie County multi-function office printer fleet under new terms; and

RESOLVED, that funding for the Xerox lease will continue to come from DISS operations budget currently in place; and

RESOLVED, that certified copies of this resolution will be forwarded to the County Executive, the Office of the Comptroller, the Department of Law, the Division of Budget and Management, and the Division of Information and Support Services.