



Legislation Text

File #: TMP-1631, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization to provide lease and maintenance of 34 Copiers for various County Departments

Date:	April 2, 2020
Submitted By:	Pamela O Neill
Department:	Purchasing
Title:	Deputy Purchasing Agent
Phone:	518-447-7139
Department Rep.	Karen A. Storm
Attending Meeting:	Public Works

Purpose of Request:

- ☐ Adopting of Local Law
- ☐ Amendment of Prior Legislation
- ☐ Approval/Adoption of Plan/Procedure
- ☐ Bond Approval
- ☐ Budget Amendment
- ☒ Contract Authorization
- ☐ Countywide Services
- ☐ Environmental Impact/SEQR
- ☐ Home Rule Request
- ☐ Property Conveyance
- ☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- ☐ Contractual
- ☐ Equipment
- ☐ Fringe
- ☐ Personnel

- ☐ Personnel Non-Individual
☐ Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- ☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☒ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- ☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party National Business Technologies
15 Corporate Circle
Albany NY 12203

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$200,000.00
Scope of Services: Lease Maintenance of Photocopiers

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☐
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Current Budget: Yes ☒ No ☐

County Budget Accounts:

Revenue Account and Line:

Revenue Amount:

Appropriation Account and Line:

Award with Cost Centers

Appropriation Amount:

Multiple County Departments details are listed National Business

Please see National Business Award with Cost Centers

Source of Funding - (Percentages)

Federal:

Click or tap here to enter text.

State:

Click or tap here to enter text.

County:

100%

Local:

Click or tap here to enter text.

Term

Term: (Start and end date)

July 1, 2020 - June 30, 2024

Length of Contract:

Four Years

Impact on Pending Litigation

Yes ☐ No ☐

If yes, explain:

Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number:

234

Date of Adoption:

June 10, 2019

Justification: (state briefly why legislative action is requested)

The Purchasing Division respectfully requests approval of the reference contract for National Business Technologies to provide lease and maintenance of 34 Copiers for various County Departments. All copiers will be networked for use as printers/copiers/and document scanners. Purchasing received three (3) competitive proposals from contracts holding current national cooperative contracts. National Business Technologies submitted the best pricing proposal utilizing Kyocera's national TCPN (The Cooperative Purchasing Network) contract. Lease costs and usage charges calculated using estimated quantities totals of \$183,094.18 We are requesting authorization for a total cost not to exceed \$200,000 to cover usages charges in excess of those estimated, unforeseen costs such as relocation of copiers, optional costs such as staples/hard drive surrender fees and any additional added copiers to the lease term