



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
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DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA ONEILL
PURCHASING AGENT

August 2, 2023

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Purchasing Division respectfully requests approval of the reference contract for Toshiba Business Solutions to provide lease and maintenance of 44 copiers for various County Departments. All copiers will be networked for use as printers/copiers/and document scanners. Purchasing received four (3) competitive proposals from contracts holding current national cooperative contracts. Toshiba Business Solutions submitted the best pricing proposal utilizing Toshiba's national cooperative Sourcewell Contract. Lease costs and usage charges are calculated using estimated quantities totals of \$240,870.52. We are requesting authorization for a total cost not to exceed \$250,000 to cover usage 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.

Attached are the related documents for your review. If you have any questions, please contact me directly at 447-7139.

Sincerely,

Pamela O'Neill

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Rebecca Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel