



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-3315, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Contract Authorization for Purchasing Division

Copiers Lease Maintenance Countywide

Date: April 27, 2022
Submitted By: Pamela O Neill
Department: Purchasing Division
Title: Deputy Purchasing Agent
Phone: 518-447-7139
Department Rep.
Attending Meeting: Pamela O Neill

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 (Name/address):

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 36 copiers

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: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Attached in documentation

Appropriation Amount: \$200,000.00

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) September 1, 2022 - August 31, 2026

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: Resolution 158

Date of Adoption: May 11, 2020

Justification: Lease/Maintenance of copiers from 2018 are due to expire August 31, 2022.

Requesting for approval to provide lease and maintenance for 36 new copiers for various Albany County Departments. All copiers will be networked for use as printers/copiers/and document scanners. Lease costs and usage charges were calculated using estimated quantities and totals \$186,598.24. We are requesting authorization for a total cost not to exceed \$200,000 to cover usage charges in excess of those estimated, unforeseen costs such as relocation and optional costs of hard drive surrender fee and staples.