



**City of Rochester**

City Hall Room 308A, 30 Church Street  
Rochester, New York 14614-1290  
www.cityofrochester.gov

**FINANCE  
INTRODUCTORY NO.**

114

Lovely A. Warren  
Mayor

March 10, 2021

TO THE COUNCIL

Ladies and Gentlemen:

Re: Statement of Necessity

I am submitting this Statement of Necessity so that action may be taken during the March 16 Council Meeting to authorize an agreement with Xerox Corporation for the leasing and maintenance of duplicating equipment. The Pricing agreement ends March 31.

Respectfully submitted,

Lovely A. Warren  
Mayor

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2021 MAR 10 A 11: 56





**City of Rochester**

Office of the Mayor  
City Hall Room 309A, 30 Church Street  
Rochester, New York 14614-1281  
www.cityofrochester.gov

**FINANCE  
INTRODUCTORY NO.**

114

Lovely A. Warren  
Mayor

March 10, 2021

FINANCE 28

TO THE COUNCIL

Ladies and Gentlemen:

Re: Agreement – Managed Print Services

Transmitted herewith for your approval is legislation authorizing agreement with Xerox Corporation for a five year lease agreement for Managed Print Services Equipment and Maintenance agreements for all new and existing equipment.

The City has maintained a 5-year contract with Xerox Corporation which ended on January 31, 2021. The City did an RFQ for prices and services related to replacing both our color and black and white duplicating machines; updating of software and continued maintenance on all existing pre-owned center equipment to include: BORG, Plockmatic, Rotate Creaser, FFRM machine and the Xerox 5855 small free standing copier.

Three firms were solicited: Xerox, Konica-Minolta and Toshiba. Xerox provided the most competitive pricing structure which allowed the City to piggyback off of a national Co-op contract that provided the best pricing structure. This agreement will be for a five year period with no additional provisions for renewal.

The maximum compensation for the agreement shall be \$635,250, which shall be funded from the following fiscal years' Budgets of the Department of Finance: \$30,750 from FY 2020-21, \$92,500 from 2021-22, \$124,000 from 2022-23, \$ 127,000 from 2023-24, \$129,000 from 2024-25, and \$132,000 for FY 2025-26, contingent upon the approval of the budgets for the future fiscal years.

All monies shall be paid from the budgets of the Department of Finance.

Respectfully submitted,

Lovely A. Warren  
Mayor



**INTRODUCTORY NO.**

114

Ordinance No.

**Authorizing an agreement for the lease and maintenance of duplicating equipment**

BE IT ORDAINED, by the Council of the City of Rochester as follows:

Section 1. The Mayor is hereby authorized to enter into an agreement with Xerox Corporation for the lease of duplicating equipment and the maintenance thereof. The term of the agreement shall be 5 years. The maximum compensation for the agreement shall be \$635,250, which shall be funded from the following fiscal years' Budgets of the Department of Finance: \$30,750 from FY 2020-21, \$92,500 from 2021-22, \$124,000 from 2022-23, \$ 127,000 from 2023-24, \$129,000 from 2024-25, and \$132,000 for FY 2025-26, contingent upon the approval of the budgets for the future fiscal years.

Section 2. The agreement shall contain such additional terms and conditions as the Mayor deems to be appropriate.

Section 3. This ordinance shall take effect immediately.