



**City of New Haven**  
**Office Of Management and Budget**  
**Justin M. Elicker, Mayor**  
**Michael Gormany, City Budget Director**

November 05, 2020

Alder Tyisha Walker  
President, Board of Alders  
23rd Ward  
Board of Alders  
165 Church Street  
New Haven, CT 06510

RE: Request for approval to enter into a 72 Month equipment lease and services agreement with Xerox, Inc. for the City's Print Management Program (PMP)

Dear Honorable President Walker-Myers:

Pursuant to Section 2-371 of the City's Code of General Ordinances, I respectfully request your Honorable Board's approval for the City of New Haven, including its Board of Education, to enter into a 60 month agreement with Xerox (01/01/21 – 12/31/2026), Inc. to continue to provide a Print Management Program.

The City is using Xerox through the PEPPM Cooperative Purchasing. The City uses PEPPM cooperative purchasing and general users achieve lower costs and awarded vendors offer their best national cooperative price. Xerox PEPPM agreement term is 1/1/2021-12/31/2026. This contract also includes the management, maintenance, and operation of all city printers and the management of electronic documents.

The agreement cost will be \$6.4 million for 60 months. Saving approximately \$1,000 per month. The anticipated savings are scheduled to begin on the first day of the first month succeeding your approval. The funding source for this request will be from both the Board of Education budget and the Controller's Central Services line item.

Respectfully Submitted,

*Michael Gormany*

Michael Gormany  
City Budget Director  
City Acting Controller

*Michael Fumiatti*

Michael Fumiatti  
City Purchasing Agent