



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

May 11th, 2026

To: Jennifer L. Hibit, Secretary to the Authority

From: Dave Aubertine, Director IT & Cybersecurity *DWA*

Subject: United Business Systems Printer and Copier Lease Contract Amendment

The IT and Legal Departments are requesting an amendment to the Authority's printer and copier lease agreement with United Business Systems. The proposed amendment is intended to provide greater flexibility within the contract by allowing the organization to add, remove, or update leased devices as operational needs evolve, with approval from the Directors of IT and Central Purchasing. This change will help ensure that our printing and copying resources remain aligned with departmental requirements over time.

Budget Information:

Unit: 8525

O&M #68 PCs & Peripherals 401000 931268

DWA:

cc:

C. Eaton

J. Tomaka

L Kowalski

L.Lester,

J. Hibit

M. Carney

**ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents**

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one: _____

Other: _____

Action Requested:

Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer  Date: 05/11/2026

Chief Operating Officer _____ Date: _____

Claims Rep. – Risk Manager  Date: 05/11/2026

Comptroller _____ Date: _____

Director of Administration  Date: 05/11/2026

Director of Distribution _____ Date: _____

Director of Human Resources _____ Date: _____

Director of IT  Date: 5/11/26

Sr. Director of Operations & Infra _____ Date: _____

Director of Planning & Water Supply _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: _____

General Counsel (Legal)  Date: 5/11/2026

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority  Date: 05/11/2026

Remarks: _____

Resolution Date: _____ Item No: _____

**AMENDMENT NO. 2 TO THE MANAGED PRINT
SERVICE CONTRACT FOR SERVICES RELATING
TO FURNISHING AND DELIVERING EQUIPMENT, SUPPLIES, AND
PARTS FOR PRINTERS, COPIERS, SCANNERS AND PLOTTERS**

AMENDMENT, effective May 21, 2026 (“Effective Date”), to the Managed Print Service Contract, effective May 25, 2023, by and between

ERIE COUNTY WATER AUTHORITY
295 Main Street, Room 350
Buffalo, New York 14203

hereinafter referred to as the “Authority,” and

**UNITED COPIER & BUSINESS SYSTEMS, INC.,
doing business as United Business Systems**
316 Seneca Street
Buffalo, New York 14204-2000

hereinafter referred to as “UBS.”

WHEREAS, on May 25, 2023, the Authority and UBS entered into a contract for UBS to provide the Authority with managed print services relating to furnishing and delivering equipment, supplies, and parts for printers, copiers, scanners and plotters (the “Contract”); and

WHEREAS, the Contract provides that UBS shall provide managed print services to the Authority from August 1, 2023 through July 31, 2028; and

WHEREAS, on September 20, 2023, the Authority and UBS entered into Amendment No. 1 to the Contract which updated the specifications of the equipment to be delivered by UBS; and

WHEREAS, during the length of the Contract, the Authority has had changing needs for printing services and has requested the ability to modify the types and quantities of printers available to the Authority’s end users;

WHEREAS, in accordance with article 6, paragraph 6.02 of the Contract, the parties may amend the Contract by written amendment authorized by resolution of the Authority’s Board of Commissioners; and

WHEREAS, the parties wish to amend the Contract to allow the Authority to make substitutions to the Authority’s equipment, as needed;

NOW, THEREFORE, in consideration of the mutual promises herein set forth, the parties agree to the following:

(1) The parties agree that article 2, paragraph 2.01 of the Contract shall be amended to add the following subparagraph F at the end of the paragraph: deleted in its entirety and replaced with the following:

F. The parties agree that the schedule of printers listed in subparagraph (A) may be amended, upon mutual agreement of the parties. The Authority agrees that such amendment may be approved by the Authority's Director of Administration and the Authority's Director of Cybersecurity and Information Technology.

(2) The parties agree that if and when the schedule of printers listed in article 2, paragraph 2.01, subparagraph (A) is amended, Article 4.01 shall be amended to reflect the schedule of printers in the Authority's use and that such pricing shall be amended. The Authority agrees that such amendment may be approved by the Authority's Director of Administration and the Authority's Director of Cybersecurity and Information Technology.

(3) The parties agree that article 4 of the Contract shall be amended to add the following paragraph 4.05:

4.05 The parties agree that the Authority's Total Monthly Lease Investment with PaperCut shall not exceed \$4,000.00.

(3) The parties agree that all other terms and conditions of the Contract shall continue in effect until July 31, 2028; and

(4) This Amendment may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

IN WITNESS WHERETO, the parties hereto have caused this Amendment No. 2 to be signed by their respective duly constituted officers, attested and sealed pursuant to proper authority.

ERIE COUNTY WATER AUTHORITY

By _____
Jerome D. Schad, Chair

**UNITED COPIER & BUSINESS SYSTEMS,
INC. D/B/A UNITED BUSINESS SYSTEMS**

By _____
Cheryl Kerling, Chief Executive Officer

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the _____ day of May, in the year 2026, before me personally came Jerome D. Schad, to me known, who, being by me duly sworn, did depose and say that he resides in Amherst, New York, that he is the Chair of the Board of Commissioners for the Erie County Water Authority described in the above instrument; and that he signed his name thereto by order of the Board of Commissioners.

Notary Public

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the _____ day of _____, in the year 2026, before me personally came CHERYL KERLING, to me known, who, being by me duly sworn, did depose and say that she resides in _____, New York, that she is the Chief Executive Officer of the Corporation described in the above instrument; and that she signed her name thereto by order of the Board of Directors of said Corporation.

Notary Public