



Date: October 9, 2013

To: Gene Baietto, Purchasing Manager

From: Jim Jandovitz, Manager of Information Technology

Re: Sole Source Request for Ricoh Imaging Software Update and Additional licenses

This letter is to recommend the sole source purchase from Ricoh for additional scanning licenses and professional services for upgrading our imaging software. This is just an update to our existing software and additional licenses for our existing imaging software that was purchased from Ricoh 4 years ago. Ricoh was selected as our imaging vendor through an RFP process. Ricoh originally setup our software and customized it for our environment and is the only company that knows our systems.

The cost of this update is \$9,932 and will be funded from a capital account 100-1203-517-7003 designated for the city's imaging project.

Thanks,

Jim Jandovitz
Manager of Information Technology
City of West Allis