



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2013-0238

Final Action:

Sponsor(s): Administration & Finance Committee

OCT 15 2013

Resolution relative to accepting the sole source proposal of Ricoh for providing imaging software updates and licenses for a total net sum of \$9,932.00.

WHEREAS, The Purchasing/Central Services Division has reported that it has received a proposal for providing additional scanning licenses and professional services updates for the Information Technology Division of the City of West Allis; and,

WHEREAS, The Common Council deems it to be in the best interests of the City of West Allis that the proposal of Ricoh be accepted; and,

WHEREAS, the Information Technology Division of the Department of Administration & Finance has determined that this contract is inappropriate for competitive selection because this is an update to the existing software that was provided by Ricoh. This software was customized for our environment and is the only company that knows our system.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of West Allis that the proposal dated August 7, 2013 submitted by Ricoh, for providing scanning licenses and professional services for upgrading our imaging software for the total net sum of \$9,932.00 be and is hereby accepted.

BE IT FURTHER RESOLVED, that the Purchasing/Central Services Division be and is hereby authorized to enter into a contract for the aforesaid services.

PCSD1213

ADOPTED

OCT 15 2013

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED

10/21/13

Dan Devine, Mayor



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