



**OFFICE OF INFORMATION TECHNOLOGY
AND COMMUNICATIONS**

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DATE: August 8, 2015

TO: Rebecca Grill, City Administrator

FROM: Jim Jandovitz, Director of Information Technology and Communications

SUBJECT: Impact Networks Inc. for Sole Source for Print Shop Copy Machines

This letter is to recommend the sole source purchase of new production copy machines for the city's print shop. Impact Networking is our existing vendor for all printers throughout the city. It is in the best interest of the city to keep all printers/copy machines under the same vendor for ease of service and support. Impact Networking has been providing good service and support with no issues for the past 1 ½ years.

In order to make sure the quote we received from Impact Network is competitive, I have received two additional quotes from both Ricoh and Xerox. Each of these quotes were both greater than the quote from Impact Networking.

Sincerely,

Jim Jandovitz
Director of Information Technology and Communications
City of West Allis