



City of West Allis

Resolution: R-2020-0255

File Number: R-2020-0255

Final Action: 5/5/2020

Sponsor(s): Administration & Finance Committee

Resolution relative to accepting the proposal for 25 additional Adobe Acrobat Pro software licenses from CDW-G for a one-time fee of \$9,732

WHEREAS, while all City workers have access to the free version of Adobe Acrobat to read and view PDF files, there is the need for widespread use of the Professional version of the software as we work to digitize more of our paper based processes, utilize more of the advance features of the software; and,

WHEREAS, with the Adobe Acrobat Pro product end users can create electronic, fillable PDF forms, edit/annotate PDF's, convert different file types (Word Documents, Excel spreadsheets, etc...) to PDF's and imbed electronic signatures into a PDF document; and,

WHEREAS, The City had previously invested in and already holds 50 Adobe Acrobat Pro licenses, this is not enough to meet the demand we are currently facing; and,

WHEREAS, this is an unbudgeted item for 2020, however due to the need for the software, I am recommending that Council repurpose unused salary dollars in the approved 2020 Operating Budget, in the IT Department, due to a previously eliminated position, to fund this purchase.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of West Allis that the quote dated April 29th, 2020 for purchasing 25 Adobe Acrobat Pro licenses from CDW-G for the City of West Allis for the net sum of \$9,732 be and is hereby accepted. This purchase will be charged to Account Number 100-1101-517.51-10, General Fund, IT Department, General Supplies, Computers and Related Equipment.

BE IT FURTHER RESOLVED, that the Finance Department - Purchasing Division be and is hereby authorized to enter into a contract for the aforesaid services.

ADOPTED 5/5/2020

APPROVED 5/5/2020

Rebecca Grill, City Administrator/Clerk

Dan Devine, Mayor