



**OFFICE OF INFORMATION TECHNOLOGY
AND COMMUNICATIONS**

Jim Jandovitz
Director
414/302-8331

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

jjandovitz@westalliswi.gov
www.westalliswi.gov

To: Rebecca Grill, City Administrator

From: Jim Jandovitz, Directory of Information
Technology and Communications

Subject: Request to enter into contract with E-Docs for the imaging of Attorneys files

Date: April 30, 2015

Information Technology and Communications is requesting to contract with E-Docs American Corporation to scan and archive the Attorney's Office files for a sum not to exceed \$20,000. This will allow the Attorney's Office to be able to retrieve historical files from their office computers. These files are currently housed in the Art Gallery. The funds for this project will come from the original scanning project account set up years ago for the city's scanning initiative. This amount will need to be transferred in to the appropriate account 100-1103-517-7020 from our "Capital Accumulation Fund."

E-Docs American Corporation had previously been used to scan documents and plans for the Department of Building Inspections and Neighborhood Services and the Department of Development.

Sincerely,

Jim Jandovitz
Director of Information Technology and Communications