



**OFFICE OF INFORMATION TECHNOLOGY  
AND COMMUNICATIONS**

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**TO:** Rebecca Grill, City Administrator

**FROM:** Jim Jandovitz, Director of Information  
Technology and Communications

**SUBJECT:** Impact Network Inc. Contract for Copy Machines

**DATE:** December 9, 2015

This letter is to recommend approval of a new contract with Impact Network for the servicing and maintenance of printers and copy machines for the Health Department, Library, and City Hall. This new contract will replace our existing contract, which is in its final year, and will now include leasing 7 new copy machines and refreshing 16 printers with newer models along with providing all support, parts, labor, and supplies for the operating of these and 20 other printers throughout the City for the next 5 years.

The cost of the new agreement is \$3,638.72 per month, which is an increase of \$181.87 per month from our current contract with the balance being absorbed by Information Technology's existing budget. This new contract will reduce any annual increase to a maximum of 7% from the current 15%. This will result in saving the City roughly \$3,000 per year. The City will also be receiving around \$1,600 in rebates by executing this contract by the end of the current year.

Impact Network will be using our city as a case study over the next year in which they will publish a white paper featuring West Allis cost savings in regards to print management.

Impact Network is currently providing our print service management throughout the City. Impact Network will be providing service and support to almost 95% percent of all copiers and printers throughout the City if this contract is approved. The remaining printers and copiers will be moved under this print service agreement after their existing leases are up. Information Technology has been very satisfied with the service provided by Impact and has received very few complaints.

Sincerely,

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