



Legislation Text

File #: 10-0242, **Version:** 4

Resolution to Approve a Purchase Order for Six Canon Digital Multi-Function Devices, eCopy Software and Security Enhancements from Hasselbring-Clark (Not to Exceed \$128,098.40)

The attached resolution seeks authorization and approval of a purchase order for Six (6) Canon Multi-Function Devices from Hasselbring-Clark to replace existing obsolete printers in an amount not to exceed \$128,098.40.

The Information Technology Services Unit is replacing existing printers that are no longer under warranty, use excessive energy, are below minimum standards for current print loads, and are no longer capable of keeping up with employees' needs. The new multi-function devices are able to print, fax, scan and email documents, improving staff's productivity and provide these services at a lower cost than the current printers.

eCopy software is used to introduce scanned documents to OnBase, the City's enterprise document management system and to convert scanned images to machine readable PDFs. Existing copies of eCopy will be transferred from three old machines to three replacement machines while three additional copies will be installed on new copiers.

Information Technology Service Unit has identified six copier/printers in need of replacement:

- 15th District Court
- Waste Water Treatment
- Retirement Office
- Customer Service
- Fire Department
- Planning & Development.

Additionally, Hasselbring-Clark will be installing Cannon Security Kits for all City Cannon copiers, the current City standard. The Cannon Security Kits add various levels of protection for our employees and citizens by protecting the data left behind on the copiers. The security kits consist of a Hard Drive Data Encryption Feature (256-Bit AES Encryption) and/or an Auto Hard Disk Drive Data Erase Feature. The cannon Security Kits' features vary by device type and user.

This purchase was planned and budgeted for in the FY2010 and FY2011 Information Technology Services Unit Fiscal Budgets.

Hasselbring-Clark was awarded this bid via their participation in the PEPPM Program, a nationally

affiliated group of Agencies, coordinated by the Central Susquehanna Intermediate Unit, which seeks and awards bids on technology equipment, software and supplies on behalf of schools, agencies and libraries. This program called PEPPM (pronounced PEPum), is a 26-year-old technology bidding program for schools, agencies and libraries has been extended to many states, including Michigan.

Hasselbring-Clark received Human Rights and Living Wage approval on March 15, 2010.

Information Technology recommends that the attached resolution for the amount of \$128,098.40 be approved.

Prepared by: Marlene Robinson, Service Delivery Manager, IT Services Unit

Reviewed by: Dan Rainey, Director, IT Services Unit, Tom Crawford, CFO

Approved by: Roger Fraser, City Administrator

Whereas, eCopy is used to access OnBase and for converting scanned images to machine readable PDFs;

Whereas, The City's Information Technology Services Unit has identified six (6) copier/printers that are in need of replacement due to age, increased support costs and technical obsolescence;

Whereas, The City desires to further protect citizen and employee data on copiers by installing Security Kits on all Cannon Multifunction Devices;

Whereas, The City has planned, approved and budgeted for the printer replacements in FY2010 and FY2011;

Whereas, Hasselbring-Clark was awarded this bid via their participation in the PEPPM Program; and

Whereas, Hasselbring-Clark received Human Rights and Living Wage approval on March 15, 2010;

RESOLVED, That the City Council approve a Purchase Order with Hasselbring-Clark, for the purchase of Canon Digital Multi-Function Devices in an amount not to exceed \$128,098.40, and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution regardless of Fiscal Year.