



Legislation Text

File #: 09-0316, **Version:** 1

Resolution to Authorize and Approve a Purchase Order for Two (2) Canon Digital Multi-Function Devices from Hasselbring-Clark (Not to Exceed \$35,000.00)

The attached resolution seeks authorization and approval to execute a purchase order for Two (2) Canon Digital Multi-Function Devices from Hasselbring-Clark to replace two existing printers. Information Technology Services Unit is replacing existing printers that are off of warranty, power hungry, below minimum standards for current application loads, and are no longer capable of keeping up with employees' needs. The new devices are able to print, fax, and scan which will assist employees in their daily assignments and Phase 1 of Enterprise Document Management project.

Information Technology has identified two areas in need of a Digital Multi-Function Device; (1) for the City Attorney's Office and (1) for the Project Management Service Unit.

This purchase was budgeted for in the FY2009 Information Technology Services Unit operating budget.

Hasselbring-Clark received Human Rights approval on April 20, 2009.

We recommend that the attached resolution for the amount not to exceed \$35,000.00, be approved.

Prepared by: Kathleen McMahon, Service Delivery Manager, Information Technology Service Unit

Reviewed by: Dan Rainey, Director, Information Technology Service Unit, Tom Crawford, Chief Financial Officer

Approved by: Roger Fraser, City Administrator

Whereas, The City's Information Technology Services Unit has identified 2 areas that are in need of replacement printers due to age and technical obsolescence;

Whereas, The City has planned, approved and budgeted for the printer replacements in FY2009; and

Whereas, Hasselbring-Clark received Human Rights approval on April 20, 2009;

RESOLVED, That the City Council approve a Purchase Order with Hasselbring-Clark, for the purchase of Canon Digital Multi-Function Devices for an amount not to exceed \$35,000.00; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution subject to approval of the terms of the purchase order by the City Attorney.