



# Request for City Council Committee Action from the Department of Information Technology

**Date:** May 11, 2015

**To:** The Honorable John Quincy, Chair, Ways and Means Committee

**Subject:** Canon Solutions America, Inc.

**Recommendation:** Authorize proper City officials to

- a) Initiate a contract with Canon Solutions America, Inc. for the support and maintenance of the Geographical Information Services (GIS) plotter
- b) For a not-to-exceed amount of \$10,000.00 over the life of a three-year contract, and
- c) Use Canon’s contract documents

**Previous Directives:** None

**Department Information:**

Prepared by: Barb Malinski, Contract Administrator, IT  
 Submitted by: Otto Doll, CIO  
 Approved by: Spencer Cronk, City Coordinator  
 Presenter(s) in Committee: Otto Doll, CIO

<b>Reviews</b>	<b>Approval</b>	<b>Date</b>	<b>Not Applicable</b>
Permanent Review Committee (PRC):	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Civil Rights Approval:	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Policy Review Group (PRG):	<input type="checkbox"/>		<input checked="" type="checkbox"/>

**Financial Impact**

Yes. Funding for the maintenance and support is included in the Information Technology’s (IT) operating budget.

**Supporting Information**

Information Technology (IT) has a plotter for Geographical Information Services (GIS) that they use to support the City and the public in printing large format maps and documents. IT is establishing a support and maintenance agreement for three years to support the hardware. IT GIS plotter is used to support all requests from City departments and our public service counter.

Information Technology requests proper City officials to:

- a) Initiate a contract with Canon Solutions America, Inc. for the support and maintenance of the Geographical Information Services (GIS) plotter
- b) Authorize a not-to-exceed amount of \$10,000.00 over the life of a three-year contract, and
- c) Use Canon's contract documents