

ITEM H

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
DECEMBER 20, 2016 AGENDA**

Subject:	Type:	Submitted By:
AUTHORIZATION TO PURCHASE COMPUTER EQUIPMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

A resolution has been prepared approving the purchase of nine (9) Canon Image office scanners for various City departments from Insight Public Sector Sled, Tempe, AZ in an amount not to exceed \$6,175.44

FISCAL IMPACT

The FY 17 Computer Budget provides funding for the proposed purchase

RECOMMENDATION

Approval.

BACKGROUND

The State of Minnesota – Computer Hardware, Software, & Services contract (#48192 / C-1046(5)) bid for scanners designates Insight Public Sector as the lowest responsible bidder for the hardware and software that is being requested and they are currently purchasing Canon Office Scanners. The scanners will be used with the new enterprise financial software for scanning in documents and invoices. This will reduce the need to save paper documents and invoices in files and provide greater access to all departments within the city.

Original
ITEM

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AUTHORIZATION TO PURCHASE COMPUTER EQUIPMENT	◆	RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

A resolution has been prepared approving the following technology related purchases for various City departments:

- 9 Canon Office Scanners to support the new financial software.

FISCAL IMPACT

FY 17 Budget has funding for financial software equipment

RECOMMENDATION

Approval.

BACKGROUND

The State of Minnesota – Computer Hardware, Software, & Services contract (#48192 / C-1046(5)) bid for scanners designates Insight Public Sector as the lowest responsible bidder for the hardware and software that is being requested and they are currently purchasing Canon Office Scanners. The scanners will be used with the new enterprise financial software for scanning in documents and invoices. This will reduce the need to save paper documents and invoices in files and provide greater access to all departments within the city.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE PURCHASE OF NINE (9) CANON IMAGE OFFICE SCANNERS FOR VARIOUS CITY DEPARTMENTS FROM INSIGHT PUBLIC SECTOR SLED, TEMPE ARIZONA IN AN AMOUNT NOT TO EXCEED \$6,175.44.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of technology related items is necessary; and

WHEREAS, the FY 17 Computer Budget provides funding for the proposed purchase; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the city administrator secure Council approval prior to authorizing any purchase over \$5,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of nine (9) Canon Image office scanners for various city departments from Insight Public Sector Sled, Tempe Arizona in an amount not to exceed \$6,175.44.

PASSED AND APPROVED THIS 20TH DAY OF DECEMBER, 2016.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe CMC
City Clerk

SOLD-TO PARTY 10033635

CITY OF LA VISTA
 8116 PARK VIEW BLVD
 LA VISTA NE 68128-2132

SHIP-TO PARTY

CITY OF LA VISTA
 8116 PARK VIEW BLVD
 LA VISTA NE 68128-2132

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

Quotation

Quotation Number : 218495049
Document Date : 06-DEC-2016
PO Number :
PO Release :
Sales Rep : Jack Fritze
Email : GERARD.FRITZE@INSIGHT.COM
Telephone : 4804096070

Material	Material Description	Quantity	Unit Price	Extended Price
5482B002	Canon imageFORMULA DR-M140 Office - document scanner STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5))	9	686.16	6,175.44
			Product Subtotal	6,175.44
			TAX	0.00
			Total	6,175.44

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Jack Fritze
 4804096070
 GERARD.FRITZE@INSIGHT.COM
 Fax 4807608247

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by both your company and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at: http://www.insight.com/en_US/help/terms-of-sale-products-ips.html