



Information Technology Department
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Information Technology Department

December 12, 2023 BOW Agenda

To: Board of Works and Safety
Mayor Chuck Fewell

From: Rob Souchon – IT Manager

I respectfully request board approval for the following agenda item:

1. Request approval to purchase the Microsoft Office 365 Apps Renewal from Insight for \$29,227.10. The renewal is for a 12 month subscription to use the Microsoft Office 365 applications. The subscription is with Microsoft but is administered through Insight and was purchased through Insight originally.
2. Request approval to enter lease agreement with Braden for printer for Planning, Engineering and Stormwater at \$120 per month plus pages printed. The current Sharp printer is owned by the department and is maintained by Sharp. The current Sharp maintains contract will be terminated upon approval of the Braden lease.