



**CITY OF WAUKESHA**

**Administration**

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<b>Committee:</b> Information Technology Board	<b>Date:</b> 6/29/2020
<b>Common Council Item Number:</b> ID#20-0841	<b>Date:</b> 7/21/2020
<b>Submitted By:</b> Chris Pofahl, IT Director	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <a href="#">Click here to enter text.</a>
<b>Finance Department Review:</b> Rich Abbott, Finance Director <a href="#">Click here to enter text.</a>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <a href="#">Click here to enter text.</a>
<b>Subject:</b> City Hall Digitization Project	

**Details:**  
The new City Hall was intentionally designed to not have room for the storage of file cabinets. As such, part of the City Hall project included digitizing the physical documents in existing file cabinets, manage the lifecycle of digital documents, and create digital workflows for processes that are generating paper. The City has roughly 2.5 million documents of varying size, everything from 3"x5" notecards to 42"x42" drawings that need to be digitized.

**Options & Alternatives:**  
[Click here to enter text.](#)

**Financial Remarks:**  
This project is accounted for under account 1815.68290. The budgeted amount for the project was \$550,000. The proposed solution is \$403,054.

**Executive Recommendation:**  
Approve the contract with OPG-3, inc.

