

RESOLUTION NO. 25-2017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH CANON U.S.A., INC. FOR THE PURCHASE AND IMPLEMENTATION OF A LASERFICHE CLOUD DOCUMENT MANAGEMENT SYSTEM

WHEREAS, the City of Lake Forest Park (“City”) currently lacks an integrated enterprise content and records management solution, resulting in inefficiencies, difficulty locating records, and increased public-records-request response times; and

WHEREAS, the City Council identified acquisition of a modern, cloud-based document management system as a 2025–2026 biennial budget priority; and

WHEREAS, City staff evaluated available solutions and determined that Laserfiche Cloud, offered through Canon U.S.A., Inc., best meets the City’s functional, security, and records-retention requirements; and

WHEREAS, Canon U.S.A., Inc. provided the City a Master Sales and Services Agreement (MA49364), Order Schedule Transaction No. S21122376, and a related Order Schedule Addendum dated May 6, 2025, setting forth a 60-month subscription with a first-year cost of \$14,280 and a one-time implementation fee of \$18,615.60, with annual subscription increases capped at five percent; and

WHEREAS, public convenience and necessity require the City to enter into the contract to obtain the Laserfiche Cloud solution and associated professional services.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AUTHORIZATION. The Mayor is hereby authorized to sign, on behalf of the City, the contract materials with Canon U.S.A., Inc. consisting of the Master Sales and Services Agreement MA49364, Order Schedule Transaction No. S21122376, Order Schedule Addendum dated May 6, 2025, Statement of Work, and all documents incorporated therein in substantially the same form as attached hereto as Exhibit A, together with any minor revisions approved by the City Attorney.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 22nd day of May 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: May 16, 2025
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2017