

CITY OF WASHINGTON
Joan E. Baxter, C.P.A. – Controller
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Washington, IL 61571

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MEMORANDUM

TO: Mayor Manier and City Council
FROM: Joanie Baxter, Controller *JB*
DATE: September 28, 2018
SUBJECT: Software Services Agreement - Harris

We are in receipt of an invoice for software support with Harris (formerly Municipal Software, Inc.) for the period December 1, 2018 through November 30, 2019.

This agreement covers service and support for the ten (10) MSI applications and four (4) third party applications, as well as annual renewal for a backup and recovery system. The agreement includes telephone support, software updates, government mandated updates related to payroll and accounts payable, remote diagnostic support, and off-site backup of financial data. It also includes continued support for requested custom programming.

The invoice is in the amount of \$16,034.48 which is a 7.7% increase over the prior year. Consideration of a reduction of two line items has been requested and if approved, the invoice will be decreased by a total of \$846.06 for removal of support for Budget Planning which has not met Staff's needs and thus is not being used and for Relativity of which Staff questioned an annual support cost that hasn't been charged in the past. The revised invoice, pending approval, would be \$15,188.42. The FY 18-19 budget includes a total of \$15,750.00 for comparable support.

Having readily available support for the accounting applications is imperative to maintaining the integrity of the accounting system. Accordingly, I **recommend that the City Council approve the renewal of the software service agreement with Harris at a not-to-exceed cost of \$16,034.48, pending approval of reductions resulting in a potential cost of \$15,188.42.**



Remit To: Harris Computer Systems
62133 Collections Center Drive
Chicago, IL 60693-0621

Invoice
Date
Page

MN00003757
9/25/2018
1 of 1

Bill To

Washington, City of
301 Walnut St.
Washington, IL 61571
USA

Washington, City of
301 Walnut St.
Washington, IL 61571
USA

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	WAS01		LOCAL DELIVERY	MN DEC

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	MSI PROP MAINT	Accounts Payable: December 2018 to November 2019	US\$973.54	US\$973.54
1.00	MSI PROP MAINT	Accounts Receivable: December 2018 to November 2019	US\$973.54	US\$973.54
1.00	MSI PROP MAINT	Budget Planning: December 2018 to November 2019	US\$779.56	US\$779.56
1.00	MSI PROP MAINT	Cash Register: December 2018 to November 2019	US\$973.54	US\$973.54
1.00	MSI PROP MAINT	Fixed Assets: December 2018 to November 2019	US\$973.54	US\$973.54
1.00	MSI PROP MAINT	General Ledger: December 2018 to November 2019	US\$973.54	US\$973.54
1.00	MSI PROP MAINT	Payroll: December 2018 to November 2019	US\$1,267.63	US\$1,267.63
1.00	MSI PROP MAINT	Permit Tracking: December 2018 to November 2019	US\$1,419.73	US\$1,419.73
1.00	MSI PROP MAINT	Purchase Orders: December 2018 to November 2019	US\$973.54	US\$973.54
1.00	MSI PROP MAINT	Utility Billing: December 2018 to November 2019	US\$2,890.18	US\$2,890.18
1.00	MSI TP MAINT	FinePrint: December 2018 to November 2019	US\$233.23	US\$233.23
1.00	MSI TP MAINT	Runtime: December 2018 to November 2019	US\$578.03	US\$578.03
1.00	MSI TP MAINT	Relativity: December 2018 to November 2019	US\$1,116.48	US\$1,116.48
1.00	MSI PROP MAINT	Receipt Printers: December 2018 to November 2019	US\$243.39	US\$243.39
1.00	MSI PROP MAINT	Add/Remove Columns in Subclass Detail & Rev Report: December 2018 to November 2019	US\$128.10	US\$128.10
1.00	MSI TP MAINT	Gemini Data Backup & Recovery: December 2018 to November 2019	US\$1,345.05	US\$1,345.05
1.00	MSI PROP MAINT	Custom Sensus Meter Download File: December 2018 to November 2019	US\$51.40	US\$51.40
1.00	MSI PROP MAINT	Data Sync Extract File and Sync Script: December 2018 to November 2019	US\$25.70	US\$25.70
1.00	MSI PROP MAINT	Add Option to Generate .csv from Customer Listing: December 2018 to November 2019	US\$48.26	US\$48.26
1.00	MSI TP MAINT	Relativity - additional seat: December 2018 to November 2019	US\$66.50	US\$66.50
			Subtotal	US\$16,034.48
			Misc	US\$0.00
			Tax	US\$0.00
			Freight	US\$0.00
			Trade Discount	US\$0.00
			Total	US\$16,034.48

Invoice Questions? Please call Winnifred Pereira, 613-226-5511 ext 2189 or e-mail
wpereira@harriscomputer.com

request
removal

request
removal