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Lucas County Information Services Checklist for Hardware/Software/Services

Department: Lucas County Adult Probation

Funding Account & Description: 2281-1761-530100 Q2350

Vendor: CDWG

State Term Contract ID NJPA

Requestor: Sheri Easterwood

Req. Date: 6/7/2013

Type of Request (check all that apply):

Hdw SW Services

Purchase Lease Subscription

Description or Nature of Request and for whom this is intended: Lucas County Adult Probation intends to purchase an HP Color LaserJet CP4024N printer for use by the employees in their department.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
HP Color LaserJet CP4025N	DMNL026	3	1	\$ 767.03	\$ 0.00	\$ 767.03
HP Care Pack 3-Year Extended Warranty	DMNL026		1	\$ 346.17	\$ 0.00	\$ 346.17
Freight	DMNL026		1	\$ 100.40	\$ 0.00	\$ 100.40
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 1,213.60

Business Reason or Justification:

Lucas County Adult Probation currently does not have a color printer in their department and they would like the capability to print in color.

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Planned Location:	<input type="text" value="Other"/>	If Other please specify:	<input type="text" value="Departmental Printer"/>
Network Connection Required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
LCIS installation assistance needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <input type="text"/>
LCIS on-going support required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
ITB or RFP completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
LCIS Management review completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Exclusion
DP Board Approved?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="text" value="Less than \$7,500"/> Exclusion
Date of Approval:	<input type="text" value="6/7/2013"/>		

Comments:

Reviewed and prepared by Mike Butler.
Reviewed and approved by Cynthia Waldmannstetter.
Cynthia Waldmannstetter
KG - 6/7/13.

Thank you, on behalf of Lucas County Adult Probation, for your equipment recommendations contained in CDW - G's Quote #DMNL026.

Lucas County Adult Probation has requested that I assist their department in ordering this hardware, therefore, I am requesting that you prepare a purchase checklist to be forwarded with a PeopleSoft Requisition (possibly today if you have time). When it is complete, please forward that to Sheri Easterwood via email.

Equipment Account: 2281-1761-530100 Q2350
Total: \$1,213.60

Purchasing will receive a scanned edition of the Quote with your checklist. Office Manager Sheri Easterwood will be going on leave next week, and she would like to send the requisition as soon as possible to avoid losing her grant funding due to untimely invoicing. Thank you very much for your assistance.



Tamara L. Bolfa,

Office Manager,
Lucas County Common Pleas Court
Pretrial-Presentence Department
1100 Jefferson Avenue, 1st Flr.
Toledo, OH 43604
419-213-6018 Fax 419-936-8019
tbolfa@co.lucas.oh.us

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SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
DMNL026	10394664	6/7/2013

BILL TO:
 MIKE BUTLER
 1 GOVERNMENT CTR STE 400
 INFORMATION SERVICES

SHIP TO:
 LUCAS COUNTY DATA PROCESSING
 Attention To: MIKE BUTLER
 1 GOVERNMENT CTR STE 400
 INFORMATION SERVICES

Accounts Payable
 TOLEDO , OH 43604-2290

TOLEDO , OH 43604-2290
 Contact: MIKE BUTLER 419.213.4669

Customer Phone #419.213.4386

Customer P.O. # CP4025N W/3YR QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877.325.3701		UPS 2nd Day Air	Request Terms	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1895327	HP LJ CP4025N 35PPM PRINTER Mfg#: CC489A#BGJ Contract: National Joint Powers Alliance 111309-CDW (\$998.99-\$200 savings=\$798.99, Ends 7/14)	767.03	767.03
1	1290386	HPE 3YR 9X5NBD CP4005 Mfg#: UG825E Contract: National Joint Powers Alliance 111309-CDW Electronic distribution - NO MEDIA	346.17	346.17
SUBTOTAL				1,113.20
FREIGHT				100.40
TAX				0.00
				US Currency

TOTAL 1,213.60

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.705.8283

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515