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Lucas County Information Services Checklist for Hardware/Software/Services

Department: Lucas County Sheriff's Office

Funding Account & Description: 1010-1670-530100 Sheriff's Equipment

Vendor: Perry ProTech

State Term Contract ID

Requestor: Kevin Helminski

Req. Date: 7/15/2013

Type of Request (check all that apply):

- Hdw SW Services/New
- Purchase Lease Subscription
- Services/Support Renewal
Original Purchase Date _____

Description or Nature of Request and for whom this is intended:
The Lucas County Sheriff's Office is requesting approval to purchase a Lexmark XM3150 Multifunction Printer for use in the Sheriff's Office Resource Center located in the sub-basement.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Lexmark XM3150 MFP			1	\$ 4,627.45	\$ 0.00	\$ 4,627.45
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 4,627.45

Business Reason or Justification:

The new unit will be replacing an existing Kyocera unit located in the Sheriff's Office Resource Center.

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Planned Location:	Other	If Other please specify:	Resource Center in Sub-Basement
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:
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	 Exclusion
DP Board Approved?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	 Exclusion

Date of Approval: 7/19/2013

Comments:

Reviewed and prepared by Mike Butler.
Reviewed and approved by Cindy Waldmannstetter.

Karen Schmitzkey 7/19/13



SHERIFF JOHN THARP LUCAS COUNTY

1622 Spielbusch Avenue
Toledo, OH 43604-5330

July 15, 2013

Mike Butler
Lucas County Information Services
One Government Center, Suite 600
Toledo, OH 43604

Subject: Purchase of Lexmark XM3150 MFP

Dear Mr. Butler:

I am requesting the purchase of one (1) Lexmark XM3150 Multi Function Printer. This single unit will replace the current Kyocera unit in the Lucas County Sheriff's Office Resource Center (Sub-Basement).

The unit is quoted at \$4,627.45. Funds will be utilized from the Sheriff's Equipment Account 1010-1670-530100. A copy of the quote is attached.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Helmski".

Kevin Helmski
Director of Finance & Operations
Lucas County Sheriff's Office

