



ANITA LOPEZ LUCAS COUNTY AUDITOR

One Government Center, Suite 600
Toledo, OH 43604-2255
www.co.lucas.oh.us/Auditor

E-mail: alopez@co.lucas.oh.us
Phone: (419) 213-4406
Fax: (419) 213-4888

MEMORANDUM

TO: All Data Processing Board Members
FROM: Anita Lopez, Secretary of Board
DATE: September 29, 2014
SUBJECT: Data Processing Board Meeting

The Lucas County Data Processing Board Meeting will be held on **Thursday, October 2, at 11:00 a.m. in the Commissioners' Conference Room A, Suite 800 of Government Center.** Previous minutes, agendas and requests can be viewed online at <http://www.co.lucas.oh.us/index.aspx?nid=2253>.

Agenda:

1. Approval of Minutes
2. Requests
 - A. Support Services – 9/11/2014 Mail Meter
 - B. Sanitary Engineer – 9/11/2014 Network Connection
 - C. Recorder – Scanner/Printer
3. Old Business
 - A. Tax Accounting Project
4. New Business
 - A. 2015 LCIS Operating Budget

**LUCAS COUNTY DATA PROCESSING BOARD
MEETING MINUTES**

Thursday September 4, 2014

Voting Members Present:

Anita Lopez, Auditor
Jessica Ford, Recorder's Rep.
Lila Shousher, Treasurer's Rep.
Adam Hansen, Clerk Of Courts Rep.
Sharon Haupricht, Domestic Relations Court Rep.
Don Colby, Common Pleas Court Rep.
Brittany Ford, Commissioner's Rep.

Attendees:

George Webb, LCIS
Ron Heinold, LCIS
Kelleigh Decker, OMB
Mark Austin, Treasurer's Office
Jason Gears, LCIS

Recording Secretary:

Karen Schnitkey

- Jason Gears called the meeting to order.
- Motion to approve the minutes of the August 7, 2014 meeting made by Don Colby, seconded by Lila Shousher; motion carried.

Purchasing Requests

Domestic Relations Court

Sharon Haupricht presented a request to purchase two (2) JAVS audio only recording systems to be installed in the courtrooms of Judge Lewandowski and Judge Zimmelman. State contract pricing of \$21,867.08 per system is available. The total cost of the project not to exceed \$43,734.16. Funds are available in 4030-1750-C1064-530100. Motion to approve the purchase made by Don Colby, seconded by Lila Shousher, Sharon Haupricht abstained; motion passed.

Old Business

Tax Accounting Project

Lila Shousher reported that Tyler submitted a training schedule to go live with a tentative date of October 29, 2014. Treasurer doesn't have information in the system that they're able to test with processes at this time. Auditor Lopez stated that they don't plan for a full go live date until 2015. Both systems will be run simultaneously for a time for quality control purposes. The project is within budget.

New Business

Jason Gears reported that he received a prosecutor's opinion regarding the Health Department's obligation to request IT purchasing approval from the DP Board. Health Department is not obligated to request DP Board approval for purchases, however the DP Board is not obligated to allow them access to the network. Jason will draft a Memorandum of Understanding with the Health Department pertaining to their IT purchasing requests and connectivity.

Motion to enter Executive session for the purpose discussing LCIS staffing made by Jessica Ford, seconded by Lila Shousher. Yea - Anita Lopez, Sharon Haupricht, Don Colby, Jessica Ford, Lila Shousher, Adam Hansen.

Motion to adjourn executive session make by Don Colby, seconded by Jessica Ford; motion carried.

There were no actionable items from executive session. Informational items are the appointment made by Anita Lopez of Jason Gears to the Director of LCIS and the successful completion Mike Swaile's probation for the Operations Team Lead position.

Motion to adjourn made by Lila Shousher, seconded by Brittany Ford; motion carried.


Anita Lopez, Secretary of the Board


Jason Gears, Director, LCIS

KAS

Karen Schnitkey - Results - Data Processing Board Emergency Requests

From: Karen Schnitkey
To: DP Board Members
Date: 9/12/2014 4:05 PM
Subject: Results - Data Processing Board Emergency Requests
CC: Jim Shaw; Lynn DiPierro

Regarding the requests for emergency approval for Support Services mail meter and Sanitary Engineer network connection, email was received from the following DP Board members with votes:

Ms. Sharon Haupricht, Domestic Relations Court Rep. - Support Services - Yea, Sanitary Engineer - Yea
 Mr. Don Colby, Common Pleas Court Rep. - Support Services - Yea, Sanitary Engineer - Yea
 Ms. Jessica Ford, Recorder Rep. - Support Services - Yea, Sanitary Engineer - Yea
 Commissioner Pete Gerken - Support Services - Yea, Sanitary Engineer - Yea
 Mr. Mark Austin, Treasurers Rep. - Support Services - Yea, Sanitary Engineer - Yea
 Clerk of Courts Bernie Quilter - Support Services - Yea, Sanitary Engineer - Yea
 Board of Elections Director Gina Kaczala - Support Services - Yea, Sanitary Engineer - Yea

There were no Nay votes. Requests are approved. This information will be added to the October 2014 DP Board agenda and minutes.

Karen Schnitkey

Office Manager
 Help Desk Administrator

Lucas County Information Services

One Government Center
 Suite 400
 Toledo, Ohio 43604
kschnitkey@co.lucas.oh.us

The information contained in this message represents privileged and confidential information, intended only for the use of the recipient stated above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this message in error please contact our office immediately. Thank you.

>>> Karen Schnitkey 9/11/2014 2:31 PM >>>

LCIS has received 2 requests for emergency approval.

1. On behalf of the **Lucas County Support Services**, LCIS is requesting permission to expedite approval of a new **mail machine** from Pitney Bowes for the county mail room. The lease cost is \$892.00 monthly with a total cost of \$53,520.00. Funding is available in account 6010-2520-512110. The request letter and quote are attached. This is an emergency nature because the current machine lease expires on September 30, 2014. See the attached

request letter and quote for your review. Contact is Lynn Dipierro at 419-213-4509.

2. On Behalf of the **Sanitary Engineer**, LCIS is requesting permission to expedite approval of **connection of fueling system software to the Sanitary Engineer's network via an IP address**. George Webb and Jason Gears have reviewed and approved the connection. This is an emergency nature because the software is being installed before the next DP Board meeting. The request memo and specifications are attached for your review. Contact is Jim Shaw at 419-213-2916.

Please reply to me by 4:00 PM on Friday September 12, 2014 with a yes or no vote for EACH purchasing request. If you have any questions please contact myself at 419-213-4025 or Jason Gears at 419-213-4386.

Regards,

Karen Schnitkey

Office Manager
Help Desk Administrator

Lucas County Information Services

One Government Center
Suite 400
Toledo, Ohio 43604
kschnitkey@co.lucas.oh.us

The information contained in this message represents privileged and confidential information, intended only for the use of the recipient stated above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this message in error please contact our office immediately. Thank you.

Support Services Emergency Request - Mail Meter

Date: 9-11-14

DP BOARD MEETING

Voting Members Present: Polled via email

Advisory Present:

	<i>Ms. Anita Lopez, Auditor</i>	Secretary of the Board	<u>Advisory Attendees</u>		
	<i>Jason Gears</i>	Auditor Rep	Mr. George Webb	LCIS	
	<i>Ursula Barrera-Richards</i>	Auditor Rep	Mr. Ron Heinold	LCIS	
	<i>Judge Lewandowski</i>	DRC			
Y	<i>Ms. Sharon Haupricht</i> (5)	DRC Rep			
	<i>Judge James Bates</i>	Common Pleas			
	<i>Eric Zatzko</i>	Common Pleas-IJS, Rep.			
Y	<i>Don Colby</i> (1)	Common Pleas-IJS, Rep.			
	<i>Mr. Phil Copeland</i>	Recorder			
Y	<i>Julie East</i> (4)	Recorder Rep.			
Y	<i>Jessica Ford</i>	Recorder Rep.	<u>Attendees:</u>		
Y	<i>Mr. Pete Gerken</i> (3)	Commissioner			
	<i>Peter Ujvagi</i>	Commissioner Rep.			
	<i>Brittany Ford</i>	Commissioner Rep.			
	<i>Laura Lloyd-Jenkins</i>	Commissioner Rep.			
	<i>Mr. Wade Kapszukiewicz</i>	Treasurer			
	<i>Lila Shouser</i>	Treasurer, Rep.			
Y	<i>Mark Austin</i> (7)	Treasurer, Rep.			
	<i>Karen Poore</i>	Treasurer, Rep.			
Y	<i>Mr. Bernie Quilter</i> (2)	Clerk of Courts			
	<i>CJ Holley</i>	Clerk of Courts Rep.			
	<i>Adam Hansen</i>	Clerk of Courts Rep.			
	<i>Connie Smith</i>				
Y	<i>Ms. Gina-Marie Kaczala</i> (6)	(R)Board of Elec.			
		Board of Elections Rep.			
	<i>Ms. Lavera Scott</i>	(D)Board of Elec.			
	<i>Paula Lykowski</i>	Board of Elections Rep.			
	<u>Recording Secretary</u>				
	<i>Karen Schnitkey</i>	Information Svcs.			

Austin, Mark
Bates, James
Colby, Don
Copeland, Phil
DeAngelis, Dan
East, Julie
Ford, Brittany
Ford, Jessica
Gallagher, Meghan
Gerken, Pete
Hansen, Adam
Haupricht, Sharon
Holley, CJ
Kaczala, Gina
Kapszukiewicz, Wade
Lewandowski, David
Lloyd-Jenkins, Laura
Lopez, Anita
Lykowski, Paula
Poore, Karen
Quilter, Bernie
Savage, Cynthia
Shouser, Lila
Ujvagi, Pete
Waldmannstetter, Cindy
Zatzko, Eric

Rev. 8.7.14

Yea 7
Nay 0
9-12-14

Karen Schnitkey



Board of County
Commissioners
Carol Contrada
President
Tina Skeldon Wozniak
Pete Gerken

Office of Support Services
Kelleigh Decker
Director
Lynn DiPierro
Manager

September 9, 2014

Ms. Anita Lopez, Secretary
One Government Center
Suite 600
Toledo, OH 43604

Dear Ms. Lopez,

The Lucas County Support Services Department / Mailroom is requesting an emergency approval on a new mail machine. Our current lease is up September 30, 2014, the October Date Processing Meeting will be too late and the mailroom will be without a mail machine.

The new machine is a Pitney Bowes Connect+ 3000 Mail Machine, this will be a 60 month lease @\$892.00 per month for a total of \$53,520.00 The proposal is attached. This is on State Contract STS-111 800051.

Funds will be available form 6010-2520-512110.

Thank you in advance,

Lynn DiPierro
Support Services Manager

CUSTOMER PROPOSAL:

For:

**LUCAS COUNTY COMMISSIONERS
 1 GOVERNMENT CTR STE 490
 TOLEDO, OH 43604-2254**

September 5, 2014

LEASE TERM: 60 Months LEASE FREQUENCY: Quarterly

LEASE PAYMENT INFORMATION

# of Payments	Total
60	\$892

Rates are Monthly but billed Quarterly

EQUIPMENT DETAILS

Qty	Pack/Item	Equipment Description
1	AZBD	Connect+ 3000 Series WOW
1	1W00	Connect+ Series Meter
1	APFM	Connect+ Laser Printer Enabled
1	APSK	310/205 LPM Feature
1	1FW7	70 lb Interfaced Weighing
1	APA2	Connect+ Analytics (Max 100 Accounts)
1	AZBG	Black Graphics Upgrade
1	MSD2	15 In. Display – High Res Apps Center
1	NV10	INVIEW Dashboard – Single Unit Only (DM300-Connect+)
1	AZBE	Connect+ Mono Printer
1	MSPS	Connect+ Power Stacker
1	PTV0	pbSmartPostage Free
1	M9SS	IntelliLink Subscription
1	MP49	70/149 lb Weighing Platform
1	MP4X	Differential Weighing for 70 lb Scale
1	MW90147	Wireless Keyboard
1	MW90650	Roll Tape Kit
1	SPY8	Laser Printer
1	NV90	INVIEW Subscription

Note: Applicable taxes will be added to the above lease payments.

Includes Equipment Maintenance Agreement

Includes Softguard Rate Replacement For Up To Six Rate Upgrades Per Year and Software Maintenance Agreement



MEMO

To: Lucas County Data Processing Board
From: Jim Shaw, P.E., Sanitary Engineer
Date: September 10, 2014
RE: DP Board Meeting Agenda Request - **EMERGENCY**

Please accept this memo as our request to be included for DP Board approval as an EMERGENCY to pursue a fueling system software connection to the Sanitary Engineer's network via an IP address.

As a result of replacing our existing fueling system, we are also replacing the associated software. We had originally been told that the existing conduit and wires could be utilized and once the electrician and software installer arrived on site, it was determined that a separate connection to the server would be the most cost effective and practical method to meet our needs.

The emergency nature of this request is to ensure fueling system control and documentation instead of waiting until the next DP Board meeting on October 4, 2014. Had we known that we were connecting to the network, we could have scheduled for the DP Board meeting in advance.

Funding for the purchase of the hardware/software upgrades is from the Sanitary Engineer Dept. budget.

Thank you

THE OSCAR W. LARSON COMPANY

Corporate Office: 10100 Dixie Highway, Clarkston, MI 48348

Ph: (248) 620-0070 – (248) 549-3610 * Fx: (248) 620-0071 – (248) 620-0072

6568 Clay Avenue SW, Grand Rapids, MI 49548

Ph: (616) 698-0001 – Fx: (616) 698-2265

1360 Pineview, Gaylord, MI 49735

Ph: (989) 732-4190 – Fx: (989) 732-3377

1816 N. Telegraph Road, Dearborn, MI 48124

Ph: (810) 217-6524 – Fx: (313) 278-6030

26670 Glenwood, Suite B, Perrysburg, OH 43551

Ph: (419) 873-0555 – Fx: (419) 873-0559

2246 Research Drive, Fort Wayne, IN 46808

Ph: (260) 496-9870 – Fx: (260) 496-9480

6462 Oaklondon Road, Indianapolis, IN 46236

Ph: (317) 337-9473 – Fx: (317) 337-9474

1946-2014

Celebrating
Over

68

Years of
Excellence



EQUIPMENT * INSTALLATION * SERVICE

We Offer Layout, Installation and Service on all Liquid Handling Jobs

Page 1 of 2

To: Lucas County
Sanitary Engineer
1111 South McCord Road
Holland, OH 43528

Date: June 27, 2014 (Revised)

Phone: 419 213-2926

Fax: 419 865-1951

Attention: Jim Shaw

Email: jshaw@co.lucas.oh.us

- Conditions:**
- 1) This proposal is open for 30 days from the date stated above. However, prices of components, equipment and raw materials may increase before the date such items are ordered. If so, such increases will be added to the quoted cost. THE OSCAR W. LARSON COMPANY will itemize such costs upon receipt of a signed Proposal. If such cost increases are unacceptable to Customer, Customer may elect to cancel order under the terms of the Master Services Agreement.
 - 2) This Proposal and the Master Services Agreement constitute the full and complete agreement of the parties, and any inconsistent terms stated in any acceptance, invoice, purchase order, or any other document whatsoever are ineffective. This provision conforms to the requirements of RC 1302.10 (B) (1).
 - 3) Contract documents incorporated by reference as though fully stated herein:
 - 1) The Master Services Agreement
 - 2) This Proposal

Special Terms: 25% upon acceptance of proposal, 25% on commencement, balance prior to start-up (or) upon completion of proposal (Based on Approved Credit).

SUBJECT: FuelMaster

Option #1:

1. Supply One (1) FuelMaster Fuel Management System with:
 - a. One (1) FMU 2500 Plus ProKee Master Unit
 - b. One (1) Fuel Master Plus Windows Software
 - c. One (1) Hose Control Board
 - d. Sixty (60) ProKees
 - e. One (1) ProKee Encoder
 - f. One (1) HID Proximity Card Reader

Option #1 Total: \$ 8,676.00

Option #2:

1. Supply One (1) FuelMaster Fuel Management System with:
 - a. One (1) FMU 3505 PlusG ProKee Master Unit
 - b. One (1) Fuel Master Plus Windows Software
 - c. One (1) Hose Controller
 - d. Fifty (50) ProKees
 - e. One (1) ProKee Encoder
 - f. Six (6) AIM 2.4 Module Assembly Kits, Internal Antenna
 - g. One (1) Generic Proximity Card Reader

Option #2 Total: \$12,015.00

Note: Additional AIM 2.4 Kits - \$225.00 Each + Tax

THE OSCAR W. LARSON COMPANY

Corporate Office: 10100 Dixie Highway, Clarkston, MI 48348

Ph: (248) 620-0070 – (248) 549-3610 * Fx: (248) 620-0071 – (248) 620-0072

6568 Clay Avenue SW, Grand Rapids, MI 49548

Ph: (616) 698-0001 – Fx: (616) 698-2265

1360 Pineview, Gaylord, MI 49735

Ph: (989) 732-4190 – Fx: (989) 732-3377

1816 N. Telegraph Road, Dearborn, MI 48124

Ph: (810) 217-6524 – Fx: (313) 278-6030

26670 Glenwood, Suite B, Perrysburg, OH 43551

Ph: (419) 873-0555 – Fx: (419) 873-0559

2246 Research Drive, Fort Wayne, IN 46808

Ph: (260) 496-9870 – Fx: (260) 496-9480

6462 Oaklandon Road, Indianapolis, IN 46236

Ph: (317) 337-9473 – Fx: (317) 337-9474

1946-2014

Celebrating
Over

68

Years of
Excellence



EQUIPMENT * INSTALLATION * SERVICE

We Offer Layout, Installation and Service on all Liquid Handling Jobs

Page 2 of 2

To: Lucas County
Sanitary Engineer
1111 South McCord Road
Holland, OH 43528

Date: June 27, 2014 (Revised)

Phone: 419 213-2926

Fax: 419 865-1951

Attention: Jim Shaw

Email: jshaw@co.lucas.oh.us

SUBJECT: FuelMaster

Installation:

1. Reuse existing conduit, pull new wires.
2. Reuse existing pulsars.
3. Start up and program system.

Installation Total: \$ 4,800.00

ACCEPTANCE: This Proposal, when accepted by the purchaser, and approved by a Corporate Officer of the Oscar W. Larson Company, will constitute a contract between us, subject to all terms and conditions contained in the Master Services Agreement. It is expressly agreed that there are no promises, agreements, or understanding, oral or written, not specified in this proposal and the Master Services Agreement.

Company Name

By: _____

Its: _____

Matthew E. Koziel, Project Manager

06/27/14

The Oscar W. Larson Company

By: _____

Its: Bruce F. Larson, President

Date: _____

FuelMaster® Installation Manual

- User Keys are encoded with a user identification number and are assigned to a user
- Supervisor Keys are authorized special access to reconfigure the FMU, run built-in tests of the FMU, issue fuel to operators without a Prokee®, and enter inventory-tracking information.
- Manual Issue Keys are used to issue fuel to individuals or vehicles that do not have a Prokee®.
- Lube Truck Keys are used to fill the storage tank of a mobile fueling truck at a dispenser connected to an FMU, and to configure the operating parameters of a Mobile FMU. A Lube Truck Key effects a transfer of fuel from a fixed fueling site to a mobile fueling site.
- AIM2™ Programmer Keys are Supervisor Keys with all functions except AIM2™ programming functions removed.

Smartcards

Smartcards are a credit card sized plastic card with a read/write memory chip embedded in its face. The read/write memory chip stores the same information and functions as a Prokee®. Any Prokee® application may be applied to Smartcards.

A separate encoder is needed to encode Smartcards, and a separate reader must be installed in the FMU to read Smartcards.

→ Fuel Management Software

The Fuel Management Software is loaded in a personal computer to build an operating program for control of the FMUs. The operating program can be setup in four basic configurations: Verifiable Miscellaneous Number (VMN), Verifiable Vehicle Identifier (VVI), Commercial (COM), or Keyless.

- The VMN version utilizes Vehicle Keys, and rejects the input of an incorrect user identification number.
- The VVI version utilizes User Keys, and rejects the input of an incorrect vehicle identification number.
- The COM version utilizes Vehicle and/or User Keys and records the input of a vehicle and/or user identification number, but does not refuse the transaction if the number entered is incorrect.
- The Keyless option provides for starting transactions at the FMU without the need of any access device such as a Prokee®, smartcard, or mag-stripe card. Keypad entries alone initiate fueling transactions.

A database containing site, user, vehicle, customer, and transaction information is built as the program is set up and operated. Multiple copies of the FuelMaster® software may be loaded on networked computers sharing a common database.

→ Central Controller

The Central Controller is the personal computer used to run the Fuel Management Software. The Central Controller communicates with the Master FMU to download transaction data, upload authorizations, or to change FMU configuration. Refer to the FMPlus User Guide for minimum PC requirements and detailed operating instructions. ✓

FuelMaster® Installation Manual

Prokee®/Smartcard Encoder

The Encoder uses data entered in the Fuel Management Software to encode, re-encode, or read Prokee® and Smartcard data, and to update Preventive Maintenance or odometer mileage. The Encoder is available for either **USB** or parallel connection to the Central Controller. The parallel connected Encoder requires a 115 VAC connection for its power supply where the USB encoder draws its power through the USB connection. If not otherwise specified, a USB connected encoder is provided.

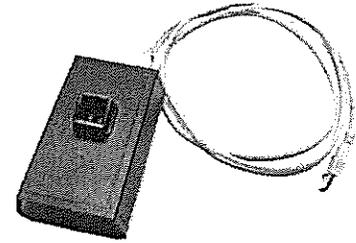


Figure 2-3.
Prokee® Encoder

Optional Equipment and Taskings

The following optional equipment and taskings (in alphabetic order) are available for use with FuelMaster®, or as a future upgrade:

Abierto Gateway Dial-to-IP Converters: the Abierto converter permits the use of the internet to gain credit card authorization. It receives an analog phone input from the FMU when it dials out for credit card authorization, and sends it out to the credit card network via the internet. An analog phone line is not required, but there is a monthly fee through Abierto Networks for credit card processing.

AIM: AIM (Automotive Information Module) is the major component of FuelMaster®'s passive system; FMU activation does not require direct user interface. When a fuel nozzle is inserted into an authorized vehicle's filler neck, the FMU receives an RF (radio frequency) authorization signal from an AIM in the vehicle. The passive FMU then turns on the applicable dispenser hose. The passive FMUs are distinguished by two antennas with AIM2™, or two external radios with AIM2.4™ attached to the upper cabinet. AIM HD (Heavy Duty) permits the AIM module to be mounted outside the vehicle in the environment. AIM HD is available in both AIM2 or AIM2.4 specifications. A thorough explanation of AIM is covered in the *AIM2™ Installation Manual*.

Americans with Disabilities Act (ADA): Syn-Tech Systems has provided and installed shortened FMUs for compliance with the requirements of the Americans with Disabilities Act. If you have a need for an FMU with ADA compliance, speak to your distributor or FuelMaster® Regional Sales Manager. Installation considerations are covered in *Section IV*.

Automatic Call Processor: an Automatic Call Processor (sometimes also referred to as a comshare device) may be used to share analog phone lines between several devices when only one analog phone line is available. The Automatic Call Processor receives an input from one analog phone line. It has a default output which is usually used with a fax machine. Additional outputs are available and use switching commands to switch the output from the fax machine output to other ports for an FMU, tank monitor, or any other device requiring an analog phone line.

Credit Card Access: fixed Master FMUs may be equipped with magnetic stripe credit card readers which are accessible with most credit and gas cards. An active analog phone line must be used to acquire credit card authorization for most credit card types (see Local Authorization FMU Access for other options). A listing of *FuelMaster® Credit Card Networks* (effective 15 May 2013) may be found in *Appendix E*.

FuelMaster® Installation Manual

Since it does not use an active analog phone line, installation of a two-way ringdown device may preclude support from Syn-Tech's Customer Satisfaction Center if the device is not positioned close to an analog phone jack. Typically the two-way ringdown device is positioned close to the analog phone jack used by the fax machine. When it is desired to attain support from Syn-Tech's Customer Satisfaction Center, the communications line from the two-way ringdown device to the FMU is disconnected from the two-way ringdown device and plugged into the analog phone jack. The line may be returned to its normal position after the assistance from the Customer Satisfaction Center is no longer needed.

- **Through a phone line extender:** download through a phone line extender is another option. A phone line extender transmits a wireless phone signal up to 14 miles to a line-of-sight receiver. Phone line extenders are not a FuelMaster® product and must be purchased by the customer. The Trailblazer phone line extender from Carlson Wireless has proven to be a reliable phone line extender. The Teletics 5.8 Zipline phone line extender has also proven itself to be another reliable phone line extender option.
- **Through a cell modem:** a kit is available to adapt a cell modem to a master FMU. The cell modem must be purchased by the customer. Different locations may have different preferred providers. Landcell as covered in *Product Bulletin 170* has proven to be a reliable communications option via cell phone signals.

Network Communications

Download by network may be through a Cat 5 (or equivalent) cable, a fiber optic cable, or wireless. All options require the FMU to be equipped with the optional network interface card. The network interface card supports 10/100 Ethernet communications. Any speeds greater than 100 Mbps must be stepped down to be compatible. When the network interface card option is purchased, a modem card is provided as part of the package. If a network firewall cannot be taken down to acquire support from Syn-Tech's Customer Satisfaction Center, an analog phone line may be run to the FMU to attain phone line support. If a device is mounted in the FMU which requires connection to an electrical outlet, an outlet box must be installed. Installation of an outlet box is covered in *Section 4, Installation*.

- **Through a network cable:** download through a network cable will require a Cat 5 (or equivalent) network cable routed from the nearest network connection to the master FMU. For maximum reliability, it is not recommended that any single run of network cable be greater than 200 feet. If more than one run of network cable must be used, a network switch should be placed at the juncture of the cables.
- **Through a fiber optic cable:** additional range may be achieved through the use of fiber optic cable. Two strands of fiber optic are needed (preferably more as spares), one for transmit and one for receive. A transceiver must be installed in the FMU to convert fiber to cable to interface with the FMU network interface card. The converter installed at the originating end of the fiber optic needs to be compatible with 100 base network communications. See *Product Bulletin 178* for assistance with installation of a fiber optic converter.
- **Through a wireless network:** communications through a wireless network is a very practical communications option where the FMU and Central Controller are located within range of the wireless equipment. The wireless equipment may be tied into an existing network, or added as a point-to-point network. The FMU and Central Controller should not contain any secure information. A point-to-point wireless application connects the FMU to the Central Controller without interfacing your network. Use of such an interface prevents access by hackers to secure information contained within your network. When tied into an existing network, consideration must be given to effective wireless network security to prevent outside access to any secure information contained on your network. Syn-Tech utilizes Deliberant (Product Bulletin 186) and Ubiquiti Bullet (Product Bulletin 177) wireless networking equipment.

FuelMaster® Installation Manual

Direct Connect

Direct connect is an RS-232 connection between a PC (normally a laptop) and the FMU. This is a practical option for communications to the FMU where communications conduit are not available, or wireless communications are not practical. See Appendix D for instructions in making a direct connection to an FMU with a laptop. Connection with a desktop may be made following the same guidance. The PC used to direct connect to the FMU to download transaction data or upload authorization data must use the FuelMaster® software instead of Hyperterminal or Procomm Plus.

Direct connections between a laptop and an FMU is not possible with DoD software. Direct connections using Hyperterminal or Procomm is possible between a laptop and FMU. DoD customers desiring direct connect capability must use a two-way ringdown device between a laptop and FMU, and configure the software to assume an analog phone line connection.

Though effective communications between the Central Controller and FMU are an option with a direct connection, FMU communications to a credit card network is not possible by extending an RS-232 connection to a building where it is converted to an analog phone line.

Credit Card Authorization

Credit card authorization for retail operations is through a wired or wireless phone line connection to the FMU. Reference **Through analog phone lines** or **Through a phone line extender**, above, for a description of the communication methods used for credit card authorization.

Dispenser Compatibility

Dispensers are of two basic types: mechanical and electronic. Mechanical dispensers may be controlled directly by FuelMaster® through a hardwire or cable interface. Sometimes a pulse output option or pulser must be added to acquire quantity pulses from the dispenser. The dispenser must have a pulse output accessible by FuelMaster®.

Electronic dispensers have an internal CPU (central processing unit) which controls dispenser functions. The CPU typically requires two-wire communications inputs from a proprietary device (OEM control box) to initiate dispensing functions and extract quantity information. FuelMaster® uses an Electronic Dispenser Interface Kit to make the required connection and communicate with the dispenser CPU. Appendix H explains the application and installation of the Electronic Dispenser Interface Kit.

Appendix B contains a sample Dispenser Compatibility List with instructions for making the FMU interface with a majority of commercially available domestic and international fuel dispensers. This listing is updated periodically to include any new information acquired by Syn-Tech Systems relating to dispenser interfaces. Request the latest Dispenser Compatibility List from Syn-Tech Systems' Customer Satisfaction Center for FuelMaster® compatibility with the dispenser of choice.

Dispenser Control

Dispenser Control is the term used to describe how FuelMaster® controls the output of product from a dispensing hose. FMUs must be installed to attain individual control of each dispensing hose. Dispensers with multiple hoses must have a means for individually controlling each dispensing hose. In some cases this may require the installation of solenoid valves; one per dispensing hose. The base FMU provides for control of two dispensing hoses. Additional hose controls are optional.

Syn-Tech Systems will not dictate a control method which must be used for all situations. Instead, the pros/cons of each control method will be explained so the installer and customer may select the control method that best suits the application. Site layout and construction, pump handle detection, and economics must be considered when selecting an appropriate control method. Detailed wiring instructions will be found in the *Installation* section of this manual.

Dispenser control by FuelMaster® may best be simplified by considering the FMU a switching device

FuelMaster® Installation Manual

Central Controller Installation

For the purposes of this manual, Central Controller installation includes only hardware installation. The *FuelMaster® Plus User Manual* must be referred to for software setup and operation.

Positioning the Central Controller

NOTE

The Central Controller need not be a desktop PC. A Central Controller may be developed from a laptop computer.

In most cases the Central Controller will be developed from an existing, in-use office PC, and setup will only consist of loading the software and connecting the Prokee®/Smartcard Encoder.

Where it may be necessary to install a Central Controller, the PC must be positioned where it can interface surge protection, AC power outlets, the applicable communications medium and devices, the Prokee®/Smartcard Encoder, and a report printer. Position the Central Controller CPU, monitor, keyboard and, if applicable, mouse. Make all necessary connections to the CPU in accordance with the manufacturer's recommendations. Do not connect the Prokee®/Smartcard Encoder to the CPU until after software installation. See Connecting the Prokee®/Smartcard Encoder, below.

Connecting the Communications Medium/Devices

The necessary communications medium/devices must be installed in accordance with the manufacturer's recommendations. Phone or network cable connections may be made directly into the Central Controller, or into an external device such as a modem, router, network switch, etc.

If the FMU was purchased with a network card for network connection, it may also be provided with a modem. Where it may not be possible to remove the firewall from the network for Syn-Tech Customer Satisfaction Center (CSC) support, a phone line may be routed to the FMU to attain support from Syn-Tech's CSC.

Be sure power supplies are correctly matched to their intended device. Devices will not perform correctly, or will be damaged, if connected to an incorrect power supply.

Loading the Software

NOTE

The Prokee®/Smartcard Encoder cannot be connected to the Central Controller until the software is loaded. The software must detect the encoder connection.

Load the Fuel Management Software in accordance with the *FuelMaster® Plus User Manual*, and perform **System Configuration** before connecting the Prokee®/Smartcard Encoder. The appropriate selections for Encoder Port and Encoder Type must be made.

Connecting the Prokee®/Smartcard Encoder

Before connecting the encoder, exit the FuelMaster® software program and shutdown the Central Controller. As necessary, connect a USB encoder to an existing USB port, or connect a parallel encoder to parallel port 1 (LPT1) or parallel port 2 (LPT2). If a parallel printer is being used, connect the parallel encoder to LPT2. If a parallel encoder was connected, connect the power supply to the encoder then plug it into an AC power outlet.

After the Prokee®/Smartcard Encoder is connected, re-enter the FuelMaster® software program and ensure the encoder is detected.



Phil Copeland
LUCAS COUNTY RECORDER
ONE GOVERNMENT CENTER • SUITE 700
TOLEDO, OHIO 43604-2257
TELEPHONE 419-213-4400
FAX 419-213-4284


September 29, 2014

Lucas County Data Processing Board
One Government Center, Suite 400
Toledo, OH 43604

Dear Lucas County Data Processing Board Members:

We are requesting the approval to purchase a Wide Format Plat Scanner & Printer for the intake of our recorded plats. This new purchase will be eliminating 2 (two) large & nonfunctional machines that were purchased in the year 2003. The new machine is combined for both scanning the plats as well as printing plat copies. Due to the cost of this type of equipment our office received 3 (three) vendor quotes from companies such as MT Business Technologies; Copeco & Repros, Inc.

With your approval, the total equipment cost is NOT to exceed \$12,200.00. Funds are available w/in the Recorder Technology Fund, account #2230-3120-530100.

Respectfully submitted,

A handwritten signature in blue ink that reads "Julie East".

Julie East
Office Manager
Office of Phil Copeland
Lucas County Recorder

Proposal for

Lucas County Records Office

Prepared on July 31, 2014





1150 National Parkway
Mansfield, Ohio 44906
419-529-6100

Lucas County Recorders Office
One Government Recorders Office
Toledo, OH 43604

Dear Julie,

Thank you for the opportunity to present this proposal for new Ricoh Imaging Systems. In the following sections of this document, you will find a review of the critical requirements we have discussed, along with details on the proposed solution we are offering.

At MT Business Technologies, Inc., we are very proud of our reputation for excellent customer service and support, as well as our industry-leading systems that are helping clients achieve new levels of productivity in the workplace. This proposal is just one indication of our commitment to helping you identify your specific needs, then meet those requirements with the right systems and services to improve office productivity.

A digital imaging system represents a significant investment. It is important to know that you are making the right choice of both equipment and vendor. We are proud to offer systems and solutions from Ricoh, one of the most respected names in document technology. Ricoh has assisted many organizations in your area and around the world with their document management needs.

Once again thank you for the opportunity to present this proposal. I look forward to addressing your questions and establishing a long-lasting business relationship between your company and ours.

Sincerely,

David Gunther
Wide Format Specialist

Proposal Prepared For
Lucas County Recorders Office

Equipment Detail

(1) RICOH AFICIO MP C W2200 WIDE FORMAT

Features:

- Single Footprint
- Single Roll Feed
- Print/Copy (Full Color)
- 3.2 D Size per minute
- Full Color Scan
- Scan-To-Email, Scan-To-Folder, Archiving, Etc.
- Embedded Editing Functions (i.e. Positive/Negative)
- Reduce/Enlarge (Scanning & Printing)
- Postscript / Latest Updates for Software
- USB/SD Card Port
- Simple Interface
- Stand
- Network

Financing Terms

Option	Payment
60 Month FMV Lease Payment	\$233.53 / Mo.
Direct Purchase	\$12,125.00

Installation & Training

Installation Charges (Includes Installed Accessories)	Included
System Training	Included

Maintenance Terms

Agreement	Term	Allowance	Base Charge	Excess Meter Charge
Black & White	Monthly	500	\$41.50	\$.083 (Annually)
Color	Monthly	-	\$.14 each	-

*MT Business Technologies, Inc.’s exclusive Quality Standard Maintenance Program includes **all service, all parts, all travel, all labor** (except paper& ink) that are needed to make impressions. You never pay extra for toner or developer. You will also receive our exclusive “Performance Guarantee”.*

*Linear feet means it doesn’t matter how wide the document is, just how many feet of paper go through the machine. Scans ARE NOT counted on a per click basis...only when print is put on paper

MT Business Technologies’ Service Policy

- MT Business Technologies guarantees replacement parts for seven years.
- MT Business Technologies guarantees we will respond to an emergency call with a factory trained technician within an average of 4 hours of the call being placed.
- MT Business Technologies will provide you a loaner system in the event that your system cannot be repaired at your location in a reasonable time.
- MT Business Technologies guarantees a like for like replacement system for you at no charge if we cannot maintain your system to the manufacturer’s specification.
- Incented Technical Specialists will fix the problem right the first time and to minimize call back on the same problem or a call back on a worn part right after a service call.

Once again, thank you for the opportunity to present this proposal. I look forward to addressing your questions and establishing a long-lasting business relationship between your company and ours.



Lucas County Recorders Office
Julie East / 419-213-4408

Ricoh Aficio MP CW2200SP



- ✓ 250gb HDD
- ✓ Integrated Scanner
- ✓ 600 x 600 dpi
- ✓ 1 Universal Roll Paper
- ✓ Color Multi Touch Controls
- ✓ Network Printing and Color Scanning
- ✓ Scan to Email/SMB/FTP/USB
- ✓ Easy Operation Control Panel

Purchase Pricing

\$9,970

Printer includes 1 year warranty

**Note: Delivery, Installation, Set-up & training are included.
Prices do not include applicable taxes.**

Respectfully submitted,

John Booth / 419-410-8749



August 27, 2014

**COMPLETE WIDE FORMAT
DIGITAL ENGINEERING
SERVICES**

*Julie East, Office Manager
Lucas County Recorder's Office
One Government Center
Suite 700
Toledo, OH 43604*



Dear Julie:

Please find the pricing you requested.

- 1 Each *Ricoh MP CW2200SP Wide Format Color Digital Imaging System \$13,500.00*
- Second Roll*
- Stand*
- Delivery, Installation, Training*
- Starter Kit:*
- Print Cartridge Black 60ML*
- Print Cartridge Cyan 28ML*
- Print Cartridge Magenta 28ML*
- Print Cartridge Yellow 28ML*

Lease Rates:

<i>63 Month, Fair Market Value Lease</i>	<i>\$256.50 Month + tax</i>
<i>63 Month, \$1.00 Buyout Lease</i>	<i>\$288.90 Month + tax</i>

Best regards,

*Barbara Park
Repros, Inc.
330 958-0400
Barb.park@reprosinc.com*

AKRON OFFICE

1518 Copley Rd.
Akron, Ohio 44320
(330) 247-3747

CLEVELAND OFFICE

3001 Superior Avenue
Cleveland, Ohio 44114
(216) 696-7557

CANTON OFFICE

3642 Apache St
Uniontown, Ohio 44685
(330) 966-1300

LINE ITEM BUDGET

Information Services

1010-0160

Analyst: Kelleigh Decker

Description	PeopleSoft Line Item	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 ACTUAL	2015 DEPT. PROPOSED	2015 BUDGET	REASONS/NOTES
Salaries	511110	1,559,255.85	1,333,112.31	1,346,165.90	1,291,690	1,329,764		1,551,160	1,551,160	2014 3%, 2015 3%, Add Staff
OPERS	511210	218,033.09	185,073.23	186,781.44	181,281	186,167		217,162	217,162	
FICA	511220	20,590.75	17,482.99	17,482.57	17,155	18,141		22,492	22,492	
Allowances - Parking	511420			2,970.00	3,120	3,300		3,300	3,300	
Allowances-Mileage	511422		180.00							
Contract Services	512110	551,656.64	636,347.40	501,227.96	200,109	180,000		214,628	214,628	REA servers, HP Server Support
Contract Repairs	512140	41,829.43	34,053.61	85,671.70	7,665	8,000		9,000	9,000	AC Repair at Monroe St.
Professional Services	512210			415.55	442	500		500	500	
Fees	512330							500	500	Gov Deals, Misc.
Gasoline	514112	95.50	259.86		41	200		200	200	
Supplies	514120	11,274.40	5,395.54	8,098.71	2,268	2,700		3,000	3,000	Ops Supplies
Office Supplies	514121				2,027	2,000		2,100	2,100	
Equipment Parts	514125				2,742	2,000		3,000	3,000	UPS Batteries and Repair Parts
Postage	514130	9.18	13.47	15.07	13.41	100		100	100	
Advertising & Printing	515110			428.17	109.50	500		500	500	
Copying	515160	-	-		0.00	50		50	50	
Telecommunications	515210	19,379.38	24,434.57	22,575.26	21,203.15	22,000		24,000	24,000	Additional Staff
Training	515230	2,196.00	7,316.98	6,064.89	11,716.19	12,500		25,000	25,000	OnBase, Oracle, Ops, Analysts
Miscellaneous	517110	4,095.22	6,742.39	180.00	192	500		-	-	
Equipment	530100	59,246.38	79,313.18	54,579.18	26,240	20,000		83,500	83,500	Servers, copier, new staff PC's
Software & Support	530700				407,704	430,000		479,814	479,814	Add licenses Groupwise and Track-It, HP Support
Total		2,487,661.82	2,329,725.53	2,232,656.40	2,175,717.54	2,218,422		2,640,006	2,640,006	

Information Services
General Government - Legislative and Executive
General Fund
1010-0160

The mission of the Lucas County Information Services Department (LCIS) is to provide innovative and effective solutions to achieve the county's service goals and objectives. The goal of LCIS is to provide the highest quality of service in supporting the network infrastructure, client applications, equipment, and centralized computer systems. These goals will be accomplished through innovative technological leadership and the professionalism, knowledge and integrity of our staff for the benefit of Lucas County's constituency.

ADOPTED BUDGET BY CATEGORY:	2013 ACTUAL	2014 BUDGET	2014 ACTUAL	2015 BUDGET	2014-2015 INC/(DEC)	PERCENT INC/(DEC)
PERSONAL SERVICES:	1,493,246	1,537,372	-	1,794,114	256,742	17%
CHARGES AND SERVICES:	208,216	188,500	-	224,128	35,628	19%
MATERIALS AND SUPPLIES:	7,091	7,000	-	8,900	1,900	27%
OPERATING EXPENSES:	33,029	35,050	-	49,550	14,500	41%
MISCELLANEOUS:	192	500	-	-	(500)	-100%
CAPITAL OUTLAY AND EQUIPMENT:	433,944	450,000	-	563,314	113,314	25%
TOTAL:	\$2,175,718	\$2,218,422	\$0	\$2,640,006	\$421,584	19%
<i>FULL TIME POSITIONS:</i>				<i>31.00</i>		
<i>PART TIME POSITIONS:</i>				<i>0.00</i>		

GOALS: