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### Lucas County Information Services Checklist for Hardware/Software/Services

Department: Sheriff's Department

Requestor: Kevin Helminski

Funding Account & Description: 1010-1660-530700

Req. Date: January 15, 2015

Vendor: SHI

Type of Request (check all that apply):

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

State Term Contract ID 0A1108

Description or Nature of Request and for whom this is intended: Sheriff's Department is requesting to purchase additional MS Office Standard Licenses to replenish its available pool of licenses.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
021-10293 MS Office Standard 2013	9038431		5	\$ 241.73	\$ 0.00	\$ 1,208.65
			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
			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** \$ 1,208.65

**Lucas County Information Services  
Checklist for Hardware/Software/Services  
Page 2**

**Planned Location:**

**If Other please specify:**

**Network Connection Required?**  Yes  No  N/A

**LCIS installation assistance needed?**  Yes  No **Date:**

**LCIS on-going support required?**  Yes  No  N/A

**ITB or RFP completed?**  Yes  No  N/A

**LCIS Management review completed?**  Yes  No  **Exclusion**

**DP Board Approved?**  Yes  No  **Exclusion**

**DP Board Date of Approval:**

**Business Reason or Justification:**

Office suite is required for the job function.

**Comments:**

Reviewed and prepared by Jeremy Burnat.  
Reviewed and approved by George Webb.

**LCIS  
Approver  
Name**

**LCIS  
Approver  
Signature**

*G. Webb*

**Date**

*1-15-2015*

Below is the quote you requested. Please let me know if you have any questions.

Thanks,  
Scott



**Pricing Proposal**

<b>Quotation #:</b>	9038431
<b>Description:</b>	Microsoft Office Standard 2013
<b>Created On:</b>	Jan-09-2015
<b>Valid Until:</b>	Jan-30-2015

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**LUCAS COUNTY SHERIFF**

**Kevin Helminski**

1622 SPIELBUSCH AVE  
ATTN: ACCOUNTS PAYABLE  
TOLEDO, OH 43624  
United States  
Phone: 4192134520  
Fax:  
Email: khelmin@co.lucas.oh.us

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**Account Representative**

**Scott Kent**

290 Davidson Avenue  
Somerset, NJ 08873  
Phone: 732-652-6641  
Fax: 732-652-6642  
Email: Scott\_Kent@shi.com

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All Prices are in US Dollar(USD)

<b>Product</b>	<b>Qty</b>	<b>Your Price</b>	<b>Total</b>
1 Microsoft Office Standard 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 021-10293	5	\$241.73	\$1,208.65
		<b>Total</b>	<b>\$1,208.65</b>

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**Additional Comments**

**Retrieve your quote:**

<https://www.shi.com/Quotes/Quoteinfo.aspx>

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*The Products offered under this proposal are subject to the SHI Return Policy, unless there is an existing agreement between SHI and the Customer.*