



Submit by Email

Print Form

Lucas County Information Services Checklist for Hardware/Software/Services

Department:

Funding Account & Description:

Requestor:

Req. Date:

Vendor:

Type of Request (check all that apply):

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

State Term Contract ID

Description or Nature of Request and for whom this is intended:

| Hdw/SW/Service Item Descr | Quote # | Wrnty Term | Qty | Unit Cost | Support Cost | Total Cost |
|---------------------------|---------|------------|-----|-----------|--------------|--------------|
| SHMX3550N Copier | | 63 mo. | 63 | \$ 881.49 | | \$ 55,533.87 |
| SHMXM316N Copier | | | 0 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| SHMXM565N Copier | | | 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

Business Reason or Justification:

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

Date of Approval:

Comments:

Prepared by Karen Schnitkey *KS 8/1/16*
Reviewed by Jeremy Burnat *JB 8/2/16*
Approved by Jason Gears *JG 8/3/2016*



3874 Highland Park Dr NW
 North Canton, Oh 44720
 P: 330-499-7337
 www.copeco.com

| | |
|-------------------|---|
| Order Date: | July 25, 2016 |
| Ship Date: | |
| Customer: | Lucas Co Prosecuting Attorney Julia R Bates |
| Bill To Address: | 700 Adams St # 250 |
| City, State, Zip: | Toledo, OH 43604-5668 |
| Contact: | Gina Patro |
| Phone: | (419) 213-4700 |

| | |
|-------------------|-----------------------|
| Sales Rep: | Nick Wheeler |
| Acct: | CL0161 |
| Ship to Address: | 700 Adams St # 250 |
| City, State, Zip: | Toledo, OH 43604-5668 |
| Phone: | (419) 213-4848 |
| Fax: | |
| Email: | gpatro@co.lucas.oh.us |

TERMS OF AGREEMENT

Lease

| Qty | Description | System ID | Meter | |
|-----|--|-----------|-------|--------------------|
| 1 | SHMX3550N Sharp MX-3550N Color Copier 36ppm PCL/PS/Scan/Duplx/550sht Drawer/Dev (No Toner) Spec | | | \$881.49 per month |
| 1 | D5133NT-NOI ESP Power Filter Ntwk/Fax 120/15 Pigtail + 2 Recept for 168-503N (PM-15) | | | Including service |
| 1 | DIST-500 Delivery, Installation, Set-Up and Training | | | 63 month lease |
| 1 | MX-DE25 Sharp DE25 3070N/3570N/4070N/3050N/3550N/4050N/5070N/6070N Stand/1 y. 560 Sheet Paper Drawer Spec | | | |
| 1 | MX-FN27 Sharp MX-3070N/3570N/4070N/3050N/3550N/4050N/5070/8070 60 Sheet Staple Inner Finisher | | | |
| 1 | SHMXM316N Sharp MX-M316N B/W Network Copier 31ppm*Incl 2x500 Cas,100Sht Bypass,PCL6,Duplex (No Toner/Dev) Spec | | | |
| 1 | AR-DS19 Sharp MX-M266N/316N/356N Standard Deluxe High Copier Cabinet Spec | | | |
| 1 | D5133NT-NOI ESP Power Filter Ntwk/Fax 120/15 Pigtail + 2 Recept for 168-503N (PM-15) | | | |
| 1 | DIST-450 Delivery, Installation, Set-Up and Training | | | |
| 1 | MX-FN26 Sharp MX-M266N/316N/356N Inner Finisher (Cannot Use w/ MX-TR18) Spec | | | |
| 1 | SHMXM565N Sharp 565N B/W Copier 56ppm *Incl PCL6/PCL5e, Dual Scan Duplex, 500 Sht Dr, Keyboard (No Strt Sup) | | | |
| 1 | D5133NT-NOI ESP Power Filter Ntwk/Fax 120/15 Pigtail + 2 Recept for 168-503N (PM-15) | | | |
| 1 | DIST-450 Delivery, Installation, Set-Up and Training | | | |
| 1 | MX-DE14 Sharp DE14 Stand/3x500 Sheet Paper Drawer 2610/3110/3610/2615/3115/2640/3140/3640/365-565/364-564 | | | |
| 1 | MX-FN11 Sharp MX-FN11 Stacking Finisher-4k Shts Req MX-RBX3/RB11 for 283-503/RB20 for 4140-5141/RB22 364-565 | | | |
| 1 | MX-FX11 Sharp FX11 Fax Expansion Kit 2610-5141/264-356N/6240/7040/2615-3640/904-1204/365-565/364-564 | | | |
| 1 | MX-LC11 Sharp LC11 Large Cap. Tray 3,500 Shts (Req w/DE12-16,20 for 2610-5111/2640-5141/365-565/364-564 | | | |
| 1 | MX-PNX6B Sharp PNX6B 3-Hole Punch for MX-FN11/FN18 Stacking Finisher for 283-503/4140-5141/365-565/364-564 | | | |

OTHER NOTES:

| | |
|------------------------------|--|
| Subtotal | |
| D.I.S.T | |
| Total | |
| <i>plus applicable taxes</i> | |

| | | | |
|--|---|----------------------------|-----------------------------------|
| COPECO to issue rebate check for remaining lease payments: | | Lease(s) to be terminated: | Lease Number(s) being terminated: |
| NO | Customer to sign attached rebate letter outlining responsibilities and lease obligations. | YES | 500-0317134-000 |

Tax Exempt: YES (Please provide a tax exempt form)

Customer agrees to purchase/lease items described above in the terms hereof.

| | |
|-------------|--------|
| Signature: | Title: |
| Print Name: | Date: |



3874 Highland Park Dr NW
 North Canton, OH 44720
 P: 330-499-7337 F: 330-494-7105

SERVICE AGREEMENT

| | | | |
|-------------------|---|----------------|-----------------------|
| Account #: | CL0161 | Sales Rep: | Nick Wheeler |
| Customer: | Lucas Co Prosecuting Attorney Julia R Bates | Start Date: | |
| Address: | 700 Adams St # 250 | Meter Contact: | Gina Patro |
| City, State, Zip: | Toledo OH 43604--560 | Fax Number: | (419) 213-4700 |
| Phone: | (419) 213-4700 | Email: | gpatro@co.lucas.oh.us |

Contract Type:

Premium Care

Premium Care - This agreement includes all mileage, calls, labor, color and black toner/developer/starter (based upon published yields), parts, photoconductor drums, remote support and loaner service.

NOTE: Contract prices do not include shipping & handling charges on supplies.

| Model / System ID | Copy Allowance | Base Charge | Overate Rate | Black or Color | Base Frequency | Overage Frequency |
|-------------------|----------------|-------------|--------------|----------------|----------------|-------------------|
| SHFO2081 | 1000 | \$25.00 | 0.02500 | BW | Monthly | Quarterly |
| | 0 | \$0.00 | | CLR | Monthly | Quarterly |
| | | | | | | |
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Contracts to be cancelled:

COMMENTS:

Terms and Conditions

- | | |
|---|---|
| 1. COPECO reserves the right to adjust minimum base billing amounts and/or overage rates during renewal periods and/or annually. | 5. Emergency Service - All parts and labor are provided to original owner/lessee during normal business hours. 8:00am - 5:00pm Monday - Friday |
| 2. A 60 day notice of cancellation is required in writing to the contract department in the event you should chose to cancel your contract. Cancellation does not entitle customer to a refund. Outstanding balances will be pro-rated based upon contract start date and cancellation dates. Unused supplies must be returned upon cancellation. | 6. Obligations - COPECO's obligation does not include: (1) service/replacement parts required due to accident, negligence, misuse, fire, water, act of God, specification changes, or changes in the user's power supply including power surges (2) service/ replacement parts required after refusal to have parts installed at the time of GEI's recommendation (3) add'l training after the installation of the machine (4) supplies used & copies registered during the service process (5) cassettes or trays (6) attachments, non-OEM (original equipment manufacturer) (7) the use of supplies (ie paper,toner,etc) that are incompatible with the equipment. There is a 1.5% monthly annual fee on all past due balances (18% annually). Delinquent accounts sent to an outside collection agency will be assessed 35% if the balance is over \$200 & 50% if the balance is under \$200. |
| 3. It is the customer's responsibility to provide meter readings. If meter readings are not received, COPECO reserves the right to estimate readings based on past usage. Estimated invoices are due and payable upon receipt. | |
| 4. Loaner - If COPECO cannot repair your machine on your premises, COPECO will provide a loaner copier until repairs can be made, at no additional charge. Standard meter rates and allowances do apply. | |

| | |
|-------------|--------|
| Signature: | Title: |
| Print Name: | Date: |



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| Address: | 700 Adams St # 250 | Meter Contact: | Gina Patro |
| City, State, Zip: | Toledo OH 43604--566 | Fax Number: | (419) 213-4700 |
| Phone: | (419) 213-4700 | Email: | gpatro@co.lucas.oh.us |

Contract Type:
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NOTE: Contract prices do not include shipping & handling charges on supplies.

| Model / System ID | Copy Allowance | Base Charge | Overate Rate | Black or Color | Base Frequency | Overage Frequency |
|-------------------|----------------|-------------------|--------------|----------------|----------------|-------------------|
| SHMX3550N | 50000 | Included in Lease | 0.00750 | BW | Monthly | Quarterly |
| SHMXM316N | 600 | Included in Lease | 0.06000 | CLR | Monthly | Quarterly |
| SHMXM565N | | | | | | |
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| | |
|-------------|--------|
| Signature: | Title: |
| Print Name: | Date: |

Contact Information

Copeco, Inc. Sales Rep: _____ Nick Wheeler _____ Expected Install Date: _____
Customer's IT Contact: _____ Phone Number: _____ Ext: _____
Email Address: _____
Employee or External Support? (circle one)

Basic Network Information

We will require a static IP address from the customer prior to connected installation.

Static IP Address: _____ (to be assigned to the product)
Subnet Mask: _____
Gateway Address: _____
DNS Server: _____

Is there a live network jack and patch cable available located near the machine? Yes No
Recycle network info from trade in? Yes No

General Information

We will assist with the loading of all drivers, and configuration, for up to 5 PC's.

What operating system(s) will we encounter?

Win XP Win Vista Win 7 Win 8 MAC Version _____

Do you require 64 bit drivers? Yes No

What are the primary responsibilities for this device? (i.e. Printing, Scanning, PC Faxing, etc.)

Are there any special needs or considerations for this integration? (i.e. user codes, special apps, etc.)

What Type of Connection will this device be using? RJ45 Network Cable USB

Does the customer have the proper outlet? (i.e. 120v/20amp, 220v/20amp, 220v/30amp, etc.) Yes No

yellow indicates required fields

Printing Information

Printing Topology: **Direct Printing** or **Server Based** (circle one)

If server based, what is the operating system? _____

Driver Preferences: **PCL** **Postscript** (circle one)

Scanning Information

If scanning is desired, please select scanning method(s) below. Scanning cannot be configured without this information.

Sharpdesk Software (up to five workstations, and based on licensing allowances)

Scan to E-Mail

IP or Host Name of E-Mail Server: _____

Device E-Mail Address: _____

Password for this E-Mail Address: _____

Is your E-Mail Server: **Onsite** **External**

Do you require Authentication to send? **Yes** **No**

Do you require SSL connection? **Yes** **No**

Do you plan to use LDAP? **Yes** **No**

If so, we'll need Search Root and authentication credentials at the time of install.

Scan to FTP Server

Server address / host name: _____

User Name: _____ Password: _____

Directory: _____

Scan to Desktop Folder via SMB

A shared folder on a host machine will be needed, along with a valid username and password to access this folder.

Will these be available? **Yes** **No**

Note: If customer is running antivirus or firewall software, exception rules will need to be created. Customer will need administrative privileges to the host machine for initial configuration.

yellow indicates required fields

PC Faxing

Is PC Faxing required?

Yes No

Does the customer have a working telephone line to plug into the machine?

Yes No

Complete Output Management Program

Copeco offers a free program that can monitor the status of their networked copier and printer fleet. One of the main benefits to this program is the ability to capture and report meter readings of their equipment on a regular basis. This removes the burden from the customer of having to perform this task when needed. Additionally, this program will help monitor the overall health of their connected equipment and can send E-Mail alerts if something should go wrong.

Copeco encourages all customers to participate in this program. Installation of the software should be done at the time of connected install, and only takes a few extra minutes. Customer will need to identify a single server or workstation to host the software, which runs silently in the background and is not resource intensive. Our sales rep will share overview and security documentation with the customer prior to install.

Does customer agree to installation of COM software?

Yes No

Privacy Statement

The information contained in this form will be used to facilitate the integration of Copeco, Inc. equipment into your network and for future troubleshooting of printing or scanning issues. The information contained on this form may be shared with the IT person or IT company that the customer has listed on the form, or designates in the future. The information will not be sold or released to any person or companies not designated by the customer.

Installation Waiver, if applicable

If the equipment you are purchasing is not to be connected at this time, or you do not desire Copeco, Inc.'s assistance with this installation, please sign below.

I, _____ (print customer's name) will (not be connecting the (product) at this time) or (do not require connectivity assistance). [Please circle which applies] I understand that Copeco, Inc. is not responsible for compatibility issues that may arise now, or in the future. Copeco, Inc. will make every attempt to provide drivers or updates as necessary, provided the customer has a current maintenance agreement. Future connectivity assistance can be provided by Copeco, Inc. as a chargeable service call at the current service rate.

X _____ (Customer's Signature)

If more than one system is being installed from a single order please list the Model number, the IP address, system location and any other information that is different than the system listed on the initial page of the Site Survey.



Scope of Work

Integrating: SHMX3550N (Product) **Multi-Functional Device**

Overview

The purpose of this installation is to integrate the (Product) into Customer's network as a network printer/copier/scanner/fax, and provide adequate training to key personnel in the use of such equipment.

Customer Responsibilities

- Provide adequate space, electrical power and ventilation for the equipment.
- Provide a Parallel or USB cable if being connected to a local workstation.
- For network connections, provide proper network cabling to an active hub or switch, including any necessary patch cables.
- Provide a static IP address to be assigned to the device.
- Assign an IT person of their choosing to assist with the installation/integration.
- Provide proper outlet (voltage, current rating, pin configuration)

Copeco, Inc. Responsibilities

- Copeco, Inc., in coordination with an assigned IT person from the customer, will integrate the system onto the Customer's network.
- Assist and train the assigned IT person in the loading of print drivers and various utilities onto a single server and up to **five** (5) designated workstations.
- Assist with configuration of the system to provide network printing, scanning, E-Mailing and PC faxing, if applicable.
- Provide general user training in the use of the network features (i.e. printing, scanning, PC faxing).
- Copeco, Inc. will provide up to **three** (3) hours of technical time to complete the system integration and training. If the customer requires more time or wishes to pay for additional services, customer will then be billed at Copeco, Inc.'s hourly rate**.

Time Estimates

The project installation assumes that Copeco, Inc. personnel will have full access to Customer equipment and IT administration assistance. Copeco, Inc. makes every reasonable effort to have a quick and efficient project installation. The actual time required will vary depending upon the circumstances found onsite.

Considerations

Copeco, Inc. will install printing and scanning functionality into a network ready environment. Additional services to create or correct network environment will result in additional service fees**. Service after the installation caused by changes in the operating environment (including, but not limited to, operating systems, network software, servers, software applications, new system and hardware or software upgrades) will be billed at our prevailing network rate.

Once a successful installation* has been proven, Copeco, Inc. considers the project complete. Given the various forms of software and applications, Copeco, Inc. cannot guarantee complete integration and functionality with the Product and the customer's software. However, we will make every effort to do so in the time allotted for a normal installation. Copeco, Inc. is not responsible for compatibility with changes made to the customer's network or incomplete/inaccurate information submitted on this form. Customer is responsible for backing up computer systems prior to installation and for performing all necessary system updates.

*Successful installation is the ability to print a standard Windows test page through the network, from a maximum of five workstations, to the Product.

**Hourly rates are charged at the current rate of \$150.00/hr for the first hour and billed in ¼ hour increments thereafter. Prices are subject to change.

| | | | |
|--|----------------|-----------------------|------------|
| Copeco, Inc. Systems Engineer | | Date | |
| Lucas Co Prosecuting Attorney Julia R Bates | (419) 213-4848 | gpatro@co.lucas.oh.us | |
| Company Name (Customer) | Phone # | Fax# | E-Mail |
| 700 Adams St # 250 | Toledo | OH | 43604-5668 |
| Address | City | State | Zip |
| X Authorized for Customer by: (Signature) | | Print Name | Title |
| | | | Date |

Yellow indicates required fields.

