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Lucas County Information Services Checklist for Hardware/Software/Services

Department: Lucas County Sheriffs Office

Requestor: Kevin Helminski

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

Req. Date: 7/15/2013

Vendor: Perry ProTech

Type of Request (check all that apply):

Hdw SW Services/New

Purchase Lease Subscription

State Term Contract ID

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 Kyocera FS-1135 multifunction printer for the Angola Road Substation.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Kyocera FS-1135 MFP		See Notes	1	\$ 1,694.10	\$ 0.00	\$ 1,694.10
			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 \$ 1,694.10

Business Reason or Justification:

This device will replace an older Kyocera MFP currently used at the Angola Road Substation.

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Planned Location:	Other	If Other please specify:	Angola Road Substation
Network Connection Required?	<input type="checkbox"/> Yes	<input checked="" 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 Schmitz 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 Kyocera FS-1135 MFP

Dear Mr. Butler:

I am requesting the purchase of one (1) Kyocera FS-1135 Multi Function Printer. This unit will replace the current Kyocera MFP at the Angola Road Substation.

The unit is quoted at \$1,694.10. 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 "K. Helminski".

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

