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

Department: Lucas County Sheriff's Office

Requestor: Kevin Helminski

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

Req. Date: 7/15/2013

Vendor: Perry ProTech

**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:** The Lucas County Sheriff's Office is seeking approval for the purchase of a Sharp MX-M354N Monochrome Workgroup Document System for use in the main office area.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Sharp MX-M354N Copier			1	\$ 4,709.00	\$ 0.00	\$ 4,709.00
			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 \$ 4,709.00

**Business Reason or Justification:**

This copier will replace an existing Kyocera copier used in the main office area.

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**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:**

Reviewed and prepared by Mike Butler.  
Reviewed and approved by Cindy Waldmannstetter.  
*Karen Schmitky 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 SHARP MX-M345N

Dear Mr. Butler:

I am requesting the purchase of one (1) Sharp MX-M354N Monochrome Workgroup Document System. This unit will replace the current Kyocera copier used in our Main Office area.

The unit is quoted at \$4,709.00. 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 Helminski".

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

