



Submit by Email

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

Department: Sheriff's Office  
 Funding Account & Description: 1010-1660-530100

Requestor: Kevin Helminski

Req. Date: September 11, 2014

Vendor: CDWG

**Type of Request (check all that apply):**

Hdw     SW     Services/New

Purchase     Lease     Subscription

Services/Support Renewal  
 Original Purchase Date

State Term Contract     ID NJPA

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

The Lucas County Sheriff's Office is requesting approval for the purchase of a HP Color Laser Jet Pro 400 M451NW. It will be used by the Detective Bureau/Investigative services.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
2612968 HP CLJ PRO 400 M451NW	FNXJ204		1	\$ 380.06	\$ 0.00	\$ 380.06
FREIGHT	FNXJ204		1	\$ 19.04	\$ 0.00	\$ 19.04
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 399.10

**Business Reason or Justification:**

This printer is replacing a number of older desktop inkjet printers which will significantly reduce ink expenses for the user group consisting of up to 12 users.

*G. Webb  
9/11/2014*

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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:**



# SHERIFF JOHN THARP

## LUCAS COUNTY

1622 Spielbusch Avenue • Toledo, OH 43604-5330

Courthouse Office: 419-213-4784  
Records/Dispatcher: 419-213-4941  
Corrections Center: 419-213-4924

September 11, 2014

Emergency : 9-1-1  
Fax: 419-255-3096

Jeremy Burnat  
Lucas County Information Services  
One Government Center, Suite 600  
Toledo, OH 43604

Subject: Purchase of Printer

Dear Mr. Burnat:

The Lucas County Sheriff's Office intends to purchase one (1) **HP Color Laser Jet Pro 400 M451NW printer**.

This unit will replace a number of smaller color desktop units located in the Detective Bureau/Investigative services area and will save us significantly in ink expenses. This unit will be networked to approximately 10-12 users.

We will be utilizing funding from our 1010-1650-530100 General Fund Equipment Account for this printer. Quote for CDWG 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



CDWG.com | 800.594.4239

OE400SPS

# SALES QUOTATION

FNXJ204

9763238

9/11/2014

**BILL TO:**  
KEVIN HELMINSKI  
1622 SPIELBUSCH AVE

**SHIP TO:**  
LUCAS COUNTY SHERIFF'S OFFICE  
Attention To: KEVIN HELMINSKI  
1622 SPIELBUSCH AVE

Accounts Payable  
TOLEDO , OH 43604

TOLEDO , OH 43604  
Contact: KEVIN  
HELMINSKI 419.213.4823

Customer Phone #419.213.4823

Customer P.O. # M451NW QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877.325.3701		FEDEX Ground	Request Terms	GOVT-EXEMPT
QTY	ITEM NO	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	2612968	HP CLJ PRO 400 M451NW Mfg#: CE956A#BGJ Contract: MARKET	380.06	380.06
			SUBTOTAL	380.06
			FREIGHT	19.04
			TAX	0.00
				US Currency
<b>TOTAL</b>				<b>399.10</b>

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061

Fax: 312.705.8283

**Please remit payment to:**  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

**Lucas County Sheriff's Office  
Purchase Request**

Name Bill Talbot Phone 9916 Section \_\_\_\_\_ Date \_\_\_\_\_

Vendor CDW Vendor Phone \_\_\_\_\_ Vendor Contact \_\_\_\_\_

Quantity	Description	Stock Number	Price
1	HP M451nw		399.10
	for Bureau		
	Color Printer		
Total Cost \$			399.10

**Briefly Explain the Need for the Above Items:**

To have 1 centralized color printer. We will get rid of the various desktop printers.

Section Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Division Head \_\_\_\_\_

Date \_\_\_\_\_

Finance [Signature]

Date \_\_\_\_\_

Sheriff (if necessary) \_\_\_\_\_

Date \_\_\_\_\_

\*This request must be signed by Section Supervisor and Division Head before being submitted to the Finance Director for final approval