

Memorandum

Date: January 6, 2015
To: Anita Lopez, Secretary of the Data Processing Board
Cc: Karen Schnitkey
From: Julie Riley

The Lucas County Solid Waste Management District would like to purchase a new copier/scanner/printer/fax all in one machine to replace the copier we currently have. The one we have was purchased in 2004 and was only a copier. It no longer works and the company cannot find parts to fix it anymore because it is too old.

We will be asking for quotes from three (3) different companies. (MT Business, Perry ProTech, & CopyCo). We will also be asking to demo the machines that are being quoted for at least a week each. Therefore, we will need LCIS to connect them to our network so that our 6 computers can access them.

We will be purchasing the machine from fund code 5050-0530-530100 and there is enough money in this account. We are anticipating the cost to be less than \$15,000.00.