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

Department: Lucas County Clerk of Courts

Requestor: Connie Smith

Funding Account & Description: 2900-8152 Clerk's Computerization Fund

Req. Date: 2/12/2013

Vendor: MT Business Technologies, Inc.

Type of Request (check all that apply):

Hdw     SW     Services

State Term Contract    ID

Purchase     Lease     Subscription

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

The Lucas county Clerk of Courts would like to purchase a Ricoh Aficio MP 5002SP multifunction copier to replace an older copier. It will be located on the 3rd floor of the Common Pleas Court and will be used by both the criminal and civil divisions of the Clerk of Courts.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Ricoh Aficio MP 5002SP			1	\$ 6,027.35	\$ 0.00	\$ 6,027.35
Fax Option			1	\$ 549.00	\$ 0.00	\$ 549.00
LCIT RT3020 Side Large Capacity Tray			1	\$ 590.75	\$ 0.00	\$ 590.75
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 7,167.10

Business Reason or Justification:

This machine will be replacing an older copier.

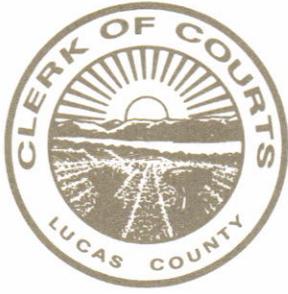
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<b>Planned Location:</b>	<input type="text" value="Other"/>	<b>If Other please specify:</b>	<input type="text" value="Clerk of Courts Criminal Division"/>
<b>Network Connection Required?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>LCIS installation assistance needed?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b> <input type="text"/>
<b>LCIS on-going support required?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>ITB or RFP completed?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>LCIS Management review completed?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> <b>Exclusion</b>
<b>DP Board Approved?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="text" value="Less than \$7,500"/> <b>Exclusion</b>
<b>Date of Approval:</b>	<input type="text" value="2/13/2013"/>		

**Comments:**

Reviewed and prepared by Mike Butler.  
Reviewed and approved by Jason Gears.





**J. BERNIE QUILTER**  
Lucas County Clerk of Courts

LUCAS COUNTY  
COURTHOUSE  
700 Adams Street  
Toledo, Ohio 43604  
419/213-4484

Feb. 12, 2013

Lucas County Information Services  
Lucas County Auditor  
One Government Center, Suite 600  
Toledo, Ohio 43604

Attn: Jason Gears  
Mike Butler,

The Lucas County Clerk of Courts would like to purchase a replacement copy machine that will be networked.

Quote for Ricoh Aficio MP 5002SP is attached. Price is \$7167.10.

We will do a work order for the networking after copier is purchased and we have a delivery date.

Funding is available from the Clerk's Computerization Fund. (2900-8152).

We are asking for a purchase approval.

Thank you.

Sincerely,

Connie Smith for  
Bernie Quilter, *JBQ*  
Clerk of Courts



Proposal prepared for Lucas County Clerk of Courts on Friday, February 08, 2013

Non-Contract Pricing

*lower than state pricing*

Equipment Detail - Option 2

<b>Ricoh Aficio MP 502SP - 50 page per minute black and white system</b>
Mainframe includes 2 x 550 Sheet Paper Trays, 512 MB RAM, 100-Sheet Bypass Tray, 100-Sheet ARDF, Duplex, HDD Encryption, DOSS (the standard DOSS included with the mainframe is not ISO 15408 certified). 128 GB HDD is an option. Upgrade path to Printing and Color Scanning with Print/Scan Option (416140).
<b>Accessories:</b> Paper Feed Unit PB3130 (2 Additional Paper Trays)
Bridge Unit BU 3060
Finisher (Stapling Finisher)
<b>Options:</b> Punch Unit PU3030 NA
Fax Option Type 5002
LCIT RT3020 (Additional Side LCT)

Installation & Training

Installation Charges (Includes Installed Accessories)	Included
System Training	Included

Maintenance Terms

Service Agreement	Term	Cost Per Impression
Black & White	Monthly	\$ .0059
*MT Business Technologies, Inc.'s exclusive Quality Standard Maintenance Program includes all service, all parts and all supplies (except paper and staples) that are needed to make impressions. You never pay extra for toner or developer. You will also receive our exclusive "Performance Guarantee".		

*\* lower*

Financing Options - Option 2

Purchase Price	*	\$6,027.35	
Add Punch Option		\$1,097.00	NO
Add Fax Option	*	\$549.00	YES
Add LCIT RT3020	*	\$590.75	YES

This quote is good until February 28, 2013

*# 7167.00*

Please contact me with any questions.

Shawn Brown, Account Manager  
SBrown@mtbt.com 419-865-7001