



Submit by Email

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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: 1010-1660-514120

Req. Date: 3/15/2013

Vendor: SHI

Type of Request (check all that apply):

Hdw SW Services

State Term Contract ID: OA07004

Purchase Lease Subscription

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

The Lucas County Sheriff's Office intends to purchase three (3) Microsoft Office 2013 licenses. The software will be installed on the computers used by Lynette Dunbar, Lena Webb, and Wendy Keppler.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
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Microsoft Office Professional Plus 2013	6409394		3	\$ 320.00	\$ 0.00	\$ 960.00
			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 \$ 960.00

Business Reason or Justification:

The purpose of this purchase is to update the Microsoft Office software being used by the Personnel Department from version 2003 to 2013.

**Lucas County Information Services
Checklist for Hardware/Software/Services
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Planned Location:	Desktop	If Other please specify:	
Network Connection Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
LCIS installation assistance needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <input style="width: 100px;" type="text"/>
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	<input style="width: 150px;" type="text"/> Exclusion
DP Board Approved?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input style="width: 150px;" type="text"/> Exclusion
Date of Approval:	3/15/2013		

Comments:

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





SHERIFF JOHN THARP LUCAS COUNTY

1622 Spielbusch Avenue
Toledo, OH 43604-5330

March 15, 2013

Mike Butler
Lucas County Information Services
One Government Center, Suite 600
Toledo, OH 43604

Subject: Purchase of MicroSoft Office Licenses

Dear Mr. Butler:

The Lucas County Sheriff's Office intends to purchase three (3) Microsoft Office 2013 Licenses.

The purpose of this purchase is to update the MicroSoft Office Software being run by our Personnel Department.

The employees being upgraded will be Lynette Dunbar, Lena Webb, and Wendy Keppler.

The quote for this purchase is attached.

We will be utilizing funding from our 2013 General Fund Budget – 1010-1660-514120.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Helminski".

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



Pricing Proposal

Quotation #: 6409394

Description: Microsoft Office Professional Plus 2013

Created On: Mar-12-2013

Valid Until: Mar-29-2013

LUCAS COUNTY SHERIFF

Lynette Dunbar

1622 SPIELBUSCH AVE

ATTN: ACCOUNTS PAYABLE

TOLEDO, OH 43624

United States

Phone: (419) 213-4901

Fax:

Email: Ldunbar@co.lucas.oh.us

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Microsoft Office Professional Plus 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 79P-04712	3	\$320.00	\$960.00
		Total:	\$960.00

Additional Comments

Retrieve your quote:

<https://www.shidirect.com/Quotes/Quoteinfo.aspx>

The Products offered under this proposal are subject to the SHI Return Policy, unless there is an existing agreement between SHI and the Customer.