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

**Department:** Lucas County OMB

**Funding Account & Description:**  
 4 MS Office Pro 2013 1010-1710-530700  
 8 MS Office Std 2013 1010-0300-530700  
 1 MS Office Std 2013 1010-0400-530700  
 6 MS Office Pro 2013 1010-1010-530700  
 1 MS Office Std 2013 6030-2530-530700

**Requestor:** Kelleigh Decker

**Req. Date:** 03/03/2014

**Vendor:** SHI

State Term Contract ID 0A1108

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

Hdw     SW     Services/New

Purchase     Lease     Subscription

Services/Support Renewal  
 Original Purchase Date

**Description or Nature of Request and for whom this is intended:** Lucas County OMB intends to purchase 10 licenses for Microsoft Office Professional and 10 licenses Microsoft Office Standard.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
79P-04712 MS Office Pro 2013 - License - account#1010-1710-530700	7709872	na	4	\$ 329.18	\$ 0.00	\$ 1,316.72
79P-04712 MS Office Pro 2013 - License - account#1010-1010-530700	7709872	na	6	\$ 329.18	\$ 0.00	\$ 1,975.08
021-10293 MS Office Std 2013 - License - account#1010-0300-530700	7709872	na	8	\$ 241.73	\$ 0.00	\$ 1,933.84
021-10293 MS Office Std 2013 - License - account#1010-0400-530700	7709872	na	1	\$ 241.73	\$ 0.00	\$ 241.73
				\$ 0.00	\$ 0.00	\$ 0.00
021-10293 MS Office Std 2013 - License - account#6030-2530-530700	7709872	na	1	\$ 241.73	\$ 0.00	\$ 241.73
<b>Total Request</b>						<b>\$ 5,709.10</b>

**Business Reason or Justification:**  
 Replacing obsolete software with current version.

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Checklist for Hardware/Software/Services  
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<b>Planned Location:</b>	Desktop	<b>If Other please specify:</b>	
<b>Network Connection Required?</b>	<input 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 style="width: 100px;" 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 style="width: 150px;" type="text"/> <b>Exclusion</b>
<b>DP Board Approved?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input style="width: 150px;" type="text"/> MS Office Suite <b>Exclusion</b>
<b>Date of Approval:</b>	03/03/2014		

**Comments:**

Reviewed and prepared by Jeremy Burnat.  
Reviewed and approved by Cynthia Waldmannstetter.

*Cynthia Waldmannstetter*  
3.3.14



**Pricing Proposal**

<b>Quotation #:</b>	7709872
<b>Description:</b>	Micro
<b>Created On:</b>	Mar-03-2014
<b>Valid Until:</b>	Mar-31-2014

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**LUCAS COUNTY INFORMATION SRVCS**

**Jeremy Burnat**  
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All Prices are in US Dollar(USD)

<b>Product</b>	<b>Qty</b>	<b>Your Price</b>	<b>Total</b>
1 Microsoft Office Professional Plus 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 79P-04712	10	\$329.18	\$3,291.80
2 Microsoft Office Standard 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 021-10293	10	\$241.73	\$2,417.30
		<b>Total</b>	<b>\$5,709.10</b>

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**Additional Comments**

Interested in purchasing and iPad for a great price? Request a quote from us today!

**Retrieve your quote:**

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

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