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Lucas County Information Services Checklist for Hardware/Software/Services

Department: 1010-0160

Requestor: Karen Schnitkey

Funding Account & Description: 1010-0160 -512140

Req. Date: 6/4/2014

Vendor: MT Business Technologies

Type of Request (check all that apply):

Hdw SW Services/New

Purchase Lease Subscription

Services/Support Renewal Original Purchase Date

State Term Contract ID

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

Loaner copier from MT Business Tech for the remainder of 2014.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Ricoh C5000 Printer/Copier/Scanner			1	\$ 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
			0	\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 0.00

Business Reason or Justification:

Loaner copier from MTBT for remainder of 2014. Service and support for the current copier will expire 6/15/14. MTBT will charge for usage only, no monthly fee, no lease fee. New unit will be purchased in early 2015. Usage on the C5000 will be billed monthly and charged at a rate of .012 for each BW copy and .069 for each color copy.

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Planned Location:	<input type="text" value="Other"/>	If Other please specify:	<input type="text" value="Department use"/>
Network Connection Required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
LCIS installation assistance needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Date: <input type="text"/>
LCIS on-going support required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
ITB or RFP completed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
LCIS Management review completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/> Exclusion
DP Board Approved?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="text" value="Standard multi-function peripheral"/> Exclusion

Date of Approval:

Comments:

Reviewed by Karen Schnitkey
Reviewed and approved by Jason Gears

