

GENERAL FUND
DECISION PACKAGES FY 11/12 Rd 2
CAPITAL EQUIPMENT W/CONTINUED COST

Department	Capital	Other Cost	Total Cost	Cont'd. Annual Cost
FINANCE				
Workbench with drawer and drafting stool	1,457	0	1,457	0
Total Finance	1,457	0	1,457	0
HEALTH				
Replace carpet with lineoleum in lobby at ML	2,948	0	2,948	0
Furniture for lobby at ML	6,436	0	6,436	0
Medical records storage system - SV	12,431	0	12,431	0
Total Health	21,815	0	21,815	0
FACILITIES MANAGEMENT				
Total Facilities	0	0	0	0
COUNTY WIDE REQUESTED PROJECTS *				
Listed by Facilities Priority Number				
<i>#1 - Facilities</i>				
Remodel front service counter JP4 (administratively approved)	11,898	0	11,898	0
Total County-Wide Requested Projects	11,898	0	11,898	0
TOTAL FACILITIES MANAGEMENT	11,898	0	11,898	0
SHERIFF				
Sheriff office video surveillance	2,191	0	2,191	0
Total Sheriff	2,191	0	2,191	0
JUDICIAL SYSTEM				
<i>Court Administration</i>				
18 additional chairs for Superior Court Division I courtroom	3,304	0	3,304	0
Total Judicial System	3,304	0	3,304	0
TOTAL CAPITAL (General Fund)	40,665	0	40,665	0

SPECIAL REVENUE FUNDS
DECISION PACKAGES FY 11/12 Rd 2
CAPITAL EQUIPMENT W/CONTINUED COST

Department	Capital	Other Cost	Total Cost FY 11/12	Cont'd. Annual Cost
ELECTIONS				
49 Supply Carriers (administratively approved)	6,617		6,617	0
Refurbished rapid extraction letter opener (administratively approved)	14,500	2,465	16,965	2,465
Laptop, software, and projector (administratively approved)	2,430	tbd	2,430	tbd
Total Misc. Capital Requests	23,547	2,465	26,012	2,465
LIBRARY				
Replace double front door to library	2,500	0	2,500	0
TOTAL LIBRARY	2,500	0	2,500	0
GRAND TOTAL SRF Capital Equipment	26,047	2,465	28,512	2,465

11/12
DECISION PACKAGE (FY 10/11)

**OTHER CAPITAL EXPENDITURES/NEW
PROGRAMS/ACCTS. EQUIPMENT OVER \$1500
(NOT FACILITIES, IT, FLEET OR HEAVY FLEET)**

Department: Finance

Submitted Date: 12/08/11

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 100

Division:

Dept. Contact Name/Phone #: Mike McGinnis 8378

Priority: High

Request: Workbench with drawer and drafting stool. Employee has experienced chronic back pain and has tried various solutions at her own expense with slight improvement. This will give her the option to stand part of the day which will be a better solution. An IT employee has this desk and has greatly reduced stress and back pain.

Initial Cost (Including tax and shipping): \$1,457.00

Continuing annual cost, if any: None

Explanation:

Amount of savings, if funded (if any):

Impact of not funding: Employee will continue to experience back pain.

Department Head:

Los Klein

Date:

Dec 8, 2011

December 6, 2011

Submitted by Glenda Nugent, Finance Dept

Request for tall desk (workbench) & drafting stool

Reason for request: to relieve back pain caused by prolonged computer work and sitting. Tall desk will allow standing while working at desk or computer.

Additional information: Cobban Barnett in I/T has this exact desk (workbench). He is very happy with it and feels much reduced physical stress & back pain. I have tried many other options at my own expense, such as various ergonomic chairs, risers for my computer monitor, and footstools to relieve back pressure. All of these help somewhat, but I believe that having the option to stand part of the day while working will be a better solution.

Estimated Cost:

Workbench with drawer (specifications & picture attached) \$843

Drafting Stool (specifications & picture attached) \$239

Subtotal \$1,082

Tax \$ 72

Shipping \$ 303

Total \$1,457

Estimate based on website: www.chdist.com

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LITTLE GIANT 3000-Lb. Capacity Workbenches with 1³/₄" Thick Hardwood Tops



LITTLE GIANT 3000-Lb. Capacity Workbenches with 1³/₄" Thick Hardwood Tops feature a heavy-gauge, all-welded steel frame and tough edge-grained butcher block maple top.

1/8" thick steel upper frame. 12-gauge 500-lb. capacity lower shelf is 12"D and has 3" rear lip. 13"Wx17"Dx4 1/2"H drawer is factory installed on right hand side and includes cylinder lock. 1 1/2"x1 1/2", 3/16" thick angle iron steel legs on fixed height bench. 14-gauge formed channel steel legs on adjustable height bench. Powder coat finish. Appropriate for lean manufacturing.

NOTE: Workbench with drawer shown with fixed-height legs.

Click the below to add product to cart.

*80.92 TAX
SHIPPING*

Manufacturer: LITTLE GIANT
Country of Origin: Made in USA.
Cap. Lbs.: 3000
Construction: All-welded
Top Thickness: 1 ³ / ₄ "
Top Material: Hardwood
Thickness Gauge: 12

Product Info

View by product specifications View by Item #

Item Number	Description	Price
5870600	48X24X36" MAPLE WELDED BENCH WITH DRAWER	\$515.00
5870700	60X30X37 3/4" MAPLE WELDED BENCH W/ DRWR.	\$722.00
5870800	72X30X37 3/4" MAPLE TOP BENCH WITH DRAWER	\$843.00
5870900	48X24X37 3/4" MAPLE TOP BENCH W/O DRAWER	

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EUROTECH Apollo Mesh Back Drafting Stool



EUROTECH Apollo Mesh Back Drafting Stool features a breathable mesh back with 3" thick molded foam waterfall seat for comfort.

Adjustability includes: back height, pneumatic seat height, arm height and arm width. Greenguard indoor air-quality certified. Meets or exceeds ANSI/BIFMA standards. Color: black.

Click the below to add product to cart.

over →

\$239

Manufacturer: EUROTECH
Overall WxD: 26x24 ⁴ / ₅ "
Seat WxD: 20 ¹ / ₂ x19 ³ / ₁₀ "
Color: Black
Back WxH: 19 ¹ / ₂ x20"
Caster Type: Dual-wheel
Seat Height: 22 ¹ / ₂ -30"
Compliance: Meets or exceeds ANSI/BIFMA standards
Upholstery: Mesh fabric

Product Info

View by product specifications View by Item #

Item Number	Description	Price
3420200	DRAFTING STOOL W/MESH BACK-BLK	\$239.00

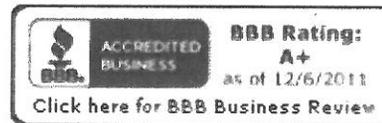
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Budget Memorandum

To: Budget Committee

From: Mary Gomez

Subject: Executive Summary of Decision Packages for Health and Social Services

Date: 1/6/12

Decision Package Overview – GENERAL FUND

The Decision Packages listed below include replacing the flooring and furniture in the Melody Lane lobby and purchasing medical records storage systems for files in Bisbee and Sierra Vista.

These Decision Packages are broken down by category below and the backup information for individual Decision Packages is available upon request. Contact information for the staff person to contact if you have questions on a Decision Package is also listed on each Decision Package.

Capital Expenditures/New Programs/Major Expenditures

Priority #	Decision Package Request	Capital Expenditures (Equipment, Furniture, etc.)	Other (Ongoing Maintenance Costs; PC Replacement, etc.)	Total Cost	Cont'd Annual Cost
1	Replace carpet with lineoleum	\$2,948.00	0	\$2,948.00	0
2	Furniture for lobby	6000 \$12,636.50	0	6000 \$12,636.50	\$12,636.50
3	Medical records storage system - SV	\$12,431.16	0	\$12,431.16	\$12,431.16
4	Medical records storage system - Douglas	\$12,431.16	0	\$12,431.16	\$12,431.16
	TOTAL	\$40,446.82	0	\$40,446.82	\$40,446.82

Narrative:

1. Replace lobby carpet with lineoleum: current flooring in lobby is indoor/outdoor carpet and lineoleum. The carpet especially is worn and stained – it can no longer be properly due to age of carpet. Babies and children are on this flooring almost daily. This is also the first impression that the community gets when presenting to the Health Department for services. If this decision package is not funded, the lobby will remain unsightly and unsanitary for our clients.

Rollled into Douglas Project

2. Furniture for Bisbee lobby: this proposal would improve the comfort of our clients and provide a clean and professional appearance as the public enters the Health Dept. If this decision package is not funded, the lobby will remain unsightly, uncomfortable, and unsanitary for our clients.
3. Medical Record Storage System - Douglas: *— Rolled into Douglas Project* currently medical records are stored in various locations throughout the health department. The records are not well-organized, very difficult to access when clients present for services, and not well secured. This system would organize our medical records efficiently in one central area and in less space than the multiple storage methods. If this decision package is not funded, medical records storage will remain unorganized requiring unnecessary staff time to locate files when needed and have less than adequate security to protect client confidentiality.
4. Medical Record Storage System – Sierra Vista: currently medical records are stored in various locations throughout the health department. The records are not well-organized, very difficult to access when clients present for services, and not well secured. This system would organize our medical records efficiently in one central area and in less space than the multiple storage methods. This is especially critical for the Sierra Vista location since the Health Dept has essentially outgrown that location. If this decision package is not funded, medical records storage will remain unorganized requiring unnecessary staff time to locate files when needed and have less than adequate security to protect client confidentiality.

DECISION PACKAGE (FY 08/09)

FACILITIES REQUEST

Department: 5000

Submitted Date: 1/6/12

Is this related to a new position? Yes No

If Yes, position title: n/a

Fund #: 100 5000 5000 790.500

Division: Administration

Dept. Contact Name/Phone #: Mary Gomez, 9404

Detailed Description of Request: Remove carpeting in Bisbee lobby and replace with lineoleum. Replace lobby furniture.

Justification: Lobby desperately needs facelift. Carpet is not only worn, but soiled and cannot be adequately cleaned. Babies and small children on this floor and it is not sanitary or attractive. Furniture is also worn and unattractive. This is the first impression that the community has of the Health Department and it is not the image we want to project.

Minor Project: Major Project:

Initial Cost: \$2,948 for flooring, ^{6,436} \$12,636.50 for lobby furniture - total ^{9,384} ~~\$15,584.50~~

Continuing Annual Cost: None

Explanation : n/a

Amount of savings if funded(if any): n/a

Impact of not funding: Poor impression on public when presenting to Health Dept for services.

Department Head: _____ Date: _____

Facilities: _____ Date: _____

DECISION PACKAGE (FY 08/09)

FACILITIES REQUEST

Department: 5000

Submitted Date: 1/6/12

Is this related to a new position? Yes No

If Yes, position title: n/a

Fund #: 100 5000 5000 790.500

Division: Administration

Dept. Contact Name/Phone #: Mary Gomez, 9404

Detailed Description of Request: Purchase medical records storage system for Douglas and Sierra Vista offices.

Justification: Currently medical records are stored in multiple locations throughout office in various types of cabinets. These cabinets do not provide the security necessary to safeguard the content of these records. Current "non-system" also makes record retrieval difficult and timely.

Minor Project:

Major Project:

Initial Cost: \$12,431.16 for each unit - total \$24862.32

Continuing

Annual Cost: None

Explanation : n/a

Amount of savings if funded(if any): n/a

Impact of not funding: Less than adequate security of medical records, inefficient use of staff time for record retrieval, poor customer service and impression when records cannot be located timely.

Department Head: _____ Date: _____

Facilities: _____ Date: _____

Control No. FY 11/12 100-0940-001

DECISION PACKAGE (FY 11/12)

FACILITIES REQUEST

Department: FAC

Submitted Date: 01/04/12

Is this related to a new position? Yes No

If Yes, position title: N/A

Fund #: Division: N/A

Dept. Contact Name/Phone #: Hal (520-432-9733)

Detailed Description of Request: remodel the front service counter to include (2) bullet resistant service windows. New counter area and bullet proof service counter.

Justification: Request by Judge to enhance court security and safety of court staff.

Minor Project:

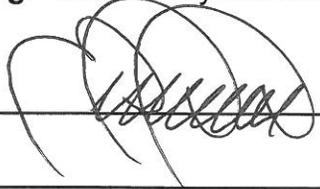
Major Project:

Initial Cost: \$11,897.60 Continuing Annual Cost: None

Explanation : The estimate is for an in/house remodel, and is subject to change if work is outsourced.

Amount of savings if funded(if any): N/A

Impact of not funding: Staff safety at counter will be compromised.

Department Head:  Date: 1-4-12

Facilities: _____ Date: _____

11/12
RAB

DECISION PACKAGE (FY 08/09)

INFORMATION TECHNOLOGIES REQUESTS / EQUIPMENT / SOFTWARE / PROGRAMMING

Department: Sheriff's Office

Submitted Date: Jan. 13, 2012

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 100-3000-3100 Division: Admin Priority: 1

Dept. Contact Name/Phone #: Rod Rothrock 9519

Request type: Equipment: Software: Telecom:
 Programming: Training:

Request: Upgrade and expand the existing video surveillance system at the main Sheriff's administration building. The following items would need to be purchased.

1 ea. EverFocus ECOR264-8D2/500 8 Channel DVR	@ \$700
1 ea. Pelco PMCL524F Full HD LCD 242" Monitor	@ 760
3 ea. Vitek 12VAC Tranformer 20VA	@ \$6 ea = 18
3ea. Swann Alpha C11 Varifocal Zoom camera/night vision	@ \$120 ea.= 360
1 ea. 500 ft Siamese RG59/U coas+ 18/2 Power cable	@ 258
1 ea. RG6 Compression BNC Connector-20 PK	@ 65
3 ea. RCA Female to BNC Male Video Adapter	@ \$4 ea = 12
3 ea. BNC F/F Inline Adapter	@ \$6 ea. = 18
TOTAL = \$2,191	

Justification: The main Sheriff's office has outside cameras for security surveillance of the exterior doors and to allow dispatchers to identify non-employees desiring entry. The existing cameras and monitor are wearing out and becoming problematic. Additionally, there is an exterior entryway on the West side of the building that does not have camera coverage. Thus any security threat presenting itself at that location would not be visable to the dispatchers and, due to the areas distance from the dispatch center, all but the loudest noises would likely not be heard. The existing cameras and monitor need to be replaced to bring them to full servicability and an additional camera needs to be added to cover the "blind spot." The existing system does ot a recorder to recorder the camera views, thus should a significant issue occur there will be no

record of the event. This request includes placing a DVR into the system to record the camera views.

Initial Cost (Including tax and shipping): \$2,191

Continuing annual cost, if any: N/A

Regulatory/Legal changes: N/A
Explain:

Amount of savings, if funded (if any): N/A

Impact of not funding: The existing video surveillance system will continue to deteriorate and lose its effectiveness and any significant events or security threats will continue to not be recorded.

Any other requirements causing this request: N/A

Department Head: _____ **Date:** _____

Information Technologies: _____ **Date:** _____

Cochise County Superior Court

2012 Mid-Year Furniture Decision Package- Division 1, Sierra Vista, Arizona

Request: Purchase 18 additional light to medium brown armless chairs for Division 1 Courtroom.

Justification: At the time of the initial construction and operational date of January 2008, the Division 1 Courtroom has been insufficiently furnished with only 46 chairs in the spectator area. During jury trials and other special events (drug court graduations, COJET trainings) chairs must be moved from the Clerk's lobby area into the Courtroom to accommodate the number of people in the Courtroom. During 2011, there were approximately eight (8) occasions where chairs were moved. During these events, the Clerk's lobby is left with inadequate sitting. In addition, the constant moving of chairs has caused unnecessary "wear & tear" on the chairs as they are dragged back and forth.

The purchase of 18 additional chairs will resolve the seating shortage in Division 1. The chairs are the armless type and to match the existing chairs should be light to medium brown in color.

\$3,304



Making Successful Office Environments Happen Since 1988

"MAKING SUCCESSFUL OFFICE ENVIRONMENTS HAPPEN"

100 S. Second Street, Sierra Vista, AZ 85635

Ph: 520.458.0443... Ext 14..... Fax: 520.458.1011

February 10, 2012

Proposal Submitted To: Shawneen Serrano
 Superior Court
 Bisbee, AZ

	MFG LIST	COURT	TOTAL
4700 Series			
4720 Contemporary Style Chair			
2" Upholstered Seat			
1 1/8" Round Steel Tubing- 18 Gauge			
Stacks 4 Chairs High			
Grade 1 Vinyl Almond 9102			
Grade 1 Upholstery Spice Brown 1101	\$274ea	\$161ea	(18) \$2,898
Sub-Total			\$2,898.00
Sales Tax (8.85%)			\$ 256.48
Freight & Delivery			\$ 150.00
Total			\$3,304.48

Stephanie Ransom 2/10/2012

Submitted By STEPHANIE RANSOM Date

Accepted By Date

* You have received a volume discount of 20%.
 With the acceptance of this order, Pro Office Solutions guarantees all workmanship and any delivery damage. Please review your order carefully as all orders are special order and are non-refundable. Quote will stand 30 days from date of quote.

11/12

DECISION PACKAGE (FY 10/11)

**OTHER CAPITAL EXPENDITURES/NEW
PROGRAMS/ACCTS. EQUIPMENT OVER \$1500
(NOT FACILITIES, IT, FLEET OR HEAVY FLEET)**

Department: ELECTIONS

Submitted Date: January 5, 2012

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 321-0500-0520.421.900

Division: Elections

Dept. Contact Name/Phone #: Juanita Simmons, Ext 8975

Priority:

Request: Purchase supply carriers for polling locations.

Initial Cost (Including tax and shipping):

49 Supply Carriers (\$115.00 each)	\$5,635.00
Freight	\$ 441.00
<u>Tax</u>	<u>\$ 540.96</u>
TOTAL COST:	\$6,616.96

Continuing annual cost, if any: None

Explanation:

Amount of savings, if funded (if any): None

Impact of not funding: None – Will be utilizing State HAVA Grant funds

Department Head: 

Date: 1-4-12

Tutto/ Mascot Metropolitan, Inc.

380 Swift Ave. #18
South San Francisco, CA 94080
Tel: 650-873-7717 Fax: 650-873-1623

Quote No. 010411

Date: January 4th, 2011

To: Cochise County
Attn: Martha Domann
Domann, Martha [MGiles@cochise.az.gov]
520.432.8972

Vendor Name: Mascot Metropolitan, Inc.
Fed Id No.: 94-3050094

Purchase Order No. :
Shipping Address :
Billing Address :

Item #	Description	Color	Quantity	Price/Unit	Amount
5224BEB	24" Election On Wheels	Black	49	\$ 115.00	\$ 5,635.00
	Tax 9.6%				\$ 540.96
	Shipping		49	\$ 9.00	\$ 441.00
	Total:				<u>\$ 6,616.96</u>

*Price gurantee: We will beat the price on any of competition's similar product
Shipping from South San Francisco, CA
Payment Term: Net 10 days/Credit Card
Material: 840D Nylon
Availability: Now

Mascot Metropolitan, Inc.

.....
Michael Lee
Product Manager

1112
DECISION PACKAGE (FY 10/11)

**OTHER CAPITAL EXPENDITURES/NEW
PROGRAMS/ACCTS. EQUIPMENT OVER \$1500
(NOT FACILITIES, IT, FLEET OR HEAVY FLEET)**

Department: ELECTIONS

Submitted Date: December 12, 2011

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 321-0500 - Division: Elections
0520-~~401~~-900

Dept. Contact Name/Phone #: Juanita Simmons, Ext 8975

Priority:

Request: Purchase of Refurbished Model 51 – Rapid Extraction, OPEX Corporation.

Initial Cost (Including tax and shipping):

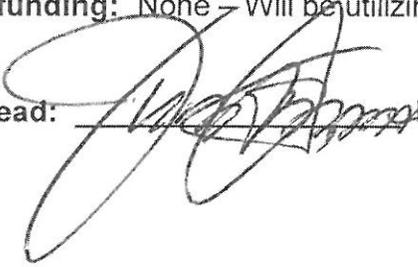
Model 51	\$14,500
<u>Year 1 Service Agr</u>	<u>\$ 2,465</u>
TOTAL	\$16,965

Continuing annual cost, if any: \$2,465

Explanation: Annual Maintenance Service Agreement

Amount of savings, if funded (if any): Reduced number of paid early board workers – yet to be determined.

Impact of not funding: None – Will be utilizing State HAVA Grant funds

Department Head: 

Date: 12/13/11

December 5, 2011

Juanita Simmons
Cochise County Elections
100 Clawson Way
Bisbee, Arizona 85603

Dear Ms. Simmons

In our continued efforts to provide information to Cochise County Elections, we offer this Executive Summary for your consideration.

Used Model 51

We appreciate your continued interest in the OPEX Family of products. We hope that this OPEX Used Model 51 information and pricing will help with your decision making needs. We thank Cochise County Elections for allowing us the opportunity to submit this information and look forward to working together on this project.

Sincerely,
OPEX Corporation

John W. Heap
Sales Engineer

Used Model 51

ITEM	UNIT PRICE	QTY	EXTENDED PRICE
Used Model 51	\$14,500.00	1	\$14,500.00

SERVICE AND LICENSING FEES
As of January 1, 2012

ITEM	UNIT PRICE	QTY	EXTENDED PRICE
Annual Remote Service Contract	\$2,465.00	1	\$2,465.00

Payment Terms

Prices quoted will be held firm for ninety (90) days from the date of this letter. All prices are FOB Moorestown, New Jersey and terms of payment are net thirty (30) days from date of delivery. All applicable tax and freight charges (which may include a fuel surcharge) are additional.

Service prices quoted cover the first full year of maintenance service and are based upon current rates. Upon renewal of the contract, the pricing schedule then in effect will apply. Terms of payment are net thirty (30) days from date of invoice.

Remote Service

OPEX is pleased to offer the Cochise County Elections a remote service contract for the proposed Used Model 51. Under this remote service contract the County shall have either two (2) scheduled Preventative Maintenance calls or two (2) Demand Calls per year. A Preventive Maintenance Call may be performed in conjunction with a Demand Call placed by Cochise County Elections, depending upon, and at the discretion of, OPEX's Service Technician.

Calls in excess of the maximum may be billed at OPEX's published labor rates then in effect. The current billable weekday rate is \$130/hr and \$0.39 per mile portal to portal with a minimum to 2 hours. In addition to the standard billable rates the County will also cover the necessary travel expenses (airfare, rental car, hotel and meals) and parts. Service rates are based upon prepayment annually in advance payment option.

Weekday coverage is defined as Monday through Friday, 7am – 3pm, site local time, excluding OPEX holidays. OPEX's Service Technician will exert all reasonable efforts to respond to Demand Calls on the next business day.

Please note that the operation and servicing of OPEX products are based upon proprietary components, processes, software, and technical support materials developed by OPEX Corporation for its exclusive use. These items are covered by various patents and copyrights, and may not be copied, reproduced or altered in any manner without prior written authorization and licensing from OPEX Corporation.



305 Commerce Drive • Moorestown, NJ 08057
Phone: 856-727-1100 • Fax: 856-727-1955
www.opex.com

Used Model 51 Warranty

It is understood and agreed by Purchaser that Purchaser shall take possession of the used Model 51 ("Equipment") on an "As is, Where is" basis. OPEX warrants that Purchaser is the lawful owner of the Equipment, and that the Equipment is free from all encumbrances and liens, and that it has full and complete right to sell the Equipment to Purchaser. THE FOREGOING EXPRESS WARRANTIES ARE EXCLUSIVE AND MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. OPEX SHALL NOT BE LIEABLE FOR ANY DAMAGES ARISING OUT OF THIS LETTER, AND SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES TO PROPERTY, PERSONS, OR OTHERWISE, TO THE FURTHEST EXTENT PERMITTED BY LAW, ARISING OUT OF OR IN CONNECTION WITH THIS LETTER.

By signing below, I acknowledge and agree that I am an authorize representative of Cochise County Elections and am agreeing to the purchase terms and conditions as provided in this document, dated December 5, 2011.

Signature: _____

Print Name: _____

Date: _____

PO #: _____ (if applicable)

ARIZONA SECRETARY OF STATE
HAVA BLOCK GRANT
REQUEST FOR USE OF FUNDS
SECRETARY OF STATE

2011 DEC 13 AM 8:45

County Name: COCHISE COUNTY

Phone number: (520) 432-8974 Fax number: (520) 432-8995

Contact Person Name: PATRICIA VIVERTO

Contact Person Phone Number: (520) 432-8974

Contact Person E-mail: pviverto@cochise.az.gov

FUNDING MAY BE USED TO: Purchase voting machines to improve voting accessibility, improve physical accessibility, improve provisional balloting, enhance voter education, enhance voter registration, enhance poll worker training and recruitment, other election projects.

FUNDING MAY NOT BE USED TO SUPPLANT NORMAL OPERATING EXPENSES FOR THE COUNTY.

OUR HAVA BLOCK GRANT FUNDING WILL BE USED FOR:

PURCHASE OF A REFURBISHED MODEL 51 RAPID EXTRACTION DESK. We are requesting your approval for the purchase of an envelope opener and extractor. With the increase in the number of early voters it is sometimes difficult to recruit a sufficient number of registered voters of opposite parties to fill all of our early boards. During the 2010 General Election, we had over 18,000 early ballots cast and it took ten early boards about one week to complete the processing of early ballots. We feel that this piece of equipment would be of great benefit to the Cochise County Elections Department as it would speed up the processing of the ballots and allow us to proceed to the counting of the ballots in a more timely manner. Thank you for your consideration of this request.

ESTIMATED COST: \$ 16,965.00

By my signature, I hereby agree to follow federal guidelines for HAVA funding outlined in the Memorandum of Understanding and am not requesting funds that supplant normal operating expense. I also agree to submit quarterly reports on expenditures and interest of said funds.

Election Official's Signature: Patricia A. Viverto Date: 12/13/2011

For State Use Only		
Reviewed: <u>Mary C. Fontes</u>	Date reviewed: <u>12.13.11</u>	Recommend: <input checked="" type="radio"/> Yes <input type="radio"/> No
Approval: <u>Jim Hake</u>	Date approved: <u>12.13.11</u>	

If you have any questions or need further assistance please contact Mary Fontes at 602-364-3222 or by email at mfontes@azsos.gov.

1112
DECISION PACKAGE (FY ~~10/11~~)

**OTHER CAPITAL EXPENDITURES/NEW
PROGRAMS/ACCTS. EQUIPMENT OVER \$1500
(NOT FACILITIES, IT, FLEET OR HEAVY FLEET)**

Department: ELECTIONS

Submitted Date: December 12, 2011

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 321-0500-0500 Division: Elections
421.900

Dept. Contact Name/Phone #: Juanita Simmons, Ext 8975

Priority:

Request: Purchase of laptop, software and projector to be utilized during voter outreach activities and poll worker training.

Initial Cost (Including tax and shipping):

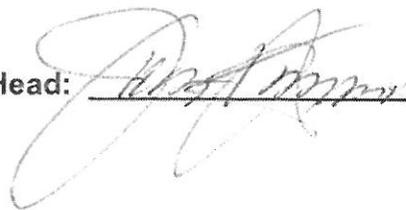
Dell Latitude E6420 Laptop	\$1,382
Microsoft Office Pro	\$ 357
<u>Infocus IN2114 projector</u>	<u>\$ 691</u>
TOTAL	\$2,430

Continuing annual cost, if any: None

Explanation:

Amount of savings, if funded (if any): None

Impact of not funding: None – Will be utilizing State HAVA Grant funds

Department Head:  Date: 12/12/11

CochElec R-04-2011

ARIZONA SECRETARY OF STATE
HAVA BLOCK GRANT
REQUEST FOR USE OF FUNDS

SECRETARY OF STATE

2011 DEC -7 AM 9:58

County Name: COCHISE COUNTY

Phone number: 520-432-8974 Fax number: 520-432-8995

Contact Person Name: PATRICIA A. VIVERTO

Contact Person Phone Number: 520-432-8974

Contact Person E-mail: pviverto@cochise.az.gov

FUNDING MAY BE USED TO: Purchase voting machines to improve voting accessibility, improve physical accessibility, improve provisional balloting, enhance voter education, enhance voter registration, enhance poll worker training and recruitment, other election projects.

FUNDING MAY NOT BE USED TO SUPPLANT NORMAL OPERATING EXPENSES FOR THE COUNTY.

OUR HAVA BLOCK GRANT FUNDING WILL BE USED FOR:

PURCHASE OF A DELL LATITUDE E6420 LAPTOP, MICROSOFT OFFICE PRO SOFTWARE AND INFOCUS IN2114 PROJECTOR. We are requesting approval for the purchase of a laptop and projector for use in our pollworker training and voter outreach programs. Your consideration of this request is appreciated.

Thank you.

ESTIMATED COST: \$ 2,430.00

By my signature, I hereby agree to follow federal guidelines for HAVA funding outlined in the Memorandum of Understanding and am not requesting funds that supplant normal operating expense. I also agree to submit quarterly reports on expenditures and interest of said funds.

Election Official's Signature:

Patricia A. Viverto

Date:

12/6/2011

For State Use Only

Reviewed: Mary C. Fontes Date reviewed: 12-7-11 Recommend Yes No

Approval: Jim Duale Date approved: 12-9-11

If you have any questions or need further assistance please contact Mary Fontes at 602-364-3222 or by email at mfontes@azsos.gov.

Simmons, Juanita

From: Lopez, Rosa
Sent: Thursday, December 01, 2011 4:18 PM
To: Simmons, Juanita
Cc: Cutright, Travis; Lopez, Rosa
Subject: RE: Decision Packages for FY 11/12...

Hi Juanita,

Please see below for pricing. I have also included the cost for software (optional) just in case it is needed; all pricing includes shipping and sales tax if applicable.

Dell Latitude E6420 Laptop	\$1382	Dell Latitude E6420 Laptop	\$1382
Microsoft Office Pro	\$ 357	Infocus IN2114 Projector	\$ 691
Infocus IN2114 Projector	\$ 691	Total:	
\$2,073			
	Total: \$2,430		

Please let me know if you have any questions, or require additional information.

Thank you.
 -Rosa

From: Cutright, Travis
Sent: Thursday, December 01, 2011 10:55 AM
To: Simmons, Juanita
Cc: Lopez, Rosa
Subject: RE: Decision Packages for FY 11/12...

Hey there. Sure, I will have Rosa price this out for you and we'll get back to you on it.

Thanks,

TC

From: Simmons, Juanita
Sent: Thursday, December 01, 2011 9:11 AM
To: Cutright, Travis
Subject: FW: Decision Packages for FY 11/12...

Travis, I would like to submit a decision package for the elections department to have a laptop and projector for when we are out doing poll worker training and voter outreach. If you could help me with pricing Thanks.

Juanita Simmons
Elections Director
 Cochise County
 PO Box 223
 Bisbee, AZ 85603

12/2/2011

DECISION PACKAGE (FY 11/12)

FACILITIES REQUEST

Department: Library

Submitted Date: 1-6-2012

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 171-8000-9-491.100

Division:

Dept. Contact Name/Phone #: 432-8930

Detailed Description of Request: Replace double front door to Library. Recently we have had problems with the main door on the first floor not locking. Our double door and lock would be easy to just pry open if any one tried to get in to the Library. We would like to replace these doors to make the Library more secure. Terry Rutan in Procurement gave a cost of \$1,191.12 for the doors and suggest we put in for \$2500 to cover installation.

Justification: better security of equipment

Minor Project:

Major Project:

Initial Cost: \$2500.00

Continuing Annual Cost:

Explanation :

Amount of savings if funded(if any):

Impact of not funding: equipment stolen

Department Head: *Lise Gilliland* Date: 1-6-2012
Lise Gilliland

Facilities: _____ Date: _____

