
Le Sueur County, MN

Tuesday, September 2, 2014

Board Meeting

Item 4

9:25am Cindy Shaughnessy, Public Health Director (5 minutes)

Request for approval to purchase Document Scanner

Staff Contact:



LE SUEUR COUNTY PUBLIC HEALTH

Public Health
Prevent. Promote. Protect.

88 South Park Avenue
Le Center, MN 56057
Phone (507) 357-8246
Fax (507) 357-4223

August 26, 2014

Le Sueur County Board of Commissioners
88 South Park Avenue
Le Center, MN 56057

Dear Commissioners,

I will be at the Board meeting on Tuesday, September 2, 2014 to request approval to purchase a Document Scanner and a Printer. Attached is a quote from ISC (Information Systems Corporation) for the scanner, maintenance fee, installation and training in the amount of \$3,114.00. Also attached is a quote from GovConnection for the Printer in the amount of \$967.51. This is the same printer used in 2 other depts.

Document Scanner: Public Health has 20 file cabinets with client charts and well over half of them are closed cases. Our record retention policy is 10 years. One of our agency goals for 2014 was to move our closed records to electronic storage and reduce the amount of office space needed to store all of this paper. We currently use an electronic clinical documentation system for our charting and are actively reducing the amount of "printing" of hard copies to move to a paperless system.

We have discussed with MIS using Application Xtender to store the electronic records and have met with Wayne Altenbernd from ISC about the process and the scanner. Wayne has successfully worked with the Sheriff's Department and the Auditor/Treasurer's office to set them up for scanning and electronic storage of files. I asked IT to review the quote and Jeff said that this particular scanner should meet our needs.

Printer: Our backup printer needs to be replaced as it is 10 years old and the print quality is poor. Last week our copier (all staff are networked to print from the copier) was out of order for approx 8 hours before a repairman could arrive and the backup printer quality was poor. This creates a problem with productivity as we all print.

I respectfully request approval to purchase the Document Scanner and the Printer as per the attached quotes. These purchases are a budgeted expense for 2014.

Sincerely,

Cindy Shaughnessy
Director



3210 Fiechtner Dr. SW
Fargo, ND 58103

Tel: 701-232-7495
Fax: 701-232-4648

Quote

Quote No.:
LE SEUR-PH DR-6010C

Quote Date:
Aug 20, 2014

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Sold To:
LE SUEUR COUNTY MIS DEPARTMENT
88 SOUTH PARK AVE
LE CENTER, MN 56057

Ship To:
LE SUEUR COUNTY PUBLIC HEALTH
ATTN: TAMMY STEWIG
88 SOUTH PARK AVE
LE CENTER, MN 56057

Customer ID	Customer Order Number	Due Date	Payment Terms	Sales Rep
LESUEU02		9/19/14	Net 10 Days	ALTENB

Quantity	Item	Description	Unit Price	Extension
1.00	CA-3801B002	CANON DR-6010C COLOR DUPLEX DOCUMENT SCANNER. 8-Bit Grey, 24-Bit Color, 100-sheet capacity ADF, 60 PPM. SN#:	2,469.0000	2,469.00
1.00	MAINT-CANON DR-6010C	12 MONTH MAINTENANCE AGREEMENT ON CANON DR-6010C.	445.0000	445.00
1.00	SERVICE-LABOR-IMAGE	Professional Services - Scanner Installatin and Training	200.0000	200.00
			Subtotal	3,114.00
			Sales Tax	
			Total	3,114.00

SALES QUOTE

GovConnection, Inc.
7503 Standish Place
Rockville, MD 20855

Account Executive: John Giordano
Phone: (800) 800-0019 ext. 33269
Fax: (603) 683-0425
Email: jgiordano@govconnection.com

23718748.01-W1
PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING
Date: 8/25/2014
Valid Through: 9/24/2014
Account #: S01332/4534406

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Jeff Neisen
Email: jneisen@co.le-sueur.mn.us

Phone: (507) 357-8101
Fax:

QUOTE PROVIDED TO:

SHIP TO:

AB#: 4534406 LE SUEUR COUNTY COURTHOUSE Sherri Simon ACCOUNTS PAYABLE 88 SOUTH PARK AVENUE LE CENTER, MN 56057 (507) 357-2251	AB#: 4541495 LE SUEUR COUNTY COURTHOUSE SCOTT GERR 88 SOUTH PARK AVENUE LE CENTER, MN 56057 (507) 357-2251	Sub Total \$ 967.51
		Fee
		Ship Via Small Pkg Ground Service Level
		Shipping and Handling
		Tax
		Total \$ 967.51

DELIVERY 1-30 Days A/R/O	FOB Destination	TERMS NET 30	CONTRACT ID#
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* Line #	Qty	Item #	Manuf. Part #	Description	Manuf.	Price	Ext
1	1	13309007	CE992A#BGJ	LaserJet Enterprise 600 Series M602dn Printer Hewlett Packard Printing & Imaging	Hewlett Packard Printing & Imaging	\$ 967.51	\$ 967.51
							\$ 967.51

Backup printer for Public Health