

Copier Equipment Lease and Services Agreement
REQUEST FOR QUOTE

TECHNICAL AND CONTRACTUAL CONTACT

A termination clause with or without cause should be included as part of both the lease and services agreement. The attached general assurances and certifications agreements will also be required at time of signing. Any questions concerning technical specifications, scope of work requirements or contractual terms and conditions should be directed to:

| | |
|--------------|-----------------------|
| Name | Lesha Buchbinder |
| Phone | (352) 435-0566 |
| FAX | (352) 435-0235 |
| Email | lbuchbinder@ELCLC.org |

Please submit your quote by 12 pm, Friday, July 23, 2021, (may be electronic), including all attachments, to:

Ms. Lesha Buchbinder, Executive Director
Early Learning Coalition of Lake County
1300 Citizens Blvd., Suite 206
Leesburg, FL 34748
lbuchbinder@elclc.org

HOURS OF OPERATION

Monday – Thursday: 7:00 a.m. to 6:00 p.m.
Friday: 8:00 a.m. to 12:00 p.m. Staff hours only-closed to public.
Saturday – Sunday: Closed

SCHEDULE OF EVENTS

| Event | Date |
|---|-------------------|
| 1. RFQ Release | June 24, 2021 |
| 2. Quote Due Date (by 12 pm) | July 23, 2021 |
| 4. Presentation to Coalition's Board of Directors | August 4, 2021 |
| 5. Projected commencement date of work | September 1, 2021 |

DETAILED AND ITEMIZED PRICING - Include a fee breakdown based of your pricing.

- Equipment lease pricing,
- Services included in the pricing and,
- Response time/problem resolution if price dependent.

SCOPE OF WORK

MAINTENANCE SERVICES INCLUDING LEASED EQUIPMENT

- Describe your Service Level Agreements (SLAs),
- Describe the equipment that you propose to support our operations,
- Describe your support for hours of operation,
- Describe your response time,
- Describe your emergency support options,
- Is your support all-inclusive? If not, what is not included?

DESCRIPTION OF ENVIRONMENT AND EXISTING INFRASTRUCTURE

The following information should be used to determine the scope and pricing for this contract.

Early Learning Coalition of Lake County (ELCLC) currently has 26 staff on site, including the executive director who has off-site ability to access the ELC network. Approximately 150 contracted early learning providers access a shared system remotely through a web based application known as the Provider Portal. The Coalition also maintains a website, with twitter and Facebook applications, which is interactive allowing clients (parents etc.) to request services and complete surveys online.

PRINTERS/SCANNERS

There are two department-networked printers (serving as printers, copiers, and scanners).

Configuration includes, but is not limited to:

- 41ppm
- 4X500 sheet user adjustable paper drawers,
- Touch screen
- Bypass tray for heavy paper
- Automated duplex document feeder
- Dual scanners
- Color network scanning to email
- Fax capabilities
- User ID codes

There are also a total of 27 desktop scanners servicing clients and providers in the family services and reimbursement departments.

INTERNET SERVICE PROVIDER

Century Link

EMAIL

Office 365

DESKTOPS

All Desktops are configured with Windows 10 Pro and Microsoft Office Professional Plus 2016