



# **ADDENDUM # 01**

## **Request for Quotations (RFQ)**

### **For Copier Replacement & Maintenance Contract**

### **PR26-5078**

**ADDENDUM # 01 to the Copier Replacement and Maintenance Contract for The Early Learning Coalition of Broward County, Inc. updates the Background:**

**Issued: September 29, 2025**

**Date Due: October 10, 2025**

#### **D. Background and Scope of Services**

##### **1. Background:**

The Early Learning Coalition of Broward County (ELC) is seeking quotations from a qualified vendor with an active State of Florida term service contract for providing and maintaining its copiers. Quotations should include up to two (2) copiers to replace ELC's existing machines and provide additional features to meet the organization's need for:

- Optimized and modernized office operational support to improve print/copy/scan workflows
- Enhanced document security and client confidentiality safeguards using employee access controls
- Bulk printing and finishing for training materials and mass mailings of client correspondence
- Built in administrative controls to manage color toner costs, analyze usage by individual employees and periodically allocate expenses according job codes
- Minimized downtime and maintenance calls
- User-friendly interfaces for employees and administrators
- Responsive, effective and reliable customer service and maintenance support