



Request for Proposal RFP #2026-02
Request for Proposals for: Copier Refresh and Maintenance
Issued on : April 28, 2026
Email Stating Intent to Apply Due By: May 04, 2026
Final Application Due By: May 11, 2026

PROPOSALS MUST BE SUBMITTED BY EMAIL TO:

Peggy Martel, Finance & Administrative Lead
Subject Line: RFP # 2026-02 Copier Refresh and Maintenance
pmartel@elcfh.org

The sole point of contact for purposes of this RFP is:

Peggy Martel, Finance & Administrative Lead

NOTICE: ANY ALTERATION OF THE LANGUAGE OF THIS RFP OR ANY REPRESENTATION OF MODIFIED LANGUAGE AS THE OFFICIALLY RECONTRACTD RFP WILL NOT BE PERMITTED AND WILL BE SUFFICIENT CAUSE FOR REJECTION OF A PROPOSAL. IN CASE OF ANY DISPUTE CONCERNING THE TERMS OR LANGUAGE IN THIS DOCUMENT, THE ELCFH PRINTED FILE COPY OF THIS RFP WILL PREVAIL.

SECTION I – INTRODUCTION

The FLORIDA’S HEARTLAND SCHOOL READINESS COALITION, INC. d/b/a EARLY LEARNING COALITION OF FLORIDA’S HEARTLAND (ELCFH) located at 18501 Murdock Circle, Suite 200, Port Charlotte, Florida, 33948 will accept Proposals from qualified companies who have a demonstrated history of providing copiers on either a lease, lease purchase or purchase basis. The requirements and specifications for the refresh are detailed in the Scope of Work as attached and referred to as Exhibit A.

The ELCFH is a not-for-profit corporation organized under the laws of the state of Florida and has been determined exempt by the Internal Revenue Service under the provisions of IRS Code, Section 501(c)(3). The Florida Division of Early Learning has recognized the ELCFH as a local early learning coalition for the purpose of implementing programs authorized by Florida Statute Chapter 1002. The principal function is to administer and provide policy guidance to the School Readiness (financial aid for childcare services) and Voluntary Prekindergarten (VPK) systems in Charlotte, DeSoto, Hardee and Highlands Counties, Florida.

SECTION II - STATEMENT OF WORK

Responsive proposals should demonstrate that the equipment leasing company has a minimum of five years’ experience providing equipment lease services and technical support and the staffing capacity to provide these services in a high-quality manner with excellent customer service at a reasonable cost to the organization.

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SECTION III – SELECTION METHOD AND INSTRUCTIONS

3.0 Bidding Instructions:

3.1 Interest: Companies who intend to respond to this RFP are requested to notify the ELCFH by sending an email to pmartel@elcfh.org with the RFP number and name in the subject line. Notice of Intent emails are due by May 07, 2026, and must include the name, address, telephone, fax, and email address of the company and the contact person. This notification is requested to assist in the management of the RFP process.

3.2 Submission Instructions: Proposals must be submitted electronically as one PDF document to Peggy Martel at pmartel@elcfh.org. Proposals are due by May 14, 2026, and must include mandatory documents, as listed below. Late submissions will not be considered.

3.3 Mandatory Documents: Proposals must include the following elements:

- **Proposal Cover Page:** Include the address of the Company and the name of the owner.
- **Proposal Abstract and Statement of Work:** Provide detailed information on the available services that will allow ELCFH to make an informed decision. This should include, but is not limited to copiers on either a lease, lease purchase or purchase basis, maintain and repair all copiers. (i.e. drums, rollers etc.)
- **Proposed Contract:** Submit the proposed contract, outlining the terms and conditions and any other relevant details.

3.4 Mandatory Exhibits: Complete and include the following mandatory exhibits:

- **Exhibit A:** Scope of Work
- **Exhibit B:** Statement of No Involvement
- **Exhibit C:** Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes on Public Entity Crimes
- **Exhibit D:** Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions
- **Exhibit E:** Conflict of Interest Statement

3.5 Application Timeline

	Activity	Date
1	Submission of Notice	April 28, 2026
2	Last date to submit intent to apply	May 04, 2026
3	Deadline to email RFP Questions	May 07, 2026
4	Deadline for Receipt of Proposals (email submission)	May 11, 2026
5	Evaluation Period	May 12 - 14, 2026
6	Posting of Notice of Intent to Award	May 15, 2026
7	End of 72 hours (3 <i>business days</i>) period to protest NOIA	May 20, 2026
8	Announcement to ELCFH Board and action if applicable	May 27, 2026
9	Contract Start Date	August 1, 2026

3.6 Evaluation Process

The Selection Committee, consisting of ELCFH Management, will evaluate the proposals and prepare recommendations of the company selected for this RFP. All proposals received will be reviewed in accordance with the criteria listed in this RFP. The ELCFH may request a presentation from any or all proposers to clarify details of the proposed service and contract as part of the evaluation process. Additionally, the ELCFH may pose further questions to ensure a comprehensive understanding of the submitted proposal(s).

The ELCFH Executive Director and Director-Finance & IT shall make the final decision prior to Board approval. Once the selection has been made, contract negotiations will begin. If a contract agreement cannot be reached with the most successful company, negotiations with that company will be formally terminated. The ELCFH would then negotiate with the next most suitable proposer until an agreement is reached. The ELCFH may choose to modify the choice of its selection if the ELCFH determines that such a change is in its best interest. The contract may commence once Board approval is obtained.

The ELCFH reserves the right to reject any and all proposals submitted. The ELCFH further reserves the right to inspect the facilities, organization, and review evidence of the financial condition of any proposer to assess their ability to perform the contract before awarding a contract. Multiple bids may be selected in order to best provide the goods and services and to meet the goals outlined in the Scope of Work for this RFP.

3.7 Evaluation Criteria

Each proposal will be evaluated based on the following criteria:

- Alignment with RFP Scope of Work
- Proposal timeliness, Professionalism, and Conciseness
- Expertise/Experience
- Availability of Resources (based on time requirement)
- Value of Product/Services

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SECTION IV – TERMS, CONDITIONS AND OTHER REQUIREMENTS

4.1 Federal and State Tax

The ELCFH is exempt from federal taxes; in addition, the ELCFH is exempt from State and County tangible personal property taxes, sales taxes, and intangible taxes. The proposer doing business with the ELCFH will not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the ELCFH, in addition, the successful company will not be authorized to use the ELCFH tax exemption number in securing such materials.

4.2 Legal Requirements

It shall be the responsibility of the provider to be knowledgeable of all federal, state, county and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein. Lack of knowledge by the company will in no way be a cause for relief from responsibility. Companies doing business with the ELCFH will be required to attest to compliance with the following federal and state rules and regulations:

- Equal Employment Opportunity (EO 11246 as amended by EO 11375 and supplemented by regulation 41 CFR part 60)
- Copeland “Anti-Kickback” Act (18 USC 874 and 40 USA 276c)
- Contract Work Hours and Safety Standards Act (40 USC 327-333)
- Rights to Inventions Made Under a Contract or Agreement (37 CFR part 401)
- Clean Air Act (42 USC 7401 et seq) and Federal Water Pollution Control Act (33 USC 1251 et seq), as amended
- Debarment and Suspension (EO 12549 and EO 12689)

4.3 Agreement

A professional services agreement will be negotiated for any company selected as a result of this RFP. The RFP, the proposal, and the finalized contract agreement will constitute the complete agreement between the company and the ELCFH. This RFP alone is in no way an agreement, obligation, or contract and in no way is ELCFH responsible for the cost of preparing the proposal. One copy of the proposal will be retained for official files and become a public record.

4.4 Trade Secret and Confidential Materials

If the proposal includes material which is deemed a trade secret (as defined by Section 812.081, FS) or other confidential material exempt from the provisions of Chapter 119, FS, which the proposer does not wish to become public record, the following statement should be included in the application:

“Trade Secrets as defined by Section 812.081, Florida Statutes, or other confidential materials contained on applicable pages of this application shall not be used or disclosed, except for evaluation purposes. However, if a contract agreement is awarded to this proposer or as a result in connection with the submission, ELCFH shall have the right to use or disclose the information designated as trade secrets or confidential to the extent provided in the contract. This restriction does not limit the ELCFH right to use or disclose the information designated as trade secrets or designated as confidential which is obtained from another source.”

Any exemption claimed will be limited to the pertinent documents and must be supported by a statutory exemption. Notwithstanding anything to the contrary, nothing contained in the proposal shall be deemed or interpreted to restrict or prevent the ELCFH from complying with the disclosure requirements of Chapter 119, Florida Statutes, when material is incorrectly identified as a trade secret or confidential information. By submitting a proposal, the proposer covenants not to sue the ELCFH and waives any claim against the ELCFH arising under Chapter 119, Florida Statutes or in connection with or as a result of any disclosures by the ELCFH in connection herewith.

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RFP Evaluation Criteria

#2026-02 Copier Refresh and Maintenance

This form has been designed to guide the RFP Selection Team on how to choose the most qualified company to fulfill the request. Proposals are rated by assigning a point value to the areas listed below.

Core Criteria:	Point Value	Vendor 1:	Vendor 2:	Vendor 3:
Was the proposal submitted by deadline?	5			
Does the proposal demonstrate personnel capacity to meet the needs of the ELCFH?	15			
Was the proposal submitted clear and concise?	10			
Was the proposal responsive to the scope of work?	25			
Does the vendor have relative experience in the market?	10			
Is the estimate/cost the best value for the ELCFH?	15			
Does the vendor have the capacity to fulfill the request?	15			
Is the vendor a Certified Minority Business?	5			
TOTAL	100			

Selected Vendor: _____

Comments:

Evaluator Name: _____

Signature: _____

Date: _____

EXHIBIT A: Scope of Work

ELCFH is seeking a vendor to provide new copiers on either a lease, lease purchase or purchase basis. Maintenance for all copiers is to be included. Maintenance is to include both regular preventive and repair. Supplies are to include drums, rollers and any other parts or consumables required for proper operation and maintenance of the copier(s). Maximum time to respond to a call for service shall be listed.

Included in this document are specifications that will apply to all copiers and estimated monthly copy counts. These are minimum specifications so copiers should meet or exceed these specifications. List the price for monthly lease (and proposed terms of lease), lease purchase and purchase price. All prices will include the cost of delivery to each specified office location(s), Port Charlotte or Sebring, Florida.

In the event a covered copier can no longer be repaired or cannot be repaired within five (5) working days, a loaner copier meeting or exceeding the specifications of the non-functional copier will be provided for the term of the contract or until repair is complete, whichever comes first. The selected vendor will also assist with removing and/or disposing of out-of-service copiers when installing the replacement copier(s).

Respondents to the RFP must carefully assess the ELCFH defined Scope of Work and respond to each point as to their alignment/capacity to provide each requirement.

The below clause must be provided within the Respondents' proposal/ contract:

Termination of contract due to funding loss: Contractor acknowledges that Lessee is an Early Learning Coalition established and existing pursuant to Chapter 1002.84 FS. Lessor further acknowledges that the existence of Lessee is dependent upon and directly affected by actions of the state and federal government, including various departments and agencies thereof. If the State of Florida or the United States Government shall fail to provide or approve funding, in whole or substantial part, which is necessary to continue operations of Lessee or to permit Lessee's performance under this Contract in the determination of Lessee, Lessee may elect to terminate the Contract ("Funding termination") at any time by providing Lessor with no less than sixty (60) days written notice ("Funding Termination Notice") of Lessee's intent to terminate. If the Funding Termination Notice is provided, then (i) this Contract shall terminate on the date specified in the Funding Termination Notice and (ii) Lessee shall pay all amounts due through such specified termination date.

Exhibit A (cont.): Scope of Work

Minimum Specifications:

Feature	Definition
Consolidated Monthly Copies	15,000
Auto Document Feed	100 Originals
Duplex Copying/Printing	1:2, 2:2, Book:2, 2:1
Ethernet	USB 2.0 High Speedx1, 10/100/1000Base TX
Network Protocols	TCP/IP, NetBEUI, FTP, Port 9100, LPR, IPP, WSD,
Printer PDL	Prescribe, PCL6, XPS, Open XPS, PDF Direct
Scan to Email Directory Protocols	LDAP / AD
Scan File Formats	Tiff, PDF, JPEG, XPS
Scan Modes	Network, Twain, Scan to SMB, Scan to E-mail, Scan to FTP, Scan to USB, WSD Scan
Scan Resolution	600dpi
Paper Sizes	Letter, Legal
HD Security	Overwrite, Data Encryption
Warmup Time	30 seconds or less
Scan Speed	75ppm
Print/Copy Speed	Auto Color, Grayscale, Black & White Monochrome 50ppm Letter Color 50ppm Letter
Printer Compatibility	Windows, IBM iSeries
Paper Trays	As specified per copier Bypass tray
Finisher	As specified per copier Sorter/Collator

Current Models:

Office	Location	Model	Paper Tray	Finisher
Port Charlotte	Family Svc	Kyocera 5052	2 Letter/Legal	Large Capacity
	Family Svc Dir	Kyocera M6635	2 Letter/Legal	Large Capacity
	Finance	Kyocera 6053	2 Letter/Legal	Large Capacity
	CDE Svc	Kyocera M6635	2 Letter/Legal	Large Capacity
	Prov Svc	Kyocera M6035	2 Letter/Legal	Large Capacity
	Prov Svc Dir	Kyocera M6035	2 Letter/Legal	Large Capacity
Sebring	CDE Svc	Kyocera M6635	2 Letter/Legal	Large Capacity
	Reception	Kyocera 5052	2 Letter/Legal	Large Capacity

EXHIBIT B: STATEMENTS OF NO INVOLVEMENT and AUTHORIZATION

I, _____, as an authorized
(Name and Title)

representative of _____,
certify that no member of this firm nor any person having no involvement, interest or
ownership in this firm has been awarded an Agreement by the Early Learning Coalition
of Florida’s Heartland, Inc. on a noncompetitive basis to:

1. Develop this Invitation to Negotiate
2. Perform a feasibility study concerning the scope of work contained in this RFP; or
3. Develop a program similar to what is contained in this RFP.

Signature of Authorized Representative

Date

Name (Print)

Title (Print)

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**EXHIBIT C: SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by (name and title)

_____ for

_____ whose business address is

_____ and

(if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement): _____

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Agreement for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand the “convicted” or “conviction” as defined in Paragraph 287.133(l) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(l) (a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term “affiliate” included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a

EXHIBIT C (cont.):

controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding agreement and which bids or applies to bid on agreements for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

EXHIBIT C (cont.):

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE AGREEMENTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO AN AGREEMENT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE information CONTAINED IN THIS FORM.

Signature _____

Sworn to and subscribed before me this _____ day of _____ 20____.

Personally known _____

Or produced identification _____

Name of Notary: _____

Notary Public - State of: _____

My commission expires: _____

(Printed, typed or stamped commissioned name of notary public)

EXHIBIT D: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Proposer’s Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 – 19211).

INSTRUCTIONS

1. The prospective primary Proposer, through the duly appointed undersigned representative, certifies to the best of its knowledge and belief, that it and its officers / principals:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local governmental department or agency.
- b. Have not, within a three-year period preceding the Agreement, been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or Agreement under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1.b. of this certification.
- d. Have not, within a three-year period preceding the Agreement, had one or more public transactions (Federal, State, local) terminated for cause or default.

2. Where the prospective primary Proposer is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

_____	_____
Signature of Authorized Representative	Date
_____	_____
Name (Print)	Title (Print)

EXHIBIT E: CONFLICT OF INTEREST STATEMENT

A related party may include management, vendors, employees and their immediate families or significant other.

- 1. Are you or do you have any related parties that are employed by the ELCFH?
_____ No _____ Yes
- 2. Are you or do you have any related parties that presently serve as a member of the Board of Directors of the ELCFH?
_____ No _____ Yes
- 3. Do you or do you have any related parties that have financial or other interests in the ELCFH or any of the ELCFH staff?
_____ No _____ Yes
- 4. Have gratuities, favors, or anything of monetary value been offered by you to any ELCFH staff?
_____ No _____ Yes
- 5. Have gratuities, favors, or anything of monetary value been offered to you or accepted by you from any of the ELCFH staff?
_____ No _____ Yes
- 6. Are there any other conditions which may cause a conflict of interest?
_____ No _____ Yes

If you answered "yes" to any of the above questions, describe below or attach a written explanation of your answer to this questionnaire:

I declare all of the above questions are answered truthfully and to the best of my knowledge.

Signature of Authorized Representative

Date

Name (Print)