



**Request for Quote # 820
TELEPHONE MAINTENANCE AGREEMENT**

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to purchase a **Telephone Maintenance Agreement**. In order to select a vendor to deliver the above-referenced services, the Coalition requests a quote for services based on the specifications listed below. The quote for services will include the following information: company name and address with year incorporated, if applicable; total amount for services; and the quote should be signed and dated by an authorized representative of the vendor. Upon receipt of all quotes, the Coalition will review and make a decision based on the best value offered. Most importantly, the selected vendor will be required to enter into an agreement with the Coalition so to guarantee the specifications listed, as well as to ensure adherence to all applicable state and/or federal laws.

The Coalition would like to thank you in advance for your time and attention to this matter. Should you have any questions and/or comments, please submit them no later than **Wednesday, October 15th**, via the contact information listed below.

Description of Services:

Telephone Maintenance Agreement

- Provide maintenance and repair when system fails to proper working conditions
- Method of Service - onsite and remote repair
- Respond to on site or login remotely, generally with in two hours of notification to resolve or repair the malfunction unit.
- Replace defective or executively worn parts/equipment.

Please submit your quote no later than **Monday, October 20, 2008** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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