



**Request for Quotes  
(RFQ)  
for  
Laptops, 2-in-1 Laptops, Tablets  
and Protective Cases**

ISSUED ON **May 5, 2026**

**RESPONSES DUE BY:**

**MAY 18, 2026**

**NO LATER THAN**

**5:00 P.M., EST**

**RFQ # 2026-01**

ANY ALTERATION OF THE LANGUAGE OF THIS RFQ OR ANY REPRESENTATION OF MODIFIED LANGUAGE AS THE OFFICIALLY RELEASED RFQ 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 COALITION PRINTED FILE COPY OF THIS RFQ WILL PREVAIL.



**Request for Quotation**  
**RFQ # 2026-01**  
**Computer Device Replacement**

The Early Learning Coalition of St. Lucie County (the “Coalition”), a Florida not-for-profit corporation, is seeking proposals from one or more qualified Vendor(s) to provide laptops, laptops with tablet capabilities, docking stations, tablets, styluses, and protective cases. This procurement is being conducted through Request for Quote (RFQ) process to select the most qualified and responsible Vendor whose proposal is the most advantageous to the Coalition through an open, competitive process taking price, service, alignment with Florida standards, value, and all other factors into consideration. This communication serves as a formal RFQ and responses will be used to determine the best-qualified Vendor and form the basis for contract negotiations.

Upon receipt of all the proposals, the Coalition will review submissions and make a decision based on cost and other relevant factors to select a Vendor for the upgrade of its computer devices. The objective is to ensure administrative staff have reliable, secure and efficient technology to support early education in St. Lucie County, Florida.

The selected Vendor will enter into an agreement with the Coalition to provide the devices listed below, as applicable to the awarded scope.

**Requirements**

All proposals must include detailed specifications and pricing for each item quoted.

- Devices may be proposed with x86 architecture; however, ARM-based solutions will not be considered due to application compatibility requirements.
- Integrated Wi-Fi 6 or higher is preferred
- Anticipate purchasing 29-41 devices depending on the outcome of the proposals
- A three (3) year warranty and accidental damage coverage must be quoted separately per device
- All devices must be in stock and available for shipment to ensure delivery no later than the third week of June
- All quotes must remain valid through June 8, 2026

**Laptops**

- 14-15.6 inch screen
- 16 GB RAM (must be upgradeable and not soldered to the system board)
- 512 GB SSD
- Integrated webcam
- Docking station

**Tablets**

- 10-12 inch screen
- 16 GB RAM minimum
- 256 GB SSD
- WIFI 6 or higher
- Integrated camera

- Stylus input with handwriting recognition capability
- Stylus included
- Protective case included

**2-in-1 Laptops with Tablet capabilities**

- 14-inch screen
- X86-based processor required
- 16 GB RAM
- 512 GB SSD
- Stylus input with handwriting recognition capability
- Stylus included
- Integrated Camera
- Docking Station
- Protective case included

**SCHEDULE OF EVENTS AND DEADLINES\***

ACTIVITY	DATE	TIME - EST	ADDRESS
Request for Quote Released	Tuesday, May 5, 2026	By 5:00 AM	Coalition website: <a href="https://www.elcslc.org/procurement">https://www.elcslc.org/procurement</a>
Signed notice of intent to submit a proposal (Exhibit 1)	Monday, May 11, 2026	By 5:00 PM	Email to: <a href="mailto:cherneyj01@elcslc.org">cherneyj01@elcslc.org</a>
Last day to submit written inquiries to the Coalition	Wednesday, May 13, 2026	By 5:00 PM	Email to: <a href="mailto:cherneyj01@elcslc.org">cherneyj01@elcslc.org</a>
Coalition posts answers to written inquiries on the website	Thursday, May 14, 2026	By 5:00 PM	Coalition website: <a href="https://www.elcslc.org/procurement">https://www.elcslc.org/procurement</a> and Proposer email
Deadline for proposals submitted by email, including an invoice template	Monday, May 18, 2026	By 5:00 PM	Email to: <a href="mailto:cherneyj01@elcslc.org">cherneyj01@elcslc.org</a>
Meeting of the Evaluation Committee for proposal review	Wednesday, May 20, 2026	By 5:00 PM	5000 Dunn Road 3 <sup>rd</sup> Floor Fort Pierce, FL 34981 or remote platform
Evaluation Committee to present recommendations at the Executive Committee meeting	Tuesday, May 26, 2026	Starting at 2:30 PM	Location TBD
Award Posting	Wednesday, May 27, 2026	By 5:00 PM	Coalition website: <a href="https://www.elcslc.org/procurement">https://www.elcslc.org/procurement</a> and Proposer email
Final invoice submitted for Board approval	Friday, May 29, 2026	By 9:00 AM	Email to: <a href="mailto:cherneyj01@elcslc.org">cherneyj01@elcslc.org</a>
ELCSLC Board of Directors Meeting final approval	Wednesday, June 3, 2026	Starting at 8:30 AM	5000 Dunn Road 3 <sup>rd</sup> Floor Fort Pierce, FL 34981 and remote platform
Final delivery of all equipment	No Later than June 26, 2026	12:00 PM	5000 Dunn Road 3 <sup>rd</sup> Floor Fort Pierce, FL 34981

*\*Times and locations are subject to change. Applicants who have submitted a "Notice of Intent to Submit" will be notified of any changes made to the Schedule of Events. Changes will be posted at: <https://elcslc.org/procurement>*

## **Point of Contact**

The Point of Contact for purposes of this RFQ is:

Jules Cherney

Executive Assistant

Email: [cherneyj01@elcslc.org](mailto:cherneyj01@elcslc.org)

INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received through oral communication shall not be binding on the Coalition and shall not be relied upon by any respondent.

## **Evaluation Criteria**

The Coalition's Rating Committee will evaluate the proposals to make recommendations for selection in accordance with established evaluation criteria. The Rating Committee may request an interview with the applicant to answer questions about a proposal. The Committee will select the applicant(s) who best conforms to the RFQ and represents the best value to the Coalition. The Coalition will evaluate all responses, announce the award of the RFQ, and proceed with contract negotiations with the selected Vendor for the applicable goods and/or services. An applicant's response to this RFQ should contain the Vendor's best terms from a price and technical standpoint within the marketplace. If agreement on terms of service cannot be reached with the selected Vendor, the Coalition may modify the choice of a selected Vendor if determined to be in the best interest of the Coalition. Notwithstanding the foregoing, the Coalition reserves the right to conduct discussions with the Vendors if later determined by the Coalition to be necessary. The Coalition reserves the right before recommending the award to take any action necessary to determine the ability to perform the work in accordance with specifications, terms, and conditions.

## **Solicitation Process**

### **A. Notice of Intent to Submit a Proposal**

As a condition of submitting this proposal, Vendors are required to submit a Notice of Intent to Submit a Proposal form (Exhibit 1) which shall set forth the name and address of the firm participating in this solicitation, and which bears the original signature of an authorized agent of the proposer no later than the date specified in the Schedule of Events and Timeline table. The Completed Exhibit 1 form should be emailed to the Point of Contact's email address listed above. **The submission of Notice of Intent is mandatory and will provide the Coalition with the address and contact person for each Proposer so that any notices of action can be forwarded appropriately.** Failure to submit a Notice of Intent by the deadline may preclude a prospective Proposer from submitting a response for this solicitation and will render the proposer's reply non-responsive and will result in the rejection of the respondent's proposal.

### **B. Fees**

Cost proposals must be Vendor's best offer on a fixed price and remain firm, fixed and not subject to escalation for the full term of the project through final completion and acceptance.

### **C. Other Information**

1. Include any additional information not already requested that you consider essential to your response.

2. Certified Minority Owned or Veteran Owned business documentation, if applicable.
3. Bidders should note that the issuance of this solicitation does not require the Coalition to enter into an agreement with any party. Further, the Coalition reserves the right to withdraw or change this Request for Quotes at any time when doing so is in the best interest of the Coalition. The absence of the Coalition setting forth a specific reservation of rights does not subject other areas of the Contract resulting from this RFP to mutual agreement.
4. The Coalition may request additional or supplemental documents, affidavits, or other written evidence that Vendor has all necessary certifications, licenses and/or approvals or authorizations to deliver and/or provide the commodities and/or services stated in the RFQ.

**D. Format and Submission**

For the purpose of this proposal, the terms respondent, applicant, proposer, Vendor and contractor are used interchangeably and mean a person(s) or organization(s) submitting a response to this solicitation.

1. Respondents shall submit one (1) PDF copy of the response to the Coalition at [cherneyj01@elcslc.org](mailto:cherneyj01@elcslc.org) . The submission shall include the Application (Attachment A) and all supporting documents, clearly indicating the respondent's name and the RFQ number.
2. The signature must be of the designated agent officially authorized to act as the contractual agent for the organization or collaborative partnership. Electronic signatures with proper date stamp are accepted.
3. All supporting documents must relate to the Application being submitted. Proposals may not exceed 18 pages (excluding the budget pages and mandated signed documents and/or certifications).

**E. All inquiries regarding this solicitation must be made electronically to [cherneyj01@elcslc.org](mailto:cherneyj01@elcslc.org) and must be received by the date in the Schedule of Events section.**

Any information received through oral communication shall not be binding on the Coalition and shall not be relied upon by any respondent. Responses to questions will be posted on the ELCSLC website <https://elcslc.org/procurement>.

1. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the Coalition posting the notice of intended award, any employee or Board Member concerning any aspect of this solicitation, except in writing to the sole Point of Contact or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

**F. Cost of Preparation of Proposal**

The Coalition is not liable for any costs incurred by the Respondent in replying to this RFQ.

**G. Invoicing and payment of invoices**

The contract resulting from this RFP will be a **cost reimbursement contract**. The Coalition will accept the successful Applicant's invoice upon review of that invoice for completeness. **Applicants are required to submit a blank invoice with the response to the RFP.** During contract negotiations, the Coalition staff will provide Vendor(s) with list of services to be displayed on invoices and documentation on completed services with reports

#### H. Insurance

The Respondent is required to maintain commercial insurance of such a type and with such terms and limits as may be reasonable associated with the resulting contract.

#### I. Licenses, Permits and Taxes

The Proposers shall pay for all licenses, permits, and taxes required for this project. In addition, the Proposer shall comply with all federal, state, and local codes, laws, ordinances, regulations, and other requirements applicable to the work specified in this solicitation at no additional cost to the Coalition.

#### J. Assurances and Certifications

Proposer must sign and submit all attached Assurances and Certifications.

#### K. Acceptance/Rejection of Proposals and Waiver of Minor Irregularities

1. Proposals not received at either the specified place, or by the specified date and time, or both, will be rejected and returned unopened to the prospective Applicant by the Coalition. The coalition will retain one copy for use in the event of a dispute.
2. The Coalition reserves the right to reject any and all proposals or to waive minor irregularities when to do so would be in the best interest of the Coalition. Minor irregularity is defined as a variation from the Request for Proposal terms and conditions which does not affect the price of the proposal, or give the prospective Applicant an advantage or benefit not enjoyed by other prospective Applicants, or does not adversely impact the interest of the Coalition. The Coalition may waive minor irregularities in the proposals received where such are merely a matter of form and not substance, and the corrections of such ARE NOT PREJUDICIAL to other respondents but is under no obligation to do so whatsoever.
3. All proposals submitted timely and correctly that are responsive will be accepted by the Coalition. The Coalition reserves the right, however, to reject any or all proposals received, or cancel this RFP, based on the best interests of the State of Florida. The Coalition reserves the right to make a final selection without further discussion of the responses submitted.
4. A non-responsive proposal shall include, but not be limited to, those that:
  - I. are irregular or are not in conformance with the requirements and instructions contained herein;
  - II. have improper or undated signatures;
  - III. fail to utilize or complete prescribed forms;
  - IV. are conditional proposals;
  - V. are incomplete proposals;
  - VI. are not received on or before the closing deadline;
  - VII. propose a set of services which cannot be completed within the contract period / will require additional funding to implement.

**THE RESPONSIVENESS OF A PROPOSAL SHALL BE DETERMINED BASED UPON THE DOCUMENTS SUBMITTED WITH THE PROPOSAL. A NON-RESPONSIVE PROPOSAL WILL NOT BE CONSIDERED.**

Variations which are *not minor* **will not** be waived.

#### **Required Attachments**

- A. Application Cover Sheet
- B. Statement of Insurance Coverage
- C. Debarment and Suspension Certification (29 CFR Part 95 and 45 CFR Part 74)
- D. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)
- E. Drug free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)
- F. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)
- G. Certification Regarding Public Entity Crimes, section 287.133, F.S.
- H. Conflict of Interest
- I. Public Records
- J. Terms & Conditions

**C. Certification regarding debarment, suspension, and other responsibility matters – primary covered transaction**

The undersigned Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency; verification through <https://sam.gov>
2. Have not within a three-year period preceding this 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 contract 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;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph C.2. of this certification; and/or
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.
5. Where the Contractor is unable to certify to any of the statements in this certification, such Contractor shall attach an explanation to this Agreement.

**D. Certification regarding lobbying**

Certification for Contracts, Grants, Loans, and Cooperative Agreements. The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement, the

undersigned shall also complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The undersigned shall require that language of this certification be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this Agreement was made or entered into. Submission of this certification is a prerequisite for making or entering into this Agreement imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**E. Certification regarding drug-free workplace requirements.**

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 C.F.R. 98, Subpart F. I, the undersigned Contractor, attest and certify that the Contractor will provide a drug-free workplace by the following actions.

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
  - a) The dangers of drug abuse in the workplace.
  - b) The policy of maintaining a drug-free workplace.
  - c) Any available drug counseling, rehabilitation and employee assistance programs.
  - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the resulting contract be given a copy of the statement required by paragraph C.1 of this certification.
4. Notifying the employee in the statement required by paragraph C.1 of this certification that, as a condition of employment under the contract, the employee will:
  - a) Abide by the terms of the statement.
  - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the Coalition in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Contract officer on whose Contract activity the convicted employee was working. The notice shall include the identification number(s) of each affected Contract.
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.

- a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
- b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification. The workplace could be a child care center, a family child care home, a training facility or the Coalition offices.

**F. Non-discrimination & equal opportunity (29 C.F.R. part 37 and 45 C.F.R. part 80).**

As a condition of the Agreement, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA), (Pub. L. 105-220), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45, C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112) as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act, and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
5. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F. R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under

any education program or activity for which the Applicant receives Federal financial assistance from the Department.

6. The American with Disabilities Act of 1990 (Pub. L. 101-336), prohibits discrimination in all employment practices, including, job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities, and;
7. The Contractor also assures that it will comply with 29 C.F.R. part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIA Title I – financially assisted program or activity. The Contractor understands that the AWI and the United States has the right to seek judicial enforcement of the assurance.

**G. Certification regarding public entity crimes, section 287.133, F.S.**

The Contractor hereby certifies, through the duly appointed undersigned representative, that neither it, nor any person or affiliate of the Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted Vendor list, suspended Vendor list, or discriminatory Vendor list all of which are located at [Convicted Vendor List / Vendor Registration and Vendor Lists / State Agency Resources / State Purchasing / Business Operations - Florida Department of Management Services](#)

***The Contractor understands and agrees that it is required to inform the Coalition immediately upon any change of circumstances regarding this status.***

**H. Conflict of Interest**

The Contractor represents that the execution of this Contract does not violate the Coalition's Conflict of Interest and State of Florida Code of Ethics, Section 112.311, F.S. The Contractor agrees to abide by and be governed by these conflict-of-interest laws throughout the course of this Contract and in connection with its obligations hereunder.

**I. Public records**

To the extent required by the Florida Public Records Act, Chapter 119, F.S., Vendor shall maintain and allow access to public records made or received in conjunction with this contract.

**J. Terms & conditions**

Additional terms and conditions can be located on our website: <https://elscls.org> and search for [Purchase-order-Terms-and-Conditions-St-Lucie-County-01.30.2025.pdf](#)

**By signing below, the Contractor certifies the representations outlined in parts A through J are true and correct.**

**Contractor Acknowledgement:**

Name of Business/Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Exhibit 1

## Notice of Intent to Submit a Proposal Form

Title of Proposal: **RFQ # 2026-01 – LAPTOPS, LAPTOPSWITH TABLET CAPABILITIES, TABLETS, AND CASES**

Proposer Name

\_\_\_\_\_

Services to be provided

\_\_\_\_\_

\_\_\_\_\_

Proposer FEID No. \_\_\_\_\_

Proposer Contact Person's Name and Title \_\_\_\_\_

Proposer Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Name and email of Proposer's Project Director (if different from above)

\_\_\_\_\_

Signature of Authorized Official\* \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Name of Coalition Representative Receiving "INTENT TO SUBMIT A PROPOSAL" Form:

\_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Delivery Method:  Electronically submission

\*An authorized official is an officer of the Proposer's organization who has legal authority to bind the Proposer to the provisions of the Proposal. This usually is the President, Chair of the Board, or Owner of the entity. A document establishing delegated authority must be included with the Proposal if signed by other than the president, chair, or owner.

Application Cover Sheet  
Early Learning Coalition of  
St. Lucie County

RFQ # 2026-01 | LAPTOPS, LAPTOPS WITH TABLET  
CAPABILITIES, TABLETS, AND CASES

Number of Pages included: \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Date Entity/Business Established (Mo/Year) \_\_\_\_\_

Fiscal Year End (month): \_\_\_\_\_

**Type of Business:**

Private, For-Profit \_\_\_\_\_ Private, Not-for-Profit \_\_\_\_\_ Public/Government \_\_\_\_\_

Other \_\_\_\_\_ Federal I.D.: \_\_\_\_\_

**Cost Summary:**

Laptop \$ \_\_\_\_\_

2-in-1 Laptop \$ \_\_\_\_\_

Tablet \$ \_\_\_\_\_

Case \$ \_\_\_\_\_

Docking Station \$ \_\_\_\_\_

Stylus \$ \_\_\_\_\_

Three Year Warranty \$ \_\_\_\_\_

Accidental Damage \$ \_\_\_\_\_

Name/Position of Person Completing Application: \_\_\_\_\_

Email Address: \_\_\_\_\_