



County of Collier  
CLERK OF THE CIRCUIT COURT

**Dwight E. Brock**

Clerk of Courts

3315 TAMAMI TRL E STE 102  
NAPLES, FLORIDA  
34112-5324

COLLIER COUNTY COURTHOUSE

P.O. BOX 413044  
NAPLES, FLORIDA  
34101-3044

Clerk of Courts

Accountant

Auditor

Custodian of County Funds

August 26, 2014

TO: Interested Bidders/Distribution List  
**IFB 2014-014 Printer Service & Maintenance**

The Clerk of the Circuit Court of Collier County, Florida desires to receive proposals for the above-referenced IFB. Attached is captioned bid packet for the Clerk of the Circuit Court of Collier County, Florida.

Bona fide bidders may submit a bid by completing the official Contract Proposal included in this bid package. All bidders should be reasonably compliant with this proposal.

All bids must be submitted before 3 p.m. EST on Wednesday, September 10, 2014. Any questions or requests for more information regarding this IFB should be directed to [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com), Administrative Technology Coordinator for the Clerk of the Circuit Court.

The Clerk of the Circuit Court of Collier County does not discriminate based on age, race, color, sex, religion, national origin or disability.

**Note: All bid submittals must be received by 3:00 p.m. EST on Wednesday, September 10, 2014.**

Sincerely,

Judy Dunder  
Administrative Technology Coordinator

## **PUBLIC NOTICE**

NOTICE IS HEREBY GIVEN that bid solicitations will be received by the Clerk of the Circuit Court of Collier County through DemandStar or via email ([Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com)) until 3 p.m. EST on Wednesday, September 10, 2014 for:

### **IFB 2014-014 Printer Service & Maintenance**

A copy of the purchasing policy, bid instructions, and specifications for this bid may be obtained from any of the following:

- DemandStar - [www.demandstar.com](http://www.demandstar.com)
- The Clerk of the Circuit Court's website at [www.CollierClerk.com](http://www.CollierClerk.com)
- The Office of the Clerk of the Circuit Court via email from [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com)

Bidders may submit a bid by completing the official Contract Proposal included in this bid package. All bids should be reasonably compliant with this proposal.

Any questions regarding this bid may be directed to Judy Dunder, Administrative Technology Coordinator for Clerk of the Circuit Court, at [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com).

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**All bid submittals must be received by 3:00 p.m. EST on Wednesday, September 10, 2014.**

DWIGHT E. BROCK  
CLERK OF THE CIRCUIT COURT  
COLLIER COUNTY, FLORIDA

BY:       Judy Dunder        
Administrative Technology Coordinator

Broadcast through [DemandStar](http://DemandStar) and [www.CollierClerk.com](http://www.CollierClerk.com) on Tuesday, August 26, 2014.

**SPECIAL CONDITIONS**  
**IFB 2014-014 Printer Service & Maintenance**

**Purpose** The purpose of this IFB is to seek competitive bids for Printer Service & Maintenance for the operation of the Clerk of the Circuit Court of Collier County Florida.

**Award** Award of contract shall be made to the lowest, qualified and responsive bidder meeting the specifications. The Clerk of the Circuit Court reserves the right to award/not award this contract through an approach which best serves the interest of the Clerk of the Circuit Court.

**Term** The initial term of this contract is for a twelve-month period.

**Delivery** All commodities not received electronically must be completely Inside Delivered at the Collier County Clerk of Courts, MIS Department, 3299 Tamiami Trail East, Suite # 501, Naples, FL 34112-5749.

No Freight Elevator. Do not palletize large items.

**CONTRACT PROPOSAL**  
**IFB 2014-014 Printer Service & Maintenance**

**RE: IFB 2014-014 Printer Service & Maintenance**

**DATE DUE: Wednesday, September 10, 2014 @ 3 p.m. EST**

The undersigned, as bidder, hereby declares that he has examined the Specifications within this contract proposal and informed himself fully in regard to all conditions. The bidder further declares that the only persons, company or parties interested in this proposal or the contract to be entered into as principals are named herein. That this bid is made without connection with any other person, company or companies submitting a bid or proposal; and, it is in all respects fair and in good faith, without collusion or fraud.

The bidder proposes and agrees, if this proposal is accepted, to contract with the Clerk of the Circuit Court and furnish in complete accordance with the attached specifications, according to the following specifications and unit prices.

All specifications, except software, shall be construed to include an implicit or "equivalent" product. Unless otherwise specified, all items must be "new" and not refurbished. All exceptions shall be noted and explained.

## IFB 2014-014 Printer Service & Maintenance

### SPECIFICATIONS

#### GENERAL CONDITIONS

Bidder shall provide Printer Service and Maintenance for one year from issuance of Purchase Order for the described printers at customer site(s). Additions or deletions to listed printer inventory will occur as printers are purchased or become surplus. Maintenance is to include bi-annual service/preventative maintenance of the described printers. The maintenance shall include all printer consumables: maintenance kits, replacement parts, etc., EXCEPT toner and ribbons. There shall be no additional charges to the Clerk.

Unlimited service calls may be placed. On-site response time shall be within four (4) hours from initial service call from Customer or next business day, at the preference of the Clerk.

Loaner printer(s) of equal substitution shall be provided when repairs must be provided off-site. Removal of the printer shall be with the written permission of Clerk. If the printer unit is beyond repair in the opinion of the contractor, the unit will be returned to the Clerk to be disposed of according to statutory regulations.

Bidder must provide detailed references of local clients for whom bidder performs printer service and maintenance, including contact information. Bidders must also indicate the location of the nearest service office.

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#### STANDARD MAINTENANCE CONDITIONS

##### (1) Basic Service:

Basic service shall include printer repair or service, replacement parts (or replacement units at bidder's option) and labor at Customer's site and any preventative maintenance service determined necessary by bidder during normal business hours (8 a.m. to 5 p.m. Monday through Friday excluding Clerk's official holidays). Bidder's on-site response, when required for repair or service requests, shall be determined by the Clerk's selection in the Schedule as follows:

- a) Next Business Day Response. Bidder arrives on-site at Customer's business during normal business hours on the next day following receipt of Customer's request for repair or service.
- b) Two to Four Hour Response. Bidder arrives on-site at Customer's business during normal business hours within 4 hours following receipt of Customer's request for repair or service.

## IFB 2014-014 Printer Service & Maintenance

### SPECIFICATIONS cont'd.

(2) Service Continuation:

Repair or service which begins during normal business hours and which is not completed prior to the end of that business day will continue at no additional charge if progress is being made in diagnosing or resolving the problems as determined by bidder personnel.

(3) Access to Equipment and Facilities:

Customer agrees to provide bidder access to all printer related equipment and facilities. This access shall include working space, electricity, local communications line, etc...

(4) General Maintenance Service Conditions:

If any equipment, parts, or materials require exchange during maintenance service:

- a) Contractor must use replacement equipment or parts which have equal or greater functionality, and
- b) Customer will not be charged for replacement equipment, parts, or materials, and
- c) All exchanged items become the property of contractor.
- d) If the printer unit is beyond repair in the opinion of the contractor, the unit will be returned to the Clerk to be disposed of according to statutory regulations.

Contractor Maintenance Responsibilities:

Contractor shall perform all preventative maintenance and/or service on printers as recommended or specified in any documentation or instructions supplied by the applicable manufacturer.

**IFB 2014-014 Printer Service & Maintenance**

**SPECIFICATIONS cont'd.**

**INVENTORY OF PRINTERS FOR SERVICE AND MAINTENANCE**

<b>ITEM</b>	<b>QTY</b>	<b>MANUFACTURER</b>	<b>PRINTER DESCRIPTION</b>	<b>UNIT PRICE FOR ANNUAL SERVICE AND MAINTENANCE</b>	<b>EXT PRICE</b>
1	12	Hewlett Packard	HP LaserJet 4000		
2	17	Hewlett Packard	HP LaserJet 4050		
3	8	Hewlett Packard	HP LaserJet 4100		
4	4	Hewlett Packard	HP LaserJet 4200		
5	1	Hewlett Packard	HP Color LaserJet 4240		
6	1	Hewlett Packard	HP LaserJet 4520		
7	1	Hewlett Packard	HP Color LaserJet 4600		
8	4	Hewlett Packard	HP Color LaserJet 4650		
9	1	Hewlett Packard	HP Color LaserJet 8550		
10	1	Hewlett Packard	HP LaserJet 4300		
11	6	Hewlett Packard	HP LaserJet 4350		
12	1	Xerox	Phaser 5550DN		
13	1	Printek	Printek Forms Master 8000		
14	4	Printek	Printek Forms Master 8003		
15	1	Hewlett Packard	HP LASERJET 9040DN		
				<b>TOTAL:</b>	

**IFB 2014-014 Printer Service & Maintenance**

**SPECIFICATIONS cont'd.**

**Collier County Clerk Of the Circuit Court  
Office Locations for Printer Inventory**

**Collier County Clerk of Courts  
Government Complex:**  
3315 Tamiami Trail East  
Naples, Florida 34112

**Golden Gate Satellite:**  
4715 Golden Gate Parkway  
Naples, Florida 34116  
Distance: 7.58 Miles from  
Government Complex

**Emergency Management:**  
8075 Lely Cultural Parkway  
Naples, FL 34113  
Distance: 6.2Miles from  
Government Complex

**Collier County Clerk of Courts  
Government Complex:**  
3299 Tamiami Trail East  
Naples, Florida 34112

**Orange Blossom Satellite:**  
North Collier Government Svc Center  
2335 Orange Blossom Drive  
Naples, FL 34109  
Distance: 7.53 Miles from  
Government Complex

**Immokalee Satellite:**  
106 South First Street  
Immokalee, Florida 34142  
Distance: 40.38 Miles from  
Government Complex

Company Name \_\_\_\_\_

Prompt payment terms: \_\_\_\_% \_\_\_\_ Days; Net 45 Days



**CONTRACT PROPOSAL**  
**IFB 2014-014 Printer Service & Maintenance**

The products and or services to be furnished by us is hereby declared and guaranteed to be in conformance with the specifications of the Clerk of the Circuit Court. The undersigned do agree that should this bid be accepted, to execute the form of contract and present the same to the Clerk of the Circuit Court for approval within fifteen (15) days after being notified of the awarding of the contract.

IN WITNESS WHEREOF, we have hereunto subscribed our names on this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014 in the county of \_\_\_\_\_, in the State of  
\_\_\_\_\_.

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Circle one: Corporation, Sole Proprietorship, Partnership

PROPOSER'S COMPLETE LEGAL BUSINESS NAME

Signature:	_____	Printed Name:	_____
Title:	_____		
Phone No.	_____	Fax No.	_____
Address	_____	City, State, Zip	_____

**BIDDER'S CHECK LIST**  
**IFB 2014-014 Printer Service & Maintenance**

**IMPORTANT:** Please read carefully, sign in the spaces indicated and return with your bid proposal.

Responder should check off each of the following items as the necessary action is completed:

- The proposal has been signed.
- The proposal prices offered have been reviewed.
- The price extensions and totals have been checked.
- The payment terms have been indicated.
- Any required drawings, descriptive literature, etc. have been included.
- Any delivery information required is included.
- If required, the amount of bid bond or cashier's check has been included.
- Any addenda have been signed and included.
- If submitting by email, submit to: [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com)
- If submitting by U.S. Mail, the mailing envelope should be addressed to:

**Collier County Clerk of the Circuit Court**  
**ATTN: Judy Dunder**  
**3299 Tamiami Trl E., Ste. 501**  
**Naples, FL 34112-5749**

- The mailing envelope must be sealed and marked with:

◆ **IFB Number/Title:** IFB 2014-014 Printer Service & Maintenance

- The sealed response will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise bid will be rejected)

ALL COURIER-DELIVERIES MUST HAVE THE IFB NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

Company Name \_\_\_\_\_  
Signature & Title \_\_\_\_\_  
Typed Name \_\_\_\_\_  
Date \_\_\_\_\_

**NON-BIDDER'S RESPONSE**  
**IFB 2014-014 Printer Service & Maintenance**

For purposes of maintaining an accurate bidder's list and facilitating your firm's response to our request for proposal, we are interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids.

If your firm is not responding to this IFB, please indicate the reason(s) by checking any appropriate item(s) listed below and return this form via email to Judy Dunder at [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com).

We are not responding to this invitation for bid for the following reason(s):

- Materials or services requested not manufactured by us or not available from our company;
- Our items or materials do not meet specifications. The specifications were (check one);
  - Not clearly understood
  - Too vague
  - Quantities too small
  - Not applicable
  - Too rigid
  - Other \_\_\_\_\_
- Insufficient time allowed for preparation of response;
- Incorrect address used. Please correct mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Other reason(s): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

By: \_\_\_\_\_

Signature of Representative

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