



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

September 9, 2014

TO: Interested Bidders/Distribution List
IFB 2014-016 Microfilm Reader/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 Tuesday, September 23, 2014. Any questions or requests for more information regarding this IFB should be directed to Alina.Bec@collierclerk.com, Purchasing Specialist 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 Tuesday, September 23, 2014.

Sincerely,

Alina Bec
Purchasing Specialist

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 (Alina.Bec@collierclerk.com) until 3 p.m. EST on Tuesday, September 23, 2014 for:

IFB 2014-016 Microfilm Reader/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
- The Clerk of the Circuit Court's website at www.CollierClerk.com
- The Office of the Clerk of the Circuit Court via email from Alina.Bec@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 Alina Bec, Purchasing Specialist for Clerk of the Circuit Court, at Alina.Bec@collierclerk.com.

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All bid submittals must be received by 3:00 p.m. EST on Tuesday, September 23, 2014.

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

BY: Alina Bec
Purchasing Specialist

Broadcast through DemandStar and www.CollierClerk.com on Tuesday, September 9th, 2014.

SPECIAL CONDITIONS
IFB 2014-016 Microfilm Reader/Printer Service & Maintenance

- Purpose** The purpose of this IFB is to seek competitive bids for Microfilm Reader/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, with the option to renew for two (2) additional years. This commitment is subject to budgetary appropriations to the Clerk.
- Delivery** All commodities not received electronically must be completely Inside Delivered at the Collier County Clerk of Courts, Administration Department, 3315 Tamiami Trail East, Suite # 102, Naples, FL 34112-5749.
- No Freight Elevator. Do not palletize large items.

CONTRACT PROPOSAL
IFB 2014-016 Microfilm Reader/Printer Service & Maintenance

RE: IFB 2014-016 Microfilm Reader/Printer Service & Maintenance

DATE DUE: Tuesday, September 23, 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 2014-016 Microfilm Reader/Printer Service & Maintenance

SPECIFICATIONS

GENERAL CONDITIONS

Bidder shall provide Microfilm Reader/Printer Service and Maintenance for one year from issuance of Purchase Order for the described microfilm reader/printer at customer site(s). Additions or deletions to listed microfilm reader/printer inventory will occur as machines are purchased or become surplus. The maintenance shall include all machine 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.

Bidder must have an authorized factory service representative trained for all equipment.

Bidders must indicate the location of the nearest service office.

STANDARD MAINTENANCE CONDITIONS

(1) Basic Service:

Basic service shall include microfilm machine 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 Microfilm Reader/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. Bidder must be able to provide necessary parts within 2 business days.

(3) 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.

Contractor Maintenance Responsibilities:

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

IFB 2014-016 Microfilm Reader/Printer Service & Maintenance

SPECIFICATIONS cont'd.

INVENTORY OF MICROFILM READER/PRINTER FOR SERVICE AND MAINTENANCE

ITEM	QTY	PRINTER DESCRIPTION	UNIT PRICE FOR ANNUAL SERVICE AND MAINTENANCE	EXT PRICE
1	1	2400 DV PLUS MICRFLM SCANNER (K#35019176 / S#35019176) PM-1		
2	1	KODAK IMGELNK MICROIMAGR 30/A (K#3532134 / S#7417616) PM-2		
3	1	IMAGELINK SMART CASS 100 (K#3532134 / S#8262564)		
4	1	IMAGELINK SMART CASS 100 (K#3532134 / S#8262590)		
5	1	IMAGELINK SMART CASS 100 (K#3532134 / S#7864323)		
6	1	KODAK IMGELNK MICROIMAGR 30/A (K#3532141 / S#8744540) PM-2		
7	1	IMGLNK SMART CASS 215 (K#3532141 / S#8414151)		
8	1	IMGLNK SMART CASS 215 (K#3532141 / S#8416225)		
9	1	IMGLNK SMART CASS 215 (K#3532141 / S#8416236)		
10	1	IMGLNK SMART CASS 215 (K#3532141 / S#9587944)		
11	1	IMGLNK SMART CASS 215 (K#3532141 / S#9589366)		
12	1	RETRIEVAL WORKSTATN 1000 (K#3918754 / S#32130977) PM-1		
13	1	IMGLNK INTELLIGENT FILM CONTROLLER (K#3918754 / S# 10962501)		
14	1	RETRIEVAL WORKSTATN 1000 (K# 41476952 / S#32131314) PM-1		
15	1	INTELLIGENT FILM CONTROLLER (K#41476952 / S#10964030)		
16	1	RETRIEVAL WORKSTATN 1000 (K#41476953 / S#32131343) PM-1		
17	1	IMGLNK INTELLIGENT FILM CONTROLLER (K#41476953 / S#10964041)		
18	1	RETRIEVAL WORKSTATN 1000 (K#41626768 / S#32132176) PM-1		
19	1	INTELLIGENT FILM CONTROLLER (K#41626768 / S#12051686)		
20	1	RETRIEVAL WORKSTATN 1000 (K#41642930 / S#32132146) PM-1		
21	1	INTELLIGENT FILM CONTROLLER (K#41642930 / S#12178552)		
22	1	RETRIEVAL WPRKSTATN 1000 (K#41647706 / S#32132293) PM-1		
23	1	INTELLIGENT FILM CONTROLLER (K#41647706 /S#12178725)		
24	1	RETRIEVAL WORKSTATN 1000 (K#41647707 /S#32132335) PM-1		
25	1	INTELLIGENT FILM CONTROLLER (K#41647707 /S#12178714)		
26	1	RETRIEVAL WORKSTATN 1000 (K#41647707 / S#32132337) PM-1		

ITEM	QTY	PRINTER DESCRIPTION	UNIT PRICE FOR ANNUAL SERVICE AND MAINTENANCE	EXT PRICE
27	1	INTELLIGENT FILM CONTROLLER (K#41647708 / S#12178703)		
28	1	RETRIEVAL WORKSTATN 1000 (K#42909402 / S#32132381) PM-1		
29	1	2400 DV PLUS MICRFLM SCANNR (K#43243900 / S#34017115) PM-1		
30	1	PROSTAR ARCHIVE PROCESSOR 120V (K#45526003 / S#45526003) PM-2		
31	1	RETRIEVAL WORKSTATN 1000/120V 60HZ (K#42890544 /S#32132338)		
32	1	IMGLNK INTELLIGENT FILM CONTROLLER (K#42890544 / S#12179005)		
TOTAL:				

Company Name _____

Prompt payment terms: _____% _____ Days; Net 45 Days

CONTRACT PROPOSAL
IFB 2014-016 Microfilm Reader/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
_____.

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 2014-016 Microfilm Reader/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: Alina.Bec@collierclerk.com
- If submitting by U.S. Mail, the mailing envelope should be addressed to:

Collier County Clerk of the Circuit Court
ATTN: Alina Bec
3315 Tamiami Trl E., Ste. 102
Naples, FL 34112-5749

- The mailing envelope must be sealed and marked with:

◆ **IFB Number/Title:** IFB 2014-016 Microfilm Reader/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 2014-016 Microfilm Reader/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 Alina Bec at Alina.Bec@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
 - Not applicable
 - Too vague
 - Too rigid
 - Quantities too small
 - 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: _____