



County of Collier
CLERK OF THE CIRCUIT COURT

Dwight E. Brock
Clerk of Courts

COLLIER COUNTY COURTHOUSE

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

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

Clerk of Courts
Accountant
Auditor
Custodian of County Funds

August 9, 2016

TO: Interested Bidders/Distribution List
IFB 2016-004 Printer Toner

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, August 23, 2016. Any questions or requests for more information regarding this IFB should be directed to BidSubmittals@collierclerk.com. All questions pertaining to a bid must be submitted in a separate e-mail from the actual bid proposal and should not include any attachments. E-mails with attachments will not be opened until the bid is officially closed.

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, August 23, 2016.

Sincerely,

Theresa C. Martino
Purchasing Specialist

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that bid solicitations will be received by the Clerk of the Circuit Court of Collier County until 3 p.m. EST on Tuesday, August 23, 2016 for:

IFB 2016-004 Printer Toner

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 BidSubmittals@collierclerk.com

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

Bids, including e-mailed bids, will remain unopened until the bid officially closes.

Any questions regarding this bid may be directed to BidSubmittals@collierclerk.com.

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

All bid submittals must be received by 3:00 p.m. EST on Tuesday, August 23, 2016.

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

BY: Theresa C. Martino
Purchasing Specialist

Broadcast through DemandStar and www.CollierClerk.com on Tuesday, August 9, 2016.

SPECIAL CONDITIONS
IFB 2016-004 Printer Toner

- Purpose** The purpose of this IFB is to seek competitive bids for Printer Toner for the operation of the Clerk of the Circuit Court of Collier County Florida.
- Bid Opening** All bids, including e-mailed bids, will remain unopened until bid is officially closed.
- 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.
- Ordering** Printer toner will be ordered as needed and charged against multiple blanket Purchase Orders based upon department.
- Delivery** Delivery to the various departments is expected within 2-4 days of placing the order. If delivery terms cannot be met, it could lead to termination of contract.
- FOB Destination; No Freight Elevator. Do not palletize large items.

SHIPPING MUST NOT BE BILLED SEPARATELY. PLEASE INCLUDE SHIPPING COST IN UNIT PRICES OF ALL ITEMS.

NO REMANUFACTURED ITEMS WILL BE ACCEPTED. IF REMANUFACTURED ITEMS ARE SUBSTITUTED IT WILL RESULT IN CANCELLATION OF BID AWARD.

CONTRACT PROPOSAL
IFB 2016-004 Printer Toner

RE: IFB 2016-004 Printer Toner

DATE DUE: Tuesday, August 23, 2016 @ 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.

CONTRACT PROPOSAL Cont'd.

IFB 2016-004 Printer Toner

SPECIFICATIONS

Item	Printer Type	Toner P/N	Toner Color	Qty	Unit Price	Extended Price
1.	HP LaserJet 1320 Series	Q5949A	Black	100		
2.	HP LaserJet 1320 Series	Q5949X	Black	50		
3.	HP LaserJet 2300 Series	Q2610A	Black	16		
4.	HP LaserJet 4000/HP LaserJet 4050 Series	C8061X	Black	100		
5.	HP LaserJet 4100 Series	C8061A	Black	20		
6.	HP LaserJet 4100 Series	C8061X	Black	20		
7.	HP LaserJet 4200 Series	Q1338A	Black	20		
8.	HP LaserJet 4240 Series	Q5942A	Black	28		
9.	HP LaserJet 4240 Series	Q5942X	Black	28		
10.	HP LaserJet 4350	Q5942A	Black	4		
11.	HP LaserJet 4600	C9720A	Black	32		
12.	HP LaserJet 4600	C9721A	Cyan	32		
13.	HP LaserJet 4600	C9723A	Magenta	32		
14.	HP LaserJet 4600	C9722A	Yellow	32		
15.	HP LaserJet COLOR 4650 Series	C9720A	Black	32		
16.	HP LaserJet COLOR 4650 Series	C9721A	Cyan	32		
17.	HP LaserJet COLOR 4650 Series	C9722A	Yellow	32		
18.	HP LaserJet COLOR 4650 Series	C9723A	Magenta	32		
19.	HP LaserJet P2015 Series	Q7553A	Black	5		
20.	HP LaserJet P2015 Series	Q7553X	Black	5		
21.	HP LaserJet P3005 Series	Q7551A	Black	5		
22.	HP LaserJet P3005 Series	Q7551X	Black	5		
23.	HP LaserJet P2035/P2055 Series	CE505A	Black	75		
24.	HP LaserJet P2035/P2055 Series	CE505D	Black	100		
25.	Printek Forms Master 8000 / 8003	90729	Black	20		
26.	HP LaserJet Pro 400-M401	CF280A	Black	100		
27.	HP LaserJet Pro 400-M401	CF280X	Black	100		
28.	HP Color Laser CP4520DN	CE260A	Black	5		
29.	HP Color Laser CP4520DN	CE261A	Cyan	5		
30.	HP Color Laser CP4520DN	CE263A	Magenta	5		

CONTRACT PROPOSAL Cont'd.

IFB 2016-004 Printer Toner

SPECIFICATIONS

Item	Printer Type	Toner P/N	Toner Color	Qty	Unit Price	Extended Price
31.	HP Color Laser CP4520DN	CE262A	Yellow	5		
32.	HP Pro M402n	CF226A	Black	100		
33.	HP Pro M402n	CF226X	Black	100		
34.	Xerox Phaser 5550DN	106R01294	Black	5		
35.	HP LaserJet 9040	C8543X	Black	10		
TOTAL						

Company Name: _____

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

CONTRACT PROPOSAL CONT'D.
IFB 2016-004 Printer Toner

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 _____, 2016 in the county of _____, in the State of
_____.

PROPOSER'S COMPLETE LEGAL BUSINESS NAME

Circle one: Corporation, Sole Proprietorship, Partnership

Signature: _____

Printed Name: _____

Title: _____

Phone No. _____

Fax No. _____

Address _____

City, State, Zip _____

BIDDER'S CHECK LIST
IFB 2016-004 Printer Toner

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: BidSubmittals@collierclerk.com
- If submitting by U.S. Mail, the mailing envelope should be addressed to:

Collier County Clerk of the Circuit Court
ATTN: Theresa C. Martino
3315 Tamiami Trl E., Ste. 102
Naples, FL 34112-5324

Bids sent by U.S. Mail or courier must be sealed and marked with:

◆ **IFB Number/Title:** IFB 2016-004 Printer Toner

Bids sent by e-mail should contain the following in the subject line of the e-mail:

◆ **IFB Number/Title:** IFB 2016-004 Printer Toner

All bids must be delivered in time to be received no later than the specified 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 2016-004 Printer Toner

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 BidSubmittals@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: _____