



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

July 19, 2016

TO: Interested Bidders/Distribution List  
**IFB 2016-005 Microfilm Equipment 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, August 2, 2016. Any questions or requests for more information regarding this IFB should be directed to [BidSubmittals@collierclerk.com](mailto:BidSubmittals@collierclerk.com). All questions pertaining to a bid must be submitted in a separate e-mail from your 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 2, 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 2, 2016 for:

### **IFB 2016-005 Microfilm Equipment 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 [BidSubmittals@collierclerk.com](mailto: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](mailto: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 2, 2016.**

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

BY: Theresa C. Martino  
Purchasing Specialist

Broadcast through [DemandStar](http://DemandStar) and [www.CollierClerk.com](http://www.CollierClerk.com) on Tuesday, July 19, 2016.

**SPECIAL CONDITIONS**  
**IFB 2016-005 Microfilm Equipment Maintenance**

**Purpose** The purpose of this IFB is to seek competitive bids for Microfilm Equipment Maintenance 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 (October 1, 2016 through September 30, 2017), 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, MIS Department, 3315 Tamiami Trail East, Suite # 102, Naples, FL 34112-5749.

FOB Destination; No Freight Elevator. Do not palletize large items.

**CONTRACT PROPOSAL**  
**IFB 2016-005 Microfilm Equipment Maintenance**

**RE: IFB 2016-005 Microfilm Equipment Maintenance**

**DATE DUE: Tuesday, August 2, 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 2016-005 Microfilm Equipment Maintenance**

**SPECIFICATIONS**

**GENERAL CONDITIONS**

Bidder shall provide Microfilm Equipment Maintenance for one year from issuance of Purchase Order for the described microfilm equipment at customer site(s). Additions or deletions to listed microfilm equipment 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 2016-005 Microfilm 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 equipment as recommended or specified in any documentation or instructions supplied by the applicable manufacturer.

**IFB 2016-005 MICROFILM EQUIPMENT MAINTENANCE  
SPECIFICATIONS OF INVENTORY REQUIRING ANNUAL MAINTENANCE SUPPORT**

**TERM: 10/01/2016 - 09/30/2017**

**(Excel spreadsheet attached for your convenience)**

ITEM	QTY	DESCRIPTION	ANNUAL MAINTENANCE COST
1	1	2400 DV PLUS MICRFLM SCANNER (K#35019176 / S#35019176) PM-1	
2	1	2400 DV PLUS CONTROLLER (K#35019176 / S#81012260)	
3	1	KODAK IMGELNK MICROIMAGR 30/A (K#3532134 / S#7417616) PM-2	
4	1	KODAK IMGELNK MICROIMAGR 30/A (K#3532141 / S#8744540) PM-2	
5	1	RETRIEVAL WORKSTATN 1000 (K#3918754 / S#32130977) PM-1	
6	1	IMGLNK INTELLIGENT FILM CONTROLLER (K#3918754 / S# 10962501)	
7	1	RETRIEVAL WORKSTATN 1000 (K# 41476952 / S#32131314) PM-1	
8	1	INTELLIGENT FILM CONTROLLER (K#41476952 / S#10964030)	
9	1	RETRIEVAL WORKSTATN 1000 (K#41476953 / S#32131343) PM-1	
10	1	IMGLNK INTELLIGENT FILM CONTROLLER (K#41476953 / S#10964041)	
11	1	RETRIEVAL WORKSTATN 1000 (K#41626768 / S#32132176) PM-1	
12	1	INTELLIGENT FILM CONTROLLER (K#41626768 / S#12051686)	
13	1	RETRIEVAL WORKSTATN 1000 (K#41642930 / S#32132146) PM-1	
14	1	INTELLIGENT FILM CONTROLLER (K#41642930 / S#12178552)	
15	1	RETRIEVAL WPRKSTATN 1000 (K#41647706 / S#32132293) PM-1	
16	1	INTELLIGENT FILM CONTROLLER (K#41647706 / S#12178725)	
17	1	RETRIEVAL WORKSTATN 1000 (K#41647707 / S#32132335) PM-1	
18	1	INTELLIGENT FILM CONTROLLER (K#41647707 / S#12178714)	
19	1	RETRIEVAL WORKSTATN 1000 (K#41647708 / S#32132337) PM-1	
20	1	INTELLIGENT FILM CONTROLLER (K#41647708 / S#12178703)	
21	1	RETRIEVAL WORKSTATN 1000 (K#42909402 / S#32132381) PM-1	
22	1	INTELLIGENT FILM CONTROLLER (K#42909402 / S# unknown)	
23	1	2400 DV PLUS MICRFLM SCANNR (K#43243900 / S#34017115) PM-1	
24	1	2400 DV PLUS CONTROLLER (K#43243900 / S#81011507)	
25	1	PROSTAR ARCHIVE PROCESSOR 120V (K#45526003 / S#45526003) PM-2	
26	1	RETRIEVAL WORKSTATN 1000/120V 60HZ (K#42890544 / S#32132338)	
27	1	IMGLNK INTELLIGENT FILM CONTROLLER (K#42890544 / S#12179005)	
<b>TOTAL:</b>			

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

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

**CONTRACT PROPOSAL CONT'D.**  
**IFB 2016-005 Microfilm Equipment 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 \_\_\_\_\_, 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 2016-005 Microfilm Equipment 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: [BidSubmittals@collierclerk.com](mailto: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 2016-005 Microfilm Equipment Maintenance
- Bids sent by e-mail should contain the following in the subject line of the e-mail:
  - ◆ **IFB Number/Title:** IFB 2016-005 Microfilm Equipment Maintenance
- 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 2016-005 Microfilm Equipment 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 [BidSubmittals@collierclerk.com](mailto: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
  - 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: \_\_\_\_\_