



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 18, 2016

TO: Interested Bidders/Distribution List
IFB 2016-006 Microfilm Supplies

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 Thursday, September 1 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 Thursday, September 1 2016.

Sincerely,

p.p. Judy Dunder
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 Thursday, September 1 2016 for:

IFB 2016-006 Microfilm Supplies

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 Thursday, September 1 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 Thursday, August 18, 2016.

SPECIAL CONDITIONS
IFB 2016-006 Microfilm Supplies

- Purpose** The purpose of this IFB is to seek competitive bids for Bid Name 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. Bids will be opened on Thursday, September 1, 2016 at 3315 Tamiami Trail East, Suite # 102, Naples, FL 34112.
- 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.
- Ordering** Upon award, the Clerk's Purchasing Specialist shall issue a blanket Purchase Order. Orders for printer supplies will be placed as needed and billed against a Purchase Order. Will need pricing for all available items.
- 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.
- Shipping Costs** **Shipping must not be billed separately. Please include shipping in unit price when bidding.**
- Delivery** We will order the items as needed and expect delivery within 2-4 days of placing the order. If delivery terms cannot be met, it could lead to termination of contract.
- 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.
- FOB Destination; No Freight Elevator. Do not palletize large items.

CONTRACT PROPOSAL
IFB 2016-006 Microfilm Supplies

RE: IFB 2016-006 Microfilm Supplies

DATE DUE: Thursday, September 1 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.

Unless otherwise specified, all items must be "new" and not refurbished. All exceptions shall be noted and explained.

**CONTRACT PROPOSAL CONT'D.
IFB 2016-006 Microfilm Supplies**

SPECIFICATIONS

Please note the Ordering & Delivery Special Conditions on Page 3 of this document.

Microfilm Supplies List					
Item No.	Item Description	Commodity Number	Individual Price	Unit	Price per Unit
1	Kodak Return Reel Cartons (500/case)	108-3476		CS	
2	Kodak Prostar Developer (2 5-L Bottles/case)	111-2490		CS	
3	Kodak Prostar Fixer (2 5-L Bottles/case)	111-2656		CS	
4	Kodak Ektamate Magazine (150/case)	111-9130		CS	
5	Imagelink HD Microfilm (100/case)	114NXGS		CS	
6	Imagelink Dual Strand Self-Threader (20/box)	146-5194		BX	
7	Kodak Developer System Cleaner (10 gal/case)	150-0719		CS	
8	Kodak Transport Cleaning (50 sheets/pack)	169-0783		PK	
9	Kodak Diazo Duplication Film (14 rolls/case)	195-0922		CS	
10	Kodak Image Link HQ Film (20 rolls/case)	845-1502		CS	
11	Kodak Prostar Tape & Dispenser	199-0977		EA	
12	Imagelink HD Microfilm (100 rolls/case)	314NXQC		CS	
13	Kodak Archive Writer Film (100 rolls/case)	334NXDM		CS	
14	Kodak PC Drum Toner Cartridge	384-6839		EA	
15	Kodak Direct Duplicating Microfilm 3468 (100 rolls/case)	803-3482		CS	
16	Kodak IRW 1000 Toner Cartridge	863-2150		EA	
17	Kodak 16mm Solid Flange return Microfilm Reels (500/case)	873-0715		CS	

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**CONTRACT PROPOSAL CONT'D.
IFB 2016-006 Microfilm Supplies**

Microfilm Supplies List					
Item No.	Item Description	Commodity Number	Individual Price	Unit	Price per Unit
18	Staticide Wipes (24 per box,6 boxes per carton)	896-5519		CT	
19	Camera Spools (250/case)	CR16100		CS	
20	Clear Splice Tabs (1,000/box)	C16		BX	
21	Air Filter	321984		EA	
22	Kodak 2400 DSV HS Toner	394-7884		EA	
23	Kodak 2800D/2400D Imaging/Toner Unit	384-6839		EA	
24	Microfilm Projector Projection Lamp	DDL		EA	
25	Microfilm Projector Projection Bulb	DED		EA	
26	Microfilm Reader Lamp 500W 120V	EGX		EA	
27	Microfilm Projector Bulb 175W 24V	EML		EA	
28	Projector & Video Lamp 100W 12V	FCR		EA	
29	Cotton Gloves	GLOVES		BX	
Total					

Shipping must not be billed separately. Please include shipping in unit price when bidding.

Company Name _____

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

CONTRACT PROPOSAL CONT'D.
IFB 2016-006 Microfilm Supplies

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 2016-006 Microfilm Supplies

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 will be opened on Thursday, September 1, 2016 at 3315 Tamiami Trail East, Suite # 102, Naples, FL 34112.

- Bids sent by U.S. Mail or courier must be sealed and marked with:
 - ◆ **IFB Number/Title:** IFB 2016-006 Microfilm Supplies
- Bids sent by e-mail should contain the following in the subject line of the e-mail:
 - ◆ **IFB Number/Title:** IFB 2016-006 Microfilm Supplies
- 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 2016-006 Microfilm Supplies

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: _____