



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 7, 2016

TO: Interested Bidders/Distribution List  
**IFB 2016-010 Laserfiche Software Assurance Renewal**

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 21, 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 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 Wednesday, September 21, 2016.**

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 until 3 p.m. EST on Wednesday, September 21, 2016 for:

### **IFB 2016-010 Laserfiche Software Assurance Renewal**

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 Wednesday, September 21, 2016.**

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 Wednesday, September 7, 2016.

**SPECIAL CONDITIONS**  
**IFB 2016-010 Laserfiche Software Assurance Renewal**

**Purpose**

The purpose of this IFB is to seek competitive bids for Laserfiche Software Assurance Renewal 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 at 3:00 p.m. on Wednesday, September 21, 2016 at 3299 Tamiami Trl E., Suite 501, 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.

**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.

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

**CONTRACT PROPOSAL**  
**IFB 2016-010 Laserfiche Software Assurance Renewal**

**RE: IFB 2016-010 Laserfiche Software Assurance Renewal**

**DATE DUE: Wednesday, September 21, 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**  
**IFB 2016-010 Laserfiche Software Assurance Renewal**

**SPECIFICATIONS**

**Contract Term: October 17, 2016 – October 16, 2017**

LSAP Laserfiche Software Assurance Program Renewal Annual Software Maintenance 2016-2017					
Item	Part No.	Description	QTY	Unit Price	Ext. Price
1.	S4B	Laserfiche Enterprise Server LSAP	1	\$	\$
2.	FB	Laserfiche Full User LSAP	32	\$	\$
3.	RB	Laserfiche Read-Only User LSAP	71	\$	\$
4.	PMB	LF E-mail Plug-in Per User LSAP	3	\$	\$
5.	PSB	LF Snapshot per User LSAP	8	\$	\$
6.	97830UB	Weblink LSAP	1	\$	\$
7.	97830AB	Weblink Additional Database LSAP	2	\$	\$
8.	PSGVIP003	VIP On-site Service & Support (3 days)	1 Year	\$	\$
<b>TOTAL COST</b>					\$

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

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

**CONTRACT PROPOSAL**  
**IFB 2016-010 Laserfiche Software Assurance Renewal**

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  
\_\_\_\_\_.

---

Business Name

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 2016-010 Laserfiche Software Assurance Renewal**

**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: Judy Dunder**  
**3299 Tamiami Trl E., Ste. 501**  
**Naples, FL 34112-5749**

Bids will be opened at 3:00 p.m. on Wednesday, September 21, 2016 at 3299 Tamiami Trl E., Suite 501, Naples, FL 34112.

- Bids sent by U.S. Mail or courier must be sealed and marked with:
  - ◆ IFB Number/Title: **IFB 2016-010 Laserfiche Software Assurance Renewal**
- Bids sent by e-mail should contain the following in the subject line of the e-mail:
  - ◆ IFB Number/Title: **IFB 2016-010 Laserfiche Software Assurance Renewal**
- 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 2016-010 Laserfiche Software Assurance Renewal**

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 [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                       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): \_\_\_\_\_

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

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

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

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

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

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

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

Signature of Representative

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