

County of Collier
CLERK OF THE CIRCUIT COURT
COLLIER COUNTY COURTHOUSE

3315 TAMAMI TRL E STE 102
NAPLES, FL 34112-5324

Dwight E. Brock - Clerk of Circuit Court
Clerk of Courts • Comptroller • Auditor • Custodian of County Funds

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

February 24, 2017

TO: Interested Bidders/Distribution List
IFB 2017-003 A10 Networks Load Balancer Support

The Clerk of the Circuit Court of Collier County, Florida desires to receive proposals for the above-referenced Invitation for Bid (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 package. All bidders should be reasonably compliant with this proposal.

Questions or requests for more information concerning this IFB may be e-mailed to Theresa Martino at BidQuestionsOnly@collierclerk.com or call 239-252-8472. Please put the word "QUESTION" in the subject line. **E-mailed questions should not contain any attachments.**

Bid proposal responses may be submitted either electronically through DemandStar (www.DemandStar.com), or physically through U.S. Mail, by courier or by hand-delivering to the address below. DemandStar requires a subscription to use their e-bidding platform.

DemandStar: www.DemandStar.com

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

Opening Date and Time: Friday, March 10, 2017 at 3:00 p.m. EST

The mailing envelope must be sealed and marked with:

IFB 2017-003 A10 Networks Load Balancer Support

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 Friday, March 10, 2017. Bids will be opened at 3:00 p.m. EST on Friday, March 10, 2017 at 3315 Tamiami Trl E., Suite 102, Naples, FL 34112.

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 3:00 p.m. EST on Friday, March 10, 2017 for:

IFB 2017-003 A10 Networks Load Balancer Support

A copy of the bid proposal instructions and specifications 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 BidQuestionsOnly@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. Sealed bids will remain unopened until the bid officially closes.

Questions or requests for more information concerning this Invitation for Bid (IFB) may be e-mailed to Theresa Martino at BidQuestionsOnly@collierclerk.com or by calling 239-252-8472. Please put the word "QUESTION" in the subject line. **E-mailed questions should not contain any attachments.** Communication with any other member of the Clerk's staff regarding this IFB will be grounds for disqualification from participating in this bid.

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 Friday, March 10, 2017. Bids will be opened at 3:00 p.m. EST on Friday, March 10, 2017 at 3315 Tamiami Trl E., Suite 102, Naples, FL 34112.

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 Friday, February 24, 2017.

SPECIAL CONDITIONS
IFB 2017-003 A10 Networks Load Balancer Support

- Purpose** The purpose of this IFB is to seek competitive bids for support for our A10 Networks load balancer for the operation of the Clerk of the Circuit Court of Collier County, Florida.
- Bid Contact** Prospective bidders are reminded that all communication regarding this solicitation must go through the Purchasing Specialist, Theresa C. Martino. Communication with any other member of the Clerk's staff will be grounds for disqualification from participating in this bid.
- Bid Opening** Sealed bids will be opened on Friday, March 10, 2017 at 3:00 p.m. EST at:
- Clerk of the Circuit Court, Collier County**
Clerk's Administration – 2nd Floor
3315 Tamiami Trl E., Suite 102
Naples, FL 34112-5324
- Award** Award of contract shall be made to the lowest, qualified and responsive bidder meeting the specifications. The Clerk of the Circuit Court has the authority to waive irregularities and reserves the right to award/not award this contract through an approach that 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 2017-003 A10 Networks Load Balancer Support

RE: **IFB 2017-003 A10 Networks Load Balancer Support**
DATE DUE: **Friday, March 10, 2017 @ 3:00 p.m. EST**

The undersigned, as bidder, hereby declares that he or she has examined the Specifications within this contract proposal and informed himself/herself fully concerning 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.

When responding to bids for maintenance and/or support agreements, **formal Terms and Conditions agreements are expected to be attached to your bid.**

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 _____, 2017 in the county of _____, in the State of

_____.

Legal Business Name: _____

Circle one: Corporation, Sole Proprietorship, Partnership

Signature: _____

Printed Name: _____

Title: _____

Phone No. _____

Fax No. _____

Address _____

City, State, Zip _____

CONTRACT PROPOSAL
IFB 2017-003 A10 Networks Load Balancer Support

SPECIFICATIONS

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
1.	A10 Networks Maintenance for P/N: AX-SoftAX-4. Basic Plus Support; 1 Year (2 Serial Numbers)	2		
TOTAL				

INCLUDE COPY OF FORMAL TERMS AND CONDITIONS WITH BID

Company Name _____

Prompt payment terms: _____% _____Days; Net 45 Days

BIDDER'S CHECK LIST
IFB 2017-003 A10 Networks Load Balancer Support

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.
- If bid is for maintenance/support, terms and conditions have been attached.
- 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 electronically, submit through DemandStar (www.DemandStar.com).
- If submitting by U.S. Mail, by courier or in-person, deliver to:

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

- The mailing envelope must be sealed and marked with:
 - ◆ IFB Number/Title: **IFB 2017-003 A10 Networks Load Balancer Support**
 - ◆ Opening date: **3:00 p.m. EST, Friday, March 10, 2017**
- 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 2017-003 A10 Networks Load Balancer Support

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 Theresa C. Martino at Theresa.Martino@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: _____