



County of Collier  
CLERK OF THE CIRCUIT COURT  
COLLIER COUNTY COURTHOUSE

3315 TAMiami TrL E STE 102  
NAPLES, FL 34112-5324

**Crystal K. Kinzel** - Clerk of Circuit Court

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

Clerk of Courts • Comptroller • Auditor • Custodian of County Funds

July 17, 2018

TO: Interested Bidders/Distribution List  
**IFB 2018-012 Panasonic Scanners**

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.

Questions or requests for more information concerning this Invitation for Bid (IFB) may be e-mailed to Judy Dunder at [BidQuestionsOnly@collierclerk.com](mailto:BidQuestionsOnly@collierclerk.com) or call 239-252-8339. DO **NOT** USE THIS EMAIL TO SUBMIT YOUR BID. 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, 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](http://www.Demandstar.com)

By Mail or Courier: **Clerk of the Circuit Court, Collier County**  
**ATTN: Judy Dunder**  
**Administration Building**  
**3299 Tamiami Trl E., Suite 501**  
**Naples, FL 34112-5749**

The mailing envelope must be sealed and marked on the outside with:  
**IFB 2018-012 Panasonic Scanners**

**ALL BID SUBMITTALS MUST BE RECEIVED BY 3:00 P.M. EST ON TUESDAY, JULY 31, 2018.**

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

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 3:00 p.m. EST on Tuesday, July 31, 2018 for:

### **IFB 2018-012 Panasonic Scanners**

A copy of the bid proposal instructions and specifications 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 to [BidQuestionsOnly@collierclerk.com](mailto: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 Judy Dunder at [BidQuestionsOnly@collierclerk.com](mailto:BidQuestionsOnly@collierclerk.com) or call 239-252-8339. DO **NOT** USE THIS EMAIL TO SUBMIT YOUR BID. Please put the word "QUESTION" in the subject line. **E-mailed questions should not contain any attachments.** Communication with any other members 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 Tuesday, July 31, 2018.** Bids will be opened at 3:00 p.m. EST on Tuesday, July 31, 2018 at 3299 Tamiami Trl E., Suite 501, Naples, FL 34112

CRYSTAL K. KINZEL  
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 Tuesday, July 17, 2018

**SPECIAL CONDITIONS**  
**IFB 2018-012 Panasonic Scanners**

**PURPOSE**

The purpose of this IFB is to seek competitive bids for Panasonic Scanners 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 Administrative Technology Coordinator, Judy Dunder. 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 Tuesday, July 31, 2018 at 3:00 p.m. EST at:

**Clerk of the Circuit Court, Collier County**  
**Administration Building**  
**3299 Tamiami Trl E., Suite 501**  
**Naples, FL 34112-5749**

**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**

FOB Destination. All commodities not received electronically must be completely **INSIDE DELIVERED** at the Collier County Clerk of Courts, MIS Department, 3299 Tamiami Trl E., Suite 501, Naples, FL 34112-5749, or as otherwise indicated on the Clerk's Purchase order.

**DO NOT PALLETIZE. FREIGHT ELEVATOR ONLY. DO NOT SHRINK-WRAP.**

**ALL ITEMS MUST BE PHYSICALLY RECEIVED AND INVOICED NO LATER THAN 9/25/2018 OR SHIPMENT MAY BE REJECTED BY THE CLERK AT NO COST TO THE CLERK OF COURTS.**

**CONTRACT PROPOSAL**  
**IFB 2018-012 Panasonic Scanners**

RE: **IFB 2018-012 Panasonic Scanners**

DATE DUE: **Tuesday, July 31, 2018 at 3:00 p.m. EST**

The undersigned, as bidder, hereby declares that she or he 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.

Unless otherwise specified, all items must be "new" and not refurbished, gray-market or secondary-market items. All parts shall be Panasonic-certified. Resellers must be Panasonic-authorized to sell in the United States and may be asked to provide verification. 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 are hereby declared and guaranteed to be in conformance with the specifications of the Clerk of the Circuit Court. The undersigned to 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 \_\_\_\_\_, 2018 in the county of \_\_\_\_\_, in the State of \_\_\_\_\_.

Legal Business Name: \_\_\_\_\_

**Circle one:** Corporation, Sole Proprietorship, Partnership

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

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

**CONTRACT PROPOSAL  
IFB 2018-012 Panasonic Scanners**

**SPECIFICATIONS**

All items must be Panasonic-certified. Resellers must be Panasonic-authorized to sell in the United States and may be asked to provide verification. "Gray-market" (or secondary market) parts are unacceptable.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
1.	Panasonic KV-1057C Scanners <b>(NO SUBSTITUTES)</b>	12		
2.	Shipping & Handling	1		
<b>TOTAL</b>				

**NOTE: ENTER \$0.00 IF SHIPPING IS INCLUDED AT NO CHARGE. DO NOT LEAVE BLANK!**

**ALL ITEMS MUST BE PHYSICALLY RECEIVED AND INVOICED NO LATER THAN 9/25/2018 OR SHIPMENT MAY BE REJECTED BY THE CLERK AT NO COST TO THE CLERK OF COURTS.**

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

Prompt Payment Terms: \_\_\_\_\_ % \_\_\_\_\_ Days; Net 45 Days

FLORIDA STATUTES  
CHAPTER 119 - PUBLIC RECORDS

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

Marni M. Scuderi, Esquire

Staff Attorney & Public Records Coordinator  
for the Collier County Clerk of Courts

3315 Tamiami Trail East, Suite 102  
Naples, FL 34112-5324

P: (239) 252-2725

E: [Marni.Scuderi@collierclerk.com](mailto:Marni.Scuderi@collierclerk.com)

Contractor must specifically comply with the Florida Public Records Law to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and the following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**BIDDER'S CHECK LIST**  
**IFB 2018-012 Panasonic Scanners**

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

**Clerk of the Circuit Court, Collier County**  
**ATTN: Judy Dunder**  
**Administration Building**  
**3299 Tamiami Trl E., Ste. 501**  
**Naples, FL 34112-5749**

- The mailing envelope must be sealed and marked with:
  - ◆ IFB Number/Title: **IFB 2018-012 Panasonic Scanners**
  - ◆ Opening date: **3:00 p.m. EST, Tuesday, July 31, 2018**
- 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 2018-012 Panasonic Scanners**

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 [BidQuestionsOnly@collierclerk.com](mailto:BidQuestionsOnly@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: \_\_\_\_\_