



Crystal K. Kinzel

Collier County
Clerk of the Circuit Court and Comptroller
3315 Tamiami Trail East, Suite 102
Naples, Florida 34112-5324

INVITATION FOR BID

IFB 2019-009

Office Supplies & Printer Toner

DUE: Wednesday July 10, 2019 3:00 PM EST

Barry Sageman Purchasing Agent

ISSUE DATE: June 21, 2019

Interested Bidders/Distribution List

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.

Sole Point of Contact

Questions or requests for more information concerning this Invitation for Bid (IFB) may be e-mailed to C. Barry Sageman at BidQuestionsOnly@collierclerk.com or call 239-252-8472. 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.

Submittal Instructions

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

By Mail or Courier: **Clerk of the Circuit Court and Comptroller, Collier County
ATTN: C. Barry Sageman
Administration Building
3299 Tamiami Trl E., Suite 701
Naples, FL 34112-5324**

Opening Date and Time: Wednesday, July 10, 2019 at 3:00 p.m. EST

The mailing envelope must be sealed and marked on the outside with:

IFB 2019-009: Office Supplies & Toner

The Clerk of the Circuit Court and Comptroller 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 July 10, 2019. Bids will be opened at 3:30 p.m. EST on Wednesday July 10, 2019 at 3299 Tamiami Trl E., Suite 701 Naples, FL 34112-5324.

Sincerely,

Barry Sageman
Purchasing Agent

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 Wednesday, July 10, 2019 for:

IFB 2019-009: Office Supplies & Printer Toner

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 to 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 C. Barry Sageman at BidQuestionsOnly@collierclerk.com or call 239-252-8472. 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 Wednesday July 10, 2019. Bids will be opened at 3:30 p.m. EST on Wednesday July 10, 2019 at 3299 Tamiami Trl E., Suite 701 Naples, FL 34112-5324

Crystal K. Kinzel
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
COLLIER COUNTY, FLORIDA

BY: C. Barry Sageman
Purchasing Agent

Broadcast through Demandstar and www.CollierClerk.com on Friday June 21, 2019

SPECIAL CONDITIONS

IFB 2019-009 Office Supplies & Printer Toner

- PURPOSE** The purpose of this IFB is to seek competitive bids for Office Supplies & Printer Toner for the operation of the Clerk of the Circuit Court and Comptroller of Collier County, Florida.
- BID CONTACT** Prospective bidders are reminded that all communication regarding this solicitation .**The Sole Point Contact** must go through the Purchasing Agent C. Barry Sageman. 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 Wednesday July 10, 2019 at 3:30 p.m. EST at:
- Clerk of the Circuit Court, Collier County
Administration Building
3299 Tamiami Trl E., Suite 701
Naples, FL 34112-5749**
- CONTRACT TERM** The length of this agreement shall be Three (3) years, with two (2) one (1) year renewals possible based on the mutual consent of both parties. The purchase order will be issued on October 15, 2019. Contract may be terminated by either party with 30 days written notification.
- AWARD** Award of contract shall be made to the lowest, qualified and responsive bidder meeting the specifications. **The Bidder must be able to provide both Office Supplies and Printer Toner specified in the attached worksheets, the award will not be broken out.** 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 and Comptroller.
- DELIVERY** All commodities must be completely inside delivered at the Collier County Clerk of Courts and associated Departments, 3299 Tamiami Trl E., Suite 701 Naples, FL 34112-5749, or as otherwise indicated on the Clerk's Purchase order.

CONTRACT PROPOSAL

IFB 2019-009 Office Supplies & Printer Toner

DATE DUE: Wednesday July 10, 2019 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.

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 are hereby declared and guaranteed to be in conformance with the specifications of the Clerk of the Circuit Court and Comptroller. 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 and Comptroller 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 _____, 2019 in the county of _____ in the State of _____

Legal Business Name: _____

Circle one: Corporation, Sole Proprietorship, and Partnership

Signature: _____

Printed Name: _____

Title: _____

Phone Number: _____

Fax Number: _____

Address: _____

City, State, Zip _____

IFB 2019-009 Office Supplies & Printer Toner

SPECIFICATIONS

Resellers must be authorized by the manufacturer to sell Printer Toner products in the United States and may be asked to provide verification. "Gray- Market" or (Secondary Market) products will not be accepted your bid will not be reviewed. **The Bidder must be able to provide both Office Supplies and Printer Toner specified in the attached excel worksheets, the award will not be broken out.**

**IFB 2019-009 OFFICE SUPPLIES
PRICING PROPOSAL FORM**

**Please include shipping costs in unit price for all items.
(Excel spreadsheet attached for your convenience)**

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QTY	UNIT COST	EXTENDED PRICE
AAG ST24_17	At-a-Glance Desk Pad Monthly, w/Appts - Ruled	EA	13		
AAG HT1500_17	At-a-Glance Desk Pad Monthly Calendar - Ruled	EA	11		
AAG GG2500_17	At-a-Glance Desk Pad Monthly Calendar, Unruled	EA	12		
AAG E71750_17	At-a-Glance Desk Calendar Refill, Daily, 3.5"x6"	EA	13		
AAG E717T50_17	At-a-Glance Desk Calendar Refill, Monthly, w/Tabs	EA	8		
AAG SK8_17	At-a-Glance Monthly Calendar, DSK/WALL, 11X8.2	EA	45		
ACC 17022	ACCO Press Board Report Cover, 2.75CC, Light Blue	EA	17		
ACC 38610	ACCO Pressboard Std Binder, 11X8.5,1"- Yellow	EA	8		
ACC 38613	ACCO Pressboard Std Binder, 11X8.5,1"- Dark Blue	EA	12		
ACC 38616	ACCO Pressboard Std Binder, 11X8.5,1"- Dark Green	EA	20		
ACC 38619	ACCO Pressboard Std Binder,Red,11X8.5,1"	EA	135		
AVE 00196	Avery Glue Stick, Perm, 1.27 OZ, CL	EA	12		
AVE 03300	Avery Reference View Binder,3-RNG,STD,1"- Blue	EA	24		
AVE 09301	Avery Reference View Binder, Slant Ring,1"- White	EA	12		
AVE 11110	Avery Worksaver Clear Big 5-Tab Insertable Dividers	ST	70		
AVE 11112	Avery Clear Insertable Big 8-Tab Letter Dividers	ST	50		
AVE 11122	Avery Clear Insertable Big 5-Tab Letter Dividers	ST	151		
AVE 11124	Avery Clear Insertable 8-Tab Letter Dividers	ST	15		
AVE 11200	Avery Insertable Plastic Dividers, 5-tab	ST	20		
AVE 11370	Avery Legal Index Dividers, Exhibit 1-25	ST	50		
AVE 11372	Avery Legal Index Dividers,Exhibit 26-50	ST	25		
AVE 11374	Avery Legal Index Dividers, Exhibit A-Z	ST	25		
AVE 5389	Avery Laser Postcards,4X6,WE	BX	254		
AVE 5877	Avery Laser Business Card,Clean Edge, White	BX	8		
BIC GSM609BK	Bic Ballpoint Stick Pen,60CT,BK	BX	20		
BIC SCSM11BK	Bic Ballpoint Retractable Pen,Medium Pt,Black	DZ	20		
BOS SB35121M	Bostitch Heavy Duty Staples,1/2"	BX	30		
BSN 09975	Business Source Binder,3-Ring,1"-DBE	EA	26		

BSN 15729	Business Source Rubberbands-1LBBG,SZ117B,CPE	PK	21		
BSN 15743	Business Source Rubberbands-1LB/BG,SIZE#33	PK	12		
BSN 15788	Business Source Glue Stick, PERM,1.26OZ,WE	EA	8		
BSN 17525	Business Source Manilla File Folder, LTR,1/3,MLA,100CT	BX	7		
B4:36SN 26740	Business Source Steno Notebook,6"X9",Green, Ruled,60SH	EA	12		
BSN 28451	Business Source Binder, Vue ,D-Ring,5",BK	EA	12		
BSN 28650	Business Source Adding Machine Roll ,2.25X150,White	PK	8		
BSN 32376	Business Source Letter Opener 9", Silver	EA	8		
BSN 32952	Business Source Invisible Tape 3/4" X 1296	RL	48		
BSN 32953	Business Source, Invisible Tape,3/4"X1000,CL	PK	37		
BSN 36610	Business Source Adhesive Notes, 1.5"X2",YW	PK	27		
BSN 43855	Business Source Hanging Folder,LGL,1/5TB,3",SDGN	BX	12		
BSN 63108	Business Source Ruled Legal Pad,LTR,12CT,WE	DZ	30		
BSN 63110	Business Source Ruled Legal Pad, LGL, 12CT,WE	DZ	13		
BSN 65364	Business Source Mini Binder Clips,12EA	DZ	20		
BSN 65649	Business Source Chisel Point STD Saples,5M/BX,SR	BX	103		
BSN 65650	Business Source Jaws Staple Remover	EA	7		
DEF 55501	Deflect-O Literature Rack, Wall, 1PKT,CL	EA	10		
DRI 351B1	Drimark Counterfeit Bill Detector Pen	EA	26		
FEL 00702	Fellowes Bankers Box Econo,Lid,LGL	CT	87		
FEL 66112	Fellowes Front-Load, Stackless Letter Tray, LTR, BK	EA	12		
GEP 29712	Georgia-Pacific Accuwipe Eyeglass Wipes	BX	10		
GJO 49870	Genuine Joe All-Purpose Cleaning Wipes,100/TB	EA	40		
HON HH1018	HON, Shell Chair, Lava, 4 per carton	CT	9		
ITA 30004	Integra, Liq Ink Desk Highlighter, Chisel Tip, FR, Yellow	DZ	12		
ITA 30006	Integra, Liquid Ink Highlighter, Chisel Tip, FR, Yellow	DZ	25		
ITA 33314	Integra, Liquid Ink Highlighter, Chisel Tip, FR, Green	EA	24		
ITA 60233	Integra, Correction Tape 1/5 x 394", 10-Pack	PK	34		
ITK KOR165B	Industrias Koras, Ribbon; Correct; Type; Brt EM200; BK	EA	6		
ITK KOR80CBR	Industrias Koras, Nylon "C" Wind Printer Ribbon, BK/RD	EA	36		
LEE 10132	Lee, Fingertip Moistener, 1-3/4 oz., 2-Pack	PK	14		
LLR 02158	Lorel, Chair Mat, Rect, 46"x60", Clear	EA	12		
LLR 69157	Lorel, 48"x36"x.38" Vinyl Chair Mat, Clear, Std Lip	EA	12		
MMF 28704	MMF Ind., Secure-A-Pen w/chain, Replace, Med, BK	EA	24		
MMF 28904	MMF Ind., Secure-A-Pen w/base, Med, Black	EA	24		

MMM 680BE2	Post-it Flags, Blue, 1", 100 Flags	PK	9		
MMM 680BP2	Post-it Flags, Pink, 1", 100 Flags	PK	7		
MMM 680RD2	Post-it Flags, Red, 1", 100 Flags	PK	17		
MMM 680RYBGVA	Post-it Flags, Assorted, 1", 100 Flags	PK	12		
MMM 680YW2	Post-it Flags, Yellow, 1", 100 Flags	PK	14		
MMM 8102P3472	Scotch, Magic Invisible Tape, .75" x 2592", 3" Core	PK	40		
PAP 87813	Papermate, DryLine Grip Correction Tape, 1/5" x335"	PK	8		
PEN BK90A	Pentel, RSVP Stick Ballpoint Pen, Fine, Black, 12 ct.	DZ	64		
PEN BK91A	Pentel, RSVP Stick Ballpoint Pen, Med, Black, 12 ct.	DZ	12		
PIL 38610	Pilot, Rollerball Gel Stick Pen, Fine, Black	DZ	9		
PMC 05058	PM Comp., Stay-put Counter Pen Refill, Black, Med	EA	16		
QUA 46065	Quality Park, Envelope Moistener w/Adhesive	EA	110		
RAC 77925CT	Lysol, Disinfecting Wipes, OceanFresh, 6/CT, 80 ct	CT	13		
RED 36746	National Standard, Steno Bood, Gregg, 6x9, Green	EA	24		
SAN 1742663	Sharpie, Marker, Fine, Black	EA	25		
SAN 30001	Sharpie, Perm Marker, Fine, Black	DZ	10		
SAN 38201	Sharpie, Perm Marker, Chisel Tip, Black	DZ	17		
SAN 61234PP	Sanford, Uni-ball Refill Vision Elite, Blue/Black	PK	13		
SAN 65450	Sanford, Uni-ball Gel Grip RB Pen, Med, Black	DZ	12		
SAN 69000	Sanford, Uni-ball Vision Elite Pen, Super Fine, Black	EA	39		
SMD 71953	Smead, Expansion Wallet, 2.25, LTR, Blue	EA	18		
SPR 01569	Sparco, Fingertip Moistener Odorless, 3/8 oz.	EA	11		
SPR 01570	Sparco, Fingertip Moistener, Non-slip 1 oz.	EA	20		
SPR 01571	Sparco, Fingertip Moistener, Non-skid 1 3/4 oz.	EA	36		
SPR 11797	Sparco, Letter Opener - Assorted	EA	68		
SPR 21905	Sparco, Index Dividers w/Table of Contents, A-Z	ST	20		
SPR 26550	Sparco, Accordion File Pocket - 9.5 x 11.75, Blue	EA	12		
SPR 26551	Sparco, Accordion File Pocket - 9.5 x 11.75, Green	EA	12		
SPR 51120	Sparco, Dication Cassette, Std, 120-minute	EA	12		
SPR B21	Sparco File Fastener Base 2 3/4", 2" Capacity	BX	9		
SPR C1	Sparco, File Fastner Compressor - 2 3/4"	BX	8		
SWI 35550	Swingline Staples, Heavy Duty, 3/8"	BX	30		
SWI 35556	Staples, Premium Optima	BX	84		
SWI 48209	Stapler, Electric Optima 40	EA	8		
SWI 54035	Swingline, Rubber Finger Tips, Amber, SZ-11 1/2	DZ	7		
TRODAT 4750	Trodat Printy Black Filed/Date/Name Stamp	EA	9		
WLJ 36244B	Wilson Jones Binder, PRSNT, 3-Ring, 3" - Black	EA	10		
WLJ 36249B	Wilson Jones Binder, PRSNT, 3-Ring, 2" - Black	EA	10		
XER 3R11540	Xerox Paper Express, CLR, DGTL, 8.5X11	RM	10		

ZEB 44120	Zebra, Jimmie Gel Pen, RB,.7MM, Blue	DZ	11		
				TOTAL	

Company Name _____

Prompt payment terms: _____% _____Days; Net 45 Days

CONTRACT PROPOSAL

IFB 2019-009 Office Supplies & Printer Toner

SPECIFICATIONS

Resellers must be authorized by the manufacturer to sell Printer Toner products in the United States and may be asked to provide verification. "Gray- Market" or (Secondary Market) products will not be accepted your bid will not be reviewed. **The Bidder must be able to provide both Office Supplies and Printer Toner specified in the attached excel worksheets, the award will not be broken out.**

ALL ITEMS PROVIDED ON ATTACHED EXCELL WORKSHEET

CONTRACT PROPOSAL Cont'd.

IFB 2019-009 Printer Toner Work Sheet

SPECIFICATIONS

Item	Printer Type	Toner P/N	Toner Color	Qty	Unit Price	Extended Price
1.	HP LaserJet 1320 Series	Q5949A	Black	50		
2.	HP LaserJet 1320 Series	Q5949X	Black	25		
3.	HP LaserJet 2300 Series	Q2610A	Black	16		
4.	HP LaserJet 4000/HP LaserJet 4050 Series	C4127X	Black	25		
5.	HP LaserJet 4100 Series	C8061A	Black	20		
6.	HP LaserJet 4100 Series	C8061X	Black	20		
7.	HP LaserJet 4200 Series	Q1338A	Black	20		
8.	HP LaserJet 4240 Series	Q5942A	Black	28		
9.	HP LaserJet 4240 Series	Q5942X	Black	28		
10.	HP LaserJet 4350	Q5942A	Black	4		
11.	HP LaserJet 4600	C9720A	Black	32		
12.	HP LaserJet 4600	C9721A	Cyan	32		
13.	HP LaserJet 4600	C9723A	Magenta	32		
14.	HP LaserJet 4600	C9722A	Yellow	32		
15.	HP LaserJet COLOR 4650 Series	C9720A	Black	15		
16.	HP LaserJet COLOR 4650 Series	C9721A	Cyan	15		
17.	HP LaserJet COLOR 4650 Series	C9722A	Yellow	15		
18.	HP LaserJet COLOR 4650 Series	C9723A	Magenta	15		

19.	HP LaserJet P2015 Series	Q7553A	Black	5		
20.	HP LaserJet P2015 Series	Q7553X	Black	5		
21.	HP LaserJet P3005 Series	Q7551A	Black	5		
22.	HP LaserJet P3005 Series	Q7551X	Black	5		
23.	HP LaserJet P2035/P2055 Series	CE505A	Black	75		
24.	HP LaserJet P2035/P2055 Series	CE505D	Black	100		
25.	Printek Forms Master 8000 / 8003	90729	Black	20		
26.	HP LaserJet Pro 400-M401	CF280A	Black	100		
27.	HP LaserJet Pro 400-M401	CF280X	Black	100		
28.	HP Color Laser CP4520DN	CE260A	Black	5		
29.	HP Color Laser CP4520DN	CE261A	Cyan	5		
30.	HP Color Laser CP4520DN	CE263A	Magenta	5		
31.	HP Color Laser CP4520DN	CE262A	Yellow	5		
32.	HP Pro M402n	CF226A	Black	100		
33.	HP Pro M402n	CF226X	Black	100		
34.	Xerox Phaser 5550DN	106R01294	Black	5		
35.	HP LaserJet 9040	C8543X	Black	10		
36.	Color Laser Jet M553	CF360A	black	2		
37.	Color Laser Jet M553	CF361A	Cyan	2		
38.	Color Laser Jet M553	CF363A	Magenta	2		
39.	Color Laser Jet M553	CF362A	Yellow	2		
40.	Color Laser Jet M553	CF360X	black	2		
41.	Color Laser Jet M553	CF361X	Cyan	2		
42.	Color Laser Jet M553	CF363X	Magenta	2		
43.	Color Laser Jet M553	CF362X	Yellow	2		
					TOTAL	

INCLUDE FORMAL TERMS & CONDITIONS WITH BID

Company Name: _____

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:

Mr. John "Jay" F. Schlichter

Director of Community Relations and Outreach
for the Collier County Clerk of Courts and Comptroller

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

P: (239) 252-2725

E: Jay.Schlichter@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.

Terms and Conditions

1. This Invitation for Bid is considered to be a single contract. Payment will be made upon completion of total order. No partial payments will be made without proper authorization.
2. Purchase order number must appear on all invoices, packages, or correspondence.
3. The Clerk of Court reserves the right to cancel any portion of this Invitation for Bid.
4. Payment will be made only in accordance with this Invitation for Bid, corrections or price adjustments must be authorized by the Clerk's Office prior to shipment of goods.
5. Defective goods will be promptly returned at Vendor's expense and credit taken.
6. Payment will be made in accordance with this order and in compliance with Section 218.70 F.S., otherwise known as the 'Prompt Payment Act'.
Corrections or price adjustments must be authorized by the Purchasing Agent prior to the shipment of goods.
7. It is agreed, that goods delivered shall comply with all Federal, Florida State, or Local laws relative thereto, and that the Vendor shall defend actions or claims brought and save harmless the buyer from loss, cost, or damage by reason of actual or alleged infringements of letter patent.
8. Unless the Vendor indicates otherwise, initiation of work shall constitute acceptance of the Invitation for Bid Award including all attachments.
9. All shipments to be FOB Destination.

The Invitation for Bid is authorized under direction of Collier County Clerk of Courts and Comptroller by: C. Barry Sageman, Purchasing Agent

VENDOR ACKNOWLEDGEMENT

IFB 2019-009 Office Supplies & Printer Toner

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.
- If submitting by U.S. Mail, by courier or in person, deliver to:

Clerk of the Circuit Court and Comptroller, Collier County

ATTN: C. Barry Sageman

Administration Building

3299 Tamiami Trl E., Ste. 701

Naples, FL 34112-5749

- The mailing envelope must be sealed and marked with:
 - ◆ IFB Number/Title: **IFB 2019-009 Office Supplies & Printer Toner**
 - ◆ Opening date: **3:00 p.m. EST, Wednesday July 10, 2019**
- 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 2019-009 Office Supplies & Printer Toner

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 Barry Sageman at 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: _____