



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 2019-011

Adobe Value Incentive Plan Agreement

DUE: Friday August 16, 2019 3:00 PM EST

Barry Sageman Purchasing Agent

ISSUE DATE: August 2, 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: Friday, August 16, 2019 at 3:00 p.m. EST

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

IFB 2019-011: Adobe Value Incentive Plan Agreement

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 Friday August 16, 2019. Bids will be opened at 3:30 p.m. EST on Friday August 16, 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 Friday August 16, 2019 for:

IFB 2019-011: Adobe Value Incentive Plan Agreement

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 Friday August 16, 2019. Bids will be opened at 3:30 p.m. EST on Friday August 16, 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 August 2, 2019

SPECIAL CONDITIONS

IFB 2019-011: Adobe Value Incentive Plan Agreement

- 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 QUESTIONS** The Deadline for Questions is August 9, 2019. Questions will be only answered by email. BidQuestionsOnly@collierclerk.com
Answers to questions will be broadcast through Demandstar
- BID OPENING** Sealed bids will be opened on Friday August 16, 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**
- 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 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

Contract Proposal must be returned with Bid or your Bid will not be reviewed

IFB 2019-011: Adobe Value Incentive Plan Agreement

DATE DUE: Friday August 16, 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 _____

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SPECIFICATIONS

Resellers must be authorized by the manufacturer to sell the listed 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.

ITEM NO.	QUANTITY	DESCRIPTION
1		Adobe Value Incentive Plan Agreement VIP Agreement Number: E9BED9EA121A7F9630FA Term: October 20, 2019 – October 19, 2020
	4	Creative Cloud for Teams – RENEWAL
	29	Acrobat Standard – RENEWAL
	10	Acrobat Standard – NEW (co-term with existing licenses)
	61	Acrobat Pro – RENEWAL
	10	Acrobat Pro – NEW (co-term with existing licenses)
	1	Captivate for Teams – RENEWAL

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:

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

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

Vendor Acknowledgement must be returned with Bid or your Bid will not be reviewed

IFB 2019-011: Adobe Value Incentive Plan Agreement

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 2019-011:**

◆ Opening date: **3:00 p.m. EST, Thursday August 15, 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 2019-011: Adobe Value Incentive Plan Agreement

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: _____