



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 2024-001 Lenovo Annual Requirement

ISSUE DATE: Wednesday November 15th, 2023 @ 3:00 PM EST

DUE DATE: Wednesday December 6th, 2023 @ 3:00 PM EST

Created by:

Samuel Bogard - Purchasing Agent

IFB 2024-001 Lenovo-Annual Requirement

Interest Bidders/Distribution List

The Collier County Clerk of the Circuit Court and Comptroller desires to receive proposals for the above referenced Invitation For Bid(IFB). Attached is the captioned bid packet for the Clerk of the Circuit Court. 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 IFB may be e-mailed to Attn: Samuel Bogard at BidQuestionsOnly@collierclerk.com . Questions will only be answered by email. **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 Demand Star, or physically through U.S. Mail, by courier or by hand-delivering to the address below. Demand Star requires a subscription to use their e-bidding platform.

Demand Star: www.Demandstar.com

By U.S. Mail or Courier: **Collier County Clerk of the Circuit Court and Comptroller**

**ATTN: Samuel Bogard
Administration Building
3315 Tamiami Trail E., Suite 102
Naples, FL 34112-5749**

Opening Date and Time: Wednesday December 6th, 2023 @ 3:30 PM EST

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

DO NOT OPEN IFB 2024-001 Lenovo-Annual Requirement

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

Note: All bid submittals must be received by Wednesday December 6th, 2023 @ 3:00 PM EST. Bids will be opened Wednesday December 6th, 2023 @ 3:30 PM EST at 3315 Tamiami Trl E., 2nd Floor Annex, Clerk's Administration, Naples, FL 34112.

Sincerely,

Purchasing Agent

IFB 2024-001 Lenovo-Annual Requirement

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that bid solicitations will be received by the Collier County Clerk of the Circuit Court and Comptroller until Wednesday December 6th, 2023 @ 3:00 PM EST for: **IFB 2024-001 Lenovo-Annual Requirement**

A copy of the bid proposal instructions and specifications may be obtained from any of the following:

- Demand Star - 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 Attn: Samuel Bogard at 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 IFB may be e-mailed to Attn: Samuel Bogard at BidQuestionsOnly@collierclerk.com. Questions will only be answered by email.

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

All bid submittals must be received by Wednesday December 6th, 2023 @ 3:00 PM EST. Bids will be opened on Wednesday December 6th, 2023 @ 3:30 PM EST at 3315 Tamiami Trl. E., 2nd Floor Annex, Clerk's Administration, Naples, FL 34112.

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

BY: Samuel Bogard
Purchasing Agent

Broadcast through Demandstar and www.CollierClerk.com on Wednesday November 15th, 2023.

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SPECIAL CONDITIONS

PURPOSE The purpose of this IFB is to seek competitive bids for an annual requirement of multiple Lenovo ThinkPad's/Workstations for Fiscal Year 2024 for the operation of the Collier County Clerk of the Circuit Court and Comptroller.

BID DOCUMENTS The Contract Proposal and Vendor Acknowledgement must be signed and returned with your bid. **Bids received with no signed Bid Documents or Price Sheet will not be reviewed.**

BID CONTACT Prospective bidders are reminded that all communications regarding this solicitation must go through **The Sole Point of Contact**, Purchasing Agent, Samuel Bogard. Communication with any other member of the Clerk's staff will be grounds for disqualification from participating in this bid.

QUESTIONS Deadline for questions is **Monday December 4th, 2023.**

BID OPENING Bids will be opened on Wednesday December 6th, 2023 @ 3:30 PM EST at:

**Collier County Clerk of the Circuit Court
3315 Tamiami Trail E.
2nd Floor Annex, Clerk's Administration
Naples, FL 34112-5324**

AWARD Awarded 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, CIT Department, 3299 Tamiami Trail E., Suite 501 Naples, FL 34112-5749, or as otherwise indicated on the Clerk's Purchase order.

ALL ITEMS MUST BE PHYSICALLY RECEIVED AS SOON AS POSSIBLE

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CONTRACT PROPOSAL

DATE DUE: Wednesday December 6th, 2023 @ 3:00 PM 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, companies, 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. 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 _____, 2023 in the county of _____ in the State of _____

Legal Business Name: _____

Circle one: Corporation, Limited Liability Company, Sole Proprietorship, Partnership

Signature: _____ Printed Name: _____

Title: _____ Email: _____

Phone Number: _____ Fax Number: _____

Address: _____ City, State, Zip _____

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:

Custodian of Public Records
Collier County Clerk of the Circuit Court and Comptroller

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

P: (239) 252-6879

PublicRecordsRequest@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.

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Terms and Conditions

1. This Invitation for Bid is a single contract. Payment will be made upon delivery of the total items for each purchase 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 Courts 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 218.70F.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 related 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: Samuel Bogard,

Purchasing Agent

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VENDOR ACKNOWLEDGEMENT

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 Demand Star www.Demandstar.com.
- If submitting by U.S. Mail, by courier or in person, deliver to:

Collier County Clerk of the Circuit Court and Comptroller

ATTN: Samuel Bogard

3315 Tamiami Trail E., Ste. 102

Naples, FL 34112-5324

- The mailing envelope must be sealed and marked with:
 - ◆ **DO NOT OPEN**
 - ◆ IFB Number/Title: **IFB 2024-001 Lenovo-Annual Requirement**
 - ◆ Opening date/time: **Wednesday December 6th, 2023 @ 3:00 PM EST**
- 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 **DO NOT OPEN**, THE IFB NUMBER /TITLE, OPENING DATE/TIME ON THE OUTSIDE OF THE COURIER PACKET.

Company Name: _____

Signature: _____

Printed Name & Title: _____

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NON-BIDDER'S RESPONSE

For purposes of maintaining an accurate bidder's list and facilitating your firm's response to our request 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 Attn: Samuel Bogard 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 or email used. Please correct here:

Other reason(s): _____

Name of Firm: _____

Mailing Address: _____

City, State, Zip: _____

E-Mail: _____

Website: _____

Phone: () _____ FAX: () _____

By: _____

Signature of Representative: _____

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Specifications EXHIBIT A

Specifications are hereby set forth for IFB 2024-001 Lenovo-Annual Requirement:

1. The awarded bid will be effective for one calendar year(12 months) from the date of acceptance by the Clerk, with signature and date.
2. The minimum quantity stated for each item number will be purchased, in part or whole, at an unknown date within the defined calendar year.
3. The minimum quantity(50) stated for item number 1 may be exceeded and purchased, in part or whole, at an unknown date within the defined calendar year.
4. The maximum quantity stated for item numbers 2 and 3 may or may not be purchased, in part or whole, at an unknown date within the defined calendar year.
5. A purchase order will only be made for the requested quantity of any given item number, solely at the discretion of the Collier County Clerk’s IT department.
6. All computer bids must meet or exceed the specifications.
7. If these computer specifications are no longer available at any time within the defined calendar year, newer computer specifications exceeding these specifications can be substituted with the approval of the Clerk’s IT department.
8. Please submit bids detailing the unit price only for each item number; quantity is not required.
9. Unit prices quoted within your bid(s) are fixed and will remain unchanged throughout the calendar year for these specifications and/or for newer approved specifications.

ITEM NO.	QTY	PART NUMBER	DESCRIPTION
1	Minimum 50+	ThinkPad X1 Carbon Gen 11 Intel (14")	System Specs: <ul style="list-style-type: none"> • Processor: 13th Generation Intel® Core™ i7-1355U Processor (E-cores up to 3.70 GHz P-cores up to 5.00 GHz)<i>selected upgrade</i> • Operating System: Windows 11 Pro 64 (preinstalled with Windows 10 Pro 64 Downgrade)<i>selected upgrade</i> • Operating System Language: Windows 11 Pro 64 (preinstalled with Windows 10 Pro 64 Downgrade) (English)<i>selected upgrade</i> • Microsoft Productivity Software : None • Onboard Memory: 16 GB LPDDR5-6400MHz (Soldered) • Solid State Drive: 512 GB SSD M.2 2280 PCIe Gen4 Performance TLC Opal<i>selected upgrade</i> • Display: 14" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 100% sRGB, 400 nits, Low Power • Graphic Card: Integrated Intel® Iris® Xe Graphics • Camera: 1080P FHD RGB • Color: Black • Top Cover Material: Carbon Fiber with Black Paint • Wireless: Intel® Wi-Fi 6E AX211 2x2 AX vPro® & Bluetooth® 5.1 or above

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			<ul style="list-style-type: none"> • Integrated Mobile Broadband: No Wireless WAN • Integrated Wireless Antenna: No WWAN Antenna • Selectable SIM: No WWAN SIM Card • Fingerprint Reader: Fingerprint Reader • Keyboard: Backlit, Black with Fingerprint Reader - English (US) • TPM Setting: Enabled Discrete TPM2.0 • vPro Certified Model: Non vPro • Evo Certified Model: Evo Certified • Absolute BIOS Selection: BIOS Absolute Enabled • Custom Asset Tag: None • Battery: 4 Cell Li-Polymer 57Wh • Power Cord: 65W USB-C Low Cost 90% PCC 2pin AC Adapter - US • Computer Vision: No Computer Vision • Electronic Privacy Filter: No ePrivacy Filter • Transparent Supply Chain: No Transparent Supply Chain • Language Pack: Publication - Polish/Portuguese/English • Adobe Elements: No Adobe Elements • Adobe Acrobat: No Adobe Acrobat • Adobe Creative Cloud: No Adobe Creative Cloud • Security Software: No Security Software • Cloud Security Software: No Cloud Security Software <p style="text-align: center;">3Y Premier Support Plus upgrade from 1Y Courier/Carry-in</p>
2	As requested 0-5	ThinkPad P1 Gen 6 Intel (16") Mobile Workstation	<p>System Specs:</p> <ul style="list-style-type: none"> • Processor: 13th Generation Intel® Core™ i9-13900H vPro® Processor (E-cores up to 4.10 GHz P-cores up to 5.40 GHz)<i>selected upgrade</i> • Operating System: Windows 11 Pro 64 (preinstalled with Windows 10 Pro 64 Downgrade) • Operating System Language: Windows 11 Pro 64 English<i>selected upgrade</i> • Microsoft Productivity Software : None • Memory: 64 GB DDR5-5600MHz (SODIMM) - (2 x 32 GB)<i>selected upgrade</i> • RAID Setting: No RAID • RAID Config: No • First Solid State Drive: 2 TB SSD M.2 2280 PCIe Gen4 Performance TLC Opal<i>selected upgrade</i> • Second Solid State Drive: None • SSD Total Capacity: 2 TB<i>selected upgrade</i> • SSD Config: SSD • Display: 16" WQUXGA (3840 x 2400), OLED, Anti-Reflection/Anti-Smudge, Dolby Vision™, Touch, 100%DCI-P3, 400 nits, 60Hz, Low Blue Light<i>selected upgrade</i> • Factory Color Calibration : Factory Color Calibration

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			<ul style="list-style-type: none"> • Graphic Card: NVIDIA® RTX™ 5000 Ada Generation Laptop GPU 16GB GDDR6<i>selected upgrade</i> • Camera: 5MP RGB+IR with Privacy Shutter and Dual Microphones<i>selected upgrade</i> • Top Cover Material: Carbon Fiber with Woven<i>selected upgrade</i> • Wireless: Intel® Wi-Fi 6E AX211 2x2 AX vPro® & Bluetooth® 5.1 or above • Integrated Mobile Broadband: No Wireless WAN • Near Field Communication: No NFC • Fingerprint Reader: Fingerprint Reader • Keyboard: Backlit, Black with Fingerprint Reader - English • TPM Setting: Enabled Discrete TPM2.0 • Absolute BIOS Selection: BIOS Absolute Enabled • vPro Certified Model: vPro Enterprises<i>selected upgrade</i> • Battery: 4 Cell Li-Polymer 90Wh • Power Cord: 230W Slim 3pin AC Adapter - US<i>selected upgrade</i> • Language Pack: Publication - Polish/Portuguese/English • Adobe Acrobat: No Adobe Acrobat • Adobe Creative Cloud: No Adobe Creative Cloud • Security Software: No Security Software <p>3Y Premier Support Plus upgrade from 1Y Courier/Carry-in</p>
3	As Requested 0-4	ThinkCentre M90Q	<p>System Specs:</p> <ul style="list-style-type: none"> • Processor: 12th Generation Intel® Core™ i5-12400T Processor (P-cores 1.80 GHz up to 4.20 GHz) • Operating System: Windows 11 Pro 64 (preinstalled with Windows 10 Pro 64 Downgrade) • Operating System Language : Windows 11 Pro 64 English<i>selected upgrade</i> • Microsoft Productivity Software : None • Memory : 16 GB DDR5-4800MHz (SODIMM)<i>selected upgrade</i> • Graphic Card: Integrated Intel® UHD Graphics • Graphic Dongle: No Graphic Dongle • Second Graphic Dongle: No Second Graphic Dongle • First Storage Selection: 256 GB SSD M.2 2280 PCIe Gen4 TLC Opal<i>selected upgrade</i> • Second Storage Selection: No Third Storage Selection • Optical Drive: No Optical Drive • Networking: Integrated Ethernet • WiFi Wireless LAN Adapters : No Wireless LAN • Keyboard: USB, Traditional, Black - English (US) • Pointing Device : USB Calliope Mouse Black • Default USB Port: 1 Front USB-C, 2 Front USB, 4 Rear USB Ports • Optional USB Port: No Optional USB Port • Second Optional USB Port: No Second Optional USB Port • USB-C Port: No USB-C Port

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			<ul style="list-style-type: none"> • Second USB-C Port: No Second USB-C Port • DP Port: No DP Port • Second DP Port: No Second DP Port • VGA Port: No VGA Port • Second VGA Port: No Second VGA Port • HDMI Port: No HDMI Port • Second HDMI Port: No Second HDMI Port • Rear Com Port: No Rear Com Port • Second Rear Com Port: No Second Rear Com Port • Cable Lock: No Cable Lock • Dust Shield: No Dust Shield • I/O Box: None • Power Adapter: 90W adapter • External Adapter Cage: No External Adapter Cage • Speakers: Internal Speaker • Vertical Stand: Vertical Stand • VESA Mount: No VESA Mount • Tool-less for Open Chassis: None • Premier Asset Tag: None • Publications Pack : Publication - Polish/Portuguese/English • Adobe Elements : No Adobe • Adobe Acrobat: No Adobe Acrobat • Security Software: No Security Software • Cloud Security Software: NONE <p style="text-align: right;">3Y Premier Support Plus upgrade from 1Y Courier/Carry-in</p>

**** INCLUDE FORMAL TERMS & CONDITIONS WITH BID SUBMITTAL ****

**** Must be a Lenovo authorized reseller in the United States ****

**** No gray or black-market items will be accepted****

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Company Name: _____

PRICE SHEET

MUST BE RETURNED WITH BID AND SIGNED

Vendor's Signature for Pricing

Printed Name: _____ Title: _____

Signature: _____ Date: _____