



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 2024-004 Proofpoint

ISSUE DATE: Wednesday June 19th, 2024 @ 3:00 PM EST

DUE DATE: Monday July 8th, 2024 @ 3:00 PM EST

Created by:

Samuel Bogard - Purchasing Agent

IFB 2024-004 Proofpoint

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
Clerk's Administration
3315 Tamiami Trail E., Suite 102
Naples, FL 34112-5749**

Opening Date and Time: Monday July 8th, 2024 @ 3:30 PM EST

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

DO NOT OPEN IFB 2024-004 Proofpoint

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 Monday July 8th, 2024 @ 3:00 PM EST. Bids will be opened Monday July 8th, 2024 @ 3:30 PM EST at 3315 Tamiami Trl E., 2nd Floor Annex, Clerk's Administration, Naples, FL 34112.

Sincerely,

Purchasing Agent

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PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that bid solicitations will be received by the Collier County Clerk of the Circuit Court and Comptroller until Monday July 8th, 2024 @ 3:00 PM EST for: **IFB 2024-004 Proofpoint**

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 Monday July 8th, 2024 @ 3:00 PM EST. Bids will be opened on Monday July 8th, 2024 @ 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 June 19th, 2024.

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SPECIAL CONDITIONS

- PURPOSE** The purpose of this IFB is to seek competitive bids for Proofpoint 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 **Wednesday July 3rd, 2024.**
- BID OPENING** Bids will be opened on Monday July 8th, 2024 @ 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: Monday July 8th, 2024 @ 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 _____, 2024 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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Clerk's 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

Company Name: _____

Signature: _____

Printed Name & Title: _____

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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.
- Vendor must be enrolled in E-Verify – <https://www.e-verify.gov>
- E-Verify Company Profile page must be attached with your submittal.
- Attach companies most recent W-9
- Include at a minimum three business references.
- For all bids requiring work on County property or IT systems, include your Certificate of Liability Insurance.
- 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 2024-004 Proofpoint**
 - ◆ Opening date/time: **Monday July 8th, 2024 @ 3:30 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

ITEM NO.	QTY	PART NUMBER	DESCRIPTION
1	1	Proofpoint - Part#: PP-B-P0F-S-B-101	NPRE, Email Protection, TAP URL & Attachment Defense, TAP URL Iso Term: 08/10/23 – 08/09/24 Electronic distribution - NO MEDIA
2	1	Proofpoint – Part#. PP-SUP-PS-12	Platinum Level Support Term: 08/10/23 – 08/09/24 Electronic distribution - NO MEDIA

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: _____