



County of Collier  
CLERK OF THE CIRCUIT COURT

**Dwight E. Brock**

Clerk of Courts

3315 TAMAMI TRL E STE 102  
NAPLES, FLORIDA  
34112-5324

COLLIER COUNTY COURTHOUSE

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

Clerk of Courts

Accountant

Auditor

Custodian of County Funds

May 20, 2014

TO: Interested Bidders/Distribution List  
**IFB 2014-005 Office Supplies**

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.

All bids must be submitted before 3 p.m. EST on Wednesday, June 4, 2014. Any questions or requests for more information regarding this IFB should be directed to Alina Bec via email at [Alina.Bec@collierclerk.com](mailto:Alina.Bec@collierclerk.com).

In the subject line, please put:

**IFB 2014-005 Office Supplies**

**Please note that all responses must be submitted by or before 3 p.m. EST on Wednesday, June 4, 2014.**

Sincerely,



Alina Bec  
Purchasing Specialist

## **PUBLIC NOTICE**

NOTICE IS HEREBY GIVEN that electronic bid solicitations will be received by the Clerk of the Circuit Court of Collier County through DemandStar until 3 p.m. EST on Wednesday, June 4, 2014 for:

### **IFB 2014-005 Office Supplies**

A copy of the purchasing policy, bid instructions, and specifications for this bid may be obtained from Alina Bec, Purchasing Specialist for the Clerk of the Circuit Court of Collier County.

All bids shall be obtained by bona fide bidders from:

- DemandStar - [www.demandstar.com](http://www.demandstar.com)
- The Clerk of the Circuit Court's website [www.CollierClerk.com](http://www.CollierClerk.com)

A response form is provided for your convenience. Direct questions to Alina Bec via email at [Alina.Bec@collierclerk.com](mailto:Alina.Bec@collierclerk.com).

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

Bidding will be closed at 3 p.m. EST on Wednesday, June 4, 2014.

DWIGHT E. BROCK  
CLERK OF THE CIRCUIT COURT  
COLLIER COUNTY, FLORIDA

BY: Alina Bec  
Purchasing Specialist

Broadcast via DemandStar on Tuesday, May 20, 2014

Published on the Clerk's website, [www.CollierClerk.com](http://www.CollierClerk.com) Tuesday, May 20, 2014

**SPECIAL CONDITIONS**  
**IFB 2014-005 Office Supplies**

**Purpose**

The purpose of this IFB is to seek competitive bids for Office Supplies. The quantities requested are estimates only, we may request to release more or less depending on our needs. **Shipping should not be billed separately. Please include shipping cost in unit prices of all items.**

**Award**

Award of bid shall be made to the lowest, qualified and responsive bidder meeting the specifications. The Clerk of the Circuit Court reserves the right to award/not award this contract through an approach which best serves the interest of the Clerk of the Circuit Court.

**Delivery**

This bid will be awarded as a blanket purchase order for the period of 12 months, with the Clerk of the Circuit Court having the option to renew for 2 additional 12 month periods. We will order the items as needed and expect delivery within 2-4 days of placing the order.

**Pricing**

Vendor shall submit to the Clerk pricing for the high-use items listed on the Pricing Proposal Form. These prices will remain the same for the entire contract period. Pricing for all other supplies shall be submitted in the form of a discount off distributors/manufacture's designated list price and remain constant for the contract period. A copy of the designated catalog price list must be submitted along with the proposal response.

**CONTRACT PROPOSAL**  
**IFB 2014-005 Office Supplies**

RE: **IFB 2014-005 Office Supplies**

DATE DUE: **Wednesday, June 4, 2014 @ 3 p.m. EST**

The undersigned, as bidder, hereby declares that he has examined the bid specifications and informed himself fully in regard to 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.**

**IFB 2014-005  
OFFICE SUPPLIES  
PRICING PROPOSAL FORM**

<b>ITEM NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
AAG 5035	PAD,DESK,FLOWER	EA	13		
AAG 89803	PAD,DESK,SEASC,PANRMC,17X22	EA	11		
AAG DMDTE232	TROP ESC DESKPAD	EA	12		
AAG E7175013	REFILL,CAL,DESK,DAILY	EA	13		
AAG E717T50	REFILL,CLDR,MTLY,W/TABS	EA	8		
AAG SK800	CALENDAR,DSK/WALL,MO,11X8.2	EA	45		
ACC 17022	COVER,PRSRBD,2.75CC,LBE	EA	17		
ACC 38610	BNDR,WPF PSBD,11X8.5,1"-YW	EA	8		
ACC 38613	BNDR,WPF PSBD,11X8.5,1"-DBE	EA	12		
ACC 38616	BNDR,WPF PSBD,11X8.5,1"-DGN	EA	20		
ACC 38619	BNDR,WPF PSBD,11X8.5,1"	EA	135		
AVE 00196	GLUE STICK, PERM, 1.27 OZ, CL	EA	12		
AVE 03300	BINDER,3-RNG,STD,1"-BE	EA	24		
AVE 09301	BINDER,VIEW,S-RNG,1"-WE	EA	12		
AVE 11110	INDEX,INSERT,5TAB,CL	ST	70		
AVE 11112	INDEX,INSERT,8TAB,CL	ST	50		
AVE 11122	INDEX,INSERT,5TAB,CL	ST	151		
AVE 11124	INDEX,INSERT,8TAB,CL	ST	15		
AVE 11200	INDEX,5T,INST,PLASTIC	ST	20		
AVE 11370	INDEX,LEGAL,EXHBT 1-25	ST	50		
AVE 11372	INDEX,LEGAL,EXHBT 26-50	ST	25		
AVE 11374	INDEX,LEGAL,EXHBT A-Z	ST	25		
AVE 5389	CARDS,POST,LSR,INKJT,4X6,WE	BX	254		
AVE 5877	CARD,BUSN,LSR,CORD,CLN,WE	BX	8		
BIC GSM609BK	PEN,BALL,STICK,60CT,BK	BX	20		
BIC SCSM11BK	PEN,BALLPT,RETRAC,MED,BK	DZ	20		
BOS SB35121M	STAPLES,HVY DTY,1/2"	BX	30		
BSN 09975	BINDER,3-RNG,1"-DBE	EA	26		
BSN 15729	RBBRBND-1LBBG,SZ117B,CPE	PK	21		
BSN 15743	RUBBERBANDS-1LB/BG,SIZE#33	PK	12		
BSN 15788	GLUESTICK,PERM,1.26OZ,WE	EA	8		
BSN 17525	FLDR,FILE,LTR,1/3,MLA,100CT	BX	7		
BSN 26740	STENO BK,6"X9",GRGRD,60SH	EA	12		
BSN 28451	BINDER,VUE,D-RING,5",BK	EA	12		
BSN 28650	ROLL,ADDMCHINE,2.25X150,WE	PK	8		
BSN 32376	OPENER,LETTER,STEEL,SR	EA	8		
BSN 32952	TAPE,INVISIBLE,3/4" X 1296	RL	48		
BSN 32953	TAPE,INVISIBLE,3/4"X1000,CL	PK	37		
BSN 36610	NOTES,ADHES,1.5"X2",YW	PK	27		
BSN 43855	FLDR,HNG,LGL,1/5TB,3",SDGN	BX	12		

BSN 63108	PAD,LEGAL,LTR,12CT,WE	DZ	30		
BSN 63110	PAD,LEGAL,JUNIOR,12CT,WE	DZ	13		
BSN 65364	CLIP,BINDER,MINI,12EA	DZ	20		
BSN 65649	STPLS,CHISELPT,STD,5M/BX,SR	BX	103		
BSN 65650	REMOVER,STAPLE	EA	7		
DEF 55501	RACK,LIT,WALL,MAG,1PKT,CL	EA	10		
DRI 351B1	PEN,DETECTOR,COUNTERFEIT	EA	26		
FEL 00702	FILE,STOR,ECONO,LID,LGL	CT	87		
FEL 66112	TRAY,STACKERLESS,LTR,BK	EA	12		
GEP 29712	WIPES,EYEGLASS,ACCUWIPE	BX	10		
GJO 49870	WIPES,CLNG,SURFACE,100/TB	EA	40		
HON HH1018	SHELL CHAIR LAVA	CT	9		
ITA 30004	HIGHLIGHTER,DESKCHISEL,FLY	DZ	12		
ITA 30006	HIGHLIGHTER,LIQ,PEN,FLY	DZ	25		
ITA 33314	HIGHLIGHTER,LIQ,PEN,FLOGN	EA	24		
ITA 60233	TAPE,CORRECT,SSDE,10PK	PK	34		
ITK KOR165B	RBN,CORR,TYP,BRT EM200,BK	EA	6		
ITK KOR80CBR	RBN,PRNT,NYL,"C" WIND,BK/RD	EA	36		
LEE 10132	MOISTENER, 2PK 1-3/4 OZ	PK	14		
LLR 02158	MAT,CHAIR,46X60,RECT,CLR	EA	12		
LLR 69157	CHAIRMAT,36X48,ST/LIP 20X12	EA	12		
MMF 28704	PEN,REPLACEMENT,BK	EA	24		
MMF 28904	PEN,COUNTER,SECURITY,BK	EA	24		
MMM 680BE2	FLAGS,POSTIT,1",100,BE	PK	9		
MMM 680BP2	FLAGS,POSTIT,1",100,BPK	PK	7		
MMM 680RD2	FLAGS,POSTIT,1",100,RD	PK	17		
MMM 680RYBGVA	FLAGS,POST-IT,W/BONUS TABS	PK	12		
MMM 680YW2	FLAGS,POSTIT,1",100,YW	PK	14		
MMM 8102P3472	TAPE,3/4X2592,2PK,3"CORE	PK	40		
PAP 87813	TAPE,CORRECTION,GRIP,FASH,2	PK	8		
PEN BK90A	PEN,BALLPT,RSVP,FN,BK,UPC	DZ	64		
PEN BK91A	PEN,BALLPT,RSVP,BK,UPC	DZ	12		
PIL 38610	PEN,ROLLBALL,GELINK,FN,BK	DZ	9		
PMC 05058	REFILL,CHAIRITER,BK	EA	16		
QUA 46065	ENV,W/ADHESIVE,MOISTENER	EA	110		
RAC 77925CT	WIPE,DSNFCT,LYSOL,OCEANFRSH	CT	13		
RED 36746	BOOK,STENO,GREGG,6X9	EA	24		
SAN 1742663	PEN,BK,SHARPIE	EA	25		
SAN 30001	MARKER,PERM,SHARPIE,FN,BK	DZ	10		
SAN 38201	MARKER,SHARPIE,CHSLTP,BK	DZ	17		
SAN 61234PP	REFILL,RBALL,VSN,UNI,BE/BK	PK	13		
SAN 65450	PEN,GEL,UNI,GRP,BK	DZ	12		
SAN 69000	PEN,GEL,UNI,VSNELT,BK	EA	39		
SMD 71953	WALLET,EXP,3.25,ULTR,LTR,BE	EA	18		

SPR 01569	MOISTENER,FINGERTIP	EA	11		
SPR 01570	MOISTENER,FINGERTIP	EA	20		
SPR 01571	MOISTENER,FINGERTIP	EA	36		
SPR 11797	OPENER,LETTER,ASST	EA	68		
SPR 21905	INDEX,TBL'CONT,A-Z MI,WE	ST	20		
SPR 26550	PCKT,ACCORDIAN,LTR	EA	12		
SPR 26551	PCKT,ACCORDIAN,LTR	EA	12		
SPR 51120	CASSETTE,Dictate,STD,120MIN	EA	12		
SPR B21	BASE,FILE FASTENER,2.75,2"C	BX	9		
SPR C1	COMPRESSOR,FILE FASTENER	BX	8		
SWI 35550	STAPLES,HVY DTY,3/8"	BX	30		
SWI 35556	STAPLES,PREMIUM,OPTIMA	BX	84		
SWI 48209	STAPLER,ELECTRIC,OPTIMA 40	EA	8		
SWI 54035	TIP,FINGER,AMBER,SZ-11 1/2	DZ	7		
TRO DAT4750	BLACK FILED/DATE/ NAME STAMP	EA	9		
WLJ 36244B	BINDER,PRSNT,3-RNG,2"-BK	EA	10		
WLJ 36249B	BINDER,PRSNT,3-RNG,3"-BK	EA	10		
XER 3R11540	PAPER,EXPRS,CLR,DGTL,8.5X11	RM	10		
ZEB 44120	PEN,GEL,RB,.7MM,JIMNIE,BE	DZ	11		
				TOTAL	

**PLEASE INCLUDE SHIPPING COST IN UNIT PRICES OF ALL ITEMS.**

**CONTRACT PROPOSAL**  
**IFB 2014-005 Office Supplies**

The products and/or services to be furnished by us is hereby declared and guaranteed to be in conformance with the specifications of the Clerk of the Circuit Court. The undersigned do 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 \_\_\_\_\_, 2014, in the county of \_\_\_\_\_, in the State of  
\_\_\_\_\_.

---

Circle one: Corporation, Sole Proprietorship, Partnership

PROPOSER'S COMPLETE LEGAL BUSINESS NAME

Signature:	_____	Printed Name:	_____
Title:	_____		
Phone No.	_____	Fax No.	_____
Address	_____	City, State, Zip	_____



**BIDDER'S CHECK LIST**  
**IFB 2014-005 Office Supplies**

**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.
- 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.
- Submit to: [Alina.Bec@collierclerk.com](mailto:Alina.Bec@collierclerk.com)

Company Name \_\_\_\_\_  
Signature & Title \_\_\_\_\_  
Typed Name \_\_\_\_\_  
Date \_\_\_\_\_

**NON-BIDDER'S RESPONSE**  
**IFB 2014-005 Office Supplies**

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 Alina Bec at [Alina.Bec@collierclerk.com](mailto:Alina.Bec@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;

Check one - Specifications were:

- |   |   |
|---|---|
| <input type="checkbox"/> Not clearly understood | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Too vague              | <input type="checkbox"/> Too rigid      |
| <input type="checkbox"/> Quantities too small   | <input type="checkbox"/> 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

Typed Name: \_\_\_\_\_