



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

September 10, 2014

TO: Interested Bidders/Distribution List
IFB 2014-017 Printer 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.

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.

All bids must be submitted before 3 p.m. EST on Wednesday, September 24, 2014. Any questions or requests for more information regarding this IFB should be directed to Alina.Bec@collierclerk.com, Purchasing Specialist for the Clerk of the Circuit Court.

The Clerk of the Circuit Court 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, September 24, 2014.

Sincerely,

Alina Bec
Purchasing Specialist

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that bid solicitations will be received by the Clerk of the Circuit Court of Collier County through DemandStar or via email (Alina.Bec@collierclerk.com) until 3 p.m. EST on Wednesday, September 24, 2014 for:

IFB 2014-017 PRINTER SUPPLIES

A copy of the purchasing policy, bid instructions, and specifications for this bid 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 from Alina.Bec@collierclerk.com

Bidders may submit a bid by completing the official Contract Proposal included in this bid package. All bids should be reasonably compliant with this proposal.

Any questions regarding this bid may be directed to Alina Bec, Purchasing Specialist for Clerk of the Circuit Court, at Alina.Bec@collierclerk.com.

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All bid submittals must be received by 3:00 p.m. EST on Wednesday, September 24, 2014.

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

BY: Alina Bec
Purchasing Specialist

Broadcast through DemandStar and www.CollierClerk.com on Wednesday, September 10th, 2014.

SPECIAL CONDITIONS
IFB 2014-017 Printer Supplies

- Purpose** The purpose of this IFB is to seek competitive bids for printer supplies for the operation of the Clerk of the Circuit Court of Collier County Florida.
- Award** Award of contract 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.
- Term** The initial term of this contract is for a twelve-month period, with the option to renew for two (2) additional years. This commitment is subject to budgetary appropriations to the Clerk.
- Ordering** Upon award, the Clerk's Purchasing Specialist shall issue a blanket Purchase Order. Orders for printer supplies will be placed as needed and billed against a Purchase Order
- Delivery** We will order the items as needed and expect delivery within 2-4 days of placing the order. If delivery terms cannot be met, it could lead to termination of contract.
- No Freight Elevator. Do not palletize large items.

SHIPPING MUST NOT BE BILLED SEPARATELY. PLEASE INCLUDE SHIPPING COST IN UNIT PRICES OF ALL ITEMS.

NO REMANUFACTURED ITEMS WILL BE ACCEPTED. IF REMANUFACTURED ITEMS ARE SUBSTITUTED IT WILL RESULT IN CANCELLATION OF BID AWARD.

CONTRACT PROPOSAL
IFB 2014-017 Printer Supplies

RE: IFB 2014-017 Printer Supplies

DATE DUE: Wednesday, September 24, 2014 @ 3 p.m. EST

The undersigned, as bidder, hereby declares that he has examined the Specifications within this contract proposal 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 2014-017 Printer Supplies

SPECIFICATIONS

Toner P/N	Toner Color	Printer Type	Unit Price	Extended Price
Q5949A	Black	HPLJ 1320 SERIES	\$	\$
Q5949X	Black	HPLJ 1320 SERIES	\$	\$
Q2610A	Black	HPLJ 2300 SERIES	\$	\$
C4127X	Black	HPLJ 4000/HPLJ 4050 SERIES	\$	\$
C8061A	Black	HPLJ 4100 SERIES	\$	\$
C8061X	Black	HPLJ 4100 SERIES	\$	\$
Q1338A	Black	HPLJ 4200 SERIES	\$	\$
Q5942A	Black	HPLJ 4240 SERIES	\$	\$
Q5942X	Black	HPLJ 4240 SERIES	\$	\$
Q5942A	Black	HPLJ 4350	\$	\$
C9720A	Black	HPLJ 4600	\$	\$
C9721A	Cyan	HPLJ 4600	\$	\$
C9723A	Magenta	HPLJ 4600	\$	\$
C9722A	Yellow	HPLJ 4600	\$	\$
C9720A	Black	HPLJ COLOR 4650 SERIES	\$	\$
C9721A	Cyan	HPLJ COLOR 4650 SERIES	\$	\$
C9722A	Yellow	HPLJ COLOR 4650 SERIES	\$	\$
C9723A	Magenta	HPLJ COLOR 4650 SERIES	\$	\$
Q7553A	Black	HPLJ P2015 SERIES	\$	\$
Q7553X	Black	HPLJ P2015 SERIES	\$	\$
Q7551A	Black	HPLJ P3005 SERIES	\$	\$
Q7551X	Black	HPLJ P3005 SERIES	\$	\$
CE505A	Black	HPLJ P2035/P2055 SERIES	\$	\$
90729	Black	PRINTEK FORMS MASTER 8000 / 8003	\$	\$
T3520	Black	TOSHIBA E-STUDIO350	\$	\$
C4149A	Black	HPLJ 8550 SERIES	\$	\$
C41504A	Cyan	HPLJ 8550 SERIES	\$	\$

IFB 2014-017 Printer Supplies

SPECIFICATIONS CONT'D.

Toner P/N	Toner Color	Printer Type	Unit Price	Extended Price
C4152A	Yellow	HPLJ 8550 SERIES	\$	\$
C4153A	Magenta	HPLJ 8550 SERIES	\$	\$
106R01294	Black	XEROX PHASER 5550DN	\$	\$
C8543X	Black	HPLJ 9040	\$	\$
TOTAL			\$	\$

Company Name _____

Prompt payment terms: _____% _____Days; Net 45 Days

CONTRACT PROPOSAL
IFB 2014-017 Printer 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 2014-017 Printer 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.
- If submitting by email, submit to: Alina.Bec@collierclerk.com
- If submitting by U.S. Mail, the mailing envelope should be addressed to:

Collier County Clerk of the Circuit Court
ATTN: Alina Bec
3315 Tamiami Trl E., Ste. 102
Naples, FL 34112-5749

- The mailing envelope must be sealed and marked with:
 - ◆ **IFB Number/Title:** IFB 2014-016 Microfilm Reader/Printer Service & Maintenance
- 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 2014-017 Printer 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.

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 Not applicable
 - Too vague Too rigid
 - Quantities too small 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: _____