



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 2014-018 Microfilm Reader/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 2014-018 MICROFILM READER/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.

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 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 2014-018 Microfilm Reader/Printer Supplies

Purpose The purpose of this IFB is to seek competitive bids for microfilm reader/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. Will need pricing for all available items.

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.

CONTRACT PROPOSAL
IFB 2014-018 Microfilm Reader/Printer Supplies

RE: IFB 2014-018 Microfilm Reader/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 2014-018 MICROFILM READER/PRINTER SUPPLIES

PRODUCT LISTING

Item Description	Commodity Number	Unit Price	Extended Price
Camera Spools Black (500 Case)	CR 16100	\$	\$
Diazo Duplicating Film 205 mil, Blk (14 rolls/case)	195 1922	\$	\$
Direct Duplicating Print Film 2468 (20 rolls/case)	810 5652	\$	\$
Direct Duplicating Print Film 3468 (10 rolls/case)	803 3482	\$	\$
EML Lamp 24V/175W	100 7418	\$	\$
Kodak Reference Archive Media 215' (20 rolls/case)	862 5147	\$	\$
Toner Cartridge for Kodak Imagelink Printer 5	808 3925	\$	\$
Toner Cartridge for Kodak Imaginelink Retrieval WS	863 2150	\$	\$
Kodak 16MM Solid Flange Reels	873 0715	\$	\$
Conney Cotton Gloves	187 7711	\$	\$
Kodak Ektamate A Magazines (150 case)	111 9130	\$	\$
Kodak Liquid Developer System Cleaner (12 Btls/case)	150 0719	\$	\$
Kodak Prostar Plus Developer (4Gal/case)	111 2490	\$	\$
Kodak Prostar Plus Fixer (4Gal/case)	102 2656	\$	\$
Projection DDL Lamp 20V/150W		\$	\$
Projection DED Lamp 13.8V/85W Halogen		\$	\$
Projection Lamp EGX 120V/500W	507 0416	\$	\$
Projection Lamp FCR 12V/100W	507 0420	\$	\$
Recordak 16mm Microfilm Press Tapes 100' Perforated (500bx)	CT 16	\$	\$
Recordak AHU Microfilm 16mm 1461 10' Rolls (20 Rolls/case)	822 1502	\$	\$
Recordak AHU Microfilm 16mm 215' Rolls (20 Rolls/case)	845 1502	\$	\$
Recordak Microfilm Splicing Tape	199 0977	\$	\$
Recordak Printed Reel Carton (700 case)	108 3476	\$	\$

IFB 2014-018 MICROFILM READER/PRINTER SUPPLIES

SPECIFICATIONS CONT'D.

Recordak Prostar Dual Strand Self Threader (3bx)	146 5194	\$	\$
Kodak Transport Cleaning Sheets	169 0783	\$	\$
Wipe Staticide (24bx)	896 5519	\$	\$
Exposure Lamp	324 511	\$	\$
Upper Guide	964 365	\$	\$
Lower Guide	942 000	\$	\$
Air Filter	321 984	\$	\$
Total			\$

Company Name _____

Prompt payment terms: _____% _____Days; Net 45 Days

CONTRACT PROPOSAL
IFB 2014-018 Microfilm Reader/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 2014-018 Microfilm Reader/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 2014-018 Microfilm Reader/Printer Supplies

- 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 2014-018 Microfilm Reader/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
 - 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: _____