



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

July 19, 2016

TO: Interested Bidders/Distribution List
IFB 2016-003 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.

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 Tuesday, August 2, 2016. Any questions or requests for more information regarding this IFB should be directed to BidSubmittals@collierclerk.com. All questions pertaining to a bid must be submitted in a separate e-mail from the actual bid proposal and should not include any attachments. E-mails with attachments will not be opened until the bid is officially closed.

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 Tuesday, August 2, 2016.

Sincerely,

Theresa C. Martino
Purchasing Specialist

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that bid solicitations will be received by the Clerk of the Circuit Court of Collier County until 3 p.m. EST on Tuesday, August 2, 2016 for:

IFB 2016-003 Office 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 BidSubmittals@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.

Bids, including e-mailed bids, will remain unopened until the bid officially closes.

Any questions regarding this bid may be directed to BidSubmittals@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 Tuesday, August 2, 2016.

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

BY: Theresa C. Martino
Purchasing Specialist

Broadcast through DemandStar and www.CollierClerk.com on Tuesday, July 19, 2016.

SPECIAL CONDITIONS
IFB 2016-003 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.**
- Bid Opening** All bids, including e-mailed bids, will remain unopened until bid is officially closed.
- 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** Upon award, the Clerk's Purchasing Specialist shall issue a blanket Purchase Order for a period of 12 months. We will order office supplies as needed and expect delivery within 2-4 days of placing the order.
- Term** The bid term is October 1, 2016 through September 30, 2017, with the Clerk of the Circuit Court having the option to renew for 2 additional 12-month periods. This commitment is subject to budgetary appropriations to the Clerk.
- 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 2016-003 Office Supplies

RE: IFB 2016-003 Office Supplies

DATE DUE: Tuesday, August 2, 2016 @ 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 2016-003 OFFICE SUPPLIES

PRICING PROPOSAL FORM

Please include shipping costs in unit price for all items.

(Excel spreadsheet attached for your convenience)

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QTY	UNIT COST	EXTENDED PRICE
AAG ST24_17	At-a-Glance Desk Pad Monthly, w/Appts - Ruled	EA	13		
AAG HT1500_17	At-a-Glance Desk Pad Monthly Calendar - Ruled	EA	11		
AAG GG2500_17	At-a-Glance Desk Pad Monthly Calendar, Unruled	EA	12		
AAG E71750_17	At-a-Glance Desk Calendar Refill, Daily, 3.5"x6"	EA	13		
AAG E717T50_17	At-a-Glance Desk Calendar Refill, Monthly, w/Tabs	EA	8		
AAG SK8_17	At-a-Glance Monthly Calendar, DSK/WALL, 11X8.2	EA	45		
ACC 17022	ACCO Press Board Report Cover, 2.75CC, Light Blue	EA	17		
ACC 38610	ACCO Pressboard Std Binder, 11X8.5,1"- Yellow	EA	8		
ACC 38613	ACCO Pressboard Std Binder, 11X8.5,1"- Dark Blue	EA	12		
ACC 38616	ACCO Pressboard Std Binder, 11X8.5,1"- Dark Green	EA	20		
ACC 38619	ACCO Pressboard Std Binder,Red,11X8.5,1"	EA	135		
AVE 00196	Avery Glue Stick, Perm, 1.27 OZ, CL	EA	12		
AVE 03300	Avery Reference View Binder,3-RNG,STD,1"- Blue	EA	24		
AVE 09301	Avery Reference View Binder, Slant Ring,1"- White	EA	12		
AVE 11110	Avery Worksaver Clear Big 5-Tab Insertable Dividers	ST	70		
AVE 11112	Avery Clear Insertable Big 8-Tab Letter Dividers	ST	50		
AVE 11122	Avery Clear Insertable Big 5-Tab Letter Dividers	ST	151		
AVE 11124	Avery Clear Insertable 8-Tab Letter Dividers	ST	15		
AVE 11200	Avery Insertable Plastic Dividers, 5-tab	ST	20		
AVE 11370	Avery Legal Index Dividers, Exhibit 1-25	ST	50		
AVE 11372	Avery Legal Index Dividers,Exhibit 26-50	ST	25		
AVE 11374	Avery Legal Index Dividers, Exhibit A-Z	ST	25		
AVE 5389	Avery Laser Postcards,4X6,WE	BX	254		
AVE 5877	Avery Laser Business Card,Clean Edge, White	BX	8		
BIC GSM609BK	Bic Ballpoint Stick Pen,60CT,BK	BX	20		
BIC SCSM11BK	Bic Ballpoint Retractable Pen,Medium Pt,Black	DZ	20		
BOS SB35121M	Bostitch Heavy Duty Staples,1/2"	BX	30		
BSN 09975	Business Source Binder,3-Ring,1"-DBE	EA	26		
BSN 15729	Business Source Rubberbands-1LBBG,SZ117B,CPE	PK	21		
BSN 15743	Business Source Rubberbands-1LB/BG,SIZE#33	PK	12		
BSN 15788	Business Source Glue Stick, PERM,1.26OZ,WE	EA	8		
BSN 17525	Business Source Manilla File Folder, LTR,1/3,MLA,100CT	BX	7		
B4:36SN 26740	Business Source Steno Notebook,6"X9",Green, Ruled,60SH	EA	12		
BSN 28451	Business Source Binder, Vue ,D-Ring,5",BK	EA	12		
BSN 28650	Business Source Adding Machine Roll ,2.25X150,White	PK	8		
BSN 32376	Business Source Letter Opener 9", Silver	EA	8		
BSN 32952	Business Source Invisible Tape 3/4" X 1296	RL	48		
BSN 32953	Business Source, Invisible Tape,3/4"X1000,CL	PK	37		
BSN 36610	Business Source Adhesive Notes, 1.5"X2",YW	PK	27		
BSN 43855	Business Source Hanging Folder,LGL,1/5TB,3",SDGN	BX	12		
BSN 63108	Business Source Ruled Legal Pad,LTR,12CT,WE	DZ	30		
BSN 63110	Business Source Ruled Legal Pad, LGL, 12CT,WE	DZ	13		
BSN 65364	Business Source Mini Binder Clips,12EA	DZ	20		
BSN 65649	Business Source Chisel Point STD Saples,5M/BX,SR	BX	103		
BSN 65650	Business Source Jaws Staple Remover	EA	7		
DEF 55501	Deflect-O Literature Rack, Wall, 1PKT,CL	EA	10		

IFB 2016-003 OFFICE SUPPLIES

PRICING PROPOSAL FORM

Please include shipping costs in unit price for all items.

(Excel spreadsheet attached for your convenience)

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QTY	UNIT COST	EXTENDED PRICE
DRI 351B1	Drimark Counterfeit Bill Detector Pen	EA	26		
FEL 00702	Fellowes Bankers Box Econo,Lid,LGL	CT	87		
FEL 66112	Fellowes Front-Load, Stackless Letter Tray, LTR, BK	EA	12		
GEP 29712	Georgia-Pacific Accuwipe Eyeglass Wipes	BX	10		
GJO 49870	Genuine Joe All-Purpose Cleaning Wipes,100/TB	EA	40		
HON HH1018	HON, Shell Chair, Lava, 4 per carton	CT	9		
ITA 30004	Integra, Liq Ink Desk Highlighter, Chisel Tip, FR, Yellow	DZ	12		
ITA 30006	Integra, Liquid Ink Highlighter, Chisel Tip, FR, Yellow	DZ	25		
ITA 33314	Integra, Liquid Ink Highlighter, Chisel Tip, FR, Green	EA	24		
ITA 60233	Integra, Correction Tape 1/5 x 394", 10-Pack	PK	34		
ITK KOR165B	Industrias Koras, Ribbon; Correct; Type; Brt EM200; BK	EA	6		
ITK KOR80CBR	Industrias Koras, Nylon "C" Wind Printer Ribbon, BK/RD	EA	36		
LEE 10132	Lee, Fingertip Moistener, 1-3/4 oz., 2-Pack	PK	14		
LLR 02158	Lorel, Chair Mat, Rect, 46"x60", Clear	EA	12		
LLR 69157	Lorel, 48"x36"x.38" Vinyl Chair Mat, Clear, Std Lip	EA	12		
MMF 28704	MMF Ind., Secure-A-Pen w/chain, Replace, Med, BK	EA	24		
MMF 28904	MMF Ind., Secure-A-Pen w/base, Med, Black	EA	24		
MMM 680BE2	Post-it Flags, Blue, 1", 100 Flags	PK	9		
MMM 680BP2	Post-it Flags, Pink, 1", 100 Flags	PK	7		
MMM 680RD2	Post-it Flags, Red, 1", 100 Flags	PK	17		
MMM 680RYBGVA	Post-it Flags, Assorted, 1", 100 Flags	PK	12		
MMM 680YW2	Post-it Flags, Yellow, 1", 100 Flags	PK	14		
MMM 8102P3472	Scotch, Magic Invisible Tape, .75" x 2592", 3" Core	PK	40		
PAP 87813	Papermate, DryLine Grip Correction Tape, 1/5" x335"	PK	8		
PEN BK90A	Pentel, RSVP Stick Ballpoint Pen, Fine, Black, 12 ct.	DZ	64		
PEN BK91A	Pentel, RSVP Stick Ballpoint Pen, Med, Black, 12 ct.	DZ	12		
PIL 38610	Pilot, Rollerball Gel Stick Pen, Fine, Black	DZ	9		
PMC 05058	PM Comp., Stay-put Counter Pen Refill, Black, Med	EA	16		
QUA 46065	Quality Park, Envelope Moistener w/Adhesive	EA	110		
RAC 77925CT	Lysol, Disinfecting Wipes, OceanFresh, 6/CT, 80 ct	CT	13		
RED 36746	National Standard, Steno Bood, Gregg, 6x9, Green	EA	24		
SAN 1742663	Sharpie, Marker, Fine, Black	EA	25		
SAN 30001	Sharpie, Perm Marker, Fine, Black	DZ	10		
SAN 38201	Sharpie, Perm Marker, Chisel Tip, Black	DZ	17		
SAN 61234PP	Sanford, Uni-ball Refill Vision Elite, Blue/Black	PK	13		
SAN 65450	Sanford, Uni-ball Gel Grip RB Pen, Med, Black	DZ	12		
SAN 69000	Sanford, Uni-ball Vision Elite Pen,Super Fine, Black	EA	39		
SMD 71953	Smead, Expansion Wallet, 2.25, LTR,Blue	EA	18		
SPR 01569	Sparco, Fingertip Moistener Odorless, 3/8 oz.	EA	11		
SPR 01570	Sparco, Fingertip Moistener, Non-slip 1 oz.	EA	20		
SPR 01571	Sparco, Fingertip Moistener, Non-skid 1 3/4 oz.	EA	36		
SPR 11797	Sparco, Letter Opener - Assorted	EA	68		
SPR 21905	Sparco, Index Dividers w/Table of Contents, A-Z	ST	20		
SPR 26550	Sparco, Accordion File Pocket - 9.5 x 11.75, Blue	EA	12		
SPR 26551	Sparco, Accordion File Pocket - 9.5 x 11.75, Green	EA	12		
SPR 51120	Sparco, Dication Cassette, Std, 120-minute	EA	12		
SPR B21	Sparco File Fastener Base 2 3/4", 2" Capacity	BX	9		

CONTRACT PROPOSAL
IFB 2016-003 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 _____, 2016, 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 2016-003 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.
- If submitting by email, submit to: BidSubmittals@collierclerk.com
- If submitting by U.S. Mail, the mailing envelope should be addressed to:

Collier County Clerk of the Circuit Court
ATTN: Theresa C. Martino
3315 Tamiami Trl E., Ste. 102
Naples, FL 34112-5324

- Bids sent by U.S. Mail or courier must be sealed and marked with:
 - ◆ **IFB Number/Title:** IFB 2016-003 Office Supplies
- Bids sent by e-mail should contain the following in the subject line of the e-mail:
 - ◆ **IFB Number/Title:** IFB 2016-003 Office Supplies
- All bids must be delivered in time to be received no later than the specified 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 2016-003 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 BidSubmittals@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: _____