



## **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 2022-001 Purchase - Laptops & Docking Stations**

**DUE: Wednesday April 13, 2022 @ 3:00 PM EST**

**Samuel Bogard - Purchasing Agent**

**ISSUE DATE: March 23, 2022**

**IFB 2022-001 Purchase – Laptops & Docking Stations**  
**Interested Bidders/Distribution List**

Collier County Clerk of the Circuit Court and Comptroller, Florida desires to receive proposals for the above referenced Invitation For Bid (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.

**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](mailto: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](http://www.Demandstar.com)

By U.S. Mail or Courier: **Collier County Clerk of the Circuit Court and Comptroller  
ATTN: Samuel Bogard  
Administration Building  
3315 Tamiami Trl E., Suite 102  
Naples, FL 34112-5749**

**Opening Date and Time: Wednesday, April 13, 2022 @ 3:30 p.m. EST. The  
mailing envelope must be sealed and marked on the outside:  
IFB 2022-001 Purchase – Laptops & Docking Stations**

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 3:00 p.m. EST on Wednesday, April 13.** Bids will be opened @ 3:30 p.m. EST on Wednesday, April 13, 2022 at 3315 Tamiami Trl E., 2<sup>nd</sup> Floor Annex, Clerk's Administration, Naples, FL 34112.

Sincerely,

Samuel Bogard    03/18/2022    1:34pm EST

Samuel Bogard  
Purchasing Agent

**IFB 2022-001 Purchase – Laptops & Docking Stations**

**PUBLIC NOTICE**

NOTICE IS HEREBY GIVEN that bid solicitations will be received by the Collier County Clerk of the Circuit Court and Comptroller until 3:00 p.m. EST on Wednesday, April 13, 2022 for: **IFB 2022-001 Purchase – Laptops & Docking Stations**

A copy of the bid proposal instructions and specifications may be obtained from any of the following:

- Demand Star - [www.Demandstar.com](http://www.Demandstar.com)
- The Clerk of the Circuit Court’s website at [www.CollierClerk.com](http://www.CollierClerk.com)
- The Office of the Clerk of the Circuit Court via email to Attn: Samuel Bogard at [BidQuestionsOnly@collierclerk.com](mailto: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](mailto: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.

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 3:00 p.m. EST on Wednesday, April 13, 2022.** Bids will be opened at 3:30 p.m. EST on Wednesday, April 13, 2022 at 3315 Tamiami Trl E., 2<sup>nd</sup> Floor Annex, Clerk’s Administration, Naples, FL 34112.

Crystal K. Kinzel  
COLLIER COUNTY CLERK OF THE CIRCUIT COURT  
AND COMPTROLLER  
COLLIER COUNTY, FLORIDA

BY: Samuel Bogard  
Purchasing Agent

Broadcast through [Demandstar](http://Demandstar) and [www.CollierClerk.com](http://www.CollierClerk.com) on Wednesday, March 23, 2022

**IFB 2022-001 Purchase – Laptops & Docking Stations**

**SPECIAL CONDITIONS**

**PURPOSE** The purpose of this IFB is to seek competitive bids for Levono ThinkPads and docking stations for the operation of the Collier County Clerk of the Circuit Court and Comptroller, Florida.

**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 communication regarding this solicitation must go through **The Sole Point Contact**, Purchasing Agent Samuel Bogard. Communication with any other member of the Clerk's staff is grounds for disqualification from participating in this bid.

**QUESTIONS** Deadline for questions is **Tuesday, April 12, 2022.**

**BID OPENING** Sealed bids will be opened on Wednesday, April 13 @ 3:30 p.m. EST at:

**Collier County Clerk of the Circuit Court and  
Comptroller  
3315 Tamiami Trl E.,  
2<sup>nd</sup> Floor Annex, Clerk's Administration  
Naples, FL 34112-5749**

**AWARD** Award of the 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 Trl E., Suite 501 Naples, FL 34112-5749, or as otherwise indicated on the Clerk's Purchase order.

**ALL ITEMS MUST BE PHYSICALLY RECEIVED NO LATER  
THAN AUGUST 31, 2022**

**IFB 2022-001 Purchase – Laptops & Docking Stations**

**CONTRACT PROPOSAL**

**DATE DUE: Wednesday, April 13 @ 3:00 p.m. EST**

The undersigned, as bidder, hereby declares that she or he has examined the specifications within this contract proposal and informed himself/herself fully concerning 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.

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 \_\_\_\_\_, 2022 in the county of \_\_\_\_\_ in the State of \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

**Circle one:** Corporation, Sole Proprietorship, and Partnership

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**IFB 2022-001 Purchase – Laptops & Docking Stations**

**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:**

**Mr. Mike Sheffield**

Director of Community Relations and Outreach for the  
Collier County Clerk of the Circuit Court and Comptroller

3315 Tamiami Trail East, Suite 102  
Naples, FL 34112-5324

P: (239) 252-6879

E: [mike.sheffield@CollierClerk.com](mailto:mike.sheffield@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.

**IFB 2022-001 Purchase – Laptops & Docking Stations**

**Terms and Conditions**

1. This IFB is a single contract. Payment will be made upon completion of the total 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 the Circuit Court reserves the right to cancel any portion of this IFB.
4. Payment will be made only in accordance with this IFB, 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 relative 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 IFB Award including all attachments.
9. All shipments to be FOB Destination.

This IFB is authorized under direction of Collier County Clerk of the Circuit Court and Comptroller

by: Samuel Bogard,

Purchasing Agent

**IFB 2022-001 Purchase – Laptops & Docking Stations**

**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.
- 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](http://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 Trl E., Ste. 102**

**Naples, FL 34112-5324**

- The mailing envelope must be sealed and marked with:
  - ◆ IFB Number/Title: **IFB 2022-001 Purchase – Laptops & Docking Stations**
  - ◆ Opening date: **3:30 p.m. EST, Wednesday, April 13, 2022**
- 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 \_\_\_\_\_



**IFB 2022-001 Purchase – Laptops & Docking Stations**

**NON-BIDDER'S RESPONSE**

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 Attn: Samuel Bogard at [BidQuestionsOnly@collierclerk.com](mailto: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 used. Please correct mailing address;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other reason(s): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

IFB 2022-001 Purchase – Laptops & Docking Stations

**Specifications**  
**EXHIBIT A**

ITEM NO.	QUANTITY	DESCRIPTION
1.	60	Lenovo ThinkPad x1 Carbon G9, Intel Core i7-1165G7 (2.80 GHZ, 12MB) 14.0 1920x1200 Non-Touch, Windows 10 Pro 64, 16.0BB, 1x256GB SSD, M.2.2280, PCIe NVMe, OPAL2.0, TLC, Intel IRIS Xe Graphics, WiFi6 AX201 2x2 Bluetooth 5.0, IR/RGB Shutter camera, 4 Cell Li-Pol 57Wh, 3YR Premier NBD
2.	60	Lenovo Docking Stations – Lenovo ThinkPad Universal USB-C - HDMI, 2xDP – gigE Docking Stations
		When bidding, you will be required to provide proof from your transport company that they will deliver “inside” to Suite 501 (5 <sup>th</sup> floor) at the same time tracking is provided to the Clerk. Passenger elevator only; do not shrink-wrap; do not palletize. If transport company does not comply, we reserve the right to refuse delivery at no cost to the Clerk.
		<b>All items must be delivered prior to end of business on August 31, 2022 or shipment may be rejected at no cost to the Clerk.</b>
		<b>If not in stock or if exact models are unavailable, please provide a compatible model.</b>
		<b>Please provide the estimated delivery date of all bid items</b>

**\*Include Shipping in the cost of the unit price\***

**\*\*\* Must be authorized Lenovo reseller authorized to sell in the United States\*\*\***

**\*\*\*No gray-market items\*\*\***

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

**IFB 2022-001 Purchase – Laptops & Docking Stations**

**PRICE SHEET**

**MUST BE RETURNED WITH BID**

**Vendor's Signature for Pricing**

**Written Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_