

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20021470

1. REQUESTED MOTION:

ACTION REQUESTED: Approve the award of Formal Quotation No. Q-030069, The Annual Purchase of Printing Supplies, for the Lee County Library Division, to the low quoter meeting all specification requirements, Information Management Systems, Inc., for the prices as listed on the attached Lee County tabulation sheet. The Library Division estimates an annual expenditure of approximately \$75,000.00 for these supplies. (The requesting division will be responsible for monitoring its individual expenditures.) This quotation shall be in effect for one (1) year, or until new quotes are taken and awarded. Also request authority to renew this quotation for four (4) additional one (1) year periods, under the same terms and conditions, if in the best interest of the County, at the expiration of the original term.

WHY ACTION IS NECESSARY: According to Section 9.4.1 of the Lee County Purchasing & Payment Procedures Manual, approved by the Board on 7/9/02, purchases over \$50,000.00 must be approved by the Board.

WHAT ACTION ACCOMPLISHES: Allows the Lee County Library Division to obtain ink, toner, and other supplies in a cost effective, efficient, and timely manner.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #**

C6B

3. MEETING DATE:

01-21-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. AC-4-1
- CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER _____
- B. DEPARTMENT _____
- C. DIVISION Library

BY: Cynthia N. Cobb, Director

7. BACKGROUND:

--BACKGROUND BEGINS ON PAGE TWO--

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services			G County Manager
<i>Cynthia N. Cobb 1/21/03</i>	<i>[Signature]</i>	<i>N/A</i>		<i>[Signature] 1/21/03</i>	<i>OM 1/16/03</i>	<i>Risk 01/10/03</i>	<i>GC 1/16/03</i>	<i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *1/21/03*
Time: *2:09 pm*
Forwarded To:
Budget
1/21/03

RECEIVED BY
COUNTY ADMIN. *ID*
1/21/03 4:00
COUNTY ADMIN.
FORWARDED TO: *BH*
1/19 9:00

--BACKGROUND CONTINUED FROM PAGE ONE--

On October 1, 2002, the Division of Purchasing received a request from the Lee County Library Division to quote the annual purchase of printing supplies. The anticipated cost required the use of the formal sealed quotation procedure.

Sealed quotations were received by the Division of Purchasing on November 19, 2002. On that date, twenty-four (24) responses were received, of which three (3) were "No Bids". The quotations have been thoroughly reviewed and the recommendation is being made to award the quotation to the low quoter meeting specifications, Information Management Systems, Inc., per the prices on the attached Lee County tabulation sheet. The Library Division estimates an annual expenditure of approximately \$75,000.00 for these supplies. (It should be noted that Item #1 on the quotation is not being awarded due to the fact that it was previously awarded on an already existing County quote.)

This quotation shall be in effect for one (1) year, or until new quotes are taken and awarded. Also request authority to renew this quotation for four (4) additional one (1) year periods, under the same terms and conditions, if in the best interest of the County, at the expiration of the original term.

Funding is available: KG5710114800.505120

Attachments:

- (1) Tabulation Sheet
- (2) Division's Request for Quotations
- (3) Specifications
- (4) Information Management Systems, Inc.'s Quotation
- (5) Division's Recommendation

FORMAL QUOTATION #Q-030069		LEE COUNTY, FLORIDA TABULATION SHEET					
OPENING DATE: 11/19/02		FOR					
BUYER: BOB FRANCESCHINI		PRINTING SUPPLIES					
VENDORS	COMARK GOVT. & EDUC. SALES	SOUTHERN COMPUTER WAREHOUSE	SDF PROF COMPUTER INC.	QA SYSTEMS INC.*	MARTEK SUPPLY SOURCE**	INFORMATION MANAGEMENT SYSTEMS, INC.	APPLIED DATA RESOURCES
GRAND TOTAL (ITEMS 2-44)	\$76,085.69	\$73,833.15	\$74,691.47	\$73,126.59	\$62,016.45	\$65,269.91	\$72,203.84
ITEM #1 ANNUAL COST	NOT AWARDED						
ITEM #2 ANNUAL COST	5,136.00	4,918.00	5,006.00	4,788.00	4,200.00	3,440.00	5,156.00
ITEM #3 ANNUAL COST	5,846.00	5,520.00	5,570.00	5,374.00	5,200.00	5,458.00	5,602.00
ITEM #4 ANNUAL COST	2,469.00	2,477.40	2,439.90	2,411.40	2,340.00	2,002.50	2,434.50
ITEM #5 ANNUAL COST	430.10	413.65	407.40	402.70	161.40	208.75	415.85
ITEM #6 ANNUAL COST	1,279.35	1,238.70	1,219.95	1,205.70	968.10	941.25	1,253.10
ITEM #7 ANNUAL COST	1,063.80	1,050.90	1,024.20	1,023.00	890.00	817.50	1,054.60
ITEM #8 ANNUAL COST	3,572.00	3,534.50	3,460.00	3,440.50	3,266.00	3,297.50	3,572.50
ITEM #9 ANNUAL COST	5,150.50	5,129.50	5,004.00	4,993.50	4,765.50	3,847.50	5,152.00
ITEM #10 ANNUAL COST	5,150.00	5,129.50	5,004.00	4,993.50	4,765.50	3,847.50	5,152.00
ITEM #11 ANNUAL COST	5,151.50	5,129.50	5,004.00	4,993.50	4,765.50	3,847.50	5,152.00
ITEM #12 ANNUAL COST	2,760.00	2,702.40	2,650.80	2,630.40	2,997.20	2,880.00	2,730.80
ITEM #13 ANNUAL COST	3,596.00	3,553.80	3,428.20	3,459.40	4,033.00	3,578.00	3,705.00
ITEM #14 ANNUAL COST	4,201.20	4,129.80	4,007.60	4,061.60	4,727.00	4,130.00	4,162.40
ITEM #15 ANNUAL COST	1,367.60	1,348.70	1,313.10	1,312.80	1,114.90	967.50	1,344.50
ITEM #16 ANNUAL COST	678.60	370.00	660.00	654.80	483.80	517.50	681.10
ITEM #17 ANNUAL COST	256.45	254.55	248.45	247.05	238.30	193.75	261.00
ITEM #18 ANNUAL COST	41.70	34.40	37.20	33.40	39.40	38.80	35.40
ITEM #19 ANNUAL COST	170.25	165.10	164.65	160.25	189.10	172.50	170.10
ITEM #20 ANNUAL COST	170.25	165.10	164.65	160.25	189.10	172.50	170.10
ITEM #21 ANNUAL COST	170.25	165.10	164.65	160.25	189.10	172.50	170.10
ITEM #22 ANNUAL COST	45.63	43.58	43.24	42.73	50.98	46.25	45.74
ITEM #23 ANNUAL COST	23.69	22.70	23.26	22.03	26.00	24.50	23.22
ITEM #24 ANNUAL COST	454.09	453.45	429.69	441.41	519.32	460.00	445.52

ATTACHMENT #1

ITEM #25 ANNUAL COST	160.93	158.95	153.87	154.73	181.30	160.00	157.94
ITEM #26 ANNUAL COST	150.53	149.32	144.85	145.36	172.89	152.00	146.71
ITEM #27 ANNUAL COST	212.74	213.84	203.48	206.30	245.38	224.00	208.53
ITEM #28 ANNUAL COST	280.62	279.37	266.65	271.10	323.47	280.00	274.48
ITEM #29 ANNUAL COST	275.30	269.10	272.00	261.10	328.10	277.50	276.20
ITEM #30 ANNUAL COST	138.10	134.55	136.00	130.55	155.00	138.75	136.60
ITEM #31 ANNUAL COST	138.10	134.55	136.00	130.55	155.00	138.75	136.60
ITEM #32 ANNUAL COST	138.10	134.55	136.00	130.55	155.00	138.75	136.60
ITEM #33 ANNUAL COST	28.33	27.60	27.85	26.78	31.00	28.50	28.62
ITEM #34 ANNUAL COST	28.33	27.60	27.85	26.78	33.88	28.50	28.62
ITEM #35 ANNUAL COST	28.33	27.60	27.85	26.78	33.88	28.50	28.62
ITEM #36 ANNUAL COST	28.33	27.60	27.85	26.78	33.88	28.50	28.62
ITEM #37 ANNUAL COST	5,004.00	4,893.12	5,008.32	4,436.64	3,721.68	4,932.00	4,459.68
ITEM #38 ANNUAL COST	277.08	248.88	274.56	265.32	310.68	289.80	268.32
ITEM #39 ANNUAL COST	19,120.32	18,320.40	19,440.00	19,002.24	9,204.48	16,632.00	16,225.20
ITEM #40 ANNUAL COST	648.72	634.08	650.40	650.40	624.00	490.56	535.44
ITEM #41 ANNUAL COST	189.06	156.86	230.92	159.16	145.82	172.50	172.50
ITEM #42 ANNUAL COST	17.76	16.14	21.86	17.04	3.91	17.50	18.07
ITEM #43 ANNUAL COST	7.04			22.83	3.91	17.50	17.56
ITEM #44 ANNUAL COST	30.01	28.71	30.22	23.43	33.99	32.50	29.40
GRAND TOTAL (ITEMS 1-44)	\$76,085.69	\$73,833.15	\$74,691.47	\$73,126.59	\$62,016.45	65269.91	72203.84
DELIVER WITH OWN VEHICLE	NO	NO	NO	NO	NO	NO	NO
DELIVERED CALENDER DAYS	7	3 TO 5	5	7	3	10	4
LOCAL VENDOR PREFERENCE	NO	NO	NO	NO	NO	NO	NO
MODIFICATIONS	NO	NO	NO	YES	YES	NO	NO
IS QUOTE SIGNED	YES	YES	NO	YES	YES	YES	YES
OCCUPATIONAL LICENSE	NA	NA	NA	NA	NA	NA	NA

FORMAL QUOTATION #Q-030069		LEE COUNTY, FLORIDA TABULATION SHEET					
OPENING DATE: 11/19/02		FOR					
BUYER: BOB FRANCESCHINI		PRINTING SUPPLIES					
VENDORS	LASERTONE CORP	ENTRE COMPUTER CENTER	GLOBAL GOV./ED. SOLUTIONS	TIGER DIRECT	INSIGHT	BENNETT'S BUSINESS SYSTEMS	MNJ TECHNOLOGIES
GRAND TOTAL (ITEMS 2-44)	\$65,429.30	\$78,470.86	\$73,648.05	\$69,102.50	\$70,471.32	\$83,875.26	71,719.86
ITEM #1 ANNUAL COST	NOT AWARDED						
ITEM #2 ANNUAL COST	4,652.00	5,068.00	4,810.00	5,000.00	4,638.00	5,732.00	4,760.00
ITEM #3 ANNUAL COST	5,218.00	5,688.00	5,400.00	5,600.00	5,206.00	6,464.00	5,342.00
ITEM #4 ANNUAL COST	2,295.00	2,553.30	2,400.00	2,505.00	2,336.40	2,871.90	2,397.60
ITEM #5 ANNUAL COST	376.00	436.50	404.75	427.50	392.75	478.65	399.75
ITEM #6 ANNUAL COST	1,152.60	1,276.65	1,209.00	1,252.50	1,178.25	1,435.95	1,198.80
ITEM #7 ANNUAL COST	975.00	1,083.20	1,028.50	1,060.00	991.10	1,219.51	1,017.20
ITEM #8 ANNUAL COST	3,290.00	3,643.00	3,460.00	3,625.00	3,333.50	4,116.00	3,421.00
ITEM #9 ANNUAL COST	4,781.50	5,287.50	4,967.50	5,175.00	4,838.00	5,945.00	4,965.00
ITEM #10 ANNUAL COST	4,781.50	5,287.50	5,020.00	5,175.00	4,838.00	5,945.00	4,965.00
ITEM #11 ANNUAL COST	4,781.50	5,287.50	5,020.00	5,175.00	4,904.00	5,945.00	\$4,965.00
ITEM #12 ANNUAL COST	2,530.00	2,785.20	2,724.00	2,732.00	2,561.20	3,341.60	\$2,615.60
ITEM #13 ANNUAL COST	3,315.00	3,663.00	3,581.00	3,586.00	3,351.60	4,122.00	\$3,439.80
ITEM #14 ANNUAL COST	3,892.00	4,291.60	4,200.00	4,220.00	3,935.20	4,841.40	4,038.60
ITEM #15 ANNUAL COST	1,262.00	1,390.20	1,320.00	1,360.00	1,278.10	1,567.10	1,305.50
ITEM #16 ANNUAL COST	629.90	693.30	658.00	680.00	634.40	829.30	651.10
ITEM #17 ANNUAL COST	236.25	262.35	246.75	257.50	240.15	292.70	246.00
ITEM #18 ANNUAL COST	32.75	35.45	34.75	35.00	32.45	39.65	33.25
ITEM #19 ANNUAL COST	154.75	170.20	161.50	167.50	155.75	192.05	159.55
ITEM #20 ANNUAL COST	154.75	170.20	161.50	167.50	155.75	192.05	159.55
ITEM #21 ANNUAL COST	154.75	170.20	161.50	167.50	155.75	192.05	159.55
ITEM #22 ANNUAL COST	42.60	41.83	44.40	44.50	41.74	51.22	42.55
ITEM #23 ANNUAL COST	21.30	24.73	22.90	23.00	21.67	26.22	21.94
ITEM #24 ANNUAL COST	424.50	480.08	456.95	457.50	427.68	524.39	438.19

ITEM #25 ANNUAL COST	148.81	163.84	160.20	160.50	149.92	184.15	153.60
ITEM #26 ANNUAL COST	141.30	153.91	150.45	151.00	142.52	172.56	144.29
ITEM #27 ANNUAL COST	202.60	227.62	213.55	214.00	199.88	245.12	204.79
ITEM #28 ANNUAL COST	267.00	295.78	281.55	282.00	263.49	323.17	269.91
ITEM #29 ANNUAL COST	254.50	277.30	271.00	275.00	253.80	317.10	260.50
ITEM #30 ANNUAL COST	127.25	145.55	131.75	137.50	126.90	158.55	130.00
ITEM #31 ANNUAL COST	127.25	145.55	131.75	137.50	129.45	158.55	130.00
ITEM #32 ANNUAL COST	127.25	145.55	135.50	137.50	128.40	158.55	130.00
ITEM #33 ANNUAL COST	26.36	29.85	27.80	28.00	26.03	32.32	26.67
ITEM #34 ANNUAL COST	26.36	29.85	27.80	28.00	26.03	32.32	26.67
ITEM #35 ANNUAL COST	26.36	29.85	27.80	28.00	26.03	32.32	26.67
ITEM #36 ANNUAL COST	26.36	29.85	27.80	28.00	26.03	32.32	26.67
ITEM #37 ANNUAL COST	4,248.00	5,034.24	5,169.60		4,723.20	5,751.36	4690.08
ITEM #38 ANNUAL COST	246.60	273.00	258.60	252.00	242.28	324.84	251.76
ITEM #39 ANNUAL COST	13,590.00	20,808.00	18,306.00	18,144.00	17,638.56	18,614.88	17709.12
ITEM #40 ANNUAL COST	469.20	650.16	590.40		511.68	687.84	566.40
ITEM #41 ANNUAL COST	158.70	172.50	181.70	161.00	153.18	196.42	154.56
ITEM #42 ANNUAL COST	17.35	17.21	16.15	16.50	16.11	19.85	23.00
ITEM #43 ANNUAL COST	16.50	20.62	16.70		15.35	34.15	24.50
ITEM #44 ANNUAL COST	27.90	31.14	28.95	29.00	25.04	34.15	28.14
GRAND TOTAL (ITEMS 1-44)	65,429.30	78,470.86	73,648.05	69,102.50	70,471.32	84,591.76	\$72,314.86
DELIVER WITH OWN VEHICLE	NO		NO	NO	NO	NO	NO
DELIVERED CALENDER DAYS	1 TO 3		7 TO 10	5 TO 7	7	4	5
LOCAL VENDOR PREFERENCE	NO		NO	NO	NO	NO	NO
MODIFICATIONS	NO		NO	NO	NO	NO	NO
IS QUOTE SIGNED	YES		YES	YES	YES	YES	YES
OCCUPATIONAL LICENSE	NA		NA	NA	NA	NA	NA

FORMAL QUOTATION #Q-030069		LEE COUNTY, FLORIDA TABULATION SHEET					
OPENING DATE: 11/19/02		FOR					
BUYER: BOB FRANCESCHINI		PRINTING SUPPLIES					
VENDORS	WYSIWYG THE COMPUTER CENTER	COMPUQUIP TECHNOLOGIE S	FKM COPIER PRODUCTS***	TONER WAREHOUSE, INC.	MUSTANG COMPUTERS & SUPPLIES INC.	PRIORITY COMPUTER SYSTEMS	G. I. TECH, INC. ****
GRAND TOTAL (ITEMS 2-44)	\$77,465.56	\$79,486.00	\$62,206.68	\$76,073.50	\$76,462.95	\$77,480.59	\$41,081.75
ITEM #1 ANNUAL COST	NOT AWARDED						
ITEM #2 ANNUAL COST	4,984.00	5,780.00	5,068.00	4,000.00	4,740.00	5,024.00	4,934.00
ITEM #3 ANNUAL COST	5,538.00	6,360.00	5,688.00	6,800.00	5,350.00	5,638.00	5,530.00
ITEM #4 ANNUAL COST	2,568.00	2,556.00	2,655.90	2,160.00	2,418.00	2,576.40	2,520.00
ITEM #5 ANNUAL COST	442.50	426.00	445.20	300.00	403.50	440.45	426.25
ITEM #6 ANNUAL COST	1,289.85	1,272.00	1,371.75	975.00	1,231.50	1,288.20	1,260.00
ITEM #7 ANNUAL COST	1,081.10	1,071.00	1,107.40	950.00	1,015.00	1,093.00	1,075.00
ITEM #8 ANNUAL COST	3,625.00	3,685.00	3,661.50	3,250.00	3,625.00	3,676.00	3,575.00
ITEM #9 ANNUAL COST	5,232.00	5,235.00	5,431.00	4,750.00	5,150.00	5,335.00	5,142.50
ITEM #10 ANNUAL COST	5,232.00	5,235.00	5,466.50	4,750.00	5,150.00	5,335.00	5,142.50
ITEM #11 ANNUAL COST	5,232.00	5,235.00	5,431.00	4,750.00	5,150.00	5,335.00	5,142.50
ITEM #12 ANNUAL COST	2,780.00	2,824.00	2,950.40	3,560.00	2,780.00	2,810.80	2,734.00
ITEM #13 ANNUAL COST	3,599.80	3,628.00	3,932.00	4,000.00	3,660.00	3,696.20	3,600.00
ITEM #14 ANNUAL COST	4,200.00	4,152.00	4,727.40	4,900.00	4,315.00	4,231.20	
ITEM #15 ANNUAL COST	1,389.70	1,360.00	1,454.60	1,050.00	1,331.00	1,401.80	
ITEM #16 ANNUAL COST	699.90	701.00	710.30	450.00	689.00	699.60	
ITEM #17 ANNUAL COST	269.95	271.50	271.05	240.00	261.25	264.80	
ITEM #18 ANNUAL COST	44.95	60.00	42.50	50.00	36.00	35.80	
ITEM #19 ANNUAL COST	174.95	191.00	159.95	185.00	165.00	171.75	
ITEM #20 ANNUAL COST	174.95	191.00	159.95	185.00	165.00	171.75	
ITEM #21 ANNUAL COST	174.95	191.00	159.95	185.00	165.00	171.75	
ITEM #22 ANNUAL COST	45.99	49.30	55.01	64.00	185.00	44.66	
ITEM #23 ANNUAL COST	23.99	28.10	25.01	33.00	23.80	23.61	
ITEM #24 ANNUAL COST	464.70	484.40	543.76	530.00	476.00	471.65	

ITEM #25 ANNUAL COST	164.44	167.10	186.26	200.00	169.00	165.33	
ITEM #26 ANNUAL COST	153.03	155.10	157.51	188.00	162.00	155.32	
ITEM #27 ANNUAL COST	217.18	218.10	235.60	125.00	224.00	220.44	
ITEM #28 ANNUAL COST	286.29	291.50	295.01	349.00	292.00	290.58	
ITEM #29 ANNUAL COST	279.00	321.00	299.50	310.00	259.50	274.90	
ITEM #30 ANNUAL COST	136.30	156.00	149.75	155.00	129.75	137.45	
ITEM #31 ANNUAL COST	136.30	156.00	149.75	155.00	129.75	137.45	
ITEM #32 ANNUAL COST	136.30	156.00	149.75	155.00	129.75	137.45	
ITEM #33 ANNUAL COST	28.40	34.40	33.14	37.00	26.90	28.19	
ITEM #34 ANNUAL COST	28.40	34.40	33.26	35.00	27.00	28.19	
ITEM #35 ANNUAL COST	28.40	34.40	33.26	35.00	27.00	28.19	
ITEM #36 ANNUAL COST	28.40	34.40	33.26	35.00	27.00	28.19	
ITEM #37 ANNUAL COST	6,192.00	5,112.00	7,714.80	5,832.00	5,112.00	6,156.00	
ITEM #38 ANNUAL COST	287.76	310.80	325.68	240.00	282.00	267.48	
ITEM #39 ANNUAL COST	19,152.00	20,088.00		19,080.00	20,088.00	18,576.00	
ITEM #40 ANNUAL COST	662.16	739.20	675.36	600.00	597.60	672.00	
ITEM #41 ANNUAL COST	211.60	409.40	216.66	368.00	225.40	170.66	
ITEM #42 ANNUAL COST	16.99	22.20		9.50	18.00	17.21	
ITEM #43 ANNUAL COST	17.50	25.00		12.00	17.25	22.00	
ITEM #44 ANNUAL COST	34.83	34.70		36.00	34.00	31.14	
GRAND TOTAL (ITEMS 1-44)	\$77,465.56	\$79,486.00	\$62,206.68	\$76,073.50	\$76,462.95	\$77,480.59	\$41,081.75
DELIVER WITH OWN VEHICLE	NO	NO	NO	NO	NO	NO	NO
DELIVERED CALENDER DAYS	7 TO 10	5	10	5 TO 6	1 TO 2	30	
LOCAL VENDOR PREFERENCE	YES	NO	NO	NO	NO	NO	
MODIFICATIONS	NO	NO	YES	NO	YES	NO	
IS QUOTE SIGNED	YES	YES	YES	YES	YES	YES	YES
OCCUPATIONAL LICENSE	NA	NA	NA	NA	NA	NA	NA
NO BIDS							
DSI							
PRIDE ENTERPRISES, INC.							
REDD PAPER CO.							
*VENDOR LISTED AN ALTERNATE CARTRIDGE							*** VENDOR DID NOT QUOTE ALL CARTRIDGES
VENDOR DOES NOT MEET SPECS. QUOTED ALTERNATE BRAND CARTRIDGES							**INCOMPLETE QUOTE. VENDOR DID NOT QUOTE ON ALL ITEM

ATTACHMENT #2

From: Lisa Kiesel
To: Franceschini, Robert
Date: 10/1/02 3:12PM
Subject: ink/toner/ribbon products

Bob,

The attached spreadsheet lists all of our printers and fax machines and their part numbers. Please obtain quotes so that we can order from only one vendor. Thanks for all your help.

Lisa Kiesel
Lee County Library Fiscal Manager
2345 Union Street
Ft Myers, FL 33901
LKiesel@leegov.com
239-461-2913
239-461-2919 (fax)

CC: Price, Leanne; Runk, Lisa

ATTACHMENT # 3



LEE COUNTY
SOUTHWEST FLORIDA

PROJECT NO.: Q-030069

OPEN DATE: NOVEMBER 19, 2002

AND TIME: 2:30 P.M.

PRE-BID DATE: NOVEMBER 5, 2002

AND TIME: 10:00 A.M.

LOCATION: 3434 HANCOCK BRIDGE
PARKWAY, 3RD FLOOR
N. FT. MYERS, FL 33903

REQUEST FOR QUOTATIONS

TITLE:

PRINTING SUPPLIES

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PURCHASING

MAILING ADDRESS

P.O. BOX 398
FORT MYERS, FL 33902-0398

PHYSICAL ADDRESS

3434 HANCOCK BRIDGE PKWY, #307
NORTH FORT MYERS, FL 33903

BUYER: BOB FRANCESCHINI, C.P.M., CPPB
PURCHASING AGENT
PHONE NO.: (239) 689-7385

GENERAL CONDITIONS

Sealed Quotations will be received by the DIVISION OF PURCHASING, until 2:30pm on the date specified on the cover sheet of this "Request for Quotations", and opened immediately thereafter by the Purchasing Director or designee.

Any question regarding this solicitation should be directed to the Buyer listed on the cover page of this solicitation, or by calling the Division of Purchasing at (239) 689-7385.

1. SUBMISSION OF QUOTE:

- a. Quotations shall be sealed in an envelope, and the outside of the envelope should be marked with the following information:
 - 1. Marked with the words "Sealed Quote"
 - 2. Name of the firm submitting the quotation
 - 3. Title of the quotation
 - 4. Quotation number

- b. The Quotation shall be submitted in triplicate as follows:
 - 1. The original consisting of the Lee County quotes forms completed and signed.
 - 2. A copy of the original quote forms for the Purchasing Director.
 - 3. A second copy of the original quote forms for use by the requesting department.

- c. The following should be submitted along with the quotation in a separate envelope. This envelope should be marked as described above, but instead of marking the envelope as "Sealed Quote", please indicate the contents; i.e., literature, drawings, submittals, etc. This information should be submitted in duplicate.
 - 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your quotation; i.e., required submittals, literature, technical data, financial statements.
 - 2. Warranties and guarantees against defective materials and workmanship.

- d. **ALTERNATE QUOTE:** If the vendor elects to submit more than one quote, then the quotes should be submitted in separate envelopes and marked as indicated above. The second, or alternate quote should be marked as "Alternate".

- e. **QUOTES RECEIVED LATE:** It is the quoter's responsibility to ensure that his quote is received by the Division of Purchasing Services prior to the opening date and time specified. Any quote received after the opening date and time will be promptly returned to the quoter unopened. Lee County will not be responsible for quotes received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- f. **QUOTE CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.
- g. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.).
- h. **WITHDRAWAL OF QUOTE:** No quote may be withdrawn for a period of 90 days after the scheduled time for receiving quotes. A quote may be withdrawn prior to the quote-opening date and time. Such a request to withdraw should be made in writing to the Purchasing Director, who will approve or disapprove of the request.
- i. **COUNTY RESERVES THE RIGHT:** The County reserves the right to waive minor informalities in any quote; to reject any or all quotes with or without cause; and/or to accept the quote that in its judgment will be in the best interest of the County of Lee.
- j. **EXECUTION OF QUOTE:** All quotes shall contain the signature of an authorized representative of the quoter in the space provided on the quote proposal form. All quotes shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the quote shall be initialed.

2. **ACCEPTANCE**

The materials and/or services delivered under the quote **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted to the County and is to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equality. However, if a product other than that specified is quote, it is the vendor's responsibility to name such product with his quote and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the quoter is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation require only a specific product as stated in the detailed specifications.

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service.

- a. Occupational License – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the quote all necessary permits and/or license required for the sale of this product and/or service and upon the request of the County provide copies of licenses and/or permits within 10 calendar days after request.

5. **RECYCLED PRODUCTS**

It is the Lee County Board of County Commissioners' stated policy objective to "Ensure all departments are aware of the availability of recycled products..." (Administrative Code #AC-10-4). In an effort to provide the utmost opportunity for the use of recycled products by Lee County, vendors should list on their letterhead, all necessary information regarding any applicable recycled products they have available. Recycled products should meet all other specifications listed and have a minimum of 50%-recycled content. Whenever fiscally feasible, available recycled products will be purchased.

6. **WARRANTY/GUARANTY** (unless otherwise specified)

All materials and/or services furnished under this quote shall be warranted by the vendor to be free from defects and fit for the intended use.

7. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a quote attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the quoter to ensure that they are represented at the pre-bid. Only those quoters who attend the pre-bid conference will be allowed to quote on this project.

8. **BIDDERS LIST MAINTENANCE**

A bidder should respond to "Request for Quotations" in order to be kept on the Bidder's List. Failure to respond to three different "request for quotations" may result in the vendor being removed from the Bidder's List. A bidder may do one of the following, in order to respond properly to the request:

- a. Submission of a quotation prior to the quote receipt deadline.
- b. Submission of a "no bid" notice prior to the quote receipt deadline.

9. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail one original invoice and one invoice copy to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this quote.

Lee county will not be liable for request of payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All contractors or quoters should include in their quote all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

10. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, shall file with the County's Purchasing Director or Public Works Director a written "Notice of Intent to File a Protest" not later than seventy-two (72) hours (excluding Saturdays, Sundays and Legal Holidays) after receipt of a "Notice of Intended Decision" from the County with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document shall state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the Intent to file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The "Notice of Intent to File a Protest" shall be received ("stamped in") by the Purchasing Director or Public Works Director not later than Four o'clock (4:00) PM on the third working day following the day of receipt of the County's Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original "Notice of Intent to File a Protest" had never been filed.

Any contractor/vendor/firm submitting the County's standard bond form (CSD: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statutes, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.
- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed "Notice of Intent to File a Protest", the Purchasing Director or Public Works Director (as appropriate) may abate the award of the formal bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held within ninety-six (96) hours of the action giving rise to the contractor/vendor/firm's Protest, or as soon as may be practicable for all parties. The "Notice of Intent to File a Protest" shall serve as the grounds for the affected party's presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide and opportunity: (1) to review the basis of the Protest; (2) to

evaluate the facts and merits of the Protest: and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board's decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty (30) calendar days of the Board's final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

“FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS.”

11. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

12. **QUALIFICATION OF QUOTERS** (unless otherwise noted)

Quotes will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Quoters shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject quotes where evidence submitted or investigation and evaluation indicates an inability of the quoter to perform.

13. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

14. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

15. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

16. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any quote and a part of these specifications that the submission of any quote in response to this request constitutes a quote made under the same conditions, for the same price, and for the same effective period as this quote, to any other governmental entity.

17. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this quote from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this quote, whether through size, complexity, or dollar value.

c) **Disadvantaged Business Enterprises**

The County, in its sole discretion, reserves the right to purchase any of the items in this quote from Disadvantage Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this quote from DBE's to fulfill the County's state policy toward DBE's as outlined in County Ordinance 88-45 and 90-04, as amended.

d) **Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to

ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to insure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

18. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

19. **DRUG FREE WORKPLACE**

Whenever two or more quotes/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a quote/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

20. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the quote response. This information may be accepted after opening, but no later than 10 calendar days after request.

21. **TERMINATION**

Any agreement as a result of this quote may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Purchasing Director may immediately terminate any agreement as a result of this quote for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a formal quote/proposal without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Purchasing.

22. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a quote/proposal are subject to public disclosure and will **not** be afforded confidentiality.

23. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the

Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are *not* to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

24. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM
FOR THE PURCHASE OF PRINTING SUPPLIES

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges
receipt of Addenda numbers:

GRAND TOTAL (ITEMS 1 THRU 44): \$ _____

ITEM DESCRIPTION

1. HEWLETT-PACKARD PART NUMBER: 51626A
ESTIMATED ANNUAL USAGE: 25

COST/EACH \$ _____ X 25 = EST. ANNUAL COST \$ _____

2. HEWLETT-PACKARD PART NUMBER: 51645A
ESTIMATED ANNUAL USAGE: 200

COST/EACH \$ _____ X 200 = EST. ANNUAL COST \$ _____

3. HEWLETT-PACKARD PART NUMBER: C6578DN
ESTIMATED ANNUAL USAGE: 200

COST/EACH \$ _____ X 200 = EST. ANNUAL COST \$ _____

4. HEWLETT-PACKARD PART NUMBER: C4096A
ESTIMATED ANNUAL USAGE: 30

COST/EACH \$ _____ X 30 = EST. ANNUAL COST \$ _____

5. HEWLETT-PACKARD PART NUMBER: 92295A
ESTIMATED ANNUAL USAGE: 5

COST/EACH \$ _____ X 5 = EST. ANNUAL COST \$ _____

6. HEWLETT-PACKARD PART NUMBER: 92298X
ESTIMATED ANNUAL USAGE: 15

COST/EACH \$ _____ X 15 = EST. ANNUAL COST \$ _____

7. HEWLETT-PACKARD PART NUMBER: C4127X
ESTIMATED ANNUAL USAGE: 10

COST/EACH \$ _____ X 10 = EST. ANNUAL COST \$ _____

8. HEWLETT-PACKARD PART NUMBER: C4191A
ESTIMATED ANNUAL USAGE: 50

COST/EACH \$ _____ X 50 = EST. ANNUAL COST \$ _____

9. HEWLETT-PACKARD PART NUMBER: C4192A
ESTIMATED ANNUAL USAGE: 50

COST/EACH \$ _____ X 50 = EST. ANNUAL COST \$ _____

10. HEWLETT-PACKARD PART NUMBER: C4193A
ESTIMATED ANNUAL USAGE: 50

COST/EACH \$ _____ X 50 = EST. ANNUAL COST \$ _____

11. HEWLETT-PACKARD PART NUMBER: C4194A
ESTIMATED ANNUAL USAGE: 50

COST/EACH \$ _____ X 50 = EST. ANNUAL COST \$ _____

12. HEWLETT-PACKARD PART NUMBER: C4195A
ESTIMATED ANNUAL USAGE: 40

COST/EACH \$ _____ X 40 = EST. ANNUAL COST \$ _____

13. HEWLETT-PACKARD PART NUMBER: C4196A
ESTIMATED ANNUAL USAGE: 20

COST/EACH \$ _____ X 20 = EST. ANNUAL COST \$ _____

- 14. HEWLETT-PACKARD PART NUMBER: C4197A
ESTIMATED ANNUAL USAGE: 20
COST/EACH \$ _____ X 20 = EST. ANNUAL COST \$ _____

- 15. HEWLETT-PACKARD PART NUMBER: C4129X
ESTIMATED ANNUAL USAGE: 10
COST/EACH \$ _____ X 10 = EST. ANNUAL COST \$ _____

- 16. HEWLETT-PACKARD PART NUMBER: C3903A
ESTIMATED ANNUAL USAGE: 10
COST/EACH \$ _____ X 10 = EST. ANNUAL COST \$ _____

- 17. HEWLETT-PACKARD PART NUMBER: C3906A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ _____ X 5 = EST. ANNUAL COST \$ _____

- 18. HEWLETT-PACKARD PART NUMBER: C3105A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ _____ X 5 = EST. ANNUAL COST \$ _____

- 19. HEWLETT-PACKARD PART NUMBER: C3102A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ _____ X 5 = EST. ANNUAL COST \$ _____

- 20. HEWLETT-PACKARD PART NUMBER: C3104A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ _____ X 5 = EST. ANNUAL COST \$ _____

- 21. HEWLETT-PACKARD PART NUMBER: C3103A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ _____ X 5 = EST. ANNUAL COST \$ _____

- 22. HEWLETT-PACKARD PART NUMBER: C3964A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 23. HEWLETT-PACKARD PART NUMBER: C3120A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 24. HEWLETT-PACKARD PART NUMBER: C3966A
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 25. HEWLETT-PACKARD PART NUMBER: C3965A
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 26. HEWLETT-PACKARD PART NUMBER: C3968A
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 27. HEWLETT-PACKARD PART NUMBER: C3969A
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 28. HEWLETT-PACKARD PART NUMBER: C3967A
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 29. HEWLETT-PACKARD PART NUMBER: C4844A
ESTIMATED ANNUAL USAGE: 10

COST/EACH \$ _____ X 10 = EST. ANNUAL COST \$ _____

- 30. HEWLETT-PACKARD PART NUMBER: C4836AN
ESTIMATED ANNUAL USAGE: 5

COST/EACH \$ _____ X 5 = EST. ANNUAL COST \$ _____

- 31. HEWLETT-PACKARD PART NUMBER: C4837AN
ESTIMATED ANNUAL USAGE: 5

COST/EACH \$ _____ X 5 = EST. ANNUAL COST \$ _____

- 32. HEWLETT-PACKARD PART NUMBER: C4838AN
ESTIMATED ANNUAL USAGE: 5

COST/EACH \$ _____ X 5 = EST. ANNUAL COST \$ _____

- 33. HEWLETT-PACKARD PART NUMBER: C4810A
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 34. HEWLETT-PACKARD PART NUMBER: C4811A
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 35. HEWLETT-PACKARD PART NUMBER: C4812A
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 36. HEWLETT-PACKARD PART NUMBER: C4813A
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 37. CANON PART NUMBER: H11-6401-220
ESTIMATED ANNUAL USAGE: 72

COST/EACH \$ _____ X 72 = EST. ANNUAL COST \$ _____

- 38. BROTHER PART NUMBER: TN5000PF
ESTIMATED ANNUAL USAGE: 12

COST/EACH \$ _____ X 12 = EST. ANNUAL COST \$ _____

- 39. DEX PART NUMBER: 6950
ESTIMATED ANNUAL USAGE: 72

COST/EACH \$ _____ X 72 = EST. ANNUAL COST \$ _____

- 40. PANASONIC PART NUMBER: KX-FA65
ESTIMATED ANNUAL USAGE: 24

COST/EACH \$ _____ X 24 = EST. ANNUAL COST \$ _____

- 41. EPSON PART NUMBER: 7753
ESTIMATED ANNUAL USAGE: 46

COST/EACH \$ _____ X 46 = EST. ANNUAL COST \$ _____

- 42. EPSON PART NUMBER: 7763
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

- 43. EPSON PART NUMBER: 7764
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

44. LEXMARK PART NUMBER: 13L0034
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ _____ X 1 = EST. ANNUAL COST \$ _____

GRAND TOTAL: \$ _____

(GRAND TOTAL IS OBTAINED BY ADDING THE EST. ANNUAL COSTS FOR ITEMS 1 THRU 44)

WILL YOU DELIVER WITH YOUR OWN VEHICLE AS OPPOSED TO COMMON CARRIER?

YES _____ NO _____

OPTION A – USED CARTRIDGE CREDIT

AMOUNT CREDITED PER USED CARTRIDGE: \$ _____

PRODUCTS TO BE DELIVERED WITHIN _____ CALENDAR DAYS AFTER RECEIPT OF AN ORDER.

Is your firm interested in being considered for the Local Vendor Preference?

Yes _____ No _____

If yes, then read the paragraph entitled “Local Vendor Preference” included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications:

Yes _____ No _____

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote being declared non-responsive by the County.

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

LEE COUNTY OCCUPATIONAL LICENSE NUMBER: _____

E-MAIL ADDRESS: _____

REVISED: 7/28/00

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS FOR
THE PURCHASE OF PRINTING SUPPLIES**

SCOPE

The intent of this specification is to provide for the purchase of various printing supplies for the Lee County Library System on an annual basis.

REQUIRED PRODUCTS

The items required under this quote and their estimated annual usage are listed on the Proposal Quote Form. **All items shall be new, unused, genuine Hewlett-Packard, Canon, Brother, DEX, Panasonic, Epson and Lexmark product as specified – no substitutes, equals, or re-manufactured products are acceptable.**

TERM OF QUOTE

This quote shall be in effect for one (1) year, or until new quotes are taken and awarded. This quote, or any portion thereof, has the option of being renewed for four (4) additional one (1) year periods, upon mutual agreement of both parties, under the same terms and conditions.

DELIVERY REQUIREMENTS

All quoted prices shall include inside delivery.

Items are to be delivered F.O.B., Lee County, Florida, to the following location: Lee County Library Administration, 2345 Union Street, Fort Myers, FL 33901 – Attn.: Lisa Runk or Leanne Price.

There shall be NO MINIMUM amount required for delivery. However, it should be noted that the Lee County Library Division will make monthly orders for needed product (in an effort to keep shipping costs to a minimum).

BASIS OF AWARD

The basis of award for this quote will be the overall low quoter meeting specifications. The award will be based on the extended cost of the estimated annual usage of the items. **Vendors must quote on all items in order to be considered for award.**

Lee County reserves the right, at the Purchasing Director's discretion, not to award certain items listed.

Lee County reserves the right to reject unbalanced quotes (a quote where a normally low cost item is priced well out of the normal range).

DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact with the Lee County Library Division. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved in this quote.

BACKORDERS

Backorders will generally be allowed, subject to Lee County's approval. Backorders must be held to a minimum.

DISCONTINUED ITEMS

Lee County must approve substitutes for any discontinued items. If an acceptable substitute cannot be supplied, Lee County shall have the right to purchase that item elsewhere.

PRICE INCREASES

If the awarded vendor experiences a major price increase from suppliers for items in this quotation, the vendor may submit a written request to increase pricing. All information necessary to review and analyze the request must be submitted to Lee County Purchasing. Lee County shall have the right to grant the price increase, or requote, at the County's sole discretion.

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 00-10 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive five (5) years, and that has the personnel, equipment and materials located within the boundaries of Lee County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

OPTION A – RETURN PROGRAM FOR USED CARTRIDGES

In the space provided on Attachment B, please detail any return program for used cartridges you may offer (if any) on a free-of-charge basis.

In the space provide on the Proposal Quote Form, please state the amount of money (if any) you would credit Lee County per used cartridge returned under this program.

Please note that Option A will not be factored in to determine the overall low quoter meeting specifications; and may or may not be awarded at Lee County's sole discretion.

ATTACHMENT A
LOCAL VENDOR PREFERENCE QUESTIONNAIRE
(LEE COUNTY ORDINANCE NO. 00-10)

Instructions: Please complete either Part A or B whichever is applicable to your firm

PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN LEE COUNTY (Only complete Part A if your principal place of business is located within the boundaries of Lee County)

- 1. What is the physical location of your principal place of business that is located within the boundaries of Lee County, Florida?**

- 2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)**

PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN LEE COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN LEE COUNTY (Please complete this section.)

- 1. How many employees are available to service this contract? _____**

- 2. Describe the types and amount of equipment you have available to service this contract.**

LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

3. Describe the types and amount of material stock that you have available to service this contract.

4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive five years?

Yes _____ No _____

If yes, please provide your contractual history with Lee County for the past five, consecutive years. Attach additional pages if necessary.

ATTACHMENT B – RETURN PROGRAM FOR USED CARTRIDGES

Please detail any return program for used cartridges you may offer (if any) on a free-of-charge basis.

GUIDE "A"

INSURANCE REQUIREMENTS FOR PRODUCTS

Your certificate of insurance must meet the following requirements

- Requirement #1: The Lee County Board of County Commissioners shall be added as an additional insured on the comprehensive general liability policy.
- Requirement #2: Certificate holder shall be listed as follows:
- Lee County Board of County Commissioners
C/O Lee County Purchasing
P.O. Box 398
Fort Myers, FL 33902
- Requirement #3: **Each policy shall provide a 30 day notification clause in the event of cancellation, non-renewal or adverse change.**

This Standard Insurance Language is to be utilized for Contracts, or Agreements meeting these circumstances. Certain conditions and/or exposures may not relieve or limit the liability of the vendor. These requirements may not be sufficient or adequate to protect the vendor's interests or liabilities, but are merely minimums.

Circumstances

Project is for vendors providing a tangible product, and not labor, such as, but not limited to , hardware, supplies, and other merchandise.

Worker's Compensation

Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Individual employees may be exempted per State Law. Employees liability will have minimum limits of:

- \$100,000 per accident
- \$500,000 disease limit
- \$100,000 disease limit per employee

Commercial General Liability

Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:

\$100,000 bodily injury per person (BI)
\$300,000 bodily injury per occurrence (BI)
\$100,000 property damage (PD) or
\$300,000 combined single limit (CSL) of BI and PD

Business Automobile Liability

If the vendor indicates on the price page that vehicles other than their own (common carrier) will be used for delivery, then the following Automobile Liability will not be required.

Coverage shall apply to owned vehicles and/or hired and non-owned vehicles and employee non-ownership use with minimum limits of:

\$100,000 bodily injury per person (BI)
\$300,000 bodily injury per occurrence (BI)
\$100,000 property damage (PD) or
\$300,000 combined single limit (CSL) of BI and PD

Certificate of Insurance

An original hand signed certificate shall be on file with and approved by the Lee County Risk Management Office prior to the commencement of any work activities.

In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be on file with Risk Management at least 15 days prior to the expiration date.

Revised 10/18/00

LEE COUNTY PURCHASING SERVICES - BIDDERS CHECK LIST

IMPORTANT: Please read carefully and return with your bid proposal.
Please check off each of the following items as the necessary action is completed:

- ___ 1. The Quote has been signed.
- ___ 2. The Quote prices offered have been reviewed.
- ___ 3. The price extensions and totals have been checked.
- ___ 4. The original (must be manually signed) and 2 copies of the quote have been submitted.
- ___ 5. Three (3) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- ___ 6. All modifications have been acknowledged in the space provided.
- ___ 7. All addendums issued, if any, have been acknowledged in the space provided.
- ___ 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- ___ 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- ___ 10. Any Delivery information required is included.

___ 11. The mailing envelope has been addressed to:

MAILING ADDRESS	PHYSICAL ADDRESS
Lee County Purchasing	Lee County Purchasing
P.O. Box 398	3434 Hancock Bridge Pkwy #307
Ft. Myers, FL 33902-0398	N. Ft. Myers, FL 33903

___ 12. The mailing envelope **MUST** be sealed and marked with:
Quote Number
Opening Date and/or Receiving Date

___ 13. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)

___ 14. If submitting a "NO BID" please write quote number here _____
and check one of the following:
___ Do not offer this product ___ Insufficient time to respond.
___ Unable to meet specifications (why)
___ Unable to meet bond or insurance requirement.
Other: _____

Company Name and Address:

ATTACHMENT #4

FORMAL QUOTE NO.: Q-030069

LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM
FOR THE PURCHASE OF PRINTING SUPPLIES

DATE SUBMITTED: 10/25/02

VENDOR NAME: INFORMATION MANAGEMENT SYSTEMS, INC.

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges
receipt of Addenda numbers:

GRAND TOTAL (ITEMS 1 THRU 44): \$ 65,718.66

ITEM DESCRIPTION

1. HEWLETT-PACKARD PART NUMBER: 51626A
ESTIMATED ANNUAL USAGE: 25

COST/EACH \$ 17.95 X 25 = EST. ANNUAL COST \$ 448.75 ✓

2. HEWLETT-PACKARD PART NUMBER: 51645A
ESTIMATED ANNUAL USAGE: 200

COST/EACH \$ 17.20 X 200 = EST. ANNUAL COST \$ 3440.00 ✓

3. HEWLETT-PACKARD PART NUMBER: C6578DN
ESTIMATED ANNUAL USAGE: 200

COST/EACH \$ 27.29 X 200 = EST. ANNUAL COST \$ 5458.00 ✓

FORMAL QUOTE NO.: Q-030069

4. HEWLETT-PACKARD PART NUMBER: C4096A
ESTIMATED ANNUAL USAGE: 30
COST/EACH \$ 66.75 X 30 = EST. ANNUAL COST \$ 2002.50 ✓
5. HEWLETT-PACKARD PART NUMBER: 92295A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ 41.75 X 5 = EST. ANNUAL COST \$ 208.75 ✓
6. HEWLETT-PACKARD PART NUMBER: 92298X
ESTIMATED ANNUAL USAGE: 15
COST/EACH \$ 62.75 X 15 = EST. ANNUAL COST \$ 941.25 ✓
7. HEWLETT-PACKARD PART NUMBER: C4127X
ESTIMATED ANNUAL USAGE: 10
COST/EACH \$ 81.75 X 10 = EST. ANNUAL COST \$ 817.50 ✓
8. HEWLETT-PACKARD PART NUMBER: C4191A
ESTIMATED ANNUAL USAGE: 50
COST/EACH \$ 65.95 X 50 = EST. ANNUAL COST \$ 3297.50 ✓
9. HEWLETT-PACKARD PART NUMBER: C4192A
ESTIMATED ANNUAL USAGE: 50
COST/EACH \$ 76.95 X 50 = EST. ANNUAL COST \$ 3847.50 ✓
10. HEWLETT-PACKARD PART NUMBER: C4193A
ESTIMATED ANNUAL USAGE: 50
COST/EACH \$ 76.95 X 50 = EST. ANNUAL COST \$ 3847.50 ✓
11. HEWLETT-PACKARD PART NUMBER: C4194A
ESTIMATED ANNUAL USAGE: 50
COST/EACH \$ 76.95 X 50 = EST. ANNUAL COST \$ 3847.50 ✓
12. HEWLETT-PACKARD PART NUMBER: C4195A
ESTIMATED ANNUAL USAGE: 40
COST/EACH \$ 72.00 X 40 = EST. ANNUAL COST \$ 2880.00 ✓
13. HEWLETT-PACKARD PART NUMBER: C4196A
ESTIMATED ANNUAL USAGE: 20
COST/EACH \$ 178.90 X 20 = EST. ANNUAL COST \$ 3578.00 ✓

14. HEWLETT-PACKARD PART NUMBER: C4197A
ESTIMATED ANNUAL USAGE: 20
COST/EACH \$ 206.50 X 20 = EST. ANNUAL COST \$ 4130.00 ✓
15. HEWLETT-PACKARD PART NUMBER: C4129X
ESTIMATED ANNUAL USAGE: 10
COST/EACH \$ 96.75 X 10 = EST. ANNUAL COST \$ 967.50 ✓
16. HEWLETT-PACKARD PART NUMBER: C3903A
ESTIMATED ANNUAL USAGE: 10
COST/EACH \$ 51.75 X 10 = EST. ANNUAL COST \$ 517.50 ✓
17. HEWLETT-PACKARD PART NUMBER: C3906A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ 38.75 X 5 = EST. ANNUAL COST \$ 193.75 ✓
18. HEWLETT-PACKARD PART NUMBER: C3105A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ 7.76 X 5 = EST. ANNUAL COST \$ 38.80 ✓
19. HEWLETT-PACKARD PART NUMBER: C3102A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ 34.50 X 5 = EST. ANNUAL COST \$ 172.50 ✓
20. HEWLETT-PACKARD PART NUMBER: C3104A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ 34.50 X 5 = EST. ANNUAL COST \$ 172.50 ✓
21. HEWLETT-PACKARD PART NUMBER: C3103A
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ 34.50 X 5 = EST. ANNUAL COST \$ 172.50 ✓
22. HEWLETT-PACKARD PART NUMBER: C3964A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 46.25 X 1 = EST. ANNUAL COST \$ 46.25
23. HEWLETT-PACKARD PART NUMBER: C3120A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 24.50 X 1 = EST. ANNUAL COST \$ 24.50

24. HEWLETT-PACKARD PART NUMBER: C3966A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 460.00 X 1 = EST. ANNUAL COST \$ 460.00
25. HEWLETT-PACKARD PART NUMBER: C3965A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 160.00 X 1 = EST. ANNUAL COST \$ 160.00
26. HEWLETT-PACKARD PART NUMBER: C3968A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 152.00 X 1 = EST. ANNUAL COST \$ 152.00
27. HEWLETT-PACKARD PART NUMBER: C3969A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 224.00 X 1 = EST. ANNUAL COST \$ 224.00
28. HEWLETT-PACKARD PART NUMBER: C3967A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 280.00 X 1 = EST. ANNUAL COST \$ 280.00
29. HEWLETT-PACKARD PART NUMBER: C4844A
ESTIMATED ANNUAL USAGE: 10
COST/EACH \$ 27.75 X 10 = EST. ANNUAL COST \$ 277.50 ✓
30. HEWLETT-PACKARD PART NUMBER: C4836AN
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ 27.75 X 5 = EST. ANNUAL COST \$ 138.75 ✓
31. HEWLETT-PACKARD PART NUMBER: C4837AN
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ 27.75 X 5 = EST. ANNUAL COST \$ 138.75
32. HEWLETT-PACKARD PART NUMBER: C4838AN
ESTIMATED ANNUAL USAGE: 5
COST/EACH \$ 27.75 X 5 = EST. ANNUAL COST \$ 138.75
33. HEWLETT-PACKARD PART NUMBER: C4810A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 28.50 X 1 = EST. ANNUAL COST \$ 28.50

34. HEWLETT-PACKARD PART NUMBER: C4811A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 28.50 X 1 = EST. ANNUAL COST \$ 28.50
35. HEWLETT-PACKARD PART NUMBER: C4812A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 28.50 X 1 = EST. ANNUAL COST \$ 28.50
36. HEWLETT-PACKARD PART NUMBER: C4813A
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 28.50 X 1 = EST. ANNUAL COST \$ 28.50
37. CANON PART NUMBER: H11-6401-220
ESTIMATED ANNUAL USAGE: 72
COST/EACH \$ 68.50 X 72 = EST. ANNUAL COST \$ 4932.00 ✓
38. BROTHER PART NUMBER: TN5000PF
ESTIMATED ANNUAL USAGE: 12
COST/EACH \$ 24.15 X 12 = EST. ANNUAL COST \$ 289.80 ✓
39. DEX PART NUMBER: 6950
ESTIMATED ANNUAL USAGE: 72
231.00 16632.00
COST/EACH \$ _____ X 72 = EST. ANNUAL COST \$ _____ ✓
40. PANASONIC PART NUMBER: KX-FA65
ESTIMATED ANNUAL USAGE: 24
COST/EACH \$ 20.44 X 24 = EST. ANNUAL COST \$ 490.56 ✓
41. EPSON PART NUMBER: 7753
ESTIMATED ANNUAL USAGE: 46
COST/EACH \$ 3.75 X 46 = EST. ANNUAL COST \$ 172.50 ✓
42. EPSON PART NUMBER: 7763
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 17.50 X 1 = EST. ANNUAL COST \$ 17.50
43. EPSON PART NUMBER: 7764
ESTIMATED ANNUAL USAGE: 1
COST/EACH \$ 17.50 X 1 = EST. ANNUAL COST \$ 17.50

44. LEXMARK PART NUMBER: 13L0034
ESTIMATED ANNUAL USAGE: 1

COST/EACH \$ 32.50 X 1 = EST. ANNUAL COST \$ 32.50

GRAND TOTAL: \$ 65,718.66

(GRAND TOTAL IS OBTAINED BY ADDING THE EST. ANNUAL COSTS FOR ITEMS 1 THRU 44)

WILL YOU DELIVER WITH YOUR OWN VEHICLE AS OPPOSED TO COMMON CARRIER?

YES _____ NO

OPTION A - USED CARTRIDGE CREDIT

AMOUNT CREDITED PER USED CARTRIDGE: \$ VARIES BASED ON CARTRIDGE

PRODUCTS TO BE DELIVERED WITHIN 10 CALENDAR DAYS AFTER RECEIPT OF AN ORDER.

Is your firm interested in being considered for the Local Vendor Preference?

Yes _____ No

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications:

Yes _____ No

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote being declared non-responsive by the County.

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME INFORMATION MANAGEMENT SYSTEMS, INC.
BY (Printed): JUAN G. LEDO
BY (Signature): [Signature]
TITLE: CEO
FEDERAL ID # OR S.S.# 95-3623220
ADDRESS: 14148 MAGNOLIA BLVD.
SHERMAN OAKS, CA. 91423
PHONE NO.: 818/784-6890
FAX NO.: 818/784-6552
CELLULAR PHONE/PAGER NO.: 818-692-7711

LEE COUNTY OCCUPATIONAL LICENSE NUMBER: _____

E-MAIL ADDRESS: JGLEDO@IUSOFT.COM

REVISED: 7/28/00

ATTACHMENT A
LOCAL VENDOR PREFERENCE QUESTIONNAIRE
(LEE COUNTY ORDINANCE NO. 00-10)

Instructions: Please complete either Part A or B whichever is applicable to your firm

PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN LEE COUNTY (Only complete Part A if your principal place of business is located within the boundaries of Lee County)

1. What is the physical location of your principal place of business that is located within the boundaries of Lee County, Florida?

2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)

PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN LEE COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN LEE COUNTY (Please complete this section.)

1. How many employees are available to service this contract? 15+

2. Describe the types and amount of equipment you have available to service this contract.

PRODUCT DISTRIBUTION DONE FROM 88 LOCATIONS
THROUGHOUT THE U.S.

LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

3. Describe the types and amount of material stock that you have available to service this contract.

4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive five years?

Yes _____

No _____

If yes, please provide your contractual history with Lee County for the past five, consecutive years. Attach additional pages if necessary.

ATTACHMENT B – RETURN PROGRAM FOR USED CARTRIDGES

Please detail any return program for used cartridges you may offer (if any) on a free-of-charge basis.

XEROX CARTRIDGES COME WITH RETURN
SHIPPER PREPAID BY XEROX

LEE COUNTY PURCHASING SERVICES - BIDDERS CHECK LIST

IMPORTANT: Please read carefully and return with your bid proposal.
Please check off each of the following items as the necessary action is completed:

- 1. The Quote has been signed.
- 2. The Quote prices offered have been reviewed.
- 3. The price extensions and totals have been checked.
- 4. The original (must be manually signed) and 2 copies of the quote have been submitted.
- NA* 5. Three (3) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- NA* 6. All modifications have been acknowledged in the space provided.
- 7. All addendums issued, if any, have been acknowledged in the space provided.
- 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- NA* 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- 10. Any Delivery information required is included.
- 11. The mailing envelope has been addressed to:

MAILING ADDRESS Lee County Purchasing P.O. Box 398 or Ft. Myers, FL 33902-0398	PHYSICAL ADDRESS Lee County Purchasing 3434 Hancock Bridge Pkwy #307 N. Ft. Myers, FL 33903
---	---
- 12. The mailing envelope **MUST** be sealed and marked with:
Quote Number
Opening Date and/or Receiving Date
- 13. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)
- 14. If submitting a "NO BID" please write quote number here _____ and check one of the following:
 Do not offer this product Insufficient time to respond.
 Unable to meet specifications (why)
 Unable to meet bond or insurance requirement.
 Other: _____

Company Name and Address:



M E M O R A N D U M

**FROM THE
LIBRARY DIVISION**

02 DEC 10 PM 12:05

TO: Janet Sheehan, Director of Purchasing

FROM: Cynthia N. Cobb, Library Director

A handwritten signature in black ink that reads "Cynthia N. Cobb".

DATE: December 2, 2002

RE: Printer Supplies

The Division of Library Services requests a Blue Sheet to go before the Board of County Commissioners for the purchase of printer supplies for the Lee County Library Division.

This action is necessary because the total amount exceeds \$50,000; and must be approved by the BOCC.

This action allows the Lee County Library Division to obtain ink, toner, and other supplies in an efficient and timely manner.

Request BOCC approval of:

- Information Management Systems, Inc as the lowest quoter meeting specifications
- The quote as per the prices listed on the tabulation sheet
- Estimated annual expenditure of \$75,000 for these products.

Funds are available in KG5710114800.