

October 4, 2023

INVITATION TO BID

**STATE OF ALABAMA
COUNTY OF SHELBY**

SEALED BIDS FOR GENERATOR MAINTENANCE & REPAIR SERVICE

Sealed bids for **Generator Maintenance and Repair Service** for Shelby County will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street in Columbiana, Alabama 35051 until 2:00 p.m. on Tuesday, October 17th, 2023 at which time bids will be publicly opened and read. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. Any entity of Shelby County Commission may purchase from this bid.

If you have any questions concerning this bid, please contact Brad Davis at 205/837-4658.

GENERAL INFORMATION

All bidders must use our form for submitting their bids. Bids must be submitted in triplicate. All bids must be sealed and marked in the lower left hand corner "**BID – GENERATOR MAINTENANCE & REPAIR SERVICE**" with opening date and time. Late bids will not be opened.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Commission Minutes.

INSURANCE AND LICENSING REQUIREMENTS

This contract shall not be executed by the County Manager until the successful contractor has supplied the following information in a timely manner, as outlined in the attached contract specifications:

- A. Section 84 State/County privilege license and all other required license(s).
- B. Proof of Insurance containing additional coverage for the Shelby County Commission, its successors, or assigns.

DISQUALIFICATION OF BIDS

Bids may be disqualified before award of the contract for any of the following:

- A. Failure to mark envelope as required;

- B. Failure to sign or notarize the bid document;
- C. Failure to include requested information or other details of the bid.

METHOD OF AWARD

The award will be made to the lowest responsive bidder meeting specifications. It is not the policy of the Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission. Shelby County Commission reserves the right to reject all bids.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of sixty (60) days.

CONTRACT PERIOD

The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties with the pricing remaining the same as the initial bid.

IMMIGRATION LAW

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

OPEN TRADE

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Please provide your bid response in triplicate, one original and two copies.

Bids will not include State Sales Tax or Federal Excise Tax.

Chad Scroggins
County Manager