



**STATE OF ALABAMA  
COUNTY OF SHELBY**

**SEALED BIDS - PRESSURE SEAL FORMS**

Sealed bids for PRESSURE SEAL FORMS will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street-Room 123, Columbiana, Alabama 35051 until 2:00 P.M., January 18, 2024, at which time bids will be opened publicly 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. If you have any questions concerning bid specifications, please contact Mary Horton at mhorton@shelbyal.com.

**GENERAL INFORMATION**

All bidders **must** use our form for submitting their bid. All bids must be sealed and marked in the lower left-hand corner "**BIDS – PRESSURE SEAL FORMS**" with opening date and time. Late bids will not be opened. Bids will not include State Sales Tax or Federal Excise Tax.

Records showing successful bidder 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. Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

**DISQUALIFICATION OF BIDS**

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

1. Failure to mark envelope as required.
2. Failure to sign or notarize the bid document.
3. Failure to include requested information, samples when specified or other details of the bid.

**METHOD OF AWARD**

The award will be made to the lowest responsible bidder meeting specifications for each item bid. 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. Upon awarding of this contract and bid the Shelby County Commission reserves the sole right to end said contract at their sole discretion.

**CONTRACT PERIOD/PRICING**

The period of this contract will be for ninety (90) days 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.

**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

## SPECIFICATIONS & REQUIREMENTS

### 1. Bid Purpose

Shelby County is issuing this bid to acquire plain perforated and pressure sealed forms to the various county departments. A summary of the anticipated annual volume and ordering options required is reflected in the table below:

Form Type	Department	Annual Volume	Order Quantity
Generic	Property Tax	252,000	126,000/252,000

### 2. General Pressure Seal Form 8.5" x 11" EZ Fold (PTC)

Size: Pressure Sealed, 8.5" x 11", EZ Fold, Blank face with black security blackout

Shelf Life: Minimum 12 months to include cohesive

Paper: 28# Pressure Seal paper or equivalent – must have two side fiber-tear seal on outgoing document. **50 samples must be provided with bid.**

Perforations: All to be extraction perforations: Two full length perforations on each side measuring ½" from edge, five full width perforations from the top of the form to be ½", 4 ½", 8", 8 ½" and 9". Form must fold to 8 ½" x 4 ¼".

Packaging: Forms must be packaged 2,000 per carton with 4 inner packages of 500 forms.

Order quantities: 126,000/252,000

### 3. Design Services

The awarded company will be required to provide color proofs of the pre-printed forms. Electronic PDF proofs will suffice. Proofs must be approved prior to production printing.

### 4. Quality Assurance

**The awarded company must have a local forms representative that is available to assist with any issues or emergencies and respond within 24 hours of notification.**

## 5. Bid Submission

The bidder should submit bids with unit price reflected on each form type based on the quantities indicated for each option listed in the form summary table of forms.

Professional services, transportation charges, and all other expenses should be listed separately if not included in unit prices. **Shipping terms must include inside delivery.**

The bidder must provide anticipated lead times for product delivery following order placement on each form type.

The bidder must submit no less than (3) three references from current clients. The County reserves the right to use itself as a reference and to solicit references from other clients other than those listed.

County reserves the right to purchase none, one or several of any items quoted based upon the bid form prices as needed.

## 6. Evaluation of Criteria

The lowest responsive bidder will be contacted prior to bid award to provide Shelby County 100 samples for each item to be reviewed and run through the county equipment to determine if the stock will be compatible. Once the requested samples have been tested and reviewed, a recommendation will be made to the County Commission for award. **If the vendor cannot or will not provide the sample forms within two weeks of being requested, the vendor will be considered non-responsive.**

Evaluation will be based on the County's sole judgement of the quality and features of the forms and support capabilities of the firm and unit price.

**Delivery Terms:** Order must be delivered within 45 days of receipt of the purchase order. Any bid that is unable to meet this requirement will be disqualified.

## **COST SHEET FOR PURCHASE**

Generic County Form – PTC

Annual Estimated Usage: 252,000

Total Cost for 1 Box of 2,000 forms **including shipping:** \$ \_\_\_\_\_

*I understand that orders are to be delivered within 45 days of receiving a purchase order.*  
**Signed:** \_\_\_\_\_

**The undersigned offers the price, terms, and delivery as per bid specifications.**

**Name of Company:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

**Phone: (include area code)** \_\_\_\_\_

**BIDS SUBMITTED ARE FIRM AND NO CLAIMS FOR ERRORS WILL BE  
MADE AFTER BIDS ARE OPENED AND SUBSEQUENT THEREOF.**

Sworn to and subscribed before me this

the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_, Notary Public

My Commission Expires: \_\_\_\_\_