



April 28, 2017

**STATE OF ALABAMA
COUNTY OF SHELBY**

Sealed Bids for LETTERHEAD ITEMS

Sealed bids for Letterhead Items as specified or equivalent will be received in the office of the County Manager, Shelby County Ray Building, 504 Hwy 70 in Columbiana, Alabama 35051 (mailing address: P. O. Box 467), until **2:30 p.m. May 11, 2017** at which time bids will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest 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 this bid, please contact Kim Reynolds at kreynolds@shelbyal.com.

PLEASE REQUEST SAMPLES AT [KREYNOLDS@SHELBYAL.COM](mailto:kreynolds@shelbyal.com) .

GENERAL INFORMATION

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left corner "**BID – LETTERHEAD ITEMS**" 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 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. Products bid can be the product used in the specification or an equal product. If vendor provides an "equal" product, it should equal type of product and quantity of product used per wash as compared to specific product. If the measure of product used at each wash is more than required by specified product, price will be taken into consideration based on per cost for each use and used when deciding bid award.

Prices must be valid for a period of one year from date of bid award. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties

Products shall be compatible with dispensers currently in use. All pricing shall include delivery to Columbiana, Alabama. Delivery is required within two business days after order is received by vendor.

Any entity of Shelby County Commission may purchase from this bid.

Shelby County requires a purchase order for all purchases. Copies of purchase orders shall be required by vendor for orders to be processed and invoices paid.

DISQUALIFICATION OF BIDS

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

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document; or
- 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.

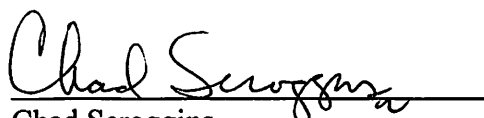
IMMIGRATION LAW

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.

A handwritten signature in black ink, appearing to read "Chad Scroggins", is written over a horizontal line.

Chad Scroggins
County Manager

Letterhead Items - Pricing Sheet

PRINTING NEED SPECIFICATIONS

Items shall be equivalent to Samples provided	
<u>Letterhead 500</u>	
<u>1,000</u>	
<u>5,000</u>	
<u>Blank w/Seal -1,000</u>	
<u>Envelopes 1,000</u>	
<u>5,000</u>	
<u>Business Cards Front</u>	
<u>500</u>	
<u>1,000</u>	
<u>Cards Front and Back</u>	
<u>500</u>	
<u>1,000</u>	

All printing and seals must be laser safe. All seals and color paper and print must be approved by the department ordering prior to fulfilling the initial order. Vendor must provide a draft for all subsequent orders to the appointed person within the department placing the order. All subsequent order will contain colors approved on the initial order unless specified otherwise by the department. Draft must denote corrections/changes or be signed as "approved" by the ordering department and returned to the vendor prior to fulfilling orders.

For each document there may be one layout and several variations of printed matter. These documents may be reproduced with different "printing". The samples included within each exhibit are not all inclusive with regard to print. There may be other departments other than those included within the samples. All orders will be shipped to the department placing the order within two weeks after the draft has been approved. Samples are provided to show size, weight, color, etc. specifications. Quality for pricing within submittals shall be equal to the samples provided herein.

The undersigned offers these prices, terms and delivery as per stated specifications.

Name of Company: _____

Signature: _____

Print Name: _____

Address: _____

Email Address: _____

Phone: (Include area code) _____

Sworn to and subscribed before me this

The _____ day of _____, 2020

Notary Public

My Commission Expires: _____.