



**STATE OF ALABAMA  
COUNTY OF SHELBY**

**January 27, 2023**

**SEALED BIDS – PRESSURE SEAL FORMS**

Sealed bids for will be received for **PRESSURE SEAL FORMS** in the office of the County Manager, Shelby County Administration Building, 200 West College Street, Room 123 in Columbiana, Alabama 35051 until 3:30 p.m. on February 7, 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.

**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 – PRESSURE SEAL FORMS”** 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.

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

Any entity of Shelby County Commission, Shelby County Board of Education or any municipality within Shelby County upon agreement and approval of both parties may purchase from this bid.

The County may cancel this contract at any time for any reason, provided a thirty day written notice is given.

**CONTRACT PERIOD / PRICING**

The period of this contract will be for One Hundred and Eighty Days (180) 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.

## **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.

Bid prices submitted shall include “**INSIDE DELIVERY**” (including surcharges, shipping charges, etc.) Forms shall be unloaded to the appointed location within the building.

**Prices must be valid for a period of One Hundred and Eighty Days 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.**

## **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.

*Chad Scroggins*  
Chad Scroggins  
County Manager

## SPECIFICATIONS & REQUIREMENTS

### 1. Bid Purpose

Shelby is issuing this bid to acquire plain perforated and pressure sealed forms, of multiple sizes and fold types, to the various county departments. A summary of the anticipated annual volume and ordering options required for each form type is reflected in the table below:

<u>Form Type</u>	<u>Department</u>	<u>Annual Volume</u>	<u>Order Quantity</u>
Generic	Property Tax	252,000	126,000/250,000

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

Size: Pressure Sealed, 8.5" x 11", EZ Fold, Blank face w/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 1/2", 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: 126,000/250,000

### 3. Design Services

The awarded company will be required to provide color proofs for each 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 prices reflected on each form type bases 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 upon the bid form prices as needed.

#### 6. Evaluation of Criteria

The lowest responsive bidder will be contacted prior to bid award to provide to Shelby County 100 samples for each item to be reviewed and ran 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 when requested within a two week period, the vendor will be deemed 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 30 days of receipt of the purchase order.

**COST SHEET  
FOR PURCHASE**

Generic County Form – PTC

Annual Estimated Usage: 252,000

Total Cost for 1 Box of 2,00 forms \$ \_\_\_\_\_

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

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

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

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

**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 \_\_\_\_\_, 2023.

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

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