



John Samaniego, Sheriff

**Shelby County Sheriff's Office Target Ammunition Bid
September 2023**

Bid Purpose

Shelby County is issuing this bid solicitation in order to obtain pricing for new target 9mm ammunition. The exact amount to be purchased is unknown, however, the bid is per 1000 rounds. The item up for bid is listed below as well as the details for the specific brand and required specifications. This bid is intended for purchases from the Shelby County Commission budget funds OR from the Shelby County Sheriff's discretionary funds. For further questions, please contact Major Jay Fondren by phone at (205) 670-6141 or by email at jfondren@shelbyso.com.

Instructions

In addition to any requirements by Shelby County, all potential bidders must read and acknowledge all portions of this bid. Potential bidders are required to sign and initial where indicated. Initials are required at the end of numerous paragraphs, as indicated by a short blank box. The item up for bid is listed below and there is a corresponding blank section for each bidding vendor to write their vendor name along with the bid price for each specific item.

Customer Service

In addition to a vendor offering quality products, Shelby County Sheriff's Office employees have identified customer service as a priority for any company or corporation seeking to provide quality products. Therefore, to secure and maintain Sheriff's Office business, potential suppliers must agree to and abide by what have been identified as acceptable standards of customer service. Beyond the usual meanings of service, care, courtesy, and satisfaction, customer service shall include the aspects listed below.

It is preferred, though not required, that the supplier's physical location of business be within Shelby County, Alabama, or within counties contiguous to Shelby County (Jefferson, St. Clair, Talladega, Chilton, Bibb) so as to accommodate those employees who prefer to do walk-in, face-to-face business. Potential suppliers whose business location is not within convenient driving distance must be able to fill and ship mail orders in an expeditious manner, specifically within the same amount of time as suppliers within Shelby County or contiguous counties. Supplier must maintain "usual" business hours Mondays thru Fridays, at minimum, with exception of customarily accepted holidays.

The supplier will provide a business phone number that is answered during normal business hours. The supplier will designate a specific contact person(s) with whom Sheriff's Office employees may communicate directly regarding orders, problems, customer service, questions, etc. The supplier will provide Major Fondren with the contact person's name, business phone number(s), business email address, and fax number(s), whereby the designated representative may be contacted during normal business hours. Voice mail, answering machine, etc. must be provided for the designated contact person so that Sheriff's Office employees may leave a message for the contact person when unavailable and/or during non-business hours. The designated contact person will be required to return all

messages/phone calls within two (2) business days. If the designated contact person will be unavailable for longer than two business days, the supplier will be responsible for responding to messages until the designee returns. If the designated contact person changes, the supplier will notify Major Fondren within one (1) business day of the change, and provide new contact numbers and email addresses.

The supplier will agree to maintain in-stock all items subject to this bid process. The Shelby County Sheriff's Office requires a **21 day turnaround** on the bid item in order to provide the Sheriff's Office with practice ammunition in a timely manner. In all cases, all back ordered or special order items must be received within fifteen (15) days of the supplier receiving restock ammunition.

The supplier will provide invoices/receipts for each purchase that record the item name and description, the quantity purchased, the base price, extended price, and any additional costs for shipping, if applicable. The supplier will also offer the Shelby County Sheriff's Office the option to pick up the ammunition at no additional cost. Purchases by the Sheriff's Office will not incur sales tax, and the Sheriff's Office will provide proper documentation of tax exempt status.

Any complaints regarding customer service that come to the attention of Major Fondren will be forwarded in writing/email to the supplier. The supplier will have five (5) business days to investigate and attempt to resolve the complaint, and provide a written response to Major Fondren as to the status/resolution of the complaint. Complaints of a recurring nature and/or recurring unresolved complaints may be grounds for termination of any and all bid agreements with the supplier.

I, _____ as an authorized representative or agent for _____ have read, understand, accept, and agree to abide by the stipulations and expectations listed above regarding **Customer Service**, for both myself and the company I represent.

Signature: _____ Date: _____

Witness(es): _____

Document of Expectations

The Shelby County Sheriff's Office is requesting bids for new practice ammunition. A contract may be awarded to the successful bidder for an additional year for up to two years, if agreed to by both parties. New and replacement items will be purchased on an "as needed" basis for the duration of the contract period. This document outlines our expectations of a potential retailer/supplier regarding pricing, customer service, turn-around time on back-ordered items, etc.

This document also describes specifications and standards of quality ammunition the supplier is expected to meet (see Appendix A). When the Sheriff's Office specifies an item by brand name and/or required specifications, an alternate that is equal to or better than the specified brand name or model will be considered. If an alternate brand quote or bid is submitted, supplier must provide the Shelby County Sheriff's Office 50 rounds at no cost to conduct an independent test to ensure the ammunition meets specifications set forth in this bid. The sample rounds must accompany the submitted bid. The Shelby County Sheriff's Office reserves the right to accept or reject all or any part of a bid, and to accept the bid or bids that are the most advantageous to the Sheriff's Office and its employees.

Bids will be evaluated on cost, the ability of the bidder to meet the specifications and requirements listed in this document, and bidder performance and reliability. Suppliers will be required to acknowledge that they have read, understand, and agree to abide by and fulfill the expectations listed.

I, _____ as an authorized representative or agent for
_____ have read, understand, accept, and agree to
abide by the stipulations and expectations listed above regarding the details in the **Document of Expectations**
section, for both myself and the company I represent.

Signature: _____ Date: _____

Witness(es): _____

Bid Pricing

Prices quoted for the ammunition will be effective on the date this bid is awarded and in effect for one year, but may be extended two additional years if both parties mutually agree to extend as awarded.

There will be no hidden costs, and all bid prices will include any shipping and/or handling costs, either on the part of the manufacturer, vendor, supplier, or any other person/entity involved in the handling and transfer of merchandise.

I, _____ as an authorized representative or agent for
_____ have read, understand, accept, and agree to abide by the
stipulations and expectations listed above regarding **Bid Pricing**, for both myself and the company I represent.

Signature: _____

Date: _____

Witness(es): _____

Appendix A (Item/Specifications/Pricing)

<u>ITEM</u>	*ALTERNATE BRAND (if applicable)	<u>QUANTITY</u>	<u>SUPPLIER/BUSINESS NAME</u>	<u>PRICING</u>
*Fiocchi 9mm Target Ammunition		1000 rounds		

Required Ammunition Bid Specifications	
Brand Name	Fiocchi
Ammunition Caliber	9mm
Ammunition Type	Target Ammunition
Bullet Weight	115 grain
Bullet Type	FMJ
Primer	Boxer
Other	Must have a “low smoke/low visible signature”