



November 2, 2021

**STATE OF ALABAMA  
COUNTY OF SHELBY**

**INVITATION TO BID  
2022 SHERIFF'S OFFICE VEHICLE GRAPHICS**

Sealed bids will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street, Room 123, Columbiana, Alabama 35051 until November 16, 2021 at 4:00 P.M. 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 Trey Howard at [Thoward@shelbyso.com](mailto:Thoward@shelbyso.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 – SHERIFF'S OFFICE VEHICLE GRAPHICS** " 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.

**Prices must be valid for a period of one (1) 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.

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

Any entity of Shelby County Commission and the Shelby County Board of Education may purchase from this bid.

Should there be a change in ownership or management the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. The contract is not transferable by either party.

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

**Shelby County requires a purchase order for all purchases/services. 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;
- 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.**

  
Chad Scroggins  
County Manager

# Specifications for Shelby County Sheriff's Office 2021 Sheriff's Office Vehicle Graphics

## Graphics Installation Specifications

### Manufacturers Guidelines:

All installations shall be performed per manufacturers' specifications and/or instruction sheets provided with equipment.

### Labor Warranty:

All labor must be warranted for a minimum of 1 year from the initial installation date or match the manufacturer's product warranty term whichever is greatest.

### Uniformity:

All vehicles shall be equipped and installation performed identically to the others as per specs provided by the specific agency. Any deviations of specs will require a written request and approval from such agency.

### Insurance:

Vendor must maintain a minimum of \$1,000,000.00 Garage Keepers Liability Insurance along with Workman's Compensation Insurance and able to be bonded.

### Experience:

Vendor must demonstrate that they have successfully completed services as specified in this bid, are normally and routinely engaged in performing such services, and are properly and legally licensed to perform such work. Vendor must provide a minimum of 3 references of similar contracts to include similar scope and size.

### Inventory:

Vendor must maintain inventory levels to enable off the shelf repairs or replacements of any defective/damaged material.

### Repairs:

There will be times when Sheriff Office vehicles are damaged and need graphic replacements. At the time a vehicle is damaged and new graphics are deemed necessary, the vendor will be contacted with what specific graphics need to be printed and ready for installation. The vendor will have 10 week days to have new graphics ready for installation. After the vehicle has been repaired and is ready for new graphics, the vendor will be contacted and will have 5 week days to complete installation of new graphics. If any material is defective after installation, the vendor will have 5 week days to replace defective graphic material.

### Sub-Contracting:

Vendor must use company provided employees for all phases of the equipment installations.

### Location of Work to be Performed:

New vehicles will be delivered to the Shelby County Sheriff's Office by the manufacturer/dealership. All work provided by the vendor as described throughout this bid will be performed at the Shelby County Sheriff's Office impound building. The impound building is designed to accommodate up to four vehicles at a time with garage style roll-up doors on two sides. The building is climate controlled with all amenities including restroom, electricity, water and 50 gallon air compressor.

### Deadline for Performance:

1. The Shelby County Sheriff's Office will order new vehicles periodically. Once a new vehicle order has been placed, the vendor awarded this contract will be notified of the make, model and number of vehicles ordered. The vendor will also be notified of any changes or deviations from the standard configuration as described in this bid. The Shelby County Sheriff's Office will provide vendor with a purchase order at that time and all necessary materials will be ordered by the vendor. It will be the responsibility of the vendor to track all of these orders and follow-up on any items back-ordered. The vendor will make the Shelby County Sheriff's Office aware of any back-orders or discontinued items as soon as practically possible. The vendor can request an extension of the order period. The Shelby



County Sheriff's Office will make the determination of whether to extend the order period.

2. Upon notification to the vendor that all new cars have been received by the Shelby County Sheriff's Office, the vendor will have 15 days (weekdays) to complete the installation of all material for 15 cars or less. Each additional new vehicle will add one additional day to the completion date.
3. The Shelby County Sheriff's Office will also purchase vehicles from existing dealership inventories periodically. Once a vehicle(s) has been purchased, the vendor awarded this contract will be notified of the make, model and number of vehicles purchased. The vendor will also be notified of any changes or deviations from the standard configuration as described in this **bid**. The Shelby County Sheriff's Office will provide the vendor with a purchase order at that time and all necessary material will be ordered by the vendor. It will be the responsibility of the vendor to track all of these orders and follow-up on any items back-ordered. The vendor will have 30 days to order and receive the material specified. The vendor will make the Shelby County Sheriff's Office aware of any back-orders or discontinued items as soon as practically possible. The vendor can request an extension of the order period. The Shelby County Sheriff's Office will make the determination of whether to extend the order period.
4. The vendor will have 15 days (weekdays) to complete the installation of all material for 15 cars or less. Each additional new vehicle will add one additional day to the completion date.
5. Once all material has been received by the vendor, payment may be made to the vendor for that portion of the contract (not to include the labor or installation payment until said work has also been performed).

## **Specifications for Shelby County Sheriff's Office 2022 Sheriff's Office Vehicle Graphics**

*The Shelby County Sheriff's Office shall have the sole right to determine if all requirements have been met.*

The winning bidder must be ready to start installation of all vehicles within 30 days of notification that they have been awarded the bid for these vehicles and within 15 days of delivery and receipt of any future vehicles. This will be contingent upon delivery of vehicles from the manufacturers; the Sheriff's Office will provide projected delivery dates to the bidder as provided by vehicle manufacturers upon request.

Installer must be able to complete a minimum of 5 vehicles per week from the start date. If the winning bidder fails to deliver complete services during this established time frame punitive damages will be assessed. If the project is not complete by the third day past the estimated end date, a two percent reduction in the total project cost will be deducted from the final bill. In addition for every seven days following that the project is not complete another two percent (cumulative) reduction in the total project cost will be deducted from the final bill.

- All material used will be 3M Scotchlite 680CR Removable Reflective Graphic Film with 9 year expected performance life with 3M Scotchcal 8518 Gloss Overlamine or equivalent.
- All graphics shall be printed, cut, and installed in such a fashion to match existing graphics as seen in Exhibit A.
- All artwork/graphic packages developed for this contract will be considered the property of the Shelby County Sheriff's Office and must be forfeited to the Sheriff's Office at the end of the term of the contract. All artwork/graphic packages will be limited to a one time development fee.

The sizes/location for the graphics of the patrol unit standard configuration as defined in the bid are approximate. They may not be exact due to the small body dimension changes for the new body style.

Understand and comply with specifications overview Requirements Yes / No (circle one)

## Sheriff's Office Patrol Unit Standard Configuration

- Driver and Passenger side graphics shall include:

"SHELBY COUNTY" 1.25" Tall x 49" Long

"SHERIFF" 7.75" Tall x 64" Long

Background stripe stretching from behind front tire ending at rear wheel well approximately 86" Long

Sheriff Star logo 10" Tall x 10.5" Long

American Flag 3.5" Tall x 8" Long

"EMERGENCY DIAL 911 SHERIFF JOHN SAMANIEGO" 5" Tall x 20" Long

Vehicle ID Number 2" Tall x 4.5" Long

- Rear Lift Gate shall include:

"SHELBY COUNTY SHERIFF" 3" Tall x 17" Long

"shelbyso.com" 2" Tall x 18" Long

Vehicle ID Number 2" Tall x 4.5" Long

## Cost Summary

Cost to develop the Patrol Unit Standard Configuration graphics package.	
Cost for printed/laminated material for the Patrol Unit Standard Configuration graphics package per vehicle.	
Cost for installation of the Patrol Unit Standard Configuration graphics package per vehicle.	
Cost per hour of development for any future configurations other than the Patrol Unit Standard Configuration.	
Cost per square foot for printed/laminated material for any future configurations other than the Patrol Unit Standard Configuration.	
Cost per square foot for installation for any future configurations other than the Patrol Unit Standard Configuration.	





Exhibit A







