



**STATE OF ALABAMA  
COUNTY OF SHELBY**

**SEALED BIDS - SHERIFF'S OFFICE VEHICLE GRAPHICS**

Sealed bids for SHERIFF'S OFFICE VEHICLE GRAPHICS will be received in the office of the Chief Financial Officer, Shelby County Administration Building, 200 West College Street-Room 125, Columbiana, Alabama 35051 until 2:30 P.M., January 7, 2025, 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 Trey Howard at [thoward@shelbyso.com](mailto:thoward@shelbyso.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 – SHERIFF'S OFFICE VEHICLE GRAPHICS**" 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 one (1) year 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

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS:

NAME OF COMPANY: \_\_\_\_\_

BY (Please Print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**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 \_\_\_\_\_, 2025.

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

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

## **Specifications for Shelby County Sheriff's Office 2025 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 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/locations for the graphics of the Patrol Unit Standard Configuration as defined in this bid are approximate.

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

## **Sheriff's Office Patrol Unit Standard Configuration**

All sizes are approximate.

Driver and passenger side graphics shall include:

"SHELBY COUNTY" 1.25" Tall x 49" Long

"SHERIFF" 7.75" Tall x 64" Long

Background strip stretching from behind front tire ending at rear wheel well 102" 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 5" Long

Rear of vehicle shall include:

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

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

Vehicle ID Number 2" Tall x 5" Long

Emergency Chevrons 3.5" Tall x 20.5" Long (Qty. 2)

### **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 configuration 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.	









2430

SHELBY COUNTY

**SHERIFF**









EMERGENCY

**DIAL 911**

**SHERIFF JOHN SAMANIEGO**





2430

SHELBY COUNTY  
**SHERIFF**

Alabama  
**69221CO**  
SHELBY COUNTY

shelbyso.com