



Shelby County Forms Bid

Specifications & requirements

1.0) Bid Purpose

Shelby County is issuing this bid to acquire plain perforated and pressure sealed forms. A summary of the anticipated annual volume and ordering options required for each form type is reflected in the table below:

Form Type Summary	Department	Annual Volume	Order Quantity
Pressure Seal Form 8.5" x 11" EZ Fold w/text	License	80,000	80,000

Figure A

2.0) Form Specifications:

Pressure Seal Form 8.5" x 11" EZ Fold w/Text

- i. Size: Pressure Sealed, 8.5" x 11", EZ Fold, Blank face w/text
- ii. Backer Ink: Black customized pre-printing TBD
- iii. Shelf Life: Minimum 12 months to include cohesive
- iv. Paper: 28# Pressure Seal paper or equivalent- must have two side fiber-tear seal on outgoing document. **Samples must be provided with bid.**
- v. 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 ½", 8", 8 ½" and 9". Form must fold to 8 ½" x 4 ¼".
- vi. Packaging: Forms must be packaged 2,000 per carton with 4 inner packages of 500 forms.
- vii. Order Quantities: 80,000

3.0) Design Services

The awarded company will be required to provide color proofs for each of the pre-printed forms contained in this bid. Electronic PDF proofs will suffice. Proofs must be approved prior to production printing.

4.0) Quality Assurance

The awarded company must have a local forms representative (within a 50 mile radius) that is available to assist with any issues or emergencies.

5.0) Bid Submission

- a. 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. (Figure A)
- b. Professional services, transportation charges, and all other expenses should be listed separately if not included in unit prices. **Shipping terms must include inside delivery.**
- c. The Bidder must provide anticipated lead times for product delivery following order placement on each form type.
- d. 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.
- e. County reserves the right to purchase none, one, or several of any items quoted based upon the bid form prices.

6.0) Evaluation of Criteria

The Bidder will submit a total of 50 samples of each form with bid to the County for evaluation.

Evaluation will be based on the County's sole judgment of the quality and features of the forms and support capabilities of the firm and unit price.

5.0) Bid Submission

- a. 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. (Figure A)
- b. Professional services, transportation charges, and all other expenses should be listed separately if not included in unit prices. **Shipping terms must include inside delivery.**
- c. The Bidder must provide anticipated lead times for product delivery following order placement on each form type.
- d. 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.
- e. County reserves the right to purchase none, one, or several of any items quoted based upon the bid form prices.

6.0) Evaluation of Criteria

The Bidder will submit a total of 50 samples of each form with bid to the County for evaluation.

Evaluation will be based on the County's sole judgment of the quality and features of the forms and support capabilities of the firm and unit price.

Form Summary	Dept	Annual Estimated Usage	Total Cost
Renewal Notice Form	License	80,000	

Cost Sheet
For Purchase

Samples are being provided as the specifications for the forms noted.