



February 17, 2025

INVITATION TO BID

**STATE OF ALABAMA
COUNTY OF SHELBY**

SEALED BIDS – CUSTOM SIGNS

Sealed bids for Custom Signs will be received in the office of the Chief Financial Officer, Shelby County Administration Building, 200 West College Street, Room 125 in Columbiana, Alabama 35051, until 2:15 p.m. on February 27, 2025 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.

If you have any questions concerning this bid or the specifications, contact Gina LeCroy at 205-670-6462. All questions must be submitted in writing and emailed to rlecroy@shelbyal.com. Responses will be in the form of an addendum. No questions will be entertained within 48 hours of bid opening.

GENERAL INFORMATION

All bidders must use our form for submitting their bids and submitted in triplicate. All bids must be sealed and marked in the lower left-hand corner “**BID – Custom Signs**” 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(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.

SPECIFICATIONS

One Sided Sign Frame

Required Materials:

Outer Box: 1/8" Aluminum

Interior structure of Box and back panel: 1/8" Alum. or 0.080" Alum. as appropriate

Raised Lettering: 1/8" Stainless Steel

Size: (as shown in pictures below): 72" wide x 54" tall x 11" deep or as indicated on the Bid Form

Upper section -- 72" wide x 48" tall x 11" deep or as indicated on the Bid Form

Base elevation -- adds 6" to overall height

Lettering size: CAHABA RIVER – 10" tall; PARK – 8" tall

Boxed sign description: all components shall be CNC Laser cut and then broke (on a press break) and/or welded together to create the fully enclosed box. A separate back panel attaches with screws and is used to allow access to the interior of the boxed structure during installation. All components are powder coated (baked on "painting" process) for protective and decorative purposes. All mounting hardware for letters and other attachments shall be included in the frame as needed per the individual sign order and cost shall be included in the respective unit cost.



Two Sided Sign Frame

Same as above – EXCEPT the separate back panel that attaches with screws would repeat all of the sign components that are used on the face of the sign. (the Columbiana Courthouse Parking sign shown below is an example of a double-sided sign)

Note: the Columbiana Courthouse Parking sign is 91” wide.



Logos

Material: 1/8" Stainless Steel; 14ga (0.075") Stainless Steel; 1/8" Aluminum; or 0.080" Aluminum (material is selected as appropriate for each layer or each logo).

Sizes: sizes may vary; typical sizes range from 12" to 36"

Description: all logos are CNC laser cut using a variety of metal thicknesses; threaded steel posts shall be welded to the backside of the appropriate logo components, aluminum spacers (varying sizes) shall be used to create spacing and depth within the layered metal logo. Each component is powder coated per the logo requirements. The number of layers and number of powder coat finishes will vary on each logo. Logos may be added to the face(s) of a sign frame or may be ordered separately for installation by the owner directly onto a wall or stone monument structure.



Shelby Co.: 17" diam & 20" diam. City of Columbiana: 17" diameter

Shelby Co.: 2-layers / 4 components / 3-colors

City of Columbiana: 4-layers / 4 components / 2-colors



Forever Wild: 17" wide x 24" tall; Poarch Creek Indians: 31" wide x 25" tall

Forever Wild: 4-layers / 7 components / 4-colors

Poarch Creek Indians: 8-layers / 26 components / 5-colors

Directional Arrows

The directional arrows shown in the example below are 65" wide X 10" tall with 7" tall lettering. The face of the arrows use 1/8" brushed stainless steel and have an aluminum backplate that has been powder coated black.



Custom Graphic

Custom graphics may vary in size and detail. The Cahaba Lily graphic shown below was CNC Laser cut into the face of both Cahaba River Park signs. The Cahaba Lily graphic has a brushed aluminum backplate used to highlight the details of the graphic.



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 bids;

METHOD OF AWARD

The award will be made to the lowest responsive and responsible 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.

Upon the awarding of this contract and bid, Shelby County has the sole right to end said contract at any time at Shelby County's sole discretion. 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.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of sixty (60) days.

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 with the pricing remaining the same as the initial bid.

All bidders must provide pricing for all items listed on bid.

This bid shall not include installation. Installation shall be performed by the County. Order quantities will vary.

Delivery to 280 McDow Road, Columbiana, Alabama 35051 shall be included as a part of this bid.

REQUIREMENTS FOR BIDDERS

Bidding contractor will be required to provide evidence of E-Verify documentation and Section 84 business license.

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