



February 19, 2025

INVITATION TO BID

**STATE OF ALABAMA
COUNTY OF SHELBY**

SEALED BIDS FOR SECURITY AND ELECTRONIC SYSTEM MAINTENANCE SERVICES AS PER SPECIFICATIONS

Sealed bids for Security and Electronic System Maintenance Services for Shelby County Jail and Juvenile Detention Center 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 March 4, 2025 at 2:30 p.m. 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 and responsible bidder. Bids submitted are firm and no claims for errors will be considered after bids are opened and subsequent thereto.

If you have any questions concerning this bid or the specifications, contact Gina LeCroy at rlecroy@shelbyal.com. All questions must be submitted by email. Responses will be in the form of an addendum. No questions will be entertained within 48 hours of bid opening.

GENERAL INFORMATION

The bidder shall provide a proposal for maintenance of security and electronic systems as listed on the attached schedule.

The bid shall include the following locations:

- Shelby County Jail
- Shelby County Juvenile Detention Center

As a minimum the following items shall be included:

- Routine/Preventative Maintenance
- Telephone/Modem Support
- Service Calls and Emergency Dispatch
- Point of Contact

Quarterly inspection of the described system and equipment as described on the schedule of items and shall include the following minimums:

- Shelby County Jail
 - 60 man hours on site support per quarterly inspection period
 - 24 hours telephone support per quarterly inspection period

- One emergency site trip during normal business hours, not to exceed 16 on site man hours per quarterly inspection period
- Shelby County Juvenile Detention Center
 - 40 man hours on site support per quarterly inspection period
 - 16 hours telephone support per quarterly inspection period
 - One emergency site trip during normal business hours, not to exceed 16 on site man hours per quarterly inspection period

Bidder must provide plan to ensure timely response to emergency calls to include support agreement with two (2) other companies.

All bidders must use our form for submitting their bid. Bids must be submitted in triplicate. All bids must be sealed and marked in the lower left hand corner **“BIDS – SECURITY AND ELECTRONIC SYSTEMS MAINTENANCE SERVICES”** 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 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.

SITE VISIT

It is strongly recommended that interested contractors visit the buildings included in the work. Failure to do so will not relieve the contractor from meeting all contract requirements. Visits must be coordinated with Jerry Talton at (205) 515-0146.

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.

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.

REQUIREMENTS FOR CONTRACTORS

Bidding Contractor will be required to provide evidence of a Certificate of Insurance which provides Workman's Compensation for contractor's employees for duration of contract, and a minimum \$1,000,000 (One Million Dollars) in liability insurance naming Shelby County as an additional insured. The above noted insurance must be with an A or A+ company.

Evidence of insurance and complete execution of contract shall be received within 20 days after bid award.

Bids will be valid for sixty (60) days.

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