



STATE OF ALABAMA
COUNTY OF SHELBY

SEALED BIDS - HEAVY EQUIPMENT AC MAINTENANCE AND REPAIR

Sealed bids for HEAVY EQUIPMENT AC MAINTENANCE AND REPAIR 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 2:45 P.M., April 15, 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 Brad Peak at bpeak@shelbyal.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 – HEAVY EQUIPMENT AC MAINTENANCE AND REPAIR"** 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.

INSURANCE AND LICENSING REQUIREMENTS

This contract shall not be executed by the County Manager until the successful contractor has supplied the following information in a timely manner, as outlined in the attached contract specifications:

- A. Section 84 State/County privilege license and all other required license(s).
- B. Proof of Insurance containing additional coverage for the Shelby County Commission, its successors, or assigns.

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 ninety (90) days 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: _____



**Request for Proposal
Heavy Equipment AC Maintenance and Repair
Shelby County Commission**

Date:	March 31, 2025		
Scope of Work:	Submit a price for preventive maintenance and repair of the County's heavy equipment AC systems. Also submit a labor rate for repairs and markup rate of parts. Preventive Maintenance price is to include all labor costs needed to perform the work.		
Requirements:	Shelby County is tax exempt. Price shall not include tax. Prices are to be good for 60 days from time of submittal, and if accepted, for the duration of the contract. Pricing is to be as follows: Submit pricing for the fiscal year. All invoices will be submitted to the Shelby County Commission, Attn: Mary Horton, 200 West College Street, Room 125, Columbiana, AL 35051. Other requirements on following page.		
For Questions, contact:	Brad Peak	Phone No.: 205-288-0825	
Proposals are due by:	April 15, 2025	Time: 2:45 PM	
No quotes received after the above specified date and time will be considered.			

Preventive Maintenance Service Requirements

One annual PM is scheduled in either February or March, **ALL PM'S MUST BE SCHEDULED IN ADVANCE BY CONTACTING BRAD PEAK AT 205-288-0825, OR EMAIL bpeak@shelbyal.com .**

The services will consist of:

- An Annual PM Service scheduled in either February or March.
- The Annual PM Service must be followed by a written report attached to the invoice to the County within one week of the service. Failure to do so may cause contract termination.
- No service call charges, travel time, truck fees, mileage or fuel fees may be charged.
- Awarded bidder agrees to always use the refrigerant/Freon provided and paid for by Shelby County and parts when we can provide them.
- Labor time for maintenance and repairs will be charged by book flat rates.
- Bidder must guarantee their work for 180 days.
- Response to service call requests must be within a 24-hour period.
- Bid response will list per hour labor and markup rate of parts.

The following scope shall be included in the Annual PMs.

AC SYSTEMS

GENERAL:

Clean evaporator, condenser, radiator and screens
Blow out or replace AC filters
Recover Freon, replace drier and recharge system
Check for leaks
Check refrigerant levels and pressures
Record all readings and present reports on invoice
Notify customer of any additional required repairs

Bid Form

Heavy Equipment AC Maintenance and Repairs

- Technicians Hourly Rate \$ _____
- Parts Markup by percentage % _____

Name of Contractor: _____

Address: _____

Signature: _____ Title: _____

Printed name: _____