



**STATE OF ALABAMA  
COUNTY OF SHELBY**

**SEALED BIDS - PROPERTY TAX COMMISSION PRINTED ITEMS**

Sealed bids for **PROPERTY TAX COMMISSION PRINTED ITEMS** 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., May 8, 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 Mary Horton at [mhorton@shelbyal.com](mailto:mhorton@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 "**PROPERTY TAX COMMISSION PRINTED ITEMS**" 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: \_\_\_\_\_

## PRINTING NEEDS SPECIFICATIONS

All printing and seals must be laser safe. All seals, color of paper, and print must be approved by the department ordering prior to fulfilling the initial order. Vendor must provide a draft for all subsequent orders to the appointed person within the department placing the order. All subsequent orders will contain the colors approved on the initial order unless specified otherwise by the department. Draft must denote corrections/changes or be signed as “approved” by the ordering department and returned to the vendor prior to fulfilling orders.

The specifications listed below include the type, color, weight, etc. of each document. However, for each document there may be one layout and several variations of printed matter. These documents may be reproduced with different “printing”. The samples included within each exhibit are not all inclusive. There may be departments other than those included within the samples. All orders will be shipped to the department placing the order within **three** weeks after the draft has been approved.

Pricing shall be based on a product weight, size, color as noted with each Exhibit.

1. Manilla Envelope 9 x 12 with return address information printed on upper left corner  
Exhibit 1

Price for order of 500                      \$ \_\_\_\_\_

Price for order of 1,000                      \$ \_\_\_\_\_

Price for order of 2,500                      \$ \_\_\_\_\_

2. Manilla Envelope 9 x 6 with return address information printed on upper left corner and  
“Envelope not Re-usable” printed at the bottom  
Exhibit 2

Price for order of 500                      \$ \_\_\_\_\_

Price for order of 1,000                      \$ \_\_\_\_\_

Price for order of 2,500                      \$ \_\_\_\_\_

3. White business envelope with return address  
Exhibit 3A and 3B (Same envelope style – different address information on return)

Price for order of 500                      \$ \_\_\_\_\_

Price for order of 1,000                      \$ \_\_\_\_\_

Price for order of 2,500                      \$ \_\_\_\_\_

4. White standard business envelope with window and return address  
Exhibit 4A and 4B (Same envelope style – different address on return)

Price for order of 500                      \$ \_\_\_\_\_

Price for order of 1,000                      \$ \_\_\_\_\_

Price for order of 2,500                      \$ \_\_\_\_\_

5. Yellow half sheet form padded – 50 per pad with glue at top  
Exhibit 5

Price for order of 500                      \$ \_\_\_\_\_

Price for order of 1,000                      \$ \_\_\_\_\_

Price for order of 2,500                      \$ \_\_\_\_\_

6. Blue door hanger for appraisal use: 3 ½ x 8 with a way to hang on door handle  
Exhibit 6

Price for order of 500                      \$ \_\_\_\_\_

Price for order of 1,000                      \$ \_\_\_\_\_

Price for order of 2,500                      \$ \_\_\_\_\_