



May 28, 2025

## **INVITATION TO BID**

**STATE OF ALABAMA  
COUNTY OF SHELBY**

### **SEALED BIDS FOR RESTROOM SUPPLY PRODUCTS AS PER SPECIFICATIONS**

Sealed bids for Restroom Supply Products for Shelby County 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 June 10, 2025 at 2:00 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 205/670-6462. All questions must be submitted in writing to [rlecroy@shelbyal.com](mailto: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**

The bidder shall provide a proposal for the materials as described on the attached requirements and specifications.

**Prices must be valid for a period of 180 days.**

#### **Requirements:**

1. Vendor shall have an online catalog, for order entry use and suitable for the needs of the County and participating agencies.
2. Bid pricing is to be established as a ceiling price. At no time may the bid products be offered pursuant to this Contract at prices above this ceiling price without approval by the County. Prices may be reduced to meet the specific needs of the County or participating agencies.
3. New listings into the catalog may be submitted throughout the term of the Contract. Vendor reserves the right to review subsequent catalog offerings to determine if the represented products reflect the contracted products and equipment. Each new listing may have the effect of adding new product offerings and deleting products no longer carried by the Vendor. New optional accessories for equipment may be added to the Contract at the time they become available.

4. All products sold by the vendor must be new. Products that have a 30/60/90 day money back guarantee should be clearly identified in the catalog.
5. The vendor agrees that full refund, credit or exchange will be granted to any defective-on arrival merchandise, if reported within thirty (30) days of receipt of the order.
6. Shipping charges must be clearly identified in the bid.
7. Sales and other taxes, where applicable, shall not be included in the prices quoted.
8. Bids shall be submitted on a per case unit price
9. Products shall be compatible with dispensers listed
10. Products must be delivered within 48 hours of order date
11. Any variance in products being delivered from what is quoted must be approved by the department prior to shipment.
12. All pricing shall **include** delivery to Columbiana, Alabama

Shelby County requires a purchase order for all purchases

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 – RESTROOM SUPPLY PRODUCTS”** 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.

### **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 hundred eighty (180) 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 with the pricing remaining the same as the initial bid.

### **REQUIREMENTS FOR CONTRACTORS**

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

Bids will be valid for sixty (60) days for review and award.

### **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.

Chad Scroggins  
County Manager