

**SHELBY COUNTY JAIL ROOF REPLACEMENT PROJECT  
PROPOSAL FORM AND SAMPLE BID BOND**

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**Bids shall be submitted in triplicate.**

**DATE:** \_\_\_\_\_

TO: Mr. Chad Scroggins  
Shelby County Commission  
200 West College Street  
Columbiana, AL 35051

\_\_\_\_\_  
Bidding Contractor

1. Pursuant to and in compliance with the Invitation to Bid and the proposed Contract Documents relating to the construction of:

**SHELBY COUNTY JAIL ROOF REPLACEMENT PROJECT**

**– Shelby County**

Including Addenda \_\_\_\_\_

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work within the time stated and in strict accordance with the proposed Contract Documents, including furnishing any and all labor and materials, and to do all work required to construct and complete said Work in accordance with the Contract Documents, for the following sum of money:

Total Base Bid Amount - \$ \_\_\_\_\_

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2. I understand that Shelby County reserves the right to reject this Bid, but that this Bid shall remain open and not be withdrawn for a period of sixty (60) days from the date prescribed for its receiving.
3. There will not be a pre-bid meeting for this project. Any questions or clarifications regarding the bid should be submitted in writing and answers will be provided.
4. The Bidder, if awarded the contract, hereby agrees to commence work under this contract on or before a date to be specified in a written Notice to Proceed from the Owner and to fully complete work as specified in the required timeframe.
5. If written notice of the acceptance of this Bid is mailed or delivered to the undersigned within sixty (60) days after the date set for the receiving of this Bid, or at any other time thereafter before it is withdrawn, the undersigned shall execute and deliver the Contract Documents to the Owner in accordance with this Bid as accepted, and will also furnish and deliver to the Owner the proof of insurance coverage, within ten (10) days after personal delivery or any deposit in the mails of the notification of acceptance of this Bid.
6. Notice of Acceptance or request for additional information may be addressed to the undersigned at the address set forth in Item 7 below.
7. The names of all persons interested in foregoing Bid as principals are:

**IMPORTANT NOTICE:** If Bidder or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of president and secretary; if a partnership, give name of firm and names of all individual co-partners composing the firm; if Bidder or interested person is an individual, give first and last names in full.)

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**NOTE:** If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

The Bidder acknowledges by his signature that he agrees to requirements contained in the Invitation to Bid and the Instructions to Bidders, and that should he fail to execute a Contract with the Owner, should the Owner award said Contract to him, that the Owner may rightfully collect the sum of the Bid Bond. The required Bid Bond is attached to this Bid.

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ALABAMA GENERAL CONTRACTOR'S LICENSE #: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Note: If a corporation, Bid must be signed by person authorized by corporation by-laws to bind it to a contract.

The entirety of this project shall be bid as a **“LUMP SUM BID”**. The Bidder agrees to perform all necessary work described in the **CONTRACT DOCUMENTS** for the project, constituted by the **LUMP SUM BID**.

**FORM OF BID BOND**

KNOW ALL MEN BY THESE PRESENTS:

That the contractor, as Principal, and \_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_, as Surety, are held and firmly bound  
unto \_\_\_\_\_  
(Address)

the **SHELBY COUNTY COMMISSION** as Obligee in the full and just sum of five percent (5%) of amount bid (Maximum amount - \$10,000.00), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal is herewith submitting its proposal for

**PROJECT NAME:** \_\_\_\_\_

The condition of this obligation is such that:

If the aforesaid Principal shall be awarded the contract and said Principal will, within the time required, enter into a formal contract and give a good and sufficient bond to secure the performance of the terms and conditions of the contract, then this obligation will be void; otherwise, the Principal and the Surety will pay unto the Obligee the difference in money between the amount of the contract as awarded and the amount of the proposal of the next lowest acceptable bidder, but not to exceed the total amount of the proposal guaranty. If no other bids are received, the full amount of the proposal guaranty shall be retained and/or recovered as liquidated damages for such default.

Witness our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

**SIGNATURE OF INDIVIDUAL BIDDER: (USE ONLY WHERE BIDDER IS AN INDIVIDUAL)**

\_\_\_\_\_, Doing Business As, \_\_\_\_\_  
(Name of Individual) (Business Name)

Business Mailing Address: \_\_\_\_\_

**NAME OF PARTNERSHIP, JOINT VENTURE OR CORPORATION:**

(Name of Partnership, Joint Venture or Corporation\*) – (If Two Corporations\*\*)

Business Mailing  
Address: \_\_\_\_\_ BY: \_\_\_\_\_ (L.S.)  
(Signature and Position or Title of  
Officer Authorized to Sign Bids and  
Contracts for the Firm)

Business Mailing  
Address: \_\_\_\_\_ BY: \_\_\_\_\_ (L.S.)  
(Signature and Position or Title of  
Officer Authorized to Sign Bids and  
Contracts for the Firm)

Business Mailing  
Address: \_\_\_\_\_ BY: \_\_\_\_\_ (L.S.)  
(Signature and Position or Title of  
Officer Authorized to Sign Bids and  
Contracts for the Firm)

\* (Corporate Seal) Name of State under the laws of which the  
Attest: Corporation was chartered:

\_\_\_\_\_  
(Secretary)

\*\* (Corporate Seal) Name of State under the laws of which the  
Attest: Corporation was chartered:

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Name of Surety)

BY: \_\_\_\_\_  
(Attorney-in-Fact)

**PROPOSAL WILL NOT BE ACCEPTED UNLESS THIS FORM FOR BID BOND IS USED,  
AND BIDS WILL NOT BE CONSIDERED UNLESS THIS FORM IS SIGNED BY PRINCIPAL  
AND SURETY OR A CERTIFIED CHECK IN THE PROPER AMOUNT IS FURNISHED.  
CASHIER'S CHECK IS NOT ACCEPTABLE.**

**PLEASE LEAVE ATTACHED IN YOUR BIDDING FORM**