Shelby County Door and Door Hardware Bid

ADDENDUM NO. 2

Date: November 4, 2026

RE: Shelby County Door and Door Hardware

BID DATE AND TIME:
November 10, 2026 at 2:00 p.m. CST

Location for the bid opening remains the office of the Shelby County Chief Financial Officer, located at 200 West College Street, Room 125, Columbiana, Alabama, 35051

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General:

None

Project Manual, Plans and Specifications:

- See attached revised bid proposal form

Substitution Request:

- None

Questions and Clarifications:

Q1: May a bidder offer only selected lines, with unsupported lines marked “No Bid,” and remain eligible for an individual-item award?
A1: Yes, but the county reserves the right to award as indicated on the specs.

Q2: Is one unit of each offered line the evaluation basis?
A2: Yes, per unit. Often times we may purchase only one of a certain item. However, based on the project site, this may vary.

Q3: Please confirm the required door/frame preparations, hollow-metal door core/construction, wood-door veneer/finish, and any hinge or hardware preparations that must be included in the listed prices.

A3: Doors and frames prepped ready for install. Wood finish and stain color to be specified based on location and match conditions or new stain color on new buildings. The standard wood door will be birch. If we need an upgrade like oak or anything else special we will purchase it via the catalog line item under list plus discount. It is rare we order any special wood doors though.

Q4: For the Schlage/Primus/Everest and restricted-core lines, what keyway, authorization, keying and key quantities should be included?
A4: Keyway bitting list to be provided, quantities are based on project size.

Q5: Will the County provide any required authorization after award?
A5: Yes and we will provide the bitting list and any other required information from our current vendor.

Q6:. For the catalog-discount line, should bidders identify a specific manufacturer catalog and published list-price date?
A6: No, upon request per item purchased the County may ask for a catalog reference to verify list pricing.

Q7: Are annual listed-item prices fixed without escalation?
A7: This will be based on your current catalog listing at the time of purchase.

Q8. Are historical annual purchases or typical release quantities available to help us price delivery to Columbiana, and is there a required delivery time after each order?
A8: This varies greatly based on the projects being performed during that given year. Under this bid FY 25 gross purchases = $40,980. FY 26 gross purchases = $19,470.

Q9: We understand the sealed original and two copies must be physically received by November 10 at 2 PM, with written questions due November 4 at noon.
A9: Correct. If you have last minute questions past Nov 4 send them on and we will try our best to answer them

Q10: Pricing (A6–A7). What delivered unit price should bidders enter for evaluation on each listed row?
A10: The unit price for each items should include the cost of delivery to the facilities warehouse in Columbiana.

Q11: If the catalog price changes before a purchase, how is the invoice price calculated?
A11: The currently catalog list price shall be shown on each invoice and the discounted price per the bid should be shown as the invoiced cost. If needed the County may ask to examine the current catalog listing to verify correct cost being charged.

Q12: Which catalog and discount apply to listed versus unlisted items, and must each unit price include freight for a release of just that item?
A12: The catalog bid line is for any item under the general category of “Door and Door Hardware” that your company carries that is not specifically listed on the bid as an individual item. This is done to cover items that are unique and infrequently purchased but still fall under this category. If you company does not carry a certain needed item, a simple response by email to that effect will be sufficient and the County will then seek out an alternate vendor for that certain item. The unit pricing on listed items shall include freight. If items are purchased off the catalog listing at the % discount that is bid, since the shipping of those items may be unknown, freight on those items is acceptable and should be included on the invoice at the ACTUAL freight cost without markup (see revised proposal form that addressed this).

Q13: Preparation and finish (rows 1–18). Which hinge and lock preparations should bidders include in the evaluation price before the opening is identified?
A13: Typically we just use standard commercial 4.5” x 4.5” hinges and standard 2 1/8” cylindrical cutouts for the locksets.

Q14: For birch doors on rows 13–18, which stain and finish should bidders price when the final selection depends on the location?
A14: The stain and finish shall be applied by the County to match the location. The door shall be furnished to the County without stain or finish.

Q15: Frames and hardware. For rows 1–8, will the County accept a 90-minute frame with a 4⅝-inch throat for the specified nonrated frame in a 4½-inch wall?
A15: Yes

Q16: For row 26, which function governs if the listed model and the “office” description differ?
A16: Please elaborate on your question as I do not understand how this question applies to this bid.

Q17: For a proposed equivalent, what written approval is required, and by when?
A17: The County will consider and submitted equivalents and approve them by addendum. See bid specifications for the cutoff dates and times.

Q18: With respects to Certification - How should a bidder with fewer than 10 full-time employees handle the Act 2023-409 form, which states that the bidder has 10 or more? May it be omitted, or does the County require an alternative statement?
A18: This is Alabama Law and cannot be avoided. This has never been an issue with a vendor.

Q19: In regards to the Delivery and payment - What delivery period applies to each release, and when is payment due after delivery and invoice approval?
A19: The County issues checks weekly. If the invoice is received before the end of the day on Monday, the payment will be made that same Thursday.

Q20: For the Closing date - The addendum gives November 10 but identifies the weekday as Thursday. Please confirm in writing whether the County must physically receive the sealed original and two copies on Tuesday, November 10, 2026, by 2 PM Central at 200 West College Street, Room 125, Columbiana.
A20: Addendum 1 was in error on the day of the week that is listed. We will clarify in Addendum #2. The bid date remains November 10th at 2:00pm CST.

Q21: For the Door Hardware specifically, is Shelby County open to alternate hardware brands/manufacturers as “approved equal” such as dorm Akaba product, or is Allegion product a hard requirement with no substitutions?
A21: Changes in manufacturer for these specific items are not possible due to the fact that we are matching an existing system wide access control system that is already in place across our entire building inventory.

Q22: For future reference, is there an existing Access Control System being utilized at Shelby County facilities for card readers, electric strikes, electronic access points, etc?
A22: Yes, Avigilon for the electronic access control, Schlage for the lock hardware

Q23: Act 2023-409 certificate (workforce statement). The bid packet's Certificate of Compliance with Act 2023-409 certifies that the contractor is a for-profit entity "with 10 or more full-time

employees." Must every bidder submit this certificate exactly as written, or is there an alternate certification available to a bidder whose workforce structure does not match that statement?
A23: This is State law requirements. If you will provide your company's structure, we can check on any available alternates. We have never had an issue with any of our vendors being able to provide this executed statement.

Q24: Required delivery time after each order. Prices include delivery to Columbiana. What delivery time after receipt of each order does the County require or expect (for example, a maximum number of business days for stocked hardware versus hollow-metal doors/frames), and are partial shipments acceptable when an order mixes stocked and made-to-order items?
A24: Typically if stock materials can be delivered within 5 business days is acceptable. For special order items it is understood that is based on manufacturer lead times and shipping. As long as the delivery date is specified at the time of the quote and order and that indicated date is honored it is acceptable. If the lead time indicated is not determined to be acceptable for any special order items the County reserves the right to purchase those items from an alternate source in the unique cases of urgent / emergency need.

Q25: Delivery point(s) and receiving arrangements. Are all deliveries made to a single County location in Columbiana, or may orders be delivered to multiple County facilities? Please confirm the delivery address(es), receiving hours, and whether a loading dock or forklift is available for door/frame shipments.
A25: The delivery times are Monday thru Friday 7am to 3:00pm. All deliveries shall come to the facilities warehouse at 280 McDow Road, Columbiana, AL 35051. A forklift is always available for unloading.

Q26: Catalog line mechanics ("% Discount Below Retail/List Price").Please confirm how the catalog-discount line will be applied during the contract term: (a) does the bid percentage apply as a discount below the manufacturer's published list price in effect at the time of each purchase, uniformly across all manufacturers and catalog items not on the listed schedule; and (b) is freight on catalog-line purchases included in the discounted price or billed separately?
A26: The unit pricing on listed items shall include freight. If items are purchased off the catalog listing at the % discount that is bid, since the shipping of those items may be unknown, freight on those items is acceptable and should be included on the invoice at the ACTUAL freight cost without markup (see revised proposal form that addressed this). Surcharges are not allowed.

Q27: Out-of-state notarization of the bid form. The Bid Form carries a notary block. Is a bid form signed and notarized in the bidder's home state (Georgia) acceptable to the County, or must notarization be performed in Alabama?
A27: Out of state notaries are not a problem.

End of Addendum

BID FORM

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS:

NAME OF COMPANY: _____

BY (Please Print): _____

ADDRESS: _____

_____

PHONE: _____

By signing below, Bidder certifies the following: **Initial**

Bidder has read the Scope of Work and certifies that the goods and services offered herein meet all requisite specifications. _____

Bidder shall comply with all applicable federal, state, and local laws. _____

Bids submitted are firm and no claims for errors will be made after bids are opened and subsequent thereof. _____

Item descriptions on invoices must match descriptions shown on bid form.

Delivery to Columbiana, Alabama shall be included in the bid price of all listed unit price items. Actual Freight is allowed for any items purchased under the Catalog Listed Items bid that covers all other items that are not specifically listed under unit price items.

Doors and Frames	
Metal Welded Frames	
3’ x 7’ Hollow Metal Frame 16ga Right Hand Not Rated – 4-1/2” Walls	
3’ x 7’ Hollow Metal Frame 16ga Left Hand Not Rated – 4-1/2” Walls	
3’ x 6’8” Hollow Metal Frame 16ga Right Hand Not Rated – 4-1/2” Walls	
3’ x 6’8” Hollow Metal Frame 16ga Left Hand Not Rated – 4-1/2” Walls	
Metal Knock Down Frames	
3’ x 7’ Hollow Metal Frame 16ga Right Hand Not Rated – 4-1/2” Walls	
3’ x 7’ Hollow Metal Frame 16ga Left Hand Not Rated – 4-1/2” Walls	
3’ x 6’8” Hollow Metal Frame 16ga Right Hand Not Rated – 4-1/2” Walls	
3’ x 6’8” Hollow Metal Frame 16ga Left Hand Not Rated – 4-1/2” Walls	
Metal Doors	
3’ x 7’ Hollow Metal Door 16ga Right Hand Not Rated	
3’ x 7’ Hollow Metal Door 16ga Left Hand Not Rated	
3’ x 6’8” Hollow Metal Door 16ga Right Hand Not Rated	
3’ x 6’8” Hollow Metal Door 16ga Left Hand Not Rated	
Wood Doors	
3’ x 7’x1-3/4” Solid Core Wood Door Non Rated	
3’ x 6’8”x1-3/4” Solid Core Wood Door Non Rated	
3’ x 7’x1-3/4” Solid Core Wood Door 20min Fire Label	
3’ x 7’x1-3/4” Solid Core Wood Door 45min Fire Label	
3’ x 6’8”x1-3/4” Solid Core Wood Door 20min Fire Label	
3’ x 6’8”x1-3/4” Solid Core Wood Door 45min Fire Label	
Glass/Glass Kits	
LT-B1 3x33 Glass Kit	
4” x 34” Tempered Glass – 1/4” thickness	
Door Hardware	
ND53J RHO 626 Schlage Entry Lock Less Cylinder	
23-030 006D 135 Core Cylinder	
NSCY 23-030x613D 135 Schlage Everest IC Core 0 Bit Cylinder	
NSCY 30-137-625 LFIC Housing Cylinder	
CYKBSC S26206 9 26D 3B Housing for Schlage LFIC	
NSLO ND70JD RHO 613 Schlage Office Lock	
NSCY 20 740x626 IC Primus	
NSCY ICS-26D-AR LFIC Mortise Cylinder	
NSLO L9050L 03A 630 Schlage Mortise Lock Less Cylinder	
B660j 626 Schlage Dedlock w/Thumbturn for IC Cores	
B660P 626 Schalge Deadlock w/ Thumbturn for Standard Cores	
D135 Core Cylinder Schlage Primus	
L-VRSG-3 24" x 24" Vandal Louver	
% Discount Below Retail/List Price on all other catalog listed items	

SIGNATURE: _____

Sworn to and subscribed before me this

the_____day of _____, 202___.

_____
Notary Public

My Commission Expires:_____