



September 2011

STATE OF ALABAMA

COUNTY OF SHELBY

Invitation to Bid

Bids are being requested for **Installation of a new roof system on the Shelby County Courthouse** and will be received by the Shelby County Commission at 200 West College Street (mailing address: P. O. Box 467), Columbiana, AL 35051 until 2:00 p.m. local time on **September 29, 2011**, at which time bids will be reviewed for conformance with specifications. The County Commission reserves the right to reject any or all bids and to waive informalities. 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, contact Terry Franklin at 205/670-6352.

General Information

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left corner "**BID – Roof Installation**" with opening date and time. Late bids will not be opened.

Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

A mandatory pre-bid meeting will be held in the Work Session Conference Room located at 200 West College Street, Columbiana, AL 35051 on September 22, 2011, at 10:30 a.m. local time.

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 and an unconditional Notice of Cancellation clause.

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 the bid document;
- C. Failure to include requested information or other details of the bid.

Method of Award

The award will be made to the lowest responsive contractor meeting specifications. It is not the policy of the Shelby County Commission to purchase on the basis of low price only. Quality, conformity with the 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 contractor.

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 the awarding of this contract and bid, the Shelby County Commission reserves the sole right to end said contract at their sole discretion.

Required Information

Within five (5) days of the notice of award, the low bidder must be capable of providing a certificate of insurance which clearly illustrates their level of coverage for general liability and workers compensation. The Certificate of Insurance will be subject to the sole approval of the Shelby County Commission.

Alex Dudchuck
County Manager