



February 22, 2016

**STATE OF ALABAMA
COUNTY OF SHELBY**

**Sealed Bids for HVAC Filters and Belts
For Use at Various County Locations and American Village**

Sealed bids for HVAC Filters and Belts will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street in Columbiana, Alabama 35051 (mailing address: P. O. Box 467), until 2:00 p.m. **March 10, 2016** at which time bids will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest 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 this bid, please contact Johnny Padgett at 205/837-4658.

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 – HVAC Filters and Belts**" 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 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.

Prices must be valid for a period of 180 days.

HVAC FILTERS - ALL FILTERS MUST BE PLEATED

7 3/4x22x1
7 3/4x25 3/4x1
7 3/4x26 1/2x1
7 3/4x31 3/4x1
7 x 34 3/4 x 1

7 3/4x41 1/2x1
7 3/4x41 3/4x1
7 3/4x43 3/4x1
7 3/4x48 1/2x1
7 3/4x48 3/4x1
7 3/4x49x1
10x32x1
10x33x1
10x54x1
10 1/2x28x1
11x34x1
12x12x1
12x24x2
12x35x1
14x14x1
14x20x1
14x24x1
14x33x1
15x20x1
15x20x2
15x24x1
16x16x1
16x20x1
16x20x2
16x22x1
16x25x1
16x25x2
16x30x1
17 7/8 x 17 7/8 x 2
18x18x1
18x20x1
18x24x1
18x24x2
20x20x1
20x20x2
20x22x1
20x24x2
20x25x1
20x25x2
20x30x1
22x22x1
22x26x1
23x23x1
24x24x2
24x24x4
24x30x2
25x16x4
25x20x4

BELTS

A-41
A-43
A-48
B-96
B-52
A-31
A-55
A-66
A-48
A-57
2690
B-68
9476
A-56
B-46
2460
3L250W
4L210W
4L220W
4L440
4L450W
4L460
4L690
A33
A65
B48
B64
B67
B112
A-44
A-50
B-62
A-40
A-53
B-100

Shelby County requires a purchase order for all purchases. Copies of purchase orders shall be required by vendor for orders to be processed and invoices paid.

Any entity of Shelby County Commission and American Village may purchase from this bid.

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 bid, or

METHOD OF AWARD

The award will be made to the lowest responsive 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.

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.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of sixty (60) days.

Alex Dudchock
County Manager

BID FORM

SHELBY COUNTY COMMISSION
HVAC Filters and Belts
February 2016

Bid Date: March 10, 2016
Bid Time: 2:00 p.m. Local Time

HVAC FILTERS	Price
7 3/4x22x1	
7 3/4x25 3/4x1	
7 3/4x26 1/2x1	
7 3/4x31 3/4x1	
7 x 34 3/4 x 1	
7 3/4x41 1/2x1	
7 3/4x41 3/4x1	
7 3/4x43 3/4x1	
7 3/4x48 1/2x1	
7 3/4x48 3/4x1	
7 3/4x49x1	
10x32x1	
10x33x1	
10x54x1	
10 1/2x28x1	
11x34x1	
12x12x1	
12x24x2	
12x35x1	
14x14x1	
14x20x1	
14x24x1	
14x33x1	

15x20x1	
15x20x2	
15x24x1	
16x16x1	
16x20x1	
16x20x2	
16x22x1	
16x25x1	
16x25x2	
16x30x1	
17 7/8 x 17 7/8 x 2	
18x18x1	
18x20x1	
18x24x1	
18x24x2	
20x20x1	
20x20x2	
20x22x1	
20x24x2	
20x25x1	
20x25x2	
20x30x1	
22x22x1	
22x26x1	
23x23x1	
24x24x2	
24x24x4	
24x30x2	
25x16x4	

25x20x4	
BELTS	
A-41	
A-43	
A-48	
B-96	
B-52	
A-31	
A-55	
A-66	
A-48	
A-57	
2690	
B-68	
9476	
A-56	
B-46	
2460	
3L250W	
4L210W	
4L220W	
4L440	
4L450W	
4L460	
4L690	
A-33	
A-65	
B-48	

B-64	
B-67	
B-112	
A-44	
A-50	
B-62	
A-40	
A-53	
B-100	

The undersigned offers these prices, terms and delivery as per stated specifications.

Name of Company: _____

Signature: _____

Address: _____

Phone: (Include area code) _____ Bid Bond: _____

Sworn to and subscribed before me this

The ____ day of _____, 2016

Notary Public

My Commission Expires: _____.