



January 4, 2021

STATE OF ALABAMA
COUNTY OF SHELBY

SEALED BIDS PRESSURE SEAL FORMS

Sealed bids for **PRESSURE SEAL FORMS** for use by Shelby County will be received in the office of the County Manager, Shelby County Administration Building, Room 123, 200 West College Street in Columbiana, Alabama 35051 until 2:30 p.m. on January 19, 2021 at which time bids will be publicly opened 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 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. Any entity of Shelby County Commission including any government appropriated agencies or authorities may purchase from this bid.

If you have any questions concerning this bid, contact Bill Glass at bglass@shelbyal.com. To receive a sample of the License Form, please email Kim Reynolds at kreynolds@shelbyal.com.

GENERAL INFORMATION

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left hand corner "**BID – PRESSURE SEAL FORMS**" with opening date and time. Late bids will not be opened. Bids will not include State Sales Tax or Federal Excise Tax.

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.

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

Bids shall be submitted in accordance with the attached Bid Specifications.

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 and notarize 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 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.

Bid price submitted shall include "**INSIDE DELIVERY**" (including surcharges, shipping charges, etc.) Forms shall be unloaded transported to the appointed location within the building.

CONTRACT PERIOD/PRICING

The period of this contract will be for one (1) year 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.

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.



Chad Scroggins
County Manager

Form Summary	Dept	Annual Estimated Usage	Total Cost
Renewal Notice Form	License	160,000	
All checks must be uniform			
Green Check Stock	Finance	24,000	
Blue Stock Checks	Finance	4,000	
Red Stock Checks	Finance	2,000	

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

NAME OF COMPANY: _____

BY: (Please Print): _____

SIGNATURE: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

BID BOND: _____

BIDS SUBMITTED ARE FIRM AND NO CLAIMS FOR ERRORS WILL BE MADE AFTER BIDS ARE OPENED AND SUBSEQUENT THEREOF.

Sworn to and subscribed before me this

the _____ day of _____, 2021.

_____, Notary Public

My Commission Expires: _____



Shelby County Forms Bid

Specifications & requirements

1.0) Bid Purpose

Shelby County is issuing this bid to acquire plain perforated and pressure sealed forms. A summary of the anticipated annual volume and ordering options required for each form type is reflected in the table below:

Form Type Summary	Department	Annual Volume	Order Quantity
Pressure Seal Form 8.5" x 11" EZ Fold w/text	License	160,000	160,000
Green Check Stock	Finance	24,000	24,000
Blue Check Stock	Finance	4,000	4,000
Red Check Stock	Finance	2,000	2,000

Figure A

2.0) Form Specifications:

A. Pressure Seal Form 8.5" x 11" EZ Fold w/Text

- i. Size: Pressure Sealed, 8.5" x 11", EZ Fold, Blank face w/text
- ii. Backer Ink: Black customized pre-printing TBD
- iii. Shelf Life: Minimum 12 months to include cohesive
- iv. Paper: 28# Pressure Seal paper or equivalent- must have two side fiber-tear seal on outgoing document. **Samples must be provided with bid.**
- v. Perforations: All to be extraction perforations: Two full length perforations on each side measuring ½" from edge, five full width perforations from the top of the form to be ½", 4 ½", 8", 8 ½" and 9". Form must fold to 8 ½" x 4 ¼".
- vi. Packaging: Forms must be packaged 2,000 per carton with 4 inner packages of 500 forms.
- vii. Order Quantities: 160,000

B. Pressure Seal 8.5" x 11" Check Stock (Finance)

- i. Size: Pressure Sealed, 8 ½" x 11", Z Fold, Blank face w/ security block out
- ii. Shelf Life: Minimum 12 months to include cohesive
- iii. Paper: 28# Pressure Seal paper or equivalent- must have two side fiber-tear seal on outgoing document
- iv. Perforations: All to be extraction perforations: Two full length perforations on each side measuring ½" from edge, six full width perforations from the top of the form to be ½", 3 2/3", 4", 6 5/6", 7 1/3" and 7 5/6". Form must fold to 8 ½" X 3 2/3".
- v. Packaging: Forms must be packaged 2,000 per carton with 4 inner packages of 500 forms.

Front of form:

- vi. Colored background - Face of check has a colored background and be uniform
· **Samples of each color must be provided with bid.**
- vii. Padlock Icon to ensure that document meets or exceeds industry guidelines
- viii. Micro printing "MP" –Small type appears as dotted line when photocopied
- ix. Form must have VOID indication on face of check
- x. Bottom Warning Band - Warning band at bottom of check lists security features

Back of form:

- Thermochromics Ink- Pink flag on back of check should disappear when rubbed with thumb or finger
- xi. Back of bottom panel must have security shading
- xii. Micro printing "MP" –Small type appears as dotted line when photocopied
- xiii. Forms must have security block out with white opaque on the back of top panel

Order Quantities:

2,000 Red
4,000 Blue
24,000 Green

3.0) Design Services

The awarded company will be required to provide color proofs for each of the pre-printed forms contained in this bid. Electronic PDF proofs will suffice. Proofs must be approved prior to production printing.

4.0) Quality Assurance

The awarded company must have a local forms representative (within a 50 mile radius) that is available to assist with any issues or emergencies.

5.0) Bid Submission

- a. The Bidder should submit bids with unit prices reflected on each form type bases on the quantities indicated for each option listed in the form summary table. (Figure A)
- b. Professional services, transportation charges, and all other expenses should be listed separately if not included in unit prices. **Shipping terms must include inside delivery.**
- c. The Bidder must provide anticipated lead times for product delivery following order placement on each form type.
- d. The Bidder must submit no less than (3) three references from current clients. The County reserves the right to use itself as a reference and to solicit references from other clients other than those listed.
- e. County reserves the right to purchase none, one, or several of any items quoted based upon the bid form prices.

6.0) Evaluation of Criteria

The Bidder will submit a total of 50 samples of each form with bid to the County for evaluation.

Evaluation will be based on the County's sole judgment of the quality and features of the forms and support capabilities of the firm and unit price.