



**STATE OF ALABAMA
COUNTY OF SHELBY**

SEALED BIDS - STANDALONE METAL KIOSK

Sealed bids for STANDALONE METAL KIOSK will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street-Room 123, Columbiana, Alabama 35051 until 2:30 P.M., February 22, 2022, at which time bids will be opened publicly 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. If you have any questions concerning bid specifications, please contact Phil Burns at pburns@shelbyal.com.

GENERAL INFORMATION

All bidders **must** use our form for submitting their bid. All bids must be sealed and marked in the lower left-hand corner "**BIDS – STANDALONE METAL KIOSK**" 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 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.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

1. Failure to mark envelope as required.
2. Failure to sign or notarize the bid document.
3. Failure to include requested information, samples when specified or other details of the bid.

METHOD OF AWARD

The award will be made to the lowest responsible bidder meeting specifications for each item bid. 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. Upon awarding of this contract and bid the Shelby County Commission reserves the sole right to end said contract at their sole discretion.

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

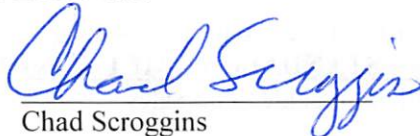
By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to 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.

Please provide your bid response in triplicate, one original and two copies.

Bids will not include State Sales Tax or Federal Excise Tax.

A handwritten signature in blue ink, appearing to read "Chad Scroggins", is written over a horizontal line.

Chad Scroggins
County Manager

QUOTATION SHEET

Base Price for 1 or More: _____

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

NAME OF COMPANY: _____

BY (Please Print): _____

SIGNATURE: _____

ADDRESS: _____

PHONE: _____

**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 _____, 2022.

Notary Public

My Commission Expires: _____

StandAlone Metal Kiosk

1.0) Bid Purpose

Shelby County is issuing this bid in order to deploy metal standalone kiosk frames to interact with the public at various County public locations.

2.0) Scope/Statement of Work

Shelby County is streamlining customer service wait times in various departments and plan to utilize kiosks to expedite transaction wait times. This bid is for the kiosk metal housing only. Computer, monitor and system interface's will be provided by County.

3.0) Requirements

| Required Features | Price |
|--|-------|
| Steel welded construction with black powder coat paint, supplied with cable cover, lockable enclosures to prevent public tampering, 110v fan kit and surge protector | |
| Pre-installed Reliance Pyramid Printer; Internal 80mm thermal receipt printer with paper arm kit, power supply, usb cables, with plastic bezel | |
| Compatible with 22" touch screen monitor with VESA slotted mount holes | |
| Height of kiosk should be between 48-53 inches | |
| Side width of kiosk must be between 20-25 inches | |
| Shipping | |
| | |
| | |
| **monitor, computer and interface will be provided by County | |
| | |
| | |

Please refer any questions regarding this bid to Phil Burns - PBurns@shelbyal.com

4.0) Bid Submission:

Any other expenses should be listed separately. County reserves the right to purchase none, one or several of any items quoted based upon the bid unit prices.

5.0) Evaluation Criteria:

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