



April 26, 2023

**STATE OF ALABAMA  
COUNTY OF SHELBY**

### **Sealed Bids for LETTERHEAD ITEMS**

Sealed bids for Letterhead Items as specified or equivalent will be received in the office of the County Manager, Shelby County Administration Building, 200 West College St., Room 123, Columbiana, Alabama 35051, until **2:00 p.m. May 9, 2023** 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. Samples can be requested at [mhorton@shelbyal.com](mailto:mhorton@shelbyal.com). If you have any questions concerning this bid, please contact Kim Reynolds at [kreynolds@shelbyal.com](mailto: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 corner "**BID – LETTERHEAD ITEMS**" 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.

**Prices must be valid for a period of one year from date of bid award.** This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties

**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; or
- 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.

**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.**

  
Chad Scroggins  
County Manager

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

Name of Company: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: (Include area code) \_\_\_\_\_

Sworn to and subscribed before me this  
The \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_.

Letterhead Items - Pricing Sheet

PRINTING NEED SPECIFICATIONS

Items shall be equivalent to Samples provided	
<u>Letterhead 500</u>	
<u>1,000</u>	
<u>5,000</u>	
<u>Blank w/Seal -1,000</u>	
<u>Envelopes 1,000</u>	
<u>5,000</u>	
<u>Business Cards Front</u>	
<u>500</u>	
<u>1,000</u>	
<u>Cards Front and Back</u>	
<u>500</u>	
<u>1,000</u>	

All printing and seals must be laser safe. All seals and color paper and print must be approved by the department ordering prior to fulfilling the initial order. Vendor must provide a draft for all subsequent orders to the appointed person within the department placing the order. All subsequent order will contain colors approved on the initial order unless specified otherwise by the department. Draft must denote corrections/changes or be signed as “approved” by the ordering department and returned to the vendor prior to fulfilling orders.

For each document there may be one layout and several variations of printed matter. These documents may be reproduced with different “printing”. The samples included within each exhibit are not all inclusive with regard to print. There may be other departments other than those included within the samples. All orders will be shipped to the department placing the order within two weeks after the draft has been approved. Samples are provided to show size, weight, color, etc. specifications. Quality for pricing within submittals shall be equal to the samples provided herein.