



November 18, 2014

**STATE OF ALABAMA
COUNTY OF SHELBY**

SEALED BIDS FOR SHERIFF'S OFFICE PRINTING

Sealed bids for SHERIFF'S OFFICE Printing 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 2:30 p.m. on December 2, 2014 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 may purchase from this bid.

If you have any questions concerning this bid, please contact Charlene Tucker at ctucker@shelbal.com.

GENERAL INFORMATION

All bidders must use our form for submitting their bids. Bids must be submitted in triplicate. All bids must be sealed and marked in the lower left hand corner "**BID – SHERIFF OFFICE Printing**" 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 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.

Any entity of Shelby County Commission, Shelby County Board of Education or any municipality within Shelby County upon agreement and approval of both parties may purchase from this bid.

The County may cancel this contract at any time for any reason, provided a thirty day written notice is given.

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

DISQUALIFICATION OF BIDS

Bids may be disqualified before award 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.

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. Shelby County Commission reserves the right to reject all bids.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of sixty (60) days.

Prices must be valid for a period of one (1) 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.

All awarded vendors must provide Immigration Law Compliance Documents found on the Shelby County website at www.shelbyal.com.

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


Alex Dudchock
County Manager

PRINTING NEED SPECIFICATIONS

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. Pricing shall include delivery costs. Delivery must be provided within two weeks of order.

LETTERHEAD

All letterhead shall be on bond paper – WEIGHT SHALL BE SPECIFIED AS SHOWN IN SAMPLE PROVIDED

One “original” sample has also been included for your review. The colors shown on the sample included are not the approved color. For color sampling refer to the sample envelope.

Sheriff’s name will change to John Samaniego and delete Chris Curry

Letterhead – Blank Matching Page- As shown on sample

Envelope

As shown on sample – Regular letterhead envelope with no window

Sheriff’s name will change to John Samaniego and delete Chris Curry

**PRINTING
PRICING SHEET**

LETTERHEAD

\$ _____ Price per 1,000 sheets

\$ _____ Price per 5,000 sheets

LETTERHEAD BLANK PAGE

\$ _____ Price per 1,000 sheets

\$ _____ Price per 5,000 sheets

ENVELOPES

\$ _____ Price per 1,000

\$ _____ Price per 5,000

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 _____, 2014

Notary Public

My Commission Expires: _____.