



CALHOUN COUNTY COMMISSION

1702 NOBLE STREET, SUITE 103
ANNISTON, ALABAMA 36201
TELEPHONE (256) 241-2800
CCC@CALHOUNCOUNTY.ORG

COMMISSIONERS

FRED WILSON

District 1

DANNY SHEARS

District 2

CAROLYN HENDERSON

District 3

TERRY HOWELL

District 4

LEE PATTERSON

District 5

JONATHAN W. GADDY

County Administrator

JULIE M. BORRELLI

County Attorney

MELISSIA WOOD, CPA

Chief Financial Officer

November 19, 2024

INVITATION TO BID

The Calhoun County Commission will accept sealed bids for Printing Services at the Calhoun County Administration Building, for the purchase of letterhead, envelopes, County forms, etc. for various County Departments. Bids will be received at 1702 Noble Street, Suite 103, Anniston, Alabama 36201, until 2:00 p.m., Tuesday, December 10, 2024. At that time, bids will be opened, read and recorded. The contract period will be for one year, beginning on the date of the award, with the option to extend annually for two additional years, if agreeable, with the selected bidder.

Overall guidelines for the bid process are listed in the section attached and designated as "General Bid Instructions." Bidders submitting bids should read the instructions very carefully. If the bid documents are not submitted properly, it may result in disqualification and the bid being rejected.

In the bid submission process, an authorized company representative should complete the "Bid Submission Form" and attach the form to the specification sheets containing price quotations submitted.

The Calhoun County Commission reserves the right to reject any or all bids. Bid awards will always be in the best interest of the Calhoun County Commission. Questions concerning bids and submission should be directed to Jonathan Gaddy, County Administrator, telephone number (256) 241-2800.

IMPORTANT: Please note the requirement for a bid bond, or certified check or another negotiable instrument in lieu of a bid bond.

GENERAL BID INSTRUCTIONS

All bids must be sealed and marked "Printing Services" with the bid opening date and time marked on the outside of the envelope containing the bid.

Records showing successful bidders and prices quoted will be placed on file and will be open for inspection.

It is not the policy of the Calhoun County Commission to purchase based on low bid only. Quality, conformity with specifications, purpose for which required, terms and dates of delivery, payment terms, and previous experience with vendors will all be factors in determining an award of the bid.

In the bid submission process, the bid price and indicated specifics should be inserted into the blanks provided beside the product description. Upon completion of prices for all products on which bids are submitted, the "Bid Submission Form" should be completed and attached to the top sheet of the specification sheets and forwarded to the Calhoun County Commission as per instructions related in paragraph one on the first page of this invitation to bid.

Bids may be mailed early enough that they are received prior to the bid opening date and time, or bids may be hand delivered early enough that they are received prior to the bid opening date and time to the Calhoun County Commission, 1702 Noble Street, Suite 103, Anniston, Alabama, 36201. The Commission cannot guarantee that bids sent by mail or courier will be received on or before the bid opening day and time as required. Bids received after the deadline will not be accepted and will be returned.

BID BOND

A bid bond in the amount of two hundred fifty dollars (\$250.00) is required from each bidder submitting a bid. A certified check or other irrevocable negotiable instrument made payable to the Calhoun County Commission is acceptable in lieu of a bid bond. The bid bond, or certified check or another irrevocable negotiable instrument, as herein required, shall be submitted in the envelope containing the bid. The bid bonds, certified checks, and irrevocable negotiable instruments will be returned to all bidders upon award of the bid or award of bids to the successful bidder or successful bidders, unless earlier or otherwise required by law. **FAILURE TO SUBMIT A BID BOND OR CERTIFIED CHECK IN LIEU OF A BID BOND, AS HEREIN REQUIRED, MAY CAUSE YOUR BID TO BE REJECTED. IF A BIDDER SUBMITS A BID BOND AND THE BID BOND IS NOT EXECUTED BY THE PRINCIPAL AND THE SURETY THE BIDDER'S BID MAY BE REJECTED.**

METHOD OF AWARD

The Calhoun County Commission reserves the right to award the bid in all categories on an item for item basis, a group of items basis or a multiple category basis; based upon the ability of bidder to meet delivery requests, payment terms, and availability of products. The Calhoun County Commission further reserves the right to award the bid in a manner deemed to be in the best interest of the Calhoun County Commission.

PRICING

Prices are to be quoted by the item and quantity specified.

ADJUSTMENT OF PRICES

There shall be no adjustment of prices of any item during the first six (6) months after the award of a bid for any item or items.

After the first six (6) months after the award of a bid, the selected bidder may, in the event of the rising or increased cost of an item for which his, her or its bid was selected, request an increase in the amount he, she or it is to be paid for the item, the amount of increase to be adequate to compensate the selected bidder for the actual increase in cost to the selected bidder, but in no greater amount; in the event of such a request, the selected bidder, requesting the increase, must submit to the Calhoun County Commission for consideration documentation, certified under penalties of perjury to be true and correct by a duly authorized officer of the selected bidder, supporting the increase; the findings and judgment of the Calhoun County Commission as to whether the increase is justified and warranted and to be granted or not shall be final.

ORDERS

For the benefit of the Calhoun County Commission, and the successful bidder(s), the method of ordering the bid products will be determined after the bid(s) is (are) awarded.

SUBSTITUTIONS

No substitutions on items are to be made by the selected bidder(s) without the prior consent of the County. Any substitutions made without prior approval will be refused. The selected bidder(s) will not request authority to substitute unless the quality of the item to be substituted is equal to or higher than the product originally bid on.

BILLING

All invoices, credits, and other accounting correspondence should be sent to the Calhoun County Commission.

The selected bidder's record should agree with invoices left at the time of delivery. Corrections are to be made via issuance of credit invoices; no payment will be made without signed invoice receipt documentation.

In the event of errors in the selected bidder's invoice as submitted, the selected bidder shall not at any point cut off the County's ability to order and receive deliveries. Any invoice errors must be corrected prior to payment by the County.

LAWS

All applicable federal and state laws, municipal ordinances, and rules and regulations of all authorities having jurisdiction to this project shall apply to the contract, awarded to selected bidder, throughout and will be deemed to be included in the contract with selected bidder the same as though herein written in full.

If instructions, conditions and specifications of the Calhoun County Commission exceed those of any of the above-mentioned agencies, the instructions, conditions and specifications of the said Commission shall have precedent and supersede lesser requirements.

COMPLIANCE LAW

The Selected Bidder agrees, by accepting a bid award, agree to the following: 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, shall be responsible for all damages resulting therefrom. Additionally, in compliance with Ala. Act No. 2023-409, by signing this contract, Selected Bidder provides written verification that Selected Bidder, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term “economic boycott” is defined in Section 1 of the Act. This requirement applies to contracts entered into on or after October 1, 2023, if Selected Bidder employs 10 or more employees and the contract could exceed \$15,000 over the term of the contract. Under Section 2 of the Act, the written verification may be waived if the County determines based on cost and quality factors that such a waiver is clearly in the best interest of the public. The selected bidder must complete all necessary paperwork required by the County for verification of enrollment in the e-verify program to verify full compliance with the Immigration Reform and Control Act of 1986, as amended by Immigration Act of 1990 and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended.

The selected bidder must complete all necessary paperwork required by the County for verification of enrollment in the e-verify program to verify full compliance with the Immigration Reform and Control Act of 1986, as amended by Immigration Act of 1990 and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended.

The selected bidder will, by accepting this bid award, agree to the following: By signing this Contract, the contracting parties affirm, for the duration of this agreement to remain in compliance with Act 2023-409, the Parties hereby agree that they are not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

BID SUBMISSION FORM

TO: THE CALHOUN COUNTY COMMISSION

FROM: _____

The County Department specification sheets containing prices submitted are attached hereto. Bids are submitted for items contained by each County Department indicated below:

- CALHOUN COUNTY COMMISSION/COUNTY ATTORNEY/
PAYROLL YES NO
- ENVIRONMENTAL ENFORCEMENT YES NO
- LANDFILL YES NO
- EMA YES NO
- REGISTARS YES NO
- HIGHWAY DEPT. YES NO
- LICENSE YES NO
- SHERIFF'S DEPT. YES NO
- APPRAISAL YES NO
- REVENUE YES NO
- PROBATE YES NO
- ANIMAL CONTROL YES NO
- SET UP FEE YES NO

Upon notification by the Calhoun County Commission and acceptance of the solicitation to supply the certain products specified by the Commission, the signature below represents my/our company's obligation to supply the products in accordance with the stipulations set forth in the "GENERAL BID INSTRUCTIONS."

COMPANY _____ CONTACT PERSON _____

ADDRESS _____

TELEPHONE _____ FAX _____

SIGNATURE _____ TITLE _____

DATE _____

CERTIFICATE OF COMPLIANCE WITH ACT 2016-312

DATE: _____

Re: Contract/Grant/Incentive (describe by number or subject):

Calhoun County Commission _____ by and between _____
(Contractor/Grantee) and _____ (State Agency, Department
or Public Entity).

The Undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of ___ with the Contractor/Grantee named above and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of Alabama's Act 2016-312.
2. In Compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with jurisdiction with which this state can enjoy open trade.

Certified this _____ day of _____, 20_____.

Name of Contractor/ Grantee/ Recipient

By: _____

Its: _____

The Above Certification was signed in my presence by the person whose name appears above on this _____ day of _____, 20_____.

Witness:

Printed Name of Witness

CALHOUN COUNTY COMMISSION
1702 Noble Street, Suite 103Anniston, AL 36201

BID FORM FOR PRINTING AND COPYING SERVICES

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box/ Per Pk)
County Commission/ County Attorney/Payroll	#10 Envelope	3-line return address Black Ink (approximately 3 boxes of 500 per year)	
	Letterhead Paper	24# White Paper Black Ink – Gold Seal Per sample (approximately 3 boxes of 500 per year)	
	Business Cards	White Blue Ink – Gold Seal Per sample (approximately 5 boxes of 500 per year)	
	Pay Scale Code Card – 1 side	White 5 x 8 Card Black Ink per sample (approximately 1 pk of 250 every 2 years)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
Environmental Enforcement	Yard Signs	24x18 Yellow Sign with Black Writing See sample picture	
	Business Cards	White Black Ink- Colored Seal and Gold Badge Per Sample (Approximately 1 box of 500 per year)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
Landfill	#10 Window Envelope	3-line return address Black Ink (Approximately 3 boxes of 500 per year)	
	Free Day Card	8-1/2 x 3-1/2 Colored Picture (approximately 1 box of 500 per year)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
EMA	Business Cards	Colored –Red and blue (Approximately 1 Box of 500 per year)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
Registrars	#10 Envelope – Peel & Seal	4-line return address Black Ink (Approximately 2 boxes of 500 per year)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
Highway Department	#10 Envelope	4-line return address Black Ink (Approximately 2 boxes of 500 per year)	
	Letterhead Paper	24# Paper, White Black Ink – Gold Seal Per sample (Approximately 2 Boxes of 500 per year)	
	Employee Overtime Report	5-1/2 x 7-1/2 3-Part, Black Ink White/Yellow/Pink (Approximately 1 box of 500 per year)	
	Daily Time & Material Sheet	8-1/2 x 14, Front & Back (Approximately 8 boxes of 500 per year)	
	Business Cards	White Blue Ink – Gold Seal Per sample (Approximately 2 boxes of 500 per year)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
License Commissioner	#10 Envelope –	6-line return address, Black Ink/gold seal (approximately 10 boxes of 500 per year)	
	#10 Window Envelop	6-line return address, black ink (Approximately 44 boxes of 500 per year)	
	Special #10 Envelope	6-Line return address, black ink, gold seal (approximately 1 box of 500 per year)	
	Business Cards	Blue Ink- Colored Seal Per sample (approximately 2 boxes of 250 per year)	
	Special Commissioner of Licenses Letterhead	8-1/2 x 11, Black ink, gold seal Per sample (approximately 1 box of 500 per year)	
	Executive Letterhead	7-1/4 x 10-1/2, 24# Ivory Per sample (approximately 1 box of 500 per year)	
	Executive Envelopes	4 x 7-1/2, 24# Ivory Per sample (approximately 1 box of 500 per year)	
	Manila Clasp Envelopes	9 x 12, Black Ink 6-Line return address, w/seal (approximately 1 box of 500 per year)	
	Small Manila Clasp Envelopes	6 x 9-1/4 (approximately 1 box of 500 per year)	
	Tag Mailer Envelopes	6-1/2 x 12, Per sample (approximately 3 boxes of 2,000 per year)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box/ Per Book)
Sheriff Office	#10 Envelope –	5-line return address, Black ink/gold seal (approximately 10 boxes of 500 per year)	
	#10 Window Envelop	5-line return address, black ink/black seal (approximately 10 boxes of 500 per year)	
	Letterhead Paper	60#, white/black ink Per sample (approximately 10 boxes of 500 per year)	
	Business Cards	3.5 x 2, 14 pt white c1s, white/black Per sample (approx. 3 boxes of 500 year)	
	Business Cards	3.5 x 2, 14 pt white c1s, white/black/gold (approximately 4 boxes of 500 per year)	
	Household Property Inventory	4 x 9, 80# white/black – per sample (approx. 4 boxes of 500 per year)	
	Pistol Permits Reciprocity States	3.5 x 2.125, Kraft Brown/Black Per sample (approx. 6 boxes of 500 per year)	
	Warning Label	3x5, Fluorescent Orange w/black writing self-adhesive sticker, 500 roll	
	Civil Warrant Checklist	8.5 x 3.5, 60# white/black –per sample (approx. 20 boxes of 500 per year)	
	Pistol Permit Renewal Notice	5.5 x 4.25, 65# golden rod/black -Per sample (approx. 20 boxes of 500 per year)	
	“You have Rights” brochure	8.5 x 14, 60# ivory/black, 2 sided, folded per sample (approx. 10 boxes of 500 per year)	
	Non-Traffic citation Book	8.5 x 11.5, 3-part ncr laser snap, wrap around, numbered, w/y/p/black	
	Pistol Permit Payment Cards	2x3.5 business card, approx.. 5000 year See sample	
	Drivers exchange Form	Carbon yellow copy 2 per sheet, 500 year	
	Felon ID Cards	4x6 index card, pack of 500 (Approx. 4 packs year)	
	Offense/incident report signature sheet	3.75 x 6.25, regular paper, booklet that tears from top Per Sample	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
Appraisal Department	#10 Envelopes	4-Line Return Address (Ste 122 or 112) (4 boxes of 500 per year)	
	#10 Window Envelopes	3-Line Return Address (Ste 122) (2 boxes of 500 per year)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
Revenue Commissioner	#10 Window Envelopes	5-Line Return Address (Ste 104) (5 boxes of 500 per year)	
	#10 Envelopes	5-Line Return Address (Ste 104 or 106) (10 boxes of 500 per year)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
Probate Judge	#10 Envelope	3-line return address Black Ink (approximately 10 boxes of 500 per year)	
	#10 Window Envelope	3-Line Address Black Ink (approximately 1 Box of 500 per year)	
	Letterhead Paper	24# Paper, White (approximately 2 boxes of 500 per year)	
	Business Cards	Black, Gold ink Per sample (approximately 2 boxes of 500 per year)	

DEPARTMENT	ITEM	DESCRIPTION	BID AMOUNT (Per Box)
Animal Control	Notice hangers	4.25 x 11, color badge, see Sample (approximately 2 boxes of 500 per year)	
	Business Cards	White, Black Ink – Colored badge Per sample (approximately 2 boxes of 500 per year)	

**Total Set Up Fee
(Per Order)**

\$ _____

BIDDERS (10/2022)
PRINTING AND COPYING SERVICES

Crawford's Office Supply
ATTN: Mike Spivey
301 S Leighton Ave.
Anniston, AL 36207

Moore's Printing
1025 Gurnee Ave.
Anniston, AL 36201

Strickland Paper Co.
ATTN: Bau Tynes
481 Republic Circle
Birmingham, AL 35214

Walker 360
ATTN: Felicia Hammond
2501 E 5th St.
Montgomery, AL 36107

Busby Printing & Mailing Services
ATTN: Larry Busby
840 Snow St.
Oxford, AL 36203

Nu Art Printing
ATTN: David Dillman
1927 Noble St.
Anniston, AL 36201

Gadsden Printing Co. Inc.
ATTN: James Day
116 Broad St.
Gadsden, AL 35901

Opportunity Center Printing
ATTN: Martin Gwin
6300 McClellan Blvd.
Anniston, AL 36206

Global DocuGraphix
ATTN: Jim George
3433 Lorna Lane
Birmingham, AL 35216

CWP Creations
ATTN: Cynthia W. Parker
904 7th Place SW
Birmingham, AL 35211

Hall Printing Service
ATTN: Tom Hall/LaBrenda Norman
701 19th Street, Ensley
Birmingham, AL 35218

Craftsman Printing, Inc.
120 Citation Court
Birmingham, AL 35209

B'ham Printing and Publishing, Inc.
3101 6th Avenue South
Birmingham, AL 35213-6298

Arrow Graphics
ATTN: Don Carlton
101 Rainbow Industrial Blvd.
Rainbow City, AL 35906

ES&S Election Systems & Software
ATTN: Gregg Woodyard
252 Oxmoor Court
Birmingham, Alabama 35209

New Leaf Marketing
ATTN: Greg Kernion
1510 Hillyer-Robinson Industrial
Anniston, AL 36207