



## CALHOUN COUNTY COMMISSION

ENGINEERING DEPARTMENT  
160 SEATON DRIVE  
ANNISTON, ALABAMA 36205  
TELEPHONE (256) 237-4657

RODNEY MCCAIN  
County Engineer

### COMMISSIONERS

FRED WILSON  
District 1

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District 2

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District 3

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District 4

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District 5

July 3, 2024

### INVITATION TO BID

The Calhoun County Commission will on Tuesday, August 6, 2024, at 2:00 p.m., Central Time, receive competitive sealed bids for the Purchase of OFFICE SUPPLIES, Bid No. FY25-41. Sealed bids with "Bid No. FY25-41 OFFICE SUPPLIES", and the date and time bids are to be opened, written or typed on the outside of the envelope or package in which the bid is contained, must be submitted to the Calhoun County Commission, 1702 Noble Street, Suite 103, Anniston, Alabama 36201, no later than 2:00 p.m., Central Time, August 6, 2024. At the foregoing time on the foregoing date all responses to this invitation to bid will be publicly opened and read aloud in the Calhoun County Commission Meeting Room in the Calhoun County Administration Building, 1702 Noble Street, Anniston, Alabama.

**Category bid will be based on vendor's dated biggest book catalog to include the price for each item listed for each category bid with a bid of PERCENTAGE DISCOUNT FROM CATALOG PRICE. Catalog must be submitted with the bid.**

**CONTRACT PERIOD:** Establish a 12-month contract with an option to extend for a second and third 12-month period with the same pricing, terms and conditions. The second and third 12-month, if agreed by both parties, would begin the day after the first or second 12-month period expires. Any successive extension must have written approval of both the county and vendor no later than 30 days prior to expiration of the previous 12-month period.

**LENGTH:** The contract will be in effect for a period of twelve (12) months from October 1<sup>st</sup> of current year until September 30<sup>th</sup> of the following year.

**QUANTITY:** The exact quantity of purchases for each item is not known. Calhoun County does not guarantee that the County will buy any amount. Orders will be placed as needed and will give complete shipping instructions.

In the event an order cannot be filled at the time ordered the Calhoun County Commission reserves the right to purchase from other sources to meet any immediate needs.

**DELIVERY:** Items are to be delivered to various locations throughout Calhoun County. The ordering department will provide exact location and quantities. All deliveries must be shipped complete. Partial shipments are not acceptable unless agreed to by the department. All deliveries

**DELIVERY TIME FRAME:** Vendor must be able to provide same day, next day, and walk-in delivery. State delivery time frame on bid form.

**ACCOUNTING/BILLING:** Bidders must be capable of processing purchases by governmental purchase order by individual department, and invoicing by purchase order and individual department.

**ORDERS:** Bidders must be capable of processing on-line, telephone, fax, and walk-in orders.

Calhoun County will conduct a six (6) month review of all aspects of the service of the selected vendor. This will include but not limited to, ordering, delivery, and billing. Calhoun County reserves the right to cancel the contract if the selected vendor has not satisfactory met the needs of the County.

Expenses for the development and delivery of bids are entirely the responsibility of the vendor and shall not be chargeable to Calhoun County (herein sometimes referred to as the "County") or the Calhoun County Commission (herein sometimes referred to as the "Commission").

All bids, and proposal materials submitted shall become the property of the County.

Each bidder is expected to examine all documents, forms, specifications, standard provisions and all instructions. Failure to do so will be at the bidder's risk.

Any bid not received in writing at the Calhoun County Commission, 1702 Noble Street, Suite 103, Anniston, Alabama 36201, by the date and time specified will be declared a late bid and rejected. The Commission will not be responsible for any delays in delivery. It is solely the responsibility of each bidder that his/her/its bid reaches the bid opening on time. Any bid received after the date and time specified for receipt of bids will be returned unopened.

Bids or alterations of bids by wire, e-mail, facsimile transmission or telephone will not be accepted.

Bid openings are open to the public.

The Commission reserves the right to reject any and all bids and to waive any defect or informality in any bid or the bidding process. Except as otherwise provided or allowed by law, if the Commission accepts a bid in response to this Invitation to Bid, it will accept the bid of and award the contract to the lowest, responsive, responsible bidder. Factors, which will be considered in determining the lowest responsive, responsible bidder, are meeting and conformity to specifications, price, quality, bidder's ability to provide material ordered, and the past performance of bidder on contracts with other entities, and such other factors as are provided or allowed by law. Notwithstanding anything else herein provided the Commission reserves the right, to apply, to the extent allowed by law, the local preference, provided in § 41-16-50, Code of Alabama 1975, as amended, for a bid for an item or items of personal property from a resident responsible bidder.

**Alabama Immigration Law Compliance Contract:** The selected bidder agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to *knowingly* hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, the selected bidder shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and shall have an officer or other managerial employee who is personally familiar with the selected bidder's hiring practices to execute an affidavit to this effect on the form supplied by the County and return the same to the County. The selected bidder shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall attach to its affidavit the E-Verify Program for Employment Verification and Memorandum of Understanding and such other documentation as the County may require to confirm the selected bidders's enrollment in the E-Verify Program. The selected bidder agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If the selected bidder receives *actual knowledge* of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite or premises of the County and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. The selected bidder shall require each of its subcontractors, or other parties with whom it has a contract, to act in a similar fashion. If the selected bidder violates any term of this provision, this agreement will be subject to immediate termination by the County. To the fullest extent permitted by law, the selected bidder shall defend, indemnify and hold harmless the County from any and all losses, consequential damages, expenses (including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to the selected bidder's failure to fulfill its obligations contained in this paragraph.

The selected vendor will be required to submit a properly completed and executed Internal Revenue Service Form W-9 and a Calhoun County Business License simultaneously with entering into a contract to provide materials as herein provided.

**The awarding of this Bid is not a notice to proceed. A purchase order must be obtained before any items/work can be purchased/performed.**

FY25-41 OFFICE SUPPLIES

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All inquires concerning these specifications should be directed in writing to:

Rodney P. McCain  
160 Seaton Drive  
Anniston, AL 36205  
Phone: (256) 237-4657

**BID FORM**

PLEASE WRITE OR TYPE ON OUTSIDE OF ENVELOPE OR PACKAGE CONTAINING THE BID: BID NO. FY25-41 OFFICE SUPPLIES, and the DATE AND TIME BIDS ARE TO BE OPENED.

*One original and one copy of completed bid, and the other information, requested in the invitation to bid, are to be submitted in sealed envelope or package containing your bid.*

**Bids must be based on Vendor's dated biggest book catalog to include the price for each item listed for each category bid with a bid of PERCENTAGE DISCOUNT FROM CATALOG PRICE. Catalog must be submitted with the bid.**

PLEASE MAIL OR HAND DELIVER BIDS TO: Calhoun County Commission, 1702 Noble Street Suite 103, Anniston, AL 36201, such that your bid is received by the Calhoun County Commission NO LATER THAN TUESDAY, August 6, 2024, AT 2:00 P.M., CENTRAL TIME.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

(Name of bidder or authorized representative of bidder)

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COUNTY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

THE CALHOUN COUNTY COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

**Please put your completed Bid Form as the first page of your bid.**

Calhoun County Commission  
 1702 Noble Street Suite 103  
 Anniston, Alabama 36201  
 Bid Tabulation

BID NUMBER: FY25-41	ITEM: Office Supplies	
BID PERIOD:	BEGIN: 10-01-24	END: 09-30-25
BID OPENING: 08-6-24	BID AWARD: 08-8-24	

**Based on vendor enclosed biggest book catalog**  
**State delivery time by category**

ITEM	DISCOUNT *	DELIVERY TIME	
<b>Category 1 General Supplies</b>			
adhesives, cements, glue, self-adhesive notes, tape flags, coin boxes, banking supplies, labels labelmakers, tags, badges, rubberbands, tapes, tape dispensers, correction fluid, rubber fingers			
file folders, filing guides, filing sorters, index cards printable cards, business card files, address books hanging folders, file organizers, box/arch files clipboards			
<b>Category 2 Dated Goods</b>			
calenders, organizers, reference books, dictionaries			
<b>Category 3 Furniture</b>			
desks, workstation, computer furniture, seating, chairmats, storage, shelving, bookcases, ergonomic accessories, mailroom furniture literature racks, conference room furniture training room furniture, industrial furniture hangers, system furniture			
<b>Category 4 Salvage Items</b>			
scratch, dent, minor damage			
<b>Category 5 Fasteners</b>			
staples, staplers, tackers, clips, clamps, tacks fastners, punches, shears, knives, letter openers			
<b>Category 6 Drafting Supplies</b>			
drafting supplies, art supplies, rulers, maps, globes atlas, flags, boards, easels			
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 Bid Tabulation

<b>Category 7 Desk Accessories</b>			
desk pads, motivational items, desk accessories			
lamps, clocks, waste bins, liners, shredders			
<b>Category 8 Presentation Products</b>			
binders, report covers, laminating products, index,			
tabs, catalog racks, data binders, data supplies			
<b>Category 9 Office Machines</b>			
calculators, typewriters, word processors, fax machines			
multifunction machines, air cleaners, fans, heaters,			
dictation equipment, (excluding: televisions, VCRs,			
DVD players, cameras, telephones, telephone accessories)			
<b>Category 10 Writing Instruments</b>			
pens, markers, highlighters, pencils, mechanical pencils			
pencil sharpeners, erasers, chalkboard erasers			
<b>Category 11 Paper Supplies</b>			
envelopes, pads, notebooks, forms, accounting books			
wide format paper, adding rolls, fax machine rolls,			
storage boxes, shipping supplies			