

## INVITATION TO BID

STATE OF ALABAMA

COUNTY OF BALDWIN

**NOTICE IS HEREBY GIVEN** that the County Commission of Baldwin County, Alabama, will **receive bids in the Purchasing Office on September 1, 2016, at 1:00 P.M., for the Provision of Baldwin County Cigarette Stamps for the Baldwin County Commission. Bids will be opened September 1, 2016, at 1:30 P.M., in the Purchasing Conference Room located at 257 Hand Avenue, Bay Minette, Alabama. Bids received after the September 1, 2016, at 1:00 P.M., deadline will not be considered.** All times to be determined solely by the clock on the wall of the Purchasing Conference Room in the Purchasing Office. For all purposes and uses herein, a bid and all required paperwork is “received” at the time and date indicated on the Purchasing Office file stamp which shall be impressed on the face of all such documents when and as presented at the Purchasing Office.

### **SEE ATTACHED SPECIFICATIONS**

This invitation package consists of **EIGHT (8)** pages. If all pages and noted attachments have not been received, then it is the responsibility of the bidder to contact and request the same from the Purchasing Manager, Wanda Gautney at (251) 580-2520 phone, (251) 580-2536 fax.

### **GENERAL BID INFORMATION**

**Bidders shall carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Bidders shall direct all requests for explanation or additional information concerning the meaning or interpretation of the conditions or attached specifications of this invitation to Wanda Gautney in writing or e-mail (wgautney@baldwincountyal.gov) in sufficient time for reply before submission date of bids. The Commission cannot, and does not guarantee that inquiries sent by mail or e-mail will be received or responded to on or before the submission date and time as indicated. It is the responsibility of the bidder to contact the Purchasing Manager, Wanda Gautney at (251) 580-2520 if a reply is not received.**

The use of specific names and numbers in the attached specifications is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment considered best suited for Baldwin County.

Contact initiated by a potential bidder with Baldwin County Commissioners will be only as specifically set out in this invitation. Any other contact whether verbal or written, with a

Baldwin County official initiated by a potential bidder or bidder regarding this bid, **between the date of this invitation and the date of bid award**, shall be deemed and treated as an attempt to improperly influence the bid award, and may be sufficient grounds for rejection of the bid submitted by the bidder initiating such other contact, at the discretion of the Baldwin County Commission.

### **BIDDER QUALIFICATIONS**

All Bidders, must be in, and remain, and by submitting a bid represent that they are and will remain, in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all bidders must be and remain licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, and Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders shall be prepared to timely submit to the County non confidential evidence or documentation demonstrating that they are presently licensed and permitted under Alabama law. Such non confidential evidence or documentation is encouraged to be submitted with the Bid Package.

The bidder expressly acknowledges, to and for the benefit of the Baldwin County Commission, that this Agreement may be funded with **federal grant monies** and, therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations visit the website <http://www.gpoaccess.gov/index.html> Code of Federal Regulations.

**All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.**

**All vendors, contractors and grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at [www.baldwincountyal.gov](http://www.baldwincountyal.gov)** All bidders should submit with their bid response the completed E-Verify package which can be downloaded from the Purchasing website [www.baldwincountyal.gov](http://www.baldwincountyal.gov)

**All bidders that qualify as a Disadvantaged Business Enterprise (DBE) must provide supporting documentation in their bid response along with the completed DBE Registration form that may be downloaded from the County website [www.baldwincountyal.gov](http://www.baldwincountyal.gov)** A Disadvantaged Business Enterprise or DBE means a for-profit small business that (1) is at least 51% owned by one or more individuals who are both socially

and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

### **PREPARING THE BID**

Bids must be typed or handwritten in ink. A bid submitted in pencil shall not be accepted. The Bid Guarantee and Bid Response Form must be an original; copies shall not be accepted. All required paperwork must be received in the sealed Bid Package.

The attached specifications are intended and provided solely as a general and non-exhaustive expression of the intent and purpose of Baldwin County regarding this bid; said specifications shall be so considered by the bidders. Accordingly, the bidder acknowledges and agrees that said specifications are not complete in every detail and that the work and materials not indicated or expressly mentioned in said specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work by the bidder and at the bidder's sole expense, the same as if indicated and specified.

The Bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. The exceptions shall be labeled "**EXCEPTION(S) TO BID CONDITIONS AND SPECIFICATIONS,**" and shall be attached to the front of the bid. Variations shall be treated likewise, i.e. shall be labeled "**VARIATION(S) TO BID CONDITIONS AND SPECIFICATIONS,**" and shall be attached to the front of the bid. Additional features and/or capabilities not included in the specifications may be included in the bid.

To facilitate bid evaluation and tabulation, it is suggested that bids be submitted with specifications identified in the order in which they appear in this document.

If applicable, the bidder will provide cost in two (2) categories:

- (1) Cost using material as specified.
- (2) Cost using material as specified of at least 25% recycled material, if available.

It is the intent of the Commission to award bids which include recycled material when not prohibitive in cost and when all other terms and conditions of the Alabama Competitive Bid Law are complied with.

**IF THE TOTAL PROPOSED BID AMOUNT EXCEEDS \$10,000.00, A BID GUARANTEE OF AT LEAST 5% OF THE PROPOSED BID AMOUNT, NOT TO EXCEED \$10,000.00, WILL BE INCLUDED WITH THE BID.** Such bid guarantee shall be a bid bond (individual or annual, provided, that bonding is available for such services, equipment or materials), postal money order, certified

check, cashier's check, Letter of Credit, or certain bonds or note of the United States. This is required by the Alabama Competitive Bid Law. **No exceptions will be allowed.**

### **SUBMITTING THE BID**

In the event that a bidder is financing the product(s) through another agency other than itself, the financing agency must sign the Bid Response Form along with the bidder. A copy of the financing agreement and all conditions must be included with the Bid Response Form. The bidder and the financing agency will be held to, and they agree to be bound by the requirements stated in the Invitation to Bid. Any assignment of the financing agreement must be approved by the financing agency and the County Commission. Failure to disclose the financing information and all conditions will disqualify the bidder.

Bidders who return a **NO BID** statement shall write on the outside of the envelope, the **Bid Number (i.e. WG16-43) with "NO BID"** written underneath. The envelope will not be opened in public, but it will be noted that the bidder did respond.

Bids may be hand delivered at any time prior to the bid opening date and time to the Baldwin County Purchasing Office, Annex III Building, 257 Hand Avenue, ATTN.: Wanda Gautney, (**mailing address**) 312 Courthouse Square – Suite 15, Bay Minette, Alabama 36507. The Commission cannot, and does not guarantee that bids sent by mail or courier will be received on or before the bid opening day and time as indicated. Bids received after the deadline shall not be accepted and shall be returned to the bidder unopened.

All bids received must be in a sealed envelope plainly marked, **"WG16-43 - PROVISION OF BALDWIN COUNTY CIGARETTE STAMPS."** Bids submitted by "Express/Overnight" services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Bidders and any other interested individuals are invited to attend the bid opening.

### **BID AWARD**

All factors stated in this invitation package will be considered in determining the successful bidder, and any omission(s) of the stated requirements may be cause for rejection of the bid (s), all as determined solely by the Baldwin County Commission.

The County Commission reserves the right to study bids as to their correctness and may award the bid within a thirty (30) day period but the County Commission reserves the right to extend the bid award for an additional thirty (30) days until an award decision can be made.

The Baldwin County Commission reserves the right to reject any and all bids, to waive any informality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

### **TITLE 39/CODE OF AL COMPLIANCE**

As a condition of any Bid Award and the respective contract(s) pursuant thereto, the County places full reliance upon the fact that it is the sole responsibility of any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works, to ensure that they and/or any of their respective agents comply with all applicable provisions of Title 39-1-1 et seq. Code of AL 1975.

More specifically, any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works shall be in compliance with, and have full knowledge of, the following provisions of Title 39:

“(f) The Contractor shall, immediately after the completion of the contract give notice of the completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done, for a period of four successive weeks. A final settlement shall not be made upon the contract until the expiration of 30 days after the completion of the notice. Proof of publication of the notice shall be made by the contractor to the authority by whom the contract was made by affidavit of the publisher and a printed copy of the notice published . . .” §39-1-1(f) Code of AL 1975.

“(g) Subsection (f) shall not apply to contractors performing contracts of less than fifty thousand (\$50,000) in amount. In such cases, the governing body of the contracting agency, to expedite final payment, shall cause notice of final completion of the contract to be published one time in a newspaper of general circulation, published in the county of the contracting agency and shall post notice of final completion on the agency’s bulletin board for one week, and shall require the contractor to certify under oath that all bills have been paid in full. Final settlement with the contractor may be made at any time after the notice has been posted for one entire week.” §39-1-1 (g) Code of AL 1975.

**NOTE: Any failure to fully comply with this section or any applicable laws of the State of AL shall be deemed a material breach of the terms of both the Bid Award and the Respective contracts resulting there from. Furthermore, Baldwin County takes no responsibility for resulting delayed payments, penalties, or damages as a result of any failure to strictly comply with Alabama Law.**

Done this 2<sup>nd</sup> day of August, 2016.

Tucker Dorsey \_\_\_\_\_ s/s  
TUCKER DORSEY, Chairman  
Baldwin County Commission

## **BID #WG16-43 SPECIFICATIONS**

Act No. 80-613, Acts of Alabama, as amended by Act 2000-482, Acts of Alabama, and by applicable resolution(s) of the Baldwin County Commission, levies and allocates a license tax of ten cents (\$0.10) on each package of cigarettes sold in Baldwin County, Alabama. The tax is evidenced through the use of one stamp. The Act further provides: "Each such stamp shall have inscribed thereon the words 'County of Baldwin Cigarette Tax' but said words need not be arranged in the foregoing order and may be abbreviated".

### **Bid #1:**

Will be for orders placed during a one (1) year period starting from the bid award date. Bidders shall submit bids for a cost per case (case to be 25 rolls of 30,000 stamps) for inside delivery of Cigarette stamps per specifications and a minimum order quantity. The bidder shall also indicate the quantity (or quantities), if any, at which the bidder will provide quantity price discount(s).

### **Bid #2:**

Will be for orders placed during a three (3) year period starting from the bid award date. Bidders shall submit bids for a cost per case (case to be 25 rolls of 30,000 stamps) for inside delivery of cigarette stamps per specifications and a minimum order quantity. The bidder shall also indicate the quantity (or quantities), if any, which the bidder will provide quantity price discount(s).

Bidders shall submit the colors that are available.

It is the County's intention to award one and only one of the two (2) bid selections.

Delivery of cigarette stamps shall be made no later than sixty (60) calendar days after receipt of an order. Inside delivery of an order shall be made by the successful bidder, at one time, to the Baldwin County Sales Tax Department, 22070 Highway 59, Robertsedale, Alabama, 36567.

## **CIGARETTE STAMP SPECIFICATIONS**

Fuson Stamps made up of not less than five (5) impressions including safety tint lettering. Stamps shall be applied to the receiving service by machine application with heat. Each stamp shall be of irregular shape and outline and printed in a color of the bidders choice in safety tint lettering. Stamps shall measure approximately ½ inch by 5/8 inch.

The stamps shall read "**County of Baldwin Cigarette Tax**", but shall not include a monetary denomination.

The base paper for this type stamp shall contain identifiable protective features which will at once permit analysis to establish its authenticity. The base paper shall contain fibers which under ordinary daylight are not distinguishable from the remainder of the fibers in the base paper, but shall become brightly fluorescent when exposed to ultraviolet light. This fluorescence shall be a permanent effect whenever tests are made and shall not be fugitive.

The safety tint lettering for machine applied stamps will be so printed as to appear on the face of the stamps and also on the paper between the stamps.

The safety tint lettering shall transfer with the machine applied stamp, and the lettering extended beyond the edges of the stamp must also transfer with the stamp.

All spoiled sheets and seconds shall be strictly accounted for and kept under lock and key and destroyed, and an affidavit rendered to that effect by the contractor.

Stamps for mechanical application are to be furnished in rolls containing thirty thousand (30,000) stamps. Each roll is to bear ascending numbers at regular specified intervals on one side of the roll and descending numbers at regular specified intervals on the other side of the roll for accounting purposes.

Each roll is to be packed in a fiber board box, the box to be securely sealed and labeled showing quantity, denomination and roll number. Rolls are to be packed in corrugated containers, each carton to be securely sealed and labeled showing quantity, denomination and serial number of rolls contained therein.

Production Control: Bidders will designate the means by which they purpose to guard against the loss of stamps both during the process of manufacturing as well as during storage. A secure depository approved by the purchaser shall be installed or designated by the manufacturer for the storage of photographs, films, stones, cines, plates, cylinders, drawings, stamps, etc. when not in use, and in the case of finished stamps while awaiting shipment.

All work under this contract including all coatings on paper for Fuson Stamps must be performed wholly within the premises of the contractor. The contractor must possess the facilities, tools, machinery, equipment, and resources necessary to efficiently and promptly carry out the terms of the contract. No part of this contract may be sublet or performed in any other establishment. No assignment of this contract in whole or in part may be made without the consent of the purchaser.

**BID #WG16-43 RESPONSE FORM**

Baldwin County Cigarette Stamps

Date: \_\_\_\_\_

Out of State \_\_\_\_\_ or \_\_\_\_\_ If yes, \_\_\_\_\_  
Yes No Registration Number

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company Rep \_\_\_\_\_  
(Rep. Name Typed or Printed)

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Financing through another agency beside yourself \_\_\_\_\_ or \_\_\_\_\_  
Yes No

If yes, must attach a copy of the financing agreement and all conditions to this response form.

Financing Agency Authorized Signature \_\_\_\_\_

**Bid #1**

Price bid for each case (case to be 25 rolls of 30,000 stamps) of cigarette stamps delivered per Specifications: (1 year period)

\$ \_\_\_\_\_ Per case Minimum order Quantity \_\_\_\_\_ Cases

Quantity(s) at which a price discount will be applied \_\_\_\_\_ Cases

Price per case

**Bid #2**

Price bid for each case (case to be 25 rolls or 30,000 stamps) of cigarette stamps delivered per specifications:(3 year period)

\$ \_\_\_\_\_ Per case Minimum order Quantity \_\_\_\_\_ Cases

Quantity(s) at which a price discount will be applied \_\_\_\_\_ Cases

Price per case