

MOBILE COUNTY COMMISSION

205 Government Street
 Mobile, Alabama 36644-1801
 P.O. BOX 1443
 Mobile, Alabama 36633

BID INVITATION

NO. 28-06

APRIL 28, 2006

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:

BOOKBINDING FOR MOBILE COUNTY REVENUE COMMISSION AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH JUNE 30, 2007.

Any questions or comments concerning the bid requirements must be brought to the attention of the Purchasing Agent, Susan Holland, (251) 574-8613, 205 Government St., 8th floor south, Mobile Alabama 36644, prior to or at the bid opening or will be forever waived.

All bidders shall furnish a five (5%) percent bid bond on any contract exceeding \$10,000.00; provided, that bonding is available for services, equipment or materials.

All foreign bidders (out of the State of Alabama), shall furnish a Certificate of Authority to do business in the State of Alabama.

This inquiry is to establish a price and a source of supply for the purchase of the above listed items by Mobile County and the incorporated areas therein. Purchases by political subdivisions are optional with those agencies.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF AGE, SEX, HANDICAPPED DISABILITIES OR ETHNIC ORIGIN.


F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____

You are invited to submit a bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. May 17, 2006

ALL BID MUST BE SEALED, THE WORD "BID," THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION



 JOHN PAEFENDACH, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

of \$ SEE ATTACHED LIST.

Delivery can be made in _____ days from receipt of order.

RESPECTFULLY

BY _____

MOBILE COUNTY COMMISSION

BID FORM

Date: _____

BID #28-06

BOOKBINDING FOR MOBILE COUNTY REVENUE COMMISSION:

Company _____

Company Representative _____
(Print)

Company Representative _____
(Signature)

Address _____

Phone number () _____

Fax number () _____

Federal ID Number _____

BOOK TYPE	BID PRICE
ASSESSMENT BOOKS	
TEMPORARY BOOK COVER	
DOCKET BOOKS	
CERTIFICATE BOOKS	
NEWSPAPER ADVERTISING	
MAP BINDERS	

BID

BOOK BINDING

Mobile County Revenue Commission

Mobile, Alabama

April 2006

Fiscal Year 2006/2007

Table of Contents

Item	
0.0	Purpose and Objectives
0.0	Request for Bids
0.0	Vendor Requirements
0.0	Administration General Requirements

Item 1.0**Purpose and Objective**

The Mobile County Commission of Mobile, Alabama, hereafter referred to as the County, is soliciting bids from responsible vendors to bind and label books, as per attached specifications, for the Mobile County Revenue Commission.

The intent of this Bid is to achieve the following goals:

- To provide the public with an up-to-date parcel ownership that corresponds with Mobile County property tax maps;
- To provide the public with archival records of the Mobile County Revenue Commission.

Item 2.0**Request for Bids**

Vendors are invited to submit bids to the County for the binding and labeling of books, as per attached specifications. Bids will be opened, as specified, in the Commission meeting room of the Mobile Governmental Plaza.

All bids shall be submitted to:

John Pafenbach, Administrator
Mobile County Commission
Governmental Plaza 8th floor – South Tower
Mobile, AL 36602

The envelope must be clearly marked on the outside with the word "BID" and the reference number of the bid.

Item 3.0**Vendor Requirements**

- 2.0 Vendor must be licensed in the State of Alabama.
- 2.0 Vendor must have completed this type of business for a minimum of five years.

Item 4.0

Administration General Requirements

- 4.1 All communication with vendors regarding this Bid will come from individual department heads as per attachments, Courthouse Annex, 109 Government Street, Mobile, AL 36602. Information received by the vendor from any other source will not be considered official for the purpose of this bid or its evaluation.
- 4.2 The contracting authority for the awarding and execution of a contract resulting from this invitation shall be the Mobile County Commission of Mobile, Alabama.
- 4.3 The County reserves the right to accept or reject any and all bids for any reason. The County shall not be liable for any cost incurred by the bidder prior to execution of a contract. Upon determination of the apparent successful bidder, the County will negotiate a contract covering the system. If for any reason the successful bidder does not agree to a contract within 90 days, the bidder may be rejected, and the County may then commence negotiations with the next bidder as determined from their relative rankings. The County reserves the right to reject any and all bids and to waive any technicalities in the bids received, The County will award the bid based upon the Revenue Commissioner's recommended lowest responsible bidder.
- 4.4 The bidder must submit the contract form or draft containing all the terms and conditions acceptable to the bidder covering the bid pursuant to this invitation. The contract will be subject to interpretation under the laws of the State of Alabama, and subject to review by the County Attorney as to the legality of its form and compliance to state law.
- 4.5 The contents of the successful vendor's bid, together with the specifications contained within this proposal, will become an addendum to and a part of any and all agreements between the County and the successful bidder. Failure of successful bidder to accept these provisions may result in cancellation of the award. **Note: the contract shall contain a clause to the effect that this invitation to bid and the vendor's bid, shall in its entirety become an addendum to and a part of the contract to be made between the County and the successful bidder.**
- 4.6 The correction of errors after the bid opening will not be allowed except for extension errors, multiplication of quantities by unit prices, and totaling errors clearly evident on the face of the bid proposal form or on any supplements attached thereto.

- 4.7 Correction of errors allowed by above paragraph must be accomplished in writing within two days after the opening of bids for the purpose of determining the lowest and best responsible bid.
- 4.8 Any change to this Bid will be made by an addendum issued by the County. Addenda will be available to all vendors originally given the bid request. It is the responsibility of the vendors to obtain these addenda and conform to all changes presented in said addenda.
- 4.9 Prices or charges bid shall not include any state sales tax, use tax or any Federal Excise Tax.
- 3.9 The County will make payment in full upon certification by the vendor of its completion.
- 4.11 The contract shall provide for billing based upon the prices or charges bid and the services rendered for the billing. Unless otherwise agreed upon, the vendor shall submit his invoice or billing to:
- Accounts Payable
Mobile County Commission
P.O. Box 1443
Mobile, AL 36633
- 4.12 The County is not liable for any cost incurred by a vendor in replying to this bid request.
- 4.13 In the event of the bidder's failure to deliver, and perform to the satisfaction of the County during the acceptance period, the County reserves the right to cancel the purchase order and any associated agreements without any resulting liability, present or future to the County. In addition, the County reserves the right to invoke the bidder's performance bond.
- 4.14 The vendor shall warrant that all work and materials furnished to the County under this proposal shall be free from defects of materials and workmanship. The bidder shall, at his expense, correct, repair, or replace all such defective work and materials.
- 4.15 Prices must remain firm from date of award through June 30, 2007(or 12 months) and may be extended for another 24 month period with mutual consent of Mobile County and successful bidder.

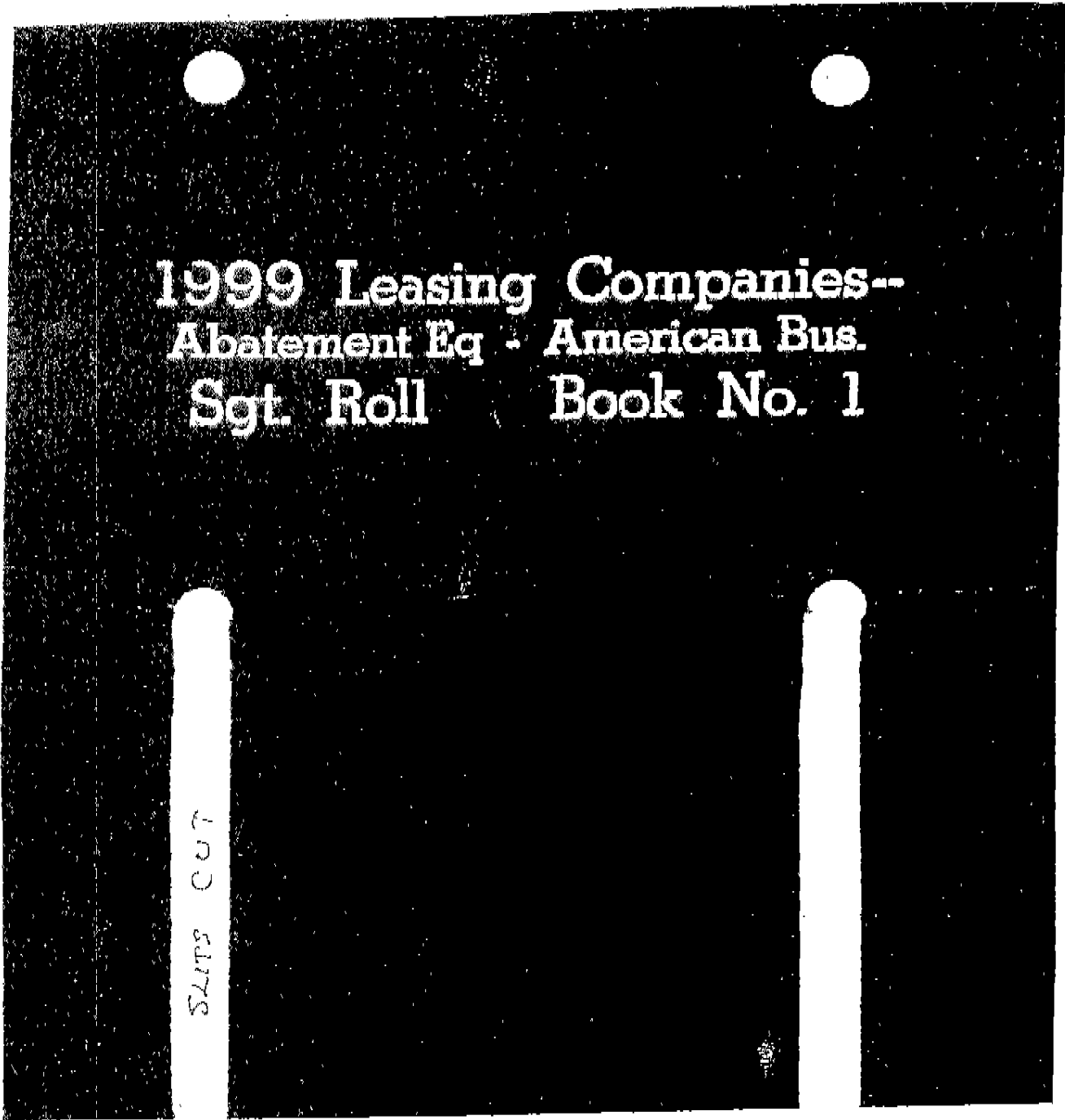
END OF BID

ASSESSING/BUSINESS PERSONAL PROPERTY
ASSESSMENT BOOKS- BINDING SPECIFICATIONS

- 0. Assessment books are to be hard bound.
- 0. Book size – adequate to bind page size of 7-1/2"x14-1/2" (varying thickness) with factory end sheets or 140# Spectratech white index.
- 0. Books are to be padded, drilled and sewn.
- 0. Binder boards are to be .123 thickness.
- 0. Books to be bound PS 860 (colors to be decided)
- 0. Spine of book foil stamped in 36 pt. Century, 24 pt. Helvetica type, 1 to 3 lines.
- 0. Books consist of three lines on spine only
- 0. Picked up and delivered within 15 working days.
- 0. Temporary end covers 1 to 3 lines only.
- 0. Materials to be bound are to be picked up from and delivered to:

Mobile County Revenue Commissioner
Attention: Benny Heubach, Comptroller
Attention: Glen A. Ford, Chief Tax Auditor
Attention: Sonia Daniels, Property Maintenance Coordinator
109 Government Street
Mobile, Alabama 36602

ASSESSING/BUSINESS PERSONAL PROPERTY
TEMPORARY BOOK COVER SPECIFICATIONS



- 0. Temporary book covers made to 7x 8-1/2 size.
- 0. Buckram glued to 140# white index.
- 0. Three lines of foil stamping, 36 pt., 2 lines of 24 pt. Stymie type.
- 0. Four 3/8" holes drilled, with slits cut out.

LAND REDEMPTION**DOCKET BOOKS - BINDING SPECIFICATIONS**

- 0. Docket books are to be hard bound.
- 0. Book size -- adequate to bind page size of 8-1/2"x14" (varying thickness) with factory end sheets or 140# Spectratech white index.
- 0. Books are to be padded, drilled and sewn.
- 0. Binder boards are to be .123 thickness.
- 0. Books to be bound in (color to be decided) Sunbeam Buckram with headbands.
- 0. Spine of book foil stamped in 24 pt. Century Helvetica type.
- 0. Front cover foil stamped in 36 pt., 24 pt. Gothic type.
- 0. Books consist of three lines on spine and three lines on front cover.
- 0. Picked up and delivered within 4 working days.
- 0. Materials to be bound are to be picked up from and delivered to:

Mobile County Revenue Commissioner
Attention: Donna Koraska, Office Assistant III
109 Government Street
Mobile, Alabama 36602

LAND REDEMPTION**CERTIFICATE BOOKS - BINDING SPECIFICATIONS**

- 0. Certificate books are to be hard bound.
- 0. Book size -- adequate to bind page size of 8-1/2"x14" (varying thickness) with factory end sheets or 140# Spectratech white index.
- 0. Books are to be padded, drilled and sewn.
- 0. Binder boards are to be .123 thickness.
- 0. Books to be bound in (color to be decided) Sunbeam Buckram with headbands.
- 0. Spine of book foil stamped in two lines 18 pt. Helvetica type.
- 0. Front cover foil stamped in three lines, 18 pt. Helvetica type.
- 0. Books consist of two lines on spine and three lines on front cover.
- 0. Picked up and delivered within 4 working days.
- 0. Materials to be bound are to be picked up from and delivered to:

Mobile County Revenue Commissioner
Attention: Donna Koraska, Office Assistant III
109 Government Street
Mobile, Alabama 36602

LAND REDEMPTION**NEWSPAPER ADVERTISING - BINDING SPECIFICATIONS**

- 0. Newspaper ads are to be hard bound.
- 0. Book size – adequate to bind page size of 15"x22" (varying thickness) with factory end sheets or 140# Spectratech white index.
- 0. Books are to be padded, drilled and sewn.
- 0. Binder boards are to be .123 thickness.
- 0. Books to be bound in (color to be decided) Sunbeam Buckram with headbands.
- 0. Spine of book foil stamped in 24 pt. Century, 36 pt. Century.
- 0. Front cover foil stamped in 36 pt. Century, 30 pt. Gothic type.
- 0. Books consist of three lines on spine and three lines on front cover.
- 0. Picked up and delivered within 4 working days.
- 0. Materials to be bound are to be picked up from and delivered to:

Mobile County Revenue Commissioner
Attention: Donna Koraska, Office Assistant III
109 Government Street
Mobile, Alabama 36602

MAPPING DEPARTMENT**MAP BINDERS SPECIFICATIONS**

- 0. 50 each map binders with hinges to be hard bound
- 0. 11-1/2x17-1/2" covers with .123 boards covered with PS Sunbeam Buckram with white index inside front and back cover.
- 0. Inside map sheets drilled with 2" screw posts.
- 0. Each book to be foil stamped with four words on front cover in 36 pt. Century.
- 0. Picked up and delivered within 15 working days to:

Mobile County Revenue Commissioner
Attention: Joe Gurganus, GIS Manager
109 Government Street
Mobile, Alabama 36602
(251) 574-8731

**BID INVITATIONS WERE MAILED TO THE FOLLOWING VENDORS FOR
BOOKBINDING FOR MOBILE COUNTY REVENUE COMMISSION:**

SARALAND PRINTING
ATTN: MR. WILLIAMS
13 FERRY AVE STE A
SARALAND AL 36571

SOUTHERN BLUEPRINT & SUPPLY
ATTN: BID MANAGER
3230 INTERNATIONAL DR
MOBILE AL 36606

DUNN BOOKBINDING
ATTN: BID MANAGER
792 ARBOR CT
MOBILE AL 36609

DEEP SOUTH BOOKBINDERS
ATTN: LINDA NEWMAN
1830 WINDWOOD DR W
MOBILE AL 36695

SUPERIOR PRINTING
ATTN: BID MANAGER
3001 MULL ST
MOBILE AL 36607

ANDERS BOOK STORE
ATTN: BID MANAGER
6133 OLD SHELL RD
MOBILE AL 36608

GULF COAST OFFICE PRODUCTS INC
ATTN: BID MANAGER
1125 CORPORATE DR N STE 207B
MOBILE AL 36607

LAMINATION SERVICE INC
ATTN: BID MANAGER
3081 BARTLETT CORPORATE DR
BARTLETT TN 38133-8943

PLACED ON BULLETIN BOARD
April 27, 2006
BID # 28-06