

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South
Mobile, Alabama 36644

BID INVITATION

NO. 120-22

JUNE 24, 2022

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: **ANNUAL BOOK BINDING FOR MOBILE COUNTY REVENUE COMMISSION AS PER ATTACHED SPECIFICATIONS:** **NOTE: PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023.**

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent, 205 Government Street, 8th FL South, Mobile, Alabama 36644, susan.holland@mobilecountyal.gov prior to the bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000.00: provided that bonding is available for services, equipment or materials. Bid bond will be accepted in the form of a certified check, cashier's check, or postal money order, etc.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall furnish proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at www.mobilecountyal.gov.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to 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. JULY 20, 2022.

ALL BIDS MUST BE SEALED, "BID NUMBER, COMPANIES NAME, AND NAME OF THE BID ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE." THE BIDDER WILL RETURN THE ENTIRE BID PACKAGE. BIDS MUST BE DELIVERED TO THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR SOUTH TOWER 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



GLENN L. HODGE, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum of

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

RESPECTFULLY

BY _____



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission	
Connie Hudson	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date

Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name:	Mobile County Commission
Company Facility Address:	205 Government Street
	8th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	636001644

Date: _____

BID #120-22

ANNUAL BOOK BINDING FOR MOBILE COUNTY REVENUE COMMISSION:

Name of Company: _____

Company Representative _____

(Print)

Company Representative _____

(Signature)

Address _____

Phone Number () _____

Fax Number() _____

Federal ID Number _____

Email Address _____

Company Web Address _____

Please attach a current W-9.

**ASSESSING/BUSINESS PERSONAL PROPERTY
ASSESSMENT BOOKS-BINDING SPECIFICATIONS**

1. Assessment books are to be hard bound.
2. Book size — adequate to bind page size 7- 1/2 "x 14-1/2" (varying thickness) with factory end Sheets or 140# Spectratech white index.
3. Books are to be padded, drilled and sewn.
4. Binder boards are to be .123 thicknesses.
5. Books to be bound PS 860 (colors to be decided)
6. Spine of book foil stamped in 36 pt. Century, 24 pt. Helvetica type, 1 to 3 lines.
7. Books consist of three lines on spine only.
8. Picked up and delivered within 15 working days.
9. Temporary end covers 1 to 3 lines only.
10. Materials to be bound are to be picked up from and delivered to:

**Mobile County Revenue Commissioner
Attention: Erica Thomas, Comptroller
Attention: Tyler Pritchett, Chief Deputy Revenue Commissioner
3925 Michael Blvd., Suite G
Mobile AL 36609**

**ASSESSING/BUSINESS PERSONAL PROPERTY
TEMPORARY BOOK COVER SPECIFICATIONS**

1. Temporary book covers made to 7x8-1/2 size.
2. Buckram glued to 140# white index.
3. Three lines of foil stamping, 36pt., 2 lines of 24 pt. Stymie type.
4. Four 3/8" holes drilled, with slits cut out.

DOCKET BOOKS — BINDING SPECIFICATIONS

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

**Mobile County Revenue Commission
Attention: Erica Thomas, Comptroller
3925 Michael Square Blvd., Suite G
Mobile AL 36609**

LAND REDEMPTION

CERTIFICATE BOOKS — BINDING SPECIFICATIONS

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

**Mobile County Revenue Commission
Attention: Erica Thomas, Comptroller
3925 Michael Blvd., Suite G
Mobile AL 36609**

NEWSPAPER ADVERTISING - BINDING SPECIFICATIONS

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

Mobile County Revenue Commission
Attention: Erica Thomas, Comptroller
3925 Michael Blvd., Suite G
Mobile AL 36609

MAPPING DEPARTMENT

MAP BINDERS SPECIFICATIONS

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

Mobile County Revenue Commission
Attn: Ronald Davis, GIS Manager
3925 Michael Blvd., Suite G
Mobile, AL 36609
251-574-8731

DESCRIPTION	PRICE
ASSESSMENT BOOKS	\$
TEMPORARY BOOK COVER	\$
DOCKETS BOOKS	\$
CERTIFICATE BOOKS	\$
NEWSPAPER ADVERTISING	\$
MAP BINDERS	\$