

**MOBILE COUNTY COMMISSION**

205 Government Street 8<sup>TH</sup> FL South  
Mobile, Alabama 36644

BID INVITATION

NO. 120-23

JUNE 28, 2023

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, 2023 THROUGH SEPTEMBER 30, 2024.**

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent, 205 Government Street, 8<sup>th</sup> FL South, Mobile, Alabama 36644, [susan.holland@mobilecountyal.gov](mailto: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](http://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 26, 2023.

**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

\$see attached list.

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

RESPECTFULLY

BY \_\_\_\_\_

IMPORTANT

THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED  
WITH YOUR BID

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at [www.uscis.gov/everify](http://www.uscis.gov/everify) and [www.Verify.Alabama.gov](http://www.Verify.Alabama.gov).

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

\_\_\_\_\_ (company name) has no employees in  
the State of Alabama

Or

\_\_\_\_\_ (company name) is enrolled in E-  
Verify and a copy of the electronically signed signature page of  
the company's Memorandum of Understanding is attached.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



**IMPORTANT**

**THIS DOCUMENT MUST BE COMPLETED,  
SIGNED AND RETURNED WITH YOUR BID**

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-31-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at [www.uscis.gov/everify](http://www.uscis.gov/everify) and [www.Verify.Alabama.gov](http://www.Verify.Alabama.gov).

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

\_\_\_\_\_ (company name) has no employees in the  
State of Alabama

Or

\_\_\_\_\_ (company name) is enrolled in E-Verify and a  
copy of the electronically signed signature page of the company's Memorandum of Understanding is  
attached.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

BID #120-23

**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  
Attn: Erica Thomas, Comptroller  
Attn: 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  
Attn: 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  
Attn: 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**  
**Attn: 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**

<b>DESCRIPTION</b>	<b>PRICE</b>
<b>ASSESSMENT BOOKS</b>	<b>\$</b>
<b>TEMPORARY BOOK COVER</b>	<b>\$</b>
<b>DOCKETS BOOKS</b>	<b>\$</b>
<b>CERTIFICATE BOOKS</b>	<b>\$</b>
<b>NEWSPAPER ADVERTISING</b>	<b>\$</b>
<b>MAP BINDERS</b>	<b>\$</b>