#### MOBILE COUNTY COMMISSION

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

#### BID INVITATION

#### BID NO. 28-24

#### May 1, 2024

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: THREE (3) MONTH COPY PAPER BID FOR MOBILE COUNTY COMMISSION AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FROM JUNE 1, 2024 THROUGH AUGUST 31, 2024. Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent 251-574-8613, 205 Government St. 8<sup>th</sup> Fl. S., Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000: 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, 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 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 mobilecountyal.gov.

This inquiry is to establish a price and a source of supply for the above listed items by Mobile County Commission 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 RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. <u>Mobile</u> DATE OF DELIVERY <u>TERMS</u> 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. May 15 , 2024.

ALL BIDS 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, 205 GOVERNMENT STREET 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

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E. EDWIN KERR, INTERIM 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

ΒY

## **MOBILE COUNTY COMMISSION**

**BID FORM** 

Date: May 1, 2024	
BID # 28-24	
THREE (3) MONTH COPY PAPER BID FOR MOBILE COUNTY COMMISSION SPECIFICATIONS:	AS PER ATTACHED
Name of Company:	
Company Representative:(Brint)	
(Print)	
Company Representative:(Signature)	
(Signature)	
Address	
Phone Number ( ) Fax Number ( )	
Federal ID Number	
Email Address	
Company Web Address	
Please attach a current W-9.	

## Specifications for

### Copy Paper for Mobile County Commission

#### Copy Paper

Premium #4 grade, fine quality white paper with dual purpose, suitable for high speed copiers and laser/inkjet printers, acid free. 500 sheet ream.

Sizes: 8 <sup>1/2</sup> x 11, 8 <sup>1/2</sup>x 14, and 11 x 17 Basis weight: 20

Grain:

Caliper: 4.1 Smoothness: 150

Brightness: 84

Opacity: 88

### Multipurpose Color Paper

Suitable for high-speed copiers and laser/inkjet printers. Maximum 20% recycled. Acid free. 500 sheet ream.

Colors:Pastel and AstrobrightsSizes: $8^{1/2}x \ 11$ , and  $8^{1/2}x \ 14$ Basis weight:20 and 65

### Inkjet Paper

Bright White Specifically for inkjet printers. 500 sheet ream. Uncoated Sizes: 8<sup>1/2</sup>x 11 Basis weight: 24 Brightness: 99+

### Laser Paper

Specifically for laser printers. 500 sheet ream.Sizes: $8^{1/2} \times 11$ Basis weight:24Brightness:92Smoothness:Ultra Smooth finish – grain long

## Specialty Bond

25% Cotton Bond, Light Cockle, boxed 500 sheets Sizes:  $8^{1/2} \times 11$ Basis weight: 20 and 24

## Color Copy Digital

Specifically for color copies. 500 sheet ream.Sizes: $8\frac{1}{2} \times 11$ Basis weight:28Brightness:100

## Delivery

Requirements, 3-5 working days. Some items may be purchased in 500 sheet reams. Re-cycled paper must not exceed 20%. Delivery cost must be included in bid price.

## PRICE SHOULD INCLUDE INSIDE DELIVERY AS DETERMINED BY THE RECIPIENT.

## PRICES ARE TO REMAIN EFFECTIVE JUNE 1, 2024 THROUGH AUGUST 31, 2024.

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# THREE (3) MONTH BID PRICE LIST

## MOBILE COUNTY COMMISSION

PRICE LIST

TYPE/DESCRIPTION	SIZE	SHEET/CARTON	VENDOR ITEM#	PRICE/PACK	PRICE/CASE
COPY PAPER 20#	8½ X 11				
COPY PAPER 20#	812 X 14				
COPY PAPER 20#	11 X 17				
MULTI-PURPOSE PASTEL COLOR PAPER 20#	8½ X 11				
MULTI-PURPOSE PASTEL COLOR PAPER 20#	8½ X 14				
INKJET PAPER- BRIGHT WHITE 24#	8½ X 11				
LASER PAPER-WHITE 24#	8½ X 11				
SPECIALTY BOND 24#	812 X 11		<u> </u>		
COLOR COPY DIGITAL 28#	8½ X 11				

## BID #28-24





# 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 and 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







## 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)	and a second	Title
Electronically Signed		12/21/2011
Signature		Date
· · · · · · · · · · · · · · · · · · ·	A Kanal	
Department of Homeland Sec	urity – Verification D	ivision
<b>USCIS</b> Verification Divisio	n	
Name (Please Type or Print)		Title
Electronically Signed		12/21/2011
Signature		Date
Info	rmation Required f	or the E-Verify Program
Information relating to ye	our Company:	
Company Nam	e:Mobile County Com	nission
Company Facility Addres	S 205 Government Stre	et
	8th Floor South Towe	ər
	Mobile, AL 36644	
Company Alternate		
Address:		
County or Parish:	MOBILE	-
Employer Identification		
Number:	636001644	

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www.dhs.gov/E-Verify

# Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

page 3.		4 Exemptions (codes apply only to certain entities, not individuals; see
Ч	Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate	instructions on page 3): Exempt payee code (if any)
type. ction:	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)	
Print or type, fic Instructions	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting t code (if any)
P	□ Other (see instructions) ►	(Applies to accounts maintained outside the U.S.)
See <b>S</b> p	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name	and address (optional)
0)	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
Par		
Enter	t Taxpayer Identification Number (TIN)	curity number

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and	Employ	er identificatio	n numb	er
TIN, later.	or			
entities, it is your employer identification number (EIN). If you do not have a number, see How to get a		-		
resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other			_	
backup withiolding, i or individuals, this is generally your social security number (SSN). However, for a	1 1			

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

#### Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II. later.

Sign Here	Signature o		
	U.S. person		

## **General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return. Examples of information returns include, but are not limited to, the following.

· Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)

Date >

- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.