

*Limestone
County Commission*

*Chairman
Mark Yarbrough*

*Administrator
Pam Ball*



*Commissioners:
Stanley Hill
Steve Turner
Jason Black
Ben Harrison*

February 3, 2016

**INVITATION FOR BIDS
Bid Proposal No. 2561**

**General Office Supplies, Machine-Related Products
Ribbons, Toners, Cartridges, and Developers, Paper Supply, Office Furniture and
Computer, Computer Supplies, Computer Peripherals and Accessories and Software**

Notice is hereby given that the Commission of Limestone County, Alabama will receive competitive bids on the following items: General office supplies, etc. **SEE ATTACHED DESCRIPTIONS AND SPECIFICATIONS.**

All bidders must use the attached form and **enclose a current general full line catalog** for submitting bid. The list prices and special order items appearing in the general full line catalog submitted will be the purchase prices until the contract period expires. Limestone County will allow a one-time price increase with a letter of intent for a change in current general full line catalog during the bid contract; catalog must be provided.

The period of this contract will be from **March 4, 2016 through March 4, 2017.**

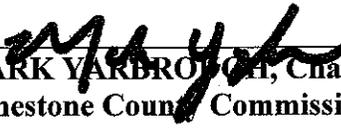
F.O.B.: Athens, AL. Date of Delivery: As needed. Terms: Net 30 days.

You are invited to bid on the attached specifications. Any substitutes offered must be submitted in detail. The right to reject any items or materials not of quality under any provision of this act is reserved.

Requirement: Pursuant to Alabama Code 31-13-9, as a condition of the award of any contract, the business entity or employer, and any of its subcontractors, shall provide a sworn affidavit and documentation that it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien; that it is enrolled in the E-Verify program; and, during the contract period, it will participate in the E-Verify program and will verify every employee that is required to be verified under applicable state and federal laws. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

Bids will be opened on Friday, the **12th day of February 2016, at 10:00 a.m.** and awarded on Tuesday, the **16th day of February 2016, at 10:00 a.m.**

All bids must be sealed and the word "BID," name of item, proposal number, and opening date must be marked on the outside of the envelope.



MARK YARBROUGH, Chairman
Limestone County Commission

**BID PROPOSAL NO. 2561
GENERAL OFFICE SUPPLIES**

**EXCLUDING OFFICE FURNITURE, JANITORIAL, KITCHEN, HEALTH,
MAINTENANCE SUPPLIES AND MACHINES AND MACHINE-RELATED
PRODUCTS**

General specifications and terms for general office supplies:

1. Base bid on percent discount using the **CURRENT** General Full Line Catalog prices presented at the bid opening.
1. The prices in the general full line catalog submitted will be the purchase prices until the contract period expires. Limestone County will allow a one-time price increase with a letter of intent for a change in current general full line catalog during the bid contract; catalog must be provided.
2. Delivery will be with no minimum order charge to each department of the Limestone County Commission as specified on the Purchase Order.
3. All bidders **must** use this form for submitting their bids.
4. Limestone County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Limestone County Commission.
5. Limestone County Commission reserves the right to withdraw from the contract providing written notification.

**THE UNDERSIGNED OFFERS THESE PRICES, TERMS AND DELIVERY AS PER
BID SPECIFICATIONS:**

**PERCENT DISCOUNT BASED
ON CURRENT GENERAL FULL
LINE CATALOG FOR OFFICE SUPPLIES**

_____ %

No Floor Price or Minimum GP%

Did you enclose a current general full line catalog?

YES _____ **NO** _____

**BID PROPOSAL NO. 2561
MACHINES AND MACHINE-RELATED PRODUCTS**

General Specifications and Terms for Office Machines and Machine-related products are defined as: Calculators, copiers and copier supplies (excluding paper), fax machines and fax machine supplies, computer hardware and peripherals and accessories, software, modems, shredders, dictation machines, laminators, typewriters, printers and printer supplies (toner, ribbons, cartridges, developers, etc.) as shown in current General Full Line Catalog. Discount offered applies to manufacturer's list price at the time of order on all stocked merchandise. Special order products not listed in the catalog are excluded from the percent discount.

1. Base bid on percent discount using the **CURRENT** General Full Line Catalog prices presented at the bid opening.
2. The prices in the general full line catalog submitted will be the purchase prices until the contract period expires. Limestone County will allow a one-time price increase with a letter of intent for a change in current general full line catalog during the bid contract; catalog must be provided.
3. Delivery will be with no minimum order charge to each department of the Limestone County Commission as specified on the Purchase Order.
4. All bidders **must** use this form for submitting their bids.
5. Limestone County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Limestone County Commission.
6. Limestone County Commission reserves the right to withdraw from the contract providing written notification.

**THE UNDERSIGNED OFFERS THESE PRICES, TERMS AND DELIVERY AS PER
BID SPECIFICATIONS:**

**PERCENT DISCOUNT BASED
ON CURRENT GENERAL FULL
LINE CATALOG FOR MACHINE AND
MACHINE-RELATED PRODUCTS**

_____ %

No Floor Price or Minimum GP%

Did you enclose a current general full line catalog?

YES _____ **NO** _____

**BID PROPOSAL NO. 2561
RIBBONS, TONERS, CARTRIDGES, AND DEVELOPERS**

1. Base bid on percent discount using the **CURRENT** General Full Line Catalog prices presented at the bid opening.
2. The prices in the general full line catalog submitted will be the purchase prices until the contract period expires. Limestone County will allow a one-time price increase with a letter of intent for a change in current general full line catalog during the bid contract; catalog must be provided.
3. Delivery will be with no minimum order charge to each department of the Limestone County Commission as specified on the Purchase Order.
4. All bidders **must** use this form for submitting their bids.
5. Limestone County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Limestone County Commission.
6. Limestone County Commission reserves the right to withdraw from the contract providing written notification.

**THE UNDERSIGNED OFFERS THESE PRICES, TERMS AND DELIVERY AS PER
BID SPECIFICATIONS:**

**PERCENT DISCOUNT BASED
ON CURRENT GENERAL FULL
LINE CATALOG FOR RIBBONS, TONER,
CARTRIDGES AND DEVELOPERS**

_____ %

No Floor Price or Minimum GP%

Did you enclose a current general full line catalog?

YES _____ **NO** _____

**BID PROPOSAL NO. 2561
PAPER SUPPLY**

1. Base bid on percent discount using the **CURRENT** General Full Line Catalog prices presented at the bid opening.
2. The prices in the general full line catalog submitted will be the purchase prices until the contract period expires. Limestone County will allow a one-time price increase with a letter of intent for a change in current general full line catalog during the bid contract; catalog must be provided.
3. Delivery will be with no minimum order charge to each department of the Limestone County Commission as specified on the Purchase Order.
4. All bidders **must** use this form for submitting their bids.
5. Limestone County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Limestone County Commission.
6. Limestone County Commission reserves the right to withdraw from the contract providing written notification.

**THE UNDERSIGNED OFFERS THESE PRICES, TERMS AND DELIVERY AS PER
BID SPECIFICATIONS:**

**PERCENT DISCOUNT BASED
ON CURRENT GENERAL FULL
LINE CATALOG FOR PAPER SUPPLY**

_____ %

No Floor Price or Minimum GP%

Did you enclose a current general full line catalog?

YES _____ **NO** _____

**BID PROPOSAL NO. 2561
OFFICE FURNITURE**

1. Base bid on percent discount using the **CURRENT** General Full Line Catalog prices presented at the bid opening.
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3. Delivery will be with no minimum order charge to each department of the Limestone County Commission as specified on the Purchase Order.
4. All bidders **must** use this form for submitting their bids.
5. Limestone County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Limestone County Commission.
6. Limestone County Commission reserves the right to withdraw from the contract providing written notification.

**THE UNDERSIGNED OFFERS THESE PRICES, TERMS AND DELIVERY AS PER
BID SPECIFICATIONS:**

**PERCENT DISCOUNT BASED
ON CURRENT GENERAL FULL
LINE CATALOG FOR FURNITURE**

_____ %

No Floor Price or Minimum GP%

Did you enclose a current general full line catalog?

YES _____ **NO** _____

BID PROPOSAL NO. 2561
COMPUTER, COMPUTER SUPPLIES, COMPUTER PERIPHERALS &
ACCESSORIES AND SOFTWARE

1. Base bid on percent discount using the **CURRENT** General Full Line Catalog prices presented at the bid opening.
2. The prices in the general full line catalog submitted will be the purchase prices until the contract period expires. Limestone County will allow a one-time price increase with a letter of intent for a change in current general full line catalog during the bid contract; catalog must be provided.
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6. Limestone County Commission reserves the right to withdraw from the contract providing written notification.

THE UNDERSIGNED OFFERS THESE PRICES, TERMS AND DELIVERY AS PER BID SPECIFICATIONS:

**PERCENT DISCOUNT BASED
ON CURRENT GENERAL FULL
LINE CATALOG FOR COMPUTER,
COMPUTER SUPPLIES, COMPUTER
PERIPHERALS & ACCESSORIES
AND SOFTWARE**

_____ %

No Floor Price or Minimum GP%

Did you enclose a current general full line catalog?

YES _____ **NO** _____

NAME OF COMPANY:

SIGNATURE:

PRINTED NAME:

ADDRESS:

PHONE:

E-MAIL:
