

*Limestone  
County Commission*

*Chairman  
Collin Daly*

*Administrator  
Pam Ball*



*Commissioners:  
Daryl Sammet  
Steve Turner  
Jason Black  
Ben Harrison*

**February 28, 2019**

**INVITATION FOR BIDS  
Proposal No. 2685**

**Printing  
Limestone County Commission**

Notice is hereby given that the Commission of Limestone County, Alabama will receive competitive bids on the following items: **Payroll Fund Checks**. Please see the attached specifications.

**TAX: All applicable taxes must be included in the amount of the bid price.**

F.O.B: Athens, Alabama. Date of Delivery: 3-4 weeks from purchase order date.

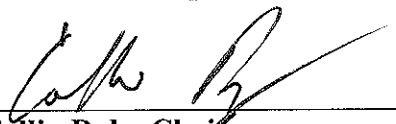
Terms: Net 30 days.

You are invited to bid on printing needs of the Limestone County Commission. Any substitutes offered must be submitted in detail. The right to reject any items or materials not of quality or under any provisions of this act is reserved.

Bids will be opened on **Thursday**, the **14<sup>th</sup>** day of **March 2019**, and awarded on **Monday**, the **18<sup>th</sup>** day of **March 2019**.

**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.

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



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**Collin Daly, Chairman  
Limestone County Commission**

**Proposal No. 2685**  
**Printing - Limestone County Commission**

Quantity	Description	Cost Per Item	Total
8,000	<p><b>PAYROLL CHECKS:</b></p> <ul style="list-style-type: none"> <li>• 3-part micro perforation, 8 ½ x11 overall size for LaserJet Printer, Laser Ink</li> <li>• <b>Top:</b> 3 ½” from top to be used as check stub, account name and check number (printed in red ink) on stub. The check number needs to be printed clearly and easily readable. The check number needs to be in line with the wording of “LIMESTONE COUNTY COMMISSION PAYROLL FUND”.</li> <li>• <b>Middle (Check):</b> 3 ½” from first perforation to second perforation, 24 lb. micro bond safety paper with watermark, microprint signature line, bleed through routing and account number, endorsement backer, green in color, 2 signature lines. Check number printed in red ink. Account name on check to be listed as follows: <p style="text-align: center;"><b>LIMESTONE COUNTY COMMISSION  PAYROLL FUND  310 W. WASHINGTON ST.  ATHENS, AL 35611</b></p> </li> <li>• <b>Bottom:</b> 4” from second perforation to bottom to be used as check stub. Account name and check number (printed in red ink) on stub. The check number needs to be printed clearly and easily readable. The check number needs to be in line with the wording of “LIMESTONE COUNTY COMMISSION PAYROLL FUND”.</li> <li>• Check number (printed in red ink) in three positions and should be printed clearly and easily readable.</li> <li>• Starting check number will be <b>026001</b> (Printed in red ink).</li> </ul>		

Delivery date of finished product must be no later than 3-4 weeks from purchase order date.

**Photo copy (front and back) of check attached.**

**Name of Company:**

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**Signature:**

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**Printed Name:**

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**Address:**

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**Telephone:**

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LIMESTONE COUNTY COMMISSION  
PAYROLL FUND  
310 W. WASHINGTON ST.  
ATHENS, AL 35611

FIRST NATIONAL BANK

025358

87-799  
641

CHECK NO.

VOID

DATE

AMOUNT

**PAY**  
TO THE  
ORDER  
OF

LIMESTONE COUNTY COMMISSION  
PAYROLL FUND  
VOID AFTER 90 DAYS

AUTHORIZED SIGNATURE

MP

⑈025358⑈ ⑆064107994⑆

⑈2203728⑈

LIMESTONE COUNTY COMMISSION PAYROLL FUND

025358

YOUR ENDORSEMENT IN THE ABOVE AREA ONLY  
DO NOT SIGN, WRITE OR STAMP BELOW THIS LINE

FOR DEPOSITORY BANK USE ONLY

SUBSEQUENT COLLECTING BANK USE ONLY

VOID