

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend*

July 22, 2022

**INVITATION FOR BIDS
Proposal No. 2794**

**Printing – Business License Mail Notices & Envelopes
License Commissioner**

Notice is hereby given that the Commission of Limestone County, Alabama will receive competitive bids on the following items: Business License Mail Notices and Envelopes. Please see the attached specifications for all items listed.

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

Date of Delivery: **Please see attached specifications.**

Terms: **Net 30 days.**

Please wait for a purchase order number to be issued before printing.

You are invited to bid on printing needs of Limestone County Commission. 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 11th of August 2022, at 10:00 a.m.** and awarded on **Monday, the 15th of August 2022, at 10:00 a.m.**

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.



Collin Daly, Chairman
Limestone County Commission

PROPOSAL NO. 2794
Printing – Business License Mail Notices & Envelopes
License Commissioner

Quantity	Description	Total
2,500	<p>Sheet size is 8 -1/2" X 11". The sheet color is white. Black print should be provided. For the current print job, we estimate 2,500 sheets will be printed.</p> <p>The front page should contain data received and reformatted from the Office's business license software provider (currently Ingenuity, Inc.) and sorted by master record number of the current year license number or the business FEIN for a listing displaying at least ten (10) license section codes per sheet based on the master record number. Portal to portal delivery will come from Office to printer. The listing shall include, but is not limited to, the headings of the Alabama code section, the code section description and the code section fee. The listing shall provide a grand total of at least ten (10) license sections reporting total fee, subtotal without mail fee, total mail fee and grand total.</p> <p>The front page shall also include three (3) columns as reflected on the sample in order to report special conditions as a prerequisite for county business license renewal identified by the business license software provider per license section codes (state regulatory licenses, state agency certification, etc.). Likewise, the columns shall report the fee tables related to certain license section codes that correspond with the law sections contained in Section 40-12-40 through 40-12-180. The fee tables shall include, but are not limited to, the fee schedules for contractors, manufacturers, vending companies and money lenders. Such fee tables will also include the following statement printed within a column:</p> <p style="text-align: center;">REQUIRED AFFIDAVIT</p> <p>The undersigned is the owner/partner/officer or authorized representative of the above business or operation and I do hereby state the reported information to be true and correct. I understand if the total sales, contracts, or investments or any other information provided is wrong, then penalty and interest may apply with the inaccurate reporting. I understand that there are many Code Sections of Law that pertain to Business and Privilege Licenses for the State of Alabama and it is my responsibility to provide all information about my business or operation.</p> <p>Signature _____ Printed Name _____</p> <p>All references to the county official on the front page shall read as follows:</p> <p style="text-align: center;">JOSEPH CANNON, LICENSE COMMISSIONER</p> <p>All addresses within the monthly mail batch will be processed with CASS-certified postal address matching software and will be reformatted with USPS approved addresses including ZIP+4. The Office will be notified by the printer with addresses marked as incomplete or undeliverable for action as to mail or do not mail.</p>	<p>\$ _____</p>

After completing the printing of the mail notice sheet, the service will include letter folding and letter inserting and envelope sealing into a #10 double window envelope with the office address and customer's address revealed for mailing. The #10 double window envelope shall also include a pre-printed #9 return envelope.

The office address on the #9 return envelope shall read as follows:

JOSEPH CANNON, License Commissioner
Clinton Street Courthouse Annex
100 S. Clinton Street, Suite B
Athens, Alabama 35611

All mail notice packages shall be sorted in advance of delivery to the Office for the best postage rate at first class and shall be packaged and bound for delivery to the local Post Office or License Commissioner's Office on the date as requested by the Commissioner. The printer shall complete and provide the required USPS forms by electronic mail or by delivery courier to the Office on or before September 30, 2022. The forms and postage shall be remitted by the Office to the Postmaster.

All questions related to the above specifications of services should be directed to Joseph Cannon, License Commissioner or Christie Partridge at 256-233-6430.

TOTAL: \$ _____

NAME OF COMPANY: _____

ADDRESS: _____

PHONE: _____

CONTACT NAME: _____

Please Print

SIGNATURE: _____

E-MAIL: _____

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Joseph Cannon
 License Commissioner
 100 S Clinton St Suite B
 Athens, AL 35611

Limestone County License Commissioner

State & County Business License 2020-2021 Renewal Notice

Monday - Friday
 8:00am to 4:30pm
 Phone: (256) 233-6430

Renew Online at <http://LimestoneLicense.com>

Businesses may renew online for a small fee. The county licensing office does not receive any portion of the fee charged for this service.

If your business is no longer in operation, please check this block and return notice to our office.

License Number: **201199**

Physical Address:

Mailing Address:

Federal ID No.*:

Phone Number:

Signature:



1. **PLEASE READ CAREFULLY!**
2. This reminder has been prepared as a courtesy notice from last year's records.
3. Your current license expires September 30 and **must** be renewed by October 31 or be subject to late fees.
4. Please check all information. If correct, the renewal of your license may be handled by returning this notice by mail or in person. You may also renew online.
5. If your profession requires a certification, include a copy.
6. Some sections will require additional information. Please check the bottom of this page to determine additional information needed.
7. If this is mailed, we will not process without the mail fee included in the total due.
8. * Individuals and Sole Proprietorships may provide Social Security Number. All others **must** provide Federal Employer ID Number.

Code	Section Description	Amount
061	Beauty parlors etc	17.00
315A	Store License	3.00
Total:		20.00
Mail Fee:		1.00
If purchased by mail, pay this amount:		21.00

PLEASE RETURN WITH PAYMENT TO: Joseph Cannon License Commissioner, 100 S Clinton St Suite B, Athens, AL 35611

Section 061 Provide number of operators: # _____		
# Operators	Fee	
Owner Only	17.00	
+1	23.00	
+2	29.00	
+3	35.00	
+4	41.00	
+5	47.00	
+6	53.00	
+7	59.00	
+8	65.00	
+9	71.00	
+10	77.00	