

*Limestone  
County Commission*

*Chairman  
Collin Daly*

*Administrator  
Ellen Morell*



*Commissioners:  
Daryl Summet  
Danny Barksdale  
Derrick Gaultin  
LaDon Townsend*

July 12, 2023

**INVITATION FOR BIDS  
Proposal No. 2832**

**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 17<sup>th</sup> of August 2023, at 10:00 a.m.** and awarded on **Monday, the 21<sup>st</sup> of August 2023, 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.



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**Collin Daly, Chairman**  
**Limestone County Commission**

**PROPOSAL NO. 2832**  
**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</p>	<p>\$ _____</p>

incomplete or undeliverable for action as to mail or do not mail.

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, 2023. 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.*