

MYRTLE SINGLETON

Purchasing Manager
myrtlesingleton@mc-ala.org
(334) 832-1269

Khristie Davis, Buyer I
khristiedavis@mc-ala.org
(334) 832-1267

Cynthia Hill, Buyer I
cynthiahill@mc-ala.org
(334) 832-2526

Tammy Turner, Buyer II
tammyturner@mc-ala.org
(334) 832-1603



PHYSICAL LOCATION

Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

INVITATION TO BID
Traffic Signage & Supplies

Bid Date: October 18, 2018	Bid Number: 53104-19B-004	Return Quotation By: November 8, 2018 10:00 a.m. CST
--------------------------------------	-------------------------------------	---

Please submit a sealed price quotation on the items listed herein. **(Faxed bids will not be accepted.)** The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

The Montgomery County Commission reserves the right to award this bid on an all or none basis, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Myrtle Singleton, Purchasing Manager, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1269.

Donald L. Mims

County Administrator and Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. Bid Number 53104-19B-004 must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
4. Bidders must submit an original and one (1) copy of its bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
5. All pricing shall be F.O.B., Montgomery, Alabama. Delivery will be to the office of the ordering department listed on the purchase order with all freight charges paid by the vendor. Freight cost will be included in the bid price.
6. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If vendor is not required to have a City of Montgomery Business license or a Montgomery County business license, vendor must specify why license is not required.**
7. Vendors having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over vendors located outside of the legal boundaries of Montgomery County.
8. The contract period will be for one (1) year, beginning from the date of award and ending one (1) year thereafter with an option to renew for additional two (2) years, in one year periods. At the end of the (1) year contract period, a price increase may be allowed, but shall not be more than five-percent (5%) per year.
9. The successful bidder awarded the contract/ purchase order must provide documentation of its enrollment in the e-verify program.

DISPUTE RESOLUTION

If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.

BID PROTEST PROCEDURE

A formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest, or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the *Code of Alabama 41-16-31*.

HOLD HARMLESS

The selected vendor agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful vendor, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful vendor also, agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

ALABAMA'S IMMIGRATION LAW

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.

SPECIFICATIONS FOR TRAFFIC CONTROL SIGNS

1. All traffic control signage shall conform to the latest edition of the Manual on Uniform Traffic Control Devices adopted by the State of Alabama.

2. All reflective sheeting shall be made of High Intensity Prismatic (HIP) sheeting. Any “Or equal” vendor materials must be approved by Montgomery County Engineering prior to manufacturing. Currently approved materials are:
 - 4091 DG3, Yellow

3. All Electric Cuttable (E/C) Film shall use the following approved materials. Any “Or Equal” vendor materials must be approved by Montgomery County Engineering Department.
 - 1178C, Black
 - 1175C, Blue
 - 1172C, Red

BID SUBMITTAL FORM

Item	Quantity	Description	Unit Price	Extended Price
1.	20 Rolls	Transfer Tape 10 X 50 yds. Sign Faces: (Diamond Grade)	\$ _____	\$ _____
2.	75 Each	R1-1 30" OCT DG3 PSF Stop	\$ _____	\$ _____
3.	25 Each	M1-6 24" CRM DG3 PSF N/N County route marker no numbers old style with border and margins	\$ _____	\$ _____
4.	25 Each	R2-1-25 18 X 24 DG3 PSF Speed Limit 25	\$ _____	\$ _____
5.	50 Each	R2-1- B 18 X 24 DG3 PSF Speed Limit Blank	\$ _____	\$ _____
6.	100 Each	W1-B 30" DIA DG3 PSF Black Border Blank	\$ _____	\$ _____
7.	50 Each	R9-B 24 X 30 DIA DG3 PSF Black Border Blank	\$ _____	\$ _____
8.	50 Each	W20-B 30" B/O DG3 PSF Black Border Blank	\$ _____	\$ _____
9.	1 Roll	Reflective Sheeting (Diamond Grade) 4091 DG3 Yellow 10 X 50 yds.	\$ _____	\$ _____
10.	3 Rolls	Electrical Cuttable Film (EC Film)	\$ _____	\$ _____

11.	1 Roll	1178C Black 30 X 50 yds. (Custom cut to 30")	\$ _____	\$ _____
12.	1 Roll	1175C Blue 30 X 50 yds. (Custom cut to 30") 1172C Red 30 X 50 yds. (Custom cut to 30")	\$ _____	\$ _____

Total cost of items 1 through 12 \$ _____

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Vendor Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

Official Signature

Printed Name and Title

Date: _____

RESPONSE FORM TO BE ATTACHED TO BID

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title