

SEALED BID

CITY OF MOBILE

BID SHEET

Do Not Return Via Email or Fax

This is Not an Order

Mailing Address:

P. O. Box 1948
 Mobile, Alabama 36633
 (251) 208-7434

**Purchasing Department
 and Package Delivery:**

Government Plaza
 4th Floor, Room S-408
 205 Government St
 Mobile, Alabama 36644

**READ TERMS AND CONDITIONS
 ON REVERSE SIDE OF THIS PAGE
 BEFORE BIDDING**

Typed by: sd Buyer: 005

Please quote the lowest price at which you will furnish the articles listed below

DATE 1/6/2022	BID NO. 5643	DEPARTMENT VARIOUS	Commodities to be delivered F.O.B. Mobile to: To Be Specified
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This bid must be received and stamped by the Purchasing office not later than: 12:00 PM, Thursday, January 27, 2022

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
MULTICOLORED VINYL BANNERS						
Appx 1-1000	MULTI-COLOR VINYL BANNER 8'X 4' WITH 12 GROMMETS EVENLY SPACED WITH 5 ON TOP, 5 ON BOTTOM, AND 1 ON EACH SIDE. THE CITY WILL PROVIDE CAMERA READY ARTWORK FOR EACH BANNER. PROOF WILL BE REQUIRED BEFORE PRINTING. PRICE PER BANNER _____					
Appx 1-1000	MULTI-COLOR VINYL BANNER 8'X 3' WITH 12 GROMMETS EVENLY SPACED WITH 5 ON TOP, 5 ON BOTTOM, AND 1 ON EACH SIDE. THE CITY WILL PROVIDE CAMERA READY ARTWORK FOR EACH BANNER. PROOF WILL BE REQUIRED BEFORE PRINTING. PRICE PER BANNER _____					
Appx 1-1000	MULTI-COLOR VINYL BANNER 8'X 8' WITH 16 GROMMETS EVENLY SPACED WITH 6 ON TOP, 6 ON BOTTOM, AND 2 ON EACH SIDE. THE CITY WILL PROVIDE CAMERA READY ARTWORK FOR EACH BANNER. PROOF WILL BE REQUIRED BEFORE PRINTING. PRICE PER BANNER _____					
			TOTAL			

**RETURN ONE SIGNED COPY OF THIS BID
 IN ENCLOSED ENVELOPE**

State delivery time within _____ days of receipt of P.O.

Firm Name _____

Typed Signature _____

By _____

We will allow a discount _____ % 20 days from date of receipt of goods and correct invoice of completed order.

1. All quotations must be signed with the firm name and by an authorized officer or employee.
2. Verify your bid before submission as it cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the unit price will govern.
3. If you do not bid, return this sheet and state reason. Otherwise, your name may be removed from our mailing list.
4. The right is reserved to reject any, or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of the City of Mobile.
5. This bid shall not be reassignable except by written approval of the Purchasing Agent of the City of Mobile.
6. State brand and model number of each item. All items bid must be new and latest model unless otherwise specified.
7. If bid results are desired, enclose a self-addressed and stamped envelope with your bid. (All or None bids only)
8. Do not include Federal Excise Tax as exemption certificate will be issued in lieu of same. The City is exempt from the Alabama and City sales taxes.
9. PRICES ARE TO BE FIRM AND F.O.B. DESTINATION UNLESS OTHERWISE REQUESTED.
10. BID WILL BE AWARDED ON ALL OR NONE BASIS UNLESS OTHERWISE STATED.
11. Bids received after specified time will be returned un-opened.
12. Failure to observe stated instructions and conditions will constitute grounds for rejection of your bid.
13. Furnish literature, specifications, drawings, photographs, etc., as applicable with the items bid.
14. Vendor May be required to obtain City of Mobile Business License as applicable to City of Mobile Municipal Code Section 34-50. For Business License inquiry contact the Revenue Department at (251) 208-7461 or cityofmobile.org/taxes.php.
15. If a bid bond is required in the published specifications, see below:
Each Bid Shall be Accompanied By A **Cashier's Check, Certified Check, Bank Draft Or Bid Bond** For the Sum Of Five (5) Percent Of The Amount Bid, Made Payable To The City Of Mobile And Certified By A Reputable Banking Institution. All Checks Shall Be Returned Promptly, Except The Check Of The Successful Bidder, Which Shall Be Returned After Fulfilling The Bid.
16. Contracts in excess of \$50,000 require that the successful bidder make every possible effort to have at least fifteen (15) percent of the total value of the contract performed by socially and economically disadvantaged individuals.
17. All bids/bid envelopes must have the bid number noted on the front. Bids that arrive unmarked and are opened in error shall be returned to vendor as an unacceptable bid.
18. If successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Alabama Secretary of State prior to issuance of a Purchase Order. Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx. Please note that the time between application for and issuance of a Certificate of Authority may be several weeks.
19. Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State to submit a bid, but will need to obtain the Business License and Certificate of Authority, if applicable, prior to issuance of a Purchase Order.

BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
Page 2 of 4						
Appx 1-1000	<p>MULTI-COLOR 13 OZ VINYL BANNER 5'X 5' WITH GROMMETS EVENLY SPACED WITH ON TOP, ON BOTTOM, AND 1 ON EACH SIDE. THE CITY WILL PROVIDE CAMERA READY ARTWORK FOR EACH BANNER. PROOF WILL BE REQUIRED BEFORE PRINTING.</p> <p>PRICE PER BANNER _____</p> <p>ABOVE FOUR ITEMS TO BE AWARDED ALL OR NONE.</p> <p>THE FOLLOWING 2 ITEMS TO BE AWARDED ALL OR NONE.</p>					
Appx 1-1000	<p>11'X 17' PRINTED ON ONE SIDE FULL COLOR GLOSSY POSTER STOCK 80# FULL COLOR WITH BLEEDS. CAMERA READY ARTWORK WILL BE PROVIDED BY CITY FOR EACH RUN OF POSTERS.</p> <p>PRICE PER POSTER _____</p>					
Appx 1-1000	<p>24'X 36' PRINTED ON ONE SIDE FULL COLOR GLOSSY POSTER STOCK 80# FULL COLOR WITH BLEEDS. CAMERA READY ARTWORK WILL BE PROVIDED BY CITY FOR EACH RUN OF POSTERS.</p> <p>PRICE PER POSTER _____</p> <p>ABOVE TWO ITEMS TO BE AWARDED ALL OR NONE.</p> <p>THE FOLLOWING ITEM TO BE AWARDED ALL OR NONE.</p>					
Appx 1-1000	<p>4'X 6' POSTCARD PRINTED ON ONE SIDE. ARTWORK WILL BE PROVIDED BY CITY FOR EACH RUN OF POSTCARDS TO BE PACKAGED IN STACKS OF 100.</p> <p>PRICE PER POSTCARD _____</p> <p>Vendor shall not change font without permission of Purchasing Dept.</p> <p>Printed signs to be delivered less than seven (7) days after notification. Finished product, unless specified otherwise, will be delivered to user Department.</p>					
			TOTAL			

RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE

READ ABOVE INSTRUCTIONS BEFORE QUOTING

Firm Name _____
By _____

We will allow a discount _____% 20 days from date of receipt of goods and correct invoice of completed order.

BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p align="center">Page 3 of 4</p> <p>All quantities purchased will be based on an as needed basis by City Departments. Initial order to be as stated pricing shall be firm for additional orders, quantities. Vendor is responsible to provide all materials and labor.</p> <p>Prices quoted on this bid are to be held firm for a period of six (6) months from date of award. At the option of the successful bidder and the City of Mobile, the prices may be extended for five (5) more six (6) month periods.</p> <p>All pricing shall be delivered pricing, FOB Mobile, Alabama. The City of Mobile will not add freight charges, fuel surcharges, handling charges, etc., after the fact.</p> <p>Samples: City may request a sample of an item for evaluation. Vendor to provide sample upon request.</p> <p>City of Mobile Business Licence may be required. See Item 14 on reverse of page 1.</p> <p>All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at http://immigration.alabama.gov/</p> <p>If the successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Secretary of State prior to issuance of a Purchase Order.</p> <p>Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See: www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx. Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.</p> <p>Upon notification, vendor will have 10 business days to provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department before award can be completed. (Vendors will possibly need to pay the expedite fee to meet this requirement because application is not sufficient. We must have a copy of the certificate with your Company ID number)</p>					
			TOTAL			

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BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p style="text-align: center;">Page 4 of 4</p> <p>Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License and Certificate of Authority verification and/or provide the E-Verify Certification, if applicable, prior to issuance of a Purchase Order.</p> <p>State of Alabama Local Vendor Preference Law 41-16-50 (a) and (d) will apply to this purchase.</p> <p>If you have any questions, please feel free to contact the Purchasing Department at 251-208-7434 or purchasing@cityofmobile.org.</p>					
			TOTAL			

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PURCHASING DEPARTMENT

Potential vendors are responsible to check this site for any ADDENDUMS that are issued. It is the responsibility of the VENDOR to check for, download, and include with their PROPOSAL any and all ADDENDUMS that are issued for a specific REQUEST FOR PROPOSAL published by the City of Mobile. Failure to download and include ADDENDUMS in your PROPOSAL may cause your proposal to be rejected.

This is a sealed proposal. Any responses faxed or e-mailed will be rejected.

This is a sealed proposal. Any response must be submitted in a sealed envelope with the proposal number and opening date on the outside of the envelope.

Any response that arrives improperly marked or with no proposal number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered.

It is the responsibility of the vendor to insure that their response is delivered to and received in the Purchasing Department before the date and time of the opening.

Be sure to read the Terms and Conditions.

Be sure to sign your proposal!

**Package/Proposal Delivery Address:
Purchasing Department
205 Government St. Room S408
Mobile, AL 36644**

(Request First Delivery)