

Return Bid To:

MARSHALL COUNTY COMMISSION
424 BLOUNT AVENUE SUITE A 305
GUNTERSVILLE, ALABAMA 35976
(256) 571-7701

BID NO: 19 – 25

BID OPENING DATE & TIME: TUESDAY,
SEPTEMBER 2, 2025 - 2:00 P.M.

LOCATION: COMMISSION CHAMBERS -
3RD FLOOR – SUITE A 319 - MARSHALL
COUNTY COURTHOUSE - GUNTERSVILLE, AL

INVITATION FOR BIDS
FOR
OFFICE SUPPLIES

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Marshall County Commission, Guntersville, Alabama will receive competitive bids on the above item(s) for Marshall County and/or any agencies thereof.

VENDOR'S RESPONSE:

VENDOR'S NAME: _____

VENDOR'S ADDRESS: _____

TELEPHONE NO. _____

FAX NO. _____

Email: _____

VENDOR'S RESPONSE:

I hereby agree to furnish the above named items on or by the dates requested and hereby certify that all specifications set forth will be met.

Authorized Representative

Typed or Printed Name

SPECIFICATIONS FOR
GENERAL OFFICE SUPPLIES

1. Vendor is to base his/her bid on a percentage discount off the current *Essendant* **OR** *S.P. Richards* General Full Line Catalog (current list price).
2. **Vendor shall include any exclusions as an attachment with bid and this will become a part of the bid.**
3. The successful bidder will be required to furnish catalogs to each of the departments. (*Estimated 25 catalogs*)

Please list your percentage discount below:

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SPECIAL INSTRUCTIONS TO BIDDERS:

- (1) The successful bidder is expected to have all bid items in stock as no backorders will be accepted.
- (2) Date of delivery for orders shall be within three (3) working days of placement of order. When billing, the invoice number and purchase order number must appear on each invoice.
- (3) Price shall include delivery to the various offices in Marshall County as designated.
- (4) The successful bidder, for the before specified items, shall keep an up-to-date running total (dollar amount) of all items purchased. Each item shall be listed individually and the quantity purchased plus the dollar amount shall be available upon request by the Marshall County Commission or an authorized representative thereof.
- (5) This bid shall be good for the period beginning October 1, 2025 and going through September 30, 2026. However, an option to issue a second and third 12-month contract with the same pricing, terms and conditions is possible. The second or third contract, if agreed by both parties, would begin the day after the first or second contract expires. Any successive contract must have the written approval by the County and the vendor.
- (6) Bids may be submitted either by mail or in person, however, Marshall County will not be responsible for the security of mailed bids. (Also, if mailing bid, please be advised that we do not receive mail before 10:00 A.M. daily, therefore mail early to ensure prompt arrival).

- (7) By signing and submitting of this bid, the vendor certifies that he/she is an equal opportunity employer.
- (8) Bidders are required to use this *Invitation for Bids*. Failure to do so will be cause for rejection of bid.
- (9) Bidders shall sign and return all sheets in the *Invitation for Bids* to Marshall County Engineering Department, 424 Blount Ave., Suite 305, Guntersville, AL 35976. Failure to do so will be cause for rejection of bid.
- (10) 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.

Each bidder is required to submit with the bid a certificate of E-Verify.

- (11) Each individual bid must be submitted in a sealed envelope with the word "*BID*" and name of item marked on outside of envelope.
- (12) Please be advised that in the event a bid is received from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within Marshall County, AL, and the bid is no more than five percent (5%) greater than the bid of the lowest responsible bidder, the Marshall County Commission may award the contract to the resident responsible bidder.

You are invited to bid on the above specifications. Any substitutes offered, other than the items specified, must include information showing that the substitute is of equal or better quality and equally or better suited for the purported use than the item specified. The right to reject any items or materials not of quality or under any provisions of this act is reserved.

THE MARSHALL COUNTY COMMISSION RESERVES THE RIGHT TO ACCEPT AND/OR REJECT ANY AND/OR ALL BIDS.



JOEY BAKER, INTERIM CHAIRMAN
MARSHALL COUNTY COMMISSION