

**MORGAN COUNTY COMMISSION  
INVITATION TO BID  
BID INVITATION NUMBER: 21-04  
Inmate Supplies**

Morgan County Commission is soliciting sealed bids for the items listed above. Bids will be received by the Morgan County Commission at the Morgan County Courthouse, Commission Office, 5<sup>TH</sup> Floor, 302 Lee Street, Decatur, Alabama 35602, until

**Monday, April 12, 2021 at 9:00 a.m. C.D.T.**

Bids will be opened in the County Commission Chambers at the above stated time and date. Time is of the essence in submitting bids and only sealed bids received in the Commission office by the time listed above shall be opened and considered. Bidders and other interested individuals are invited to attend the bid opening.

Prospective bidders are instructed to read the General Terms and Conditions and Bid Specifications very carefully. Bid addendums will be provided to all bidders, if necessary. Bids must be made in compliance with the guidelines in the sections referred to herein and ***each page initialed by the bidder representative to denote understanding of such compliance and returned with the submitted bid.***

Bid envelopes should be sealed and marked as follows:

**Bid Invitation Number 21-04  
Inmate Supplies  
April 12, 2021**

Bids may be mailed to Morgan County Commission, P.O. Box 668, Decatur, AL 35602.

If there are any questions about bid procedures, please contact Jessica Smith at 256.351.4732 or [jsmith@morgancounty-al.gov](mailto:jsmith@morgancounty-al.gov)

Bidder Initials: \_\_\_\_\_

## **Morgan County Commission** **General Terms and Conditions**

- All bids must be typed or hand written in ink on the attached Bid Proposal Form. Bids submitted in pencil and bids not submitted on the Bid Proposal Form will not be considered. All corrections shall be initialed and dated by the bidder representative. Bids that are submitted without being signed will automatically be rejected.
- Bid envelopes must be sealed and must indicate clearly the appropriate bid number, bid item, and bid opening date, as indicated on the cover sheet of the bid packet. Bids by Facsimiles and emails will not be accepted. The commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Commission office by the deadline stated in the bid request.
- The Commission provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, sex, creed, age, disability, national origin or religion in consideration for an award. Bidders must abide by the provision of the American with Disabilities Act of 1990 and assure that in connection with the performance of work under this agreement that they are an equal opportunity employer and do not discriminate on the basis of race, sex, creed, age, disability, national origin or religion.
- All bidders must comply with applicable sections of the Alabama Competitive Bid Law, Code of Alabama, 1975.
- **All bid amounts shall be submitted on the attached Bid Proposal Form.** Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The Commission will assume no transportation or handling charges other than specified in the bid.
- A completed W-9 should be included with your bid package.
- A completed affidavit of compliance with E-Verify must be included with your bid package.
- The Morgan County Commission reserves the right to cancel the contract with a 30 day written notice to the contractor if the performance of the service is unsatisfactory.
- These specifications and acceptance hereof shall constitute exclusively and entirely the agreement for the service as described within.
- The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service the Commission is seeking to purchase.
- 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.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that such contractor is not currently engaged in, and an agreement

Bidder Initials: \_\_\_\_\_

that the contractor will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Alabama can enjoy open trade.

- All bids will be awarded to the lowest responsive and responsible bidder. This determination may involve all or some of the following factors: price, conformity to specifications, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs and other objective and accountable factors which are reasonable. When responsive and responsible bids are equal, a local vendor shall be favored. The Commission reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of the Commission. Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
  - Failure to use the bid forms furnished by the Commission
  - Lack of signature by an authorized representative on the Bid Proposal Form.
  - Failure to properly complete the bid form.

Bidder Initials: \_\_\_\_\_

**MORGAN COUNTY COMMISSION  
INVITATION TO BID: 21-04  
INMATE SUPPLIES**

Minimum Bid Specifications

**Morgan County Commission is soliciting bids for inmate supplies for the Morgan County Jail. The winning bidder must be able to provide sales support and customer service.**

The items listed for pricing in Attachment A of this bid are the most frequently ordered products. This list is not all inclusive of the items that will be purchased and may change as the needs of the County change. No guarantee is made to purchase any amount of product(s) from any bidder as a result of any contract awarded on the basis of this bid.

**All items listed on Attachment A must be priced in order for the bid to be considered. All prices submitted on the bid form will be in effect for the period the bid award is in effect.**

Bidder must note any products or quantities that differ from the listing in Attachment A. Please provide additional documentation on these items.

**FEES**

If the performance of a product is not satisfactory, the vendor representative shall be notified and shall exchange the product at no cost within ten (10) working days. Failure to respond in good faith may result in termination of the contract. There shall be no restocking fees.

**ORDERS**

No minimum order required. All orders should be filled and delivered in a timely manner when customer places order. Customer should only be invoiced for delivered items.

**DELIVERY**

Deliveries must be made between the hours of 8:00am and 4:30pm Monday through Friday. Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The Commission will assume no transportation or handling charges other than specified in the bid.

**TAXES**

Morgan County is a tax-exempt entity which exempts all state and local sales taxes.

Bidder Initials: \_\_\_\_\_

**CONTRACT PERIOD AND RENEWAL**

The term of the contract will be for one year for the period beginning May 1, 2021 through April 30, 2022. Morgan County may, at its option, renew the term of this contract up to a maximum of two additional years, one year at a time. The awarded vendor shall be notified in writing by Morgan County of its intention to extend the contract term.

**TERMINATION OF CONTRACT**

Morgan County, may, by a 30-day written notice, terminate this contract, in whole or in part if the vendor fails to perform adequately the services, terms or conditions as proposed in their response to this bid.

**QUESTIONS**

Please direct any questions or concerns about the specifications to Jessica Smith by email.

[jsmith@morgancounty-al.gov](mailto:jsmith@morgancounty-al.gov)

Bidder Initials: \_\_\_\_\_

ATTACHMENT A

**INMATE SUPPLIES**

Any exceptions or deviations from color or package size should be noted in the bid.

PRODUCT	PACKAGE SIZE	Price per Item
CLEAR GEL TOOTHPASTE	.6 oz	_____
SHAMPOO	2oz	_____
SHOWER GEL	2oz	_____
WRAPPED BAR SOAP	1.5oz	_____
DEODORANT	.5oz	_____
BLACK COMB	5"	_____
LICE SHAMPOO	1 gallon	_____
ORANGE SHORT HANDLE RAZOR		_____
SHORT HANDLE TOOTHBRUSH		_____
ORANGE POLYPROPYLENE TEASPOON		_____
ORANGE FLEX TUMBLER	8oz	_____
BLACK FLEX PEN		_____
WHITE LAUNDRY BAG, DOUBLE STITCH SEAMS, DRAW CORD, ID PATCH	24" x 36"	_____
GREEN SEALED MAT WITH PILLOW	25" x 75" x 4.5"	_____
CLEAR SEALED MAT WITH PILLOW	25" x 75" x 4.5"	_____
RED SECURE LOCKING SEAL	8"	_____
GREEN VINYL	100 yards	_____
FLAT SHEET	54" x 90"	_____
FLEECE BLANKET		_____
BROWN TOWELS	20" x 40"	_____
MAXI PADS, INDIVIDUALLY WRAPPED		_____
ZIP BAG	8" x 10"	_____
ZIP BAG	6" x 6"	_____
SUICIDE BLANKET	54" x 80"	_____
ONE PIECE SUICIDE SMOCK		_____
TOENAIL CLIPPER WITHOUT FILE		_____
SPIT HOOD (INDIVIDUALLY BAGGED)		_____
DISPOSABLE COVERALLS (2XL-4XL)		_____

Bidder's Initials: \_\_\_\_\_

ATTACHMENT A

**INMATE SUPPLIES**

Any exceptions or deviations from color or package size should be noted in the bid.

<b>PRODUCT</b>	<b>PACKAGE SIZE</b>	<b>Price per Item</b>
MEN'S T-SHIRT, WHITE (S)		_____
MEN'S T-SHIRT, WHITE (M)		_____
MEN'S T-SHIRT, WHITE (L)		_____
MEN'S T-SHIRT, WHITE (XL)		_____
MEN'S T-SHIRT, WHITE (2XL)		_____
MEN'S T-SHIRT, WHITE (3XL)		_____
MEN'S T-SHIRT, WHITE (4XL)		_____
MEN'S T-SHIRT, WHITE (5XL)		_____
BOXER, WHITE (S)		_____
BOXER, WHITE (M)		_____
BOXER, WHITE (L)		_____
BOXER, WHITE (XL)		_____
BOXER, WHITE (2XL)		_____
BOXER, WHITE (3XL)		_____
BOXER, WHITE (4XL)		_____
PANTY, WHITE (SIZE 5)		_____
PANTY, WHITE (SIZE 6)		_____
PANTY, WHITE (SIZE 7)		_____
PANTY, WHITE (SIZE 8)		_____
PANTY, WHITE (SIZE 9)		_____
PANTY, WHITE (SIZE 10)		_____
PANTY, WHITE (SIZE 11)		_____
PANTY, WHITE (SIZE 12)		_____
SPORTS BRA (SIZE 32)		_____
SPORTS BRA (SIZE 34)		_____
SPORTS BRA (SIZE 36)		_____
SPORTS BRA (SIZE 38)		_____
SPORTS BRA (SIZE 40)		_____

Bidder's Initials: \_\_\_\_\_

ATTACHMENT A

**INMATE SUPPLIES**

Any exceptions or deviations from color or package size should be noted in the bid.

<b>PRODUCT</b>	<b>PACKAGE SIZE</b>	<b>Price per Item</b>
SPORTS BRA (SIZE 42)		_____
SPORTS BRA (SIZE 44)		_____
DISPOSABLE UNDERWEAR		_____
*STRIPED JUMPSUIT (L)	*See color preference below	_____
*STRIPED JUMPSUIT (XL)	*See color preference below	_____
*STRIPED JUMPSUIT (2XL)	*See color preference below	_____
*STRIPED JUMPSUIT (4XL)	*See color preference below	_____
*STRIPED JUMPSUIT (6XL)	*See color preference below	_____
*STRIPED JUMPSUIT (8XL)	*See color preference below	_____
*STRIPED JUMPSUIT (10XL)	*See color preference below	_____
EVA SANDAL, BLACK (SIZE 2XL)		_____
BLACK X-STRAP SANDAL		_____
WHITE TUBE SOCKS (SIZE 10-13)		_____
<b>TOTAL OF ALL PRODUCTS</b>		_____

This total should be the total of all products and should be on the bid proposal form.

\* Striped jumpsuits must be available in Red/White, Orange/White, Green/White and Black/White

Any exceptions or deviations from color or package size should be noted in the bid.

Bidder's Initials: \_\_\_\_\_

**Morgan County Commission  
BID PROPOSAL FORM  
Bid Invitation Number 21-04  
Inmate Supplies**

**Name of Your Company:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_

**Contact Person & Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

**Exceptions/Deviations/Substitutions: (attach additional sheets if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Bidder Representative Signature**

\_\_\_\_\_  
**Date**

Bidder Initials: \_\_\_\_\_



**Notice:** As a condition of a bid, contracts or grant with Morgan County, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS ENTITY: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

### **E-VERIFY AFFIDAVIT**

I \_\_\_\_\_ (name), on behalf of \_\_\_\_\_ (business entity), and with lawful authority to act in its behalf, hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of this contract with Morgan County in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll>, operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicable provisions of Alabama's Immigration Law. The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the County, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification to the County.

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User ID Number

\_\_\_\_\_  
Applicant Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary

My Commission expires: \_\_\_\_\_