



INVITATION TO BID NO: 11-X-2219182

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

REQ. AGENCY : 999999
PURCHASING DIVISION
AGENCY REQ. NO. :
T-NUMBER : T395
DATE ISSUED : 08/02/10
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1441605
BUYER NAME : WENDY PENTON

INVITATION TO BID

FOR: TRAFFIC & COMPLAINT FORM UTC-1
***** STATEWIDE CONTRACT *****

BUYER PHONE NO. : (334) 353-7176-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 08/24/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 08/25/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 07/15/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

PURPOSE:

ESTABLISH A STATEWIDE CONTRACT FOR TRAFFIC & COMPLAINT FORMS FOR ALL STATE AGENCIES. CONTRACT PRICES MUST BE AVAILABLE TO ALL LOCAL GOVERNMENT AGENCIES AS WELL.

AWARD:

AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

ASSIGNMENT OF CONTRACT:

TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

DELIVERY TIME FRAME:

BOOKS MUST BE DELIVERED TO THE ORDERING AGENCY WITHIN TWO (2) DAYS FROM ORDER DATE, EXCLUDING STATE/FEDERAL HOLIDAYS AND WEEKENDS. THE INITIAL SET-UP TIME ALLOWED THE AWARDED VENDOR IS 30 DAYS TO PRINT THE BOOKS AND HAVE THEM READY FOR DISTRIBUTION.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES. FREIGHT MUST NOT BE SHOWN SEPARATELY ON THE ITB OR INVOICE(S).

PERFORMANCE GUARANTEE:

VENDOR MUST FURNISH WITHIN TEN STATE WORKING DAYS AFTER NOTIFICATION OF AWARD, A PERFORMANCE SECURITY IN THE AMOUNT SPECIFIED BELOW AS A GUARANTEE TO PROVIDE GOODS OR SERVICES SPECIFIED IN THE BID. IT SHALL BE MADE PAYABLE TO THE STATE OF ALABAMA AND CAN BE A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL/COMPANY CHECKS UNACCEPTABLE) MONEY ORDER, AN IRREVOCABLE LETTER OF CREDIT, OR SURETY BOND ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS WITHIN ALABAMA. REFERENCE THE BID NUMBER ON THE GUARANTEE. THE DIVISION OF PURCHASING WILL BE THE CUSTODIAN OF THE PERFORMANCE GUARANTEE. THE PERFORMANCE GUARANTEE WILL BE RETURNED UPON COMPLETION OF THE CONTRACT.

PERFORMANCE GUARANTEE AMOUNT: \$50,000.00

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

ORDERING PROCESS:

PURCHASES FOR STATE AGENCIES WILL BE MADE BY CONTRACT RELEASE ORDERS SHOWING SPECIFIC SHIPPING INFORMATION. CITIES, COUNTIES, SCHOOL

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

SYSTEMS AND OTHER POLITICAL SUBDIVISIONS WILL BE RESPONSIBLE FOR ISSUING THEIR OWN PURCHASE ORDERS DIRECTLY TO THE VENDOR.

MATERIALS, SUPPLIES OR EQUIPMENT:
ALL MATERIALS, SUPPLIES OR EQUIPMENT BEING BID AND DELIVERED TO THE STATE SHALL BE NEW, UNUSED, OF RECENT MANUFACTURE, FIRST CLASS IN EVERY RESPECT, AND SUITABLE FOR THEIR INTENDED PURPOSE.

REQUESTED INFORMATION:
ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

PRICE CHANGES:
PRICE INCREASES NOT TO EXCEED 2% MAY BE ALLOWED AFTER EACH 12 MONTH CONTRACT RENEWAL. ANY REQUESTED PRICE INCREASE MUST BE SUBSTANTIATED BY DOCUMENTATION FROM THE MANUFACTURER AND APPROVED BY THE STATE OF ALABAMA PURCHASING DIRECTOR.

THE BUYER SHALL BE NOTIFIED IMMEDIATELY IF THERE ARE ANY PRICE DECREASES AFFECTING THIS CONTRACT. THE STATE SHALL RECEIVE THE BENEFIT OF THE DECREASE AS SOON AS POSSIBLE IN ACCORDANCE WITH THE WRITTEN NOTIFICATION FROM THE CONTRACT VENDOR.

QUANTITY:
25,000 BOOKS IS THE INITIAL QUANTITY TO BE PRINTED AND WAREHOUSED FOR ORDERS TO BE PLACED BY VARIOUS AGENCIES. AOC WILL ADVISE THE VENDOR ON ADDITIONAL QUANTITIES NEEDED DURING THE FIRST YEAR BEYOND THE INITIAL 25,000 AND ON ALL SUBSEQUENT YEAR QUANTITIES.

THE YEARLY ESTIMATED QUANTITY IS 25,000 BOOKS (125,000 IF CONTRACT DURATION LASTS 5 YEARS); HOWEVER, EXACT QUANTITIES ARE UNKNOWN.

*****IMPORTANT INFORMATION*****

WRITTEN DOCUMENTATION FROM THE AGENCY IS REQUIRED UNDER THIS CONTRACT TO PRINT ANY AMOUNT OTHER THAN THE INITIAL ORDER OF 25,000 BOOKS. EXCESS INVENTORY FROM A PREVIOUS CONTRACT RENEWAL PERIOD MUST BE "ROLLED OVER" INTO ADDITIONAL CONTRACT RENEWAL AGREEMENTS BEFORE APPROVAL WILL BE GRANTED FOR ADDITIONAL BOOKS TO BE PRINTED.

THE AGENCY MAY EXERCISE THE OPTION TO PURCHASE EXCESS INVENTORY FROM THE VENDOR AT THE END OF THE CONTRACT PERIOD. IF PURCHASED BY THE AGENCY IT WILL AT THE CONTRACTED PRICE.

REQUIRED DOCUMENTATION/SAMPLES:
VENDORS MUST READ THIS ITB CAREFULLY AND SUBMIT ALL DOCUMENTATION (I.E. DISASTER PREPAREDNESS, PLANT LOCATION INFORMATION, ETC) AND MATERIAL SAMPLES, AS SHOWN IN THE BID SPECIFICATIONS, WITH THE BID.

FAILURE TO SUBMIT ANY OR ADEQUATE DOCUMENTATION AND/OR SAMPLES WILL RESULT IN BID REJECTION.

ATTACHMENTS

VENDOR NAME :

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***** IMPORTANT INFORMATION *****

IT IS THE RESPONSIBILITY OF ALL BIDDING VENDORS TO READ THIS ENTIRE
ITB FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND
TERMS AND CONDITIONS OF THE BID.

RETURN ALL REQUIRED DOCUMENTATION, INFORMATION, AND SAMPLES WITH
THE BID OR YOUR BID WILL BE REJECTED.

FOR SPECIFICATION QUESTIONS, CONTACT AOC/UJS: ERIC LOCKE @ (334)
954-5046 OR (334) 954-5014 OR ERIC.LOCKE@ALACOURT.GOV

FOR PROCEDURAL QUESTIONS, CONTACT THE BUYER:
WENDY PENTON @ (334) 353-7176 OR WENDY.PENTON@PURCHASING.ALABAMA.GOV

PRICE SHEET

VENDOR NAME :

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED EXTENSION
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UNLESS SPECIFIED OTHERWISE BELOW:
SHIP TO: R1 /
STATEWIDE

00001	COMMODITY CODE: 966-12-069895 PRINTING, UTC-1 "UNIFORM TRAFFIC TICKET AND COMPLAINT" FORMS PER PROVIDED SPECIFICATIONS.	1	BOOK	_____	_____
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"BOOK" = ONE BOOK OF 25 4-PART FORMS

PAGE TOTAL _____

BID TOTAL _____

**INVITATION TO BID
UNIFORM TRAFFIC TICKET AND COMPLAINT
Specifications and Standards**

PURPOSE:

The purpose of this solicitation is to establish a single exclusive, and responsible source from which the several, approximately 550, state, county and municipal law enforcement agencies of the State of Alabama and its political sub-divisions may procure supplies of State of Alabama, Unified Judicial System, Form UTTC-1 (Uniform Traffic Ticket and Complaint) during a twelve (12) month period beginning on the date the bid is awarded. Based upon the Administrative Office of Courts' satisfaction with the quality of the product, the performance of the vendor and the availability of funding, the AOC may extend the contract at the end of the initial bid. Such extensions may be allowed each year for one year periods, not exceeding a total of 4 extensions.

GENERAL:

The successful bidder will be responsible for the composition, typesetting, printing, construction, and accountable ware-housing and shipping of no less than twenty-five thousand (25,000) booklets consisting of twenty-five (25) each of these four (4) part forms of carbon-interleaf construction as set forth herein. The Administrative Office of Courts will advise the successful vendor in writing regarding the printing of additional quantities needed during the initial contract year beyond the initial 25,000 booklets and on each subsequent extension year quantities. With each subsequent extension the remaining inventory will carry over in to the new contract period. Upon agreement to extend the contract the Administrative Office of Courts will advise the vendor in writing regarding the printing of additional quantities if the current inventory warrants a reprint at that time. No additional quantities shall be run by the vendor without prior written notification by AOC.

Composition, typesetting, printing and construction of these forms and booklets shall be coordinated and approved by the Administrative Office of Courts' Purchasing Division located at 300 Dexter Avenue in Montgomery, Alabama and whose telephone number is (334) 954.5029.

The Administrative Director of Courts will, in accordance with Rule 19, Alabama Rules of Judicial Administration, and §12-12-53, *Code of Alabama 1975*, direct all law enforcement agencies within the State of Alabama to procure required supplies of these forms from the successful bidder at the cost established as a result of this solicitation.

Law enforcement agencies will place separate and individual orders for these forms through the activity/agency responsible for providing them procurement service. These purchase orders may be issued throughout this 12 month period as needed. Upon satisfying the requirements of the purchase order, the vendor shall invoice the authority or agency issuing that order. That local entity shall be solely responsible for any payment required. Neither the State of Alabama nor the Unified Judicial System shall assume any liability for payment based upon the issuance of purchase orders by the procurement authorities for these local law enforcement agencies. Any questions concerning these payments should be addressed to the issuing agency as listed on the purchase order and not to either the Administrative Office of Courts or the State of Alabama's Division of Purchasing.

The successful bidder must effect delivery to the consignees, as listed on such purchase orders, no more than two (2) days of receipt thereof excluding weekends and both state and federal holidays. Thereupon the successful bidder must provide the Administrative Office of Courts a certification of shipment to provide for an accountability of shipment and delivery of forms, not to be construed as financial responsibility but exclusively for the accountability of forms received by an agency.

Utilizing the accountability documents in relation to the total number of forms/booklets specified above, it is the intent of the State of Alabama to issue a purchase order at the termination of the contract period and on behalf of the Administrative Office of Courts for the unsold/undistributed balance thereof but exclusive of any overrun of the amount stated herein.

DESCRIPTION:

These are wrap-around, bound, sequentially numbered books of twenty-five (25) each four (4) part/ply State of Alabama, Unified Judicial System "Uniform Traffic Tickets and Complaint" Forms UTTC-1 printed on both sides with manila receipt, and insert, an extension of the cover.

Materials, printing, and construction are to be as set forth below:

MATERIALS:

- Forms:** Paper: Part/Ply No. 1 - Fifteen (15) lb. bond
Part/Ply No. 2 - Twelve (12) lb. bond
Part/Ply No. 3 - Twelve (12) lb. bond
Part/Ply No. 4 - Fifteen (15) lb. bond
- Size: Part/Ply No. 1 - Detached, without stub, 5-1/2" x 8-1/4"
Part/Ply No. 2 - Detached, without stub, 5-1/2" x 8-1/4"
Part/Ply No. 3 - Detached, without stub, 5-1/2" x 8-1/4"
Part/Ply No. 4 - 5-1/2" x 8-3/8" to extend 1/8" below parts/plies one (1), two (2) and three (3) and their stub.
- Carbon: Must be a premium grade black, non-bleed, carbon with a temperature tolerance to withstand a temperature of 140 degrees Fahrenheit for no less than twenty-four (24) hours.
- Inks: Black - For both front/face and back/reverse side text printing of form and receipt insert.
Red - For sequential numbering of both forms, books and receipt insert.

Cover & Flyleaf:

Stock: 150# Manila Tag

Size: Cover: 5-1/2" x 19-7/8"

Flyleaf: 5-1/2" x 12-7/8"

Insert:

Stock: 150# Manila Tag

Size: 5-1/2" x 12-7/8" with one perforation at 9-3/8"

Note: Samples of all materials used in the construction of the traffic ticket book (UTTC-1) including the clipboard backer must be included with bid. The required materials are listed above on page 2, continuing on page 3. Samples being submitted must be adequately marked for easy identification. **Bids received without all required samples of all papers, cover stock and clipboard backing will be rejected.**

PRINTING:

Composition may change from that of any previously produced copy of this form. All parts/plies to be printed front and back with different composition on all parts, both front and back.

Marginal Text:

- Part/Ply No. 1 - At the bottom, the title of the form "**Complaint and Affidavit**" with *color stripe* to designate distribution of parts to be "Buff" to appear just below the title.
- Part/Ply No. 2 - At the bottom, the title of the form "**Abstract of Court Record/DPS Data Input**" with *color stripe* to designate distribution of parts to be "Blue" to appear just below the title.
- Part/Ply No. 3 - At the bottom, the title of the form "**Police Record**", with *color stripe* to designate distribution of parts to be "Pink" to appear just below the title.
- Part/Ply No. 4 - At the bottom, the title of the form "**Defendant's Copy**" with *color stripe* to designate distribution of parts to be "Goldenrod" to appear just below the title. This "goldenrod" stripe must be **clearly distinguishable** from the "buff" stripe.

Numbering:

Forms:

Forms to be consecutively numbered, in sets of four (4), at the upper right-hand portion of the front/face side margin on all parts/plies and also on the back/reverse sides of parts/plies one (1) and two (2) in the upper right hand portion of the form.

Wrap-around Book Cover:

To be consecutively numbered from book to book. Number to be on the front of the book cover in one (1) position in the upper right portion of the front.

Book Cover Insert:

The book number to be in one (1) position on the printed portion. Beginning and ending ticket numbers to be in two (2) positions and must skip "25" (twenty-five ticket form sets in a book.)

Note: Beginning form number must be approved, in writing, by the Administrative Office of Courts. **There must not be any duplicate books or ticket numbers.**

CONSTRUCTION:

Forms to be book bound numerically sequential sets of twenty-five (25), with the one piece, wrap-around manila tag stock cover specified above and a clipboard backer with the insert folded at the perforation and inserted in the front of each book.

Form:

Forms to be assembled as four (4) part/ply sets. The first three (3) parts/plies to be glued, with carbon interleaf, into an additional 5/8" bottom stub. The carbon interleaves to be between parts/plies one (1) and two (2) and between parts/plies two (2) and three (3) and between parts/plies three and four (4). Part/ply four (4) **must** be detachable with parts/plies one (1), two (2) and three (3) remaining intact in the book. Form sets must be secure so as not become loose or separate when part four is detached from the set.

Wrap-around Book Cover & Flyleaf:

Binding:

Binding to be type "A", modified two-piece full wrap-around cover scored in five (5) positions.

Wire stitching, completely concealed with flyleaf scored in one (1) position and perforated in one (1) position.

Insert:

Format to be folded at the perforation and inserted in the front of each book.

PRODUCTION:

Forms and book **must** be printed, assembled and ready for **initial** orders to be filled and shipped so as to arrive at the purchasing agency beginning 30 days from the date the bid is awarded. (Many agencies historically order at the beginning of the contract term.)

The successful bidder must have a representative available to coordinate with the Administrative Office of Courts in a pre-production conference on composition, printing, construction, warehousing, shipping, and accountability. This is necessary so as to insure a thorough understanding of the requirements and special conditions of any contract awarded as a result of this solicitation.

Upon request by AOC, bidders may be required to provide carbonization test results of specific materials used in the construction of the UTTC-1. These test results must be adequately labeled to ensure easy identification. **Bidders that do not submit these test results upon request will be rejected.**

The successful bidder, must forward to the Administrative Office of Courts, Attention: Purchasing Division, every one-thousandth book for inspection **prior** to shipment.

Proofs:

Proofs are **required** to be approved prior to final printing and binding. Written notification of approval for printing will be provided to the vendor by the Administrative Office of Courts.

Three (3) sets of proofs in final form, ready for printing and developed in black ink on a white background must be furnished to the Administrative Office of Courts, following the approval for printing **before** actual printing for use in administrative and legal publications.

Further, due to security and audit requirements, the successful bidder may not utilize third party vendors to meet the requirements of this bid. No brokers, broker network, or 3rd party involvement (strategic partnerships or alliances) will be allowed. The successful bidder cannot subcontract any tasks outlined in this bid and must have the capabilities to do all work on-site.

Disaster Preparedness. This response must include a description of the bidder's disaster recovery and contingency operating plan that addresses constitution of services for the Administrative Office of Courts in the event of a disaster (natural or otherwise). The plan should address manufacturing, warehousing and information regarding recovery plans that are in place. Please include the following information for the primary and back-up manufacturing and warehouse facilities (NOTE: Both the primary and back-up locations must be company -owned facilities - no outsourcing or subcontracting):

- Primary Manufacturing Location _____
 - ◆ Plant Manager _____
 - ◆ Phone Number _____
- Back-up Manufacturing Location _____
 - ◆ Plant Manager _____
 - ◆ Phone Number _____

WAREHOUSING & ACCOUNTABILITY:

The successful bidder must provide fully secured and accountable warehousing/storage of the completed forms/books in an environment precluding damage due to temperature, humidity, insects, rodents, mishandling, pilferage, etc.

The successful bidder will be responsible for all forms and books produced as a result of solicitation until such time as they are received by the purchasing agency. Forms or books damaged or destroyed prior to receipt by the consignee must be replaced by the vendor at no additional cost to the agency upon receipt of notification of such damage or destruction within no more than thirty (30) days of receipt by that agency.

Subsequent to delivery of the initial orders the successful bidder will be responsible for maintaining adequate inventory of forms and books to satisfy subsequent orders submitted by municipal, county and state law enforcement agencies through the twelve (12) month period. Shipment of these orders **must** be accomplished so as to ensure receipt by the consignee within two (2) working days following the receipt of a purchase order.

The successful bidder will maintain a one-month emergency supply of tickets in a back-up warehouse in case the primary warehouse goes down. This stock can be rotated into use every 6 months. All warehouse facilities used in the performance of this bid must be located within a 300 mile radius of Montgomery.

- Primary Manufacturing Location _____
 - ◆ Plant Manager _____
 - ◆ Phone Number _____
- Back-up Manufacturing Location _____
 - ◆ Plant Manager _____
 - ◆ Phone Number _____

PACKING:

Books must be packed in cartons of sturdy construction labeled to identify the contents, the forms numbers, quantity, beginning and ending book numbers, missing book numbers, consignee, purchase order number, and identity of the vendor. Special care must be taken to ensure labeling properly identifies the carton and its contents for accountability purposes.

SHIPPING:

No minimum quantity of ticket books for an individual purchase order (shipment) is authorized. Books **must** be shipped in a numerical sequence. Each separate shipment to each law enforcement agency must include a Certificate of Shipment otherwise known as the Packing and/or Invoice Sheet which **must** include the following:

- Date shipped
- Purchase Order and/or Invoice Number
- Ticket Series
- Total quantity of books shipped
- First and Last Book Numbers shipped
- First and Last Ticket Numbers shipped
- Missing Ticket and Book Numbers. Missing numbers **must** be listed for audit purposes.
- Notice to each agency of the agency's responsibility for accounting for each traffic ticket book, all inclusive tickets received and the penalty for unauthorized disposition of tickets as provided by law, must be pre-printed on the Certification of Shipment.

Explanation regarding the purpose of this information will be furnished to the vendor by the Administrative Office of Courts during the pre-production conference.

Note to Bidders: Bid is F.O.B. destination. Any freight charges **must** be included in the bid prices. Freight **must not** be shown separately on the ITB or invoices.

ADMINISTRATIVE REQUIREMENTS:

Reports prescribed by the Administrative Office of Courts, must be prepared by the successful bidder and submitted to the AOC on a monthly basis (via email is acceptable). Reports shall contain a listing of agencies submitting purchase orders which were filled within the previous month. The reports shall itemize beginning and ending book numbers and the total number of books shipped to each agency. The number of books available for shipping (balance of inventory on hand in the warehouse) must also be provided in the report. Skips in book numbers should be duly recorded. **(a sample of the report required by AOC will accompany specs)**

PERFORMANCE BOND:

Upon being notified of the award of a contract based upon this solicitation, the successful bidder shall provide the State of Alabama, within ten (10) working days, a performance bond in the amount of \$50,000.00 as assurance that composition, typesetting, printing, construction, environmental warehousing, shipment (to include expedited delivery where appropriate), reporting and accountability is to be accomplished in accordance with the specifications and standards set forth herein.

INSTRUCTIONS TO BIDDERS

Bids submitted must be quoted on a **“per book”** basis to include, but not be limited to, composition, typesetting, printing, assembly, packing, accountable environmental warehousing, and shipping and handling, as well as any other costs relative there-to.

Bidders may request a traffic ticket book to review prior to placing their bid with the Department of Finance, by contacting Joy Evans of the Administrative Office of Courts, phone number 334.954.5061. Upon this request a ticket book will be assigned to the requesting bidder. The ticket book must be returned to AOC with 7 days after the awarding of the bid.

Additional information concerning these specifications and standards contact Eric Locke, Staff Attorney for the Administrative Office of Courts, 300 Dexter Avenue, Montgomery, Alabama 36104-3741, Telephone (334) 954.5046.

August 2010

Uniform Traffic Ticket Inventory Report

Owens Cross Roads PD	200	200	0	10/3/2007
Bessemer County Sheriff	110	110	0	10/6/2007
Montgomery PD	1000	800	200	10/6/2007
Total Number of Books Shipped for September		1,310		
Beginning Number of UTTC Books		45,000		
Less Number of Books Shipped		1,310		
Inventory Adjustment		0		
Ending Number of UTTC Books		43,690		

Sample Form

Font - Veranda

Font Size - 10

Rows to Print at the top are A1..E4

Note: Please do not use the custom header/custom footer option for this report

SAMPLE REPORT