



Houston County Commission
Purchasing Department

NOTICE OF INVITATION FOR BIDS

Bid Number REV-0888

Notice is hereby given that the Houston County Commission will receive sealed bids for “**Outsourced Mailing**”. Bids will be opened publicly at **3:00 PM** on **Thursday, July 31, 2025** in the Commission Chambers located on the third (3) floor of the Houston County Administration Building, 462 N. Oates Street, Dothan, AL 36303. This bid is scheduled to be awarded on **Monday, August 11, 2025**; however, this date is subject to change. A five (5) percent local rule may apply when awarding this bid.

N/A There will NOT be an optional pre-bid conference held on N/A at the Houston County Commission Chambers located on the third (3) floor of the Houston County Administration Building 462 North Oates Street, Dothan, AL

All terms and conditions below are part of this request, and no bid will be accepted unless all of the conditions have been complied with. The Houston County Commission reserves the right to waive informalities in any bid; to reject any or all bids, in whole or in part, and/or to accept the bid (s) that, in its judgments, is from the lowest responsible and responsive bidder (s). **Please submit two (2) copies of your bid.** All other specifications are enclosed.

In accordance with Alabama State Law Act No. 2011-535, all parties entering into a contract with a state or local government entity, “shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and shall attest to such, by sworn affidavit signed before a notary.” Additionally, the business entity “shall provide documentation establishing that [it] is enrolled in the E-Verify program” and that during the contract period, it “shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.” Section 26(c) of the Act requires that, on or after January 1, 2012, a business entity or employer shall provide proof that it is enrolled and is participating in the E-Verify program before receiving a contract. Copies of Section 9 and Section 26 of the Act are attached along with an affidavit of compliance.

All bids to be considered must be in the possession of the Houston County Purchasing Department prior to **3:00 PM** on **Thursday, July 31, 2025**. Bids may be mailed to P.O. Box 6406, Dothan, AL 36302 or delivered to the sixth (6) floor of the Houston County Administration Building, Purchasing Department, in a sealed envelope clearly marked “**Outsourced Mailing**” with the time and date of the opening. If sending by a shipping firm, **the sealed envelope must be contained within the envelope provided by the shipping firm**, in order to be considered “sealed” and shipped to 462 N. Oates Street, Dothan, AL 36303. If a bid is received unsealed, it will be rejected. Regardless of the method of delivery, each bidder shall be responsible for his bid (s) being delivered on time, as the County assumes no responsibility for the same. Bids offered or received after the time set for bid opening will be rejected and returned unopened to the bidder(s). **The Purchasing Department is open Monday through Thursday from 6:30 A.M. until 4:30 P.M.**

Dated Tuesday, July 15, 2025
D. Brandon Shoupe Chairman