



Serving Jefferson County Since 1917

JEFFERSON COUNTY DEPARTMENT OF HEALTH

401 14th Street South, Birmingham, AL 35233
(205) 930-1961/Fax (205) 930-1060

Hazel Collins
Purchasing Agent

February 12, 2020
BID #20-02-08
INVITATION TO BID

Sealed bids for **Printed Incentives** will be received by the Purchasing Agent, Jefferson County Department of Health, General Service Annex, 401 14th Street South, Birmingham, AL 35233, until 10:00 a.m., Tuesday, March 3, 2020, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.jcdh.org (go to the **ABOUT** header and click on **BIDS**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 930-1961, fax (205) 930-1060 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking for addenda until bid opening date. Addenda will be mailed only to those vendors who were provided a copy in person or by mail.

All bids must be submitted on Bid Form in a sealed envelope indicating “**SEALED BID – BID #20-02-08 Printed Incentives**” with opening date and bid number printed on outside of envelope.

All bidders **must** complete and return the notarized State of Alabama disclosure form included in the bid package and the Addendum to Bid Agreement Contract; and **must** provide their E-verify number and a copy of their E-verify certificate and all other documents listed in the enclosure.

It is required for any contract/purchase exceeding \$10,000.00 that the bidder submits with their bid either certified check, a cashier’s check or a bid bond payable to the Jefferson County Department of Health in the amount of \$500.00. In order for any bid award to be considered that exceeds \$10,000, it must be accompanied by an acceptable bid bond or check. Bid bonds will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of the award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening. Jefferson County Department of Health is exempt from all tax. This statement in no way is to be construed as relieving a seller or bidder from paying any tax assessed to him as a seller or bidder.

Jefferson County Department of Health (JCDH) expressly reserves the right to reject any or all bids, or parts of bids and to make the award all or none or per line item on the merit and/or feature of method and quality, delivery, and service availability as the best interest of the Jefferson County Department of Health appears.

Jefferson County Department of Health reserves the right to require documentation that each bidder is an established business and is abiding by the ordinances, regulations, and laws of their community and the State of Alabama. If you are required by any regulatory agency to maintain professional license or

certification to provide any product and/or service solicited under this Invitation To Bid (ITB), the JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

Telephone inquiries with questions regarding clarification of all specifications of the ITB will not be accepted. All questions concerning the bid product and/or service specifications must be e-mailed to Glenda Smith at glenda.smith@jcdh.org. Please reference the bid number and title in the e-mail subject.

Hazel Collins, Purchasing Agent

HC/gs

BN: 02-16-20

Enclosures

SPECIFICATIONS

GENERAL

The Jefferson County Department of Health (JCDH) is to establish a contract with firm pricing for **Printed Incentives**. Successful bidder will be notified of bid award via Jefferson County Department of Health's standard purchase order and Notice of Award letter.

GUARANTEE

Bidder certifies by bidding that he is fully aware of the conditions of service and purpose for which item(s) included in this bid are to be purchased, and that their offering will meet these requirements of service and purpose to the satisfaction of the Jefferson County Department of Health and its Agent.

INCURRING COSTS

The Jefferson County Department of Health will not be liable for any costs incurred in preparing bid responses.

TERMS

The bid will be from March 6, 2020 until March 5, 2021. However, the bid award may be extended two additional one year terms each fiscal year until 2023. The bid will become effective upon bid award (within 30 days of award notification or approval of the Jefferson County Health Officer and/or issuance of purchase order).

TERMINATION

The bid may be terminated by JCDH with a thirty (30) day written notice of cancelation to the other party regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Such termination shall not relieve the bidder of any liability to JCDH for damages sustained by virtue of a breach by the bidder.

PRICE

Price will remain firm for the entire duration of the bid period. Price is to include **all** related fees. Invoice(s) must be itemized.

FREIGHT

Price includes transportation, fuel, handling, service, freight charges and deliveries as specified and JCDH will pay no additional fees.

PRE-PAY

No pre-payments will be made prior to shipment.

COMMUNICATION DURING BID EVALUATION

There shall be no communication during the evaluation period between any vendor and JCDH agency requisitioning the good or service to be procured. Any communications, written, oral, or electronic between the vendor and the requisition agency must come through the Division of Purchasing Buyer administering the ITB.

SPECIFICATIONS (Cont'd)

AWARD

Award will be made in whole to the lowest responsible bidder provided the vendor meets all requirements and specifications required by the JCDH.

ADDITIONS TO CONTRACT

Jefferson County Department of Health has attempted to list the items for “**Printed Incentives**” that may be purchased during the term of the contract. However, JCDH reserves the right to purchase from the awarded vendor all other catalogue items at the percentage above manufacturers cost. **The awarded bidder must provide a web link to electronic catalog showing current list price.**

INSURANCE

Bidder shall furnish to the Board upon execution of this Agreement, a certificate of insurance as evidence of adequate professional and public liability insurance insuring vendor, the Board and Board’s Agents, servants and employees as additional insured.

Bid proposals will be rejected if there is reason to believe that collusion exists among the bidders. No participants in such collusion will be considered in future proposals for the same work.

Bidder must have all necessary business licenses as required by the State of Alabama and Jefferson County. All items must conform strictly to the specifications and shall be subjected to evaluation upon acceptance. In the event that any item is deemed unacceptable or not in conformity with the specifications, items will be rejected and items of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.

DELIVERY SHIP TO

**Jefferson County Department of Health
Purchasing Division
401 14th Street South
Birmingham, AL 35233**

Failure to deliver as specified and in accordance with the bid submitted, including promised delivery, will constitute sufficient grounds for cancelation of the order and contract at the option of JCDH.

Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size and quality, material, service, or equipment considered best adapted to the JCDH’s intended use.

No bidder shall be allowed to offer more than one price on each line item. If said bidder should submit more than one price per line item then ALL prices for that line item shall be rejected.

REFERENCE

If requested, successful bidder will furnish a minimum of three (3) references. References will be accepted only from companies that provide similar services with same type and scope as requested herein.

SPECIFICATIONS

SAMPLE

If not quoting specified items, sample of substitute must be submitted for inspection less than seven (7) business days before bid opens. Sample will not be returned unless the pre-paid RMA label accompanies sample.

Awardee must provide web link to electronic catalog showing current list price.

JCDH LOGO



BID FORM FOR BID #20-02-08
DUE: Tuesday, March 3, 2020
TIME: 10:00 a.m.

Hazel Collins
Purchasing Agent
Jefferson County Department of Health
General Services Annex Building
401 14th Street South
Birmingham, AL 35233

Submitted below is my firm bid in accordance with your ITB #20-02-08.

N o.	QTY	DESCRIPTION	IMPRINT LOCATION	EACH PRICE	EXTENDED PRICE
1.	500 EACH	Bag, 12" x 15" x 3", Fold over reinforced biodegradable die cut handles bag, White - 2.5 mil, polybag Product No.: 19FS1215	JCDH Logo & www.jcdh.org 2 sided – 6" X 6" imprint area One color - black	\$	
2.	500 EACH	Pencil Pouch School Kit, 6 ¼" x 9 ½", 3-hole standard zipper case includes pencil sharpener, eraser, 6" ruler & pencil assorted colors Product No.: PPSK	JCDH Logo & www.jcdh.org 1 sided – One color – black Imprint	\$	
3.	200 EACH	Tote Bag, mid-size fashion, 9.5" x 11.75" x 7.25" - White Product No.: TO8152	JCDH Logo & www.jcdh.org 1 sided - One color – black Imprint	\$	
4.	500 EACH	Bottles-Sport Bike Bottle 20 oz, White, push pull cap Product No.: WB20	JCDH Logo & www.jcdh.org 1 sided – One color – black Imprint	\$	
5.	500 EACH	First Aid Kit zipper tote – assorted colors, kit includes 6 bandages, 5 junior bandages, 2 antiseptic towelettes, 1 XL bandage, & 1 triple antibiotic ointment Product No.: FAZ53	JCDH Logo & www.jcdh.org 1 sided – One color – black Imprint	\$	
6.	ALL OTHER CATALOGUE ITEMS SHALL BE AT A ___% ABOVE MANUFACTURERS COST TO VENDOR				_____%

***DO NOT include set-up and freight – base price only**

***Quantities are based on one average purchase and are not a guarantee.**

Name of Company _____

Please enclose your business card with your bid.

*Bidder acknowledges receipt of _____ addenda. This page must be returned with bid.
(addenda numbers)*

Date of Bid

Name (print legibly or type)

Company

Title

Street Address

Signature

City State Zip

Tax ID Number

Post Office Box (Zip if different from street address)

E-mail Address

Telephone Number

Fax Number

Terms of Payment

Delivery Date

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, bidder, 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 HEREBY 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 ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.