



JEFFERSON COUNTY DEPARTMENT OF HEALTH

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

Hazel Collins Purchasing Agent

JUNE 24, 2020
ITB #20-06-12
INVITATION TO BID

Sealed proposals for **Microscope Services** will be received by the Purchasing Agent, Jefferson County Department of Health (JCDH), General Service Annex, 401 14th Street South, Birmingham, AL 35233, until 10:00 a.m., Wednesday, July 15, 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 proposals must be submitted on Bid Form in a sealed envelope indicating **"SEALED BID – ITB #20-06-12, "Microscope Services"** 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 a copy of their E-verify certificate with the assigned number from the U.S. Department of Homeland Security 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 JCDH 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No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.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 contractor from paying any tax assessed to him as a seller or contractor.

All bids are to be typewritten or printed in ink. Incomplete bids will not be considered. All provisions of this bid are accepted as part of any contract or purchase resulting there from. The bidder shall assume full responsibility for timely delivery of the bid to the location designated for receipt of bids. Oral, telephonic or faxed bids are invalid and will not receive consideration

Jefferson County Department of Health expressly reserves the right to reject any or all proposals, or parts of proposals 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 JCDH 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 (ITB), the JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

COMMUNICATION DURING BID EVALUATION

There shall be no communication during the evaluation period between any vendor and the agency (JCDH) 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 RFP.

QUESTION/INQUIRY

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 ITB number and Question/Inquiry in the e-mail subject.

Hazel Collins, Purchasing Agent

HC/gs

BN: 06-28-20

Enclosures

INVITATION TO BID

STATEMENT OF PURPOSE/OBJECTIVE

The Jefferson County Department of Health is seeking qualified firms to provide Professional Microscope maintenance, repair and replacement services as outlined in this ITB. Successful bidder will be notified of ITB award via JCDH's Notice of Award letter and the approved Standard Addendum to Bid Agreement Contract.

VENDOR CONTACTS

Successful firm will be the only contact with regard to this professional services referenced. Proposals will not be accepted from vendors that sub-contract their work.

TERM

The bid will be valid for a period of a three **(3) year term**. Successful bidder will be notified of ITB award via JCDH's Notice of Award letter and the approved Standard Addendum to Bid Agreement Contract.

AWARD

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

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 and billed after completion.

FREIGHT

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

TAX

JCDH is exempt from all tax. However, bidder shall be responsible for any tax that may be levied or assessed by reason of this transaction.

PRE-PAY

No pre-payments will be made prior to shipment.

INTERPRETATIONS

No modification, deviation, substitution or other such changes will be made without Owner's prior written approval. The Jefferson County Department of Health reserves the right to reject any or all proposals submitted and to make the award in the best interest of the Health Department.

RESPONSIBILITY

The bidder assumes, by virtue of its signature on the bid, the responsibility for guaranteeing reasonable satisfaction of the owner.

TERMINATION

The bid may be terminated by Jefferson County Department of Health 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 contractor of any liability to JCDH for damages sustained by virtue of a breach by the contractor.

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.

REFERENCES

Bidder must provide three (3) client references whose work was performed within the last three (3) years. To include the company's name, address, contact name and number. The client references must be only from companies that provide similar type of scope of work as requested herein.

WARRANTY

The Successful Bidder shall be required to provide warranties on all equipment provided by the Bidder for a period of not less than one (1) year or the manufacturer's standard warranty period, whichever is greater, at the purchase date.

ADDITIONS TO CONTRACT

The JCDH has attempted to list all components related to ITB for that will be required 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 catalog showing current list price.**

ITB 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.

INCURRING COSTS

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

Failure to deliver as specified and in accordance with the ITB 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 proposal for the said project. If said bidder should submit more than one proposal for the said project described therein those proposals shall be rejected.

NON-DISCRIMINATION POLICY

The Jefferson County Department of Health follows a policy of non-discrimination. No contractor with the Jefferson County Department of Health should discriminate on the basis of race, sex, religion, disability or national origin. Failure by the vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the Jefferson County Department of Health deems appropriate.

GUARANTEE

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

{Remainder of page intentionally left blank}

REQUIREMENTS/QUALIFICATIONS OF THE BIDDER

The following factors will include but not be limited to these items when making a final recommendation. **The bidder must attach pre-certification documentation with the submission.**

- a) Bidder must provide a certificate from an accredited institution indicating satisfactory completion of an established course of instruction for Biomedical Equipment Technician or Microscopy Repair and Maintenance Certification.
 - b) Bidder must provide statement of employment records listing each employee or references for BMET reflecting two years of experience as Biomedical Equipment Technician or Microscopy Repair and Maintenance Certification.
 - c) Bidder must provide training certificates or statements assuring the Board the Biomedical Equipment Technician (BMET) or Microscopy Repair and Maintenance Certification has been trained in (1) Standard precautions as mandated by current OSHA Blood Borne Pathogen requirements and (2) HIPAA rules and regulations protecting patient privacy.
 - d) Bidder must provide three (3) client references whose work was performed within similar type of scope of work.
 - e) Laboratory Services and Pathology - Assure compliance with the Clinical Laboratory Improvement Amendment as stated in the Federal Register, 42 CFR 493:
 - Safety procedures must be established, accessible, and observed to ensure protection from physical, chemical, biochemical, and electrical hazards, and biohazardous materials.
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- a) Biomedical Equipment Technician (BMET) or Microscopy Repair and Maintenance Certification must be qualified and approved by the JCDH Laboratory Program or designee(s) on behalf of the Laboratory Program.
 - b) Bidder must be qualified to respond to any repair situation within 24 hours of notification, if unable manufacturer will be contacted at vendor expense.
 - c) Bidder must be responsible for any and all permits or license to comply with existing and future Federal, State and local ordinances regulating equipment standards.
 - d) Bidder must assure the Board that Service Technician has been trained in the following:
 - a. Standard precautions as mandated by current OSHA Blood Borne Pathogen requirements
 - b. HIPAA rules and regulations protecting patient privacy.
 - c. FDA update where applicable with JCDH medical equipment.
 - e) Bidder must maintain the inventory list of biomedical equipment using JCDH inventory numbers as control numbers, which will be the property of the Board. This list will include initial test documents, failure reports with remedial action or repair required routine inspection, serial numbers, model numbers, installation and repair, etc. Board inventory numbers affixed to equipment will be used as control numbers for the inventory list. This list is to be updated immediately after the inspection or repair is performed. Equipment list will change over contract period with additions, deletions and replacements of equipment.

- f) Maintain and obtain Board approval of written instrument test procedures and policies.
- g) Perform periodic preventive maintenance on new and existing microscopes according to the manufacturer's instructions, not to be less than semi-annual. Routine microscope maintenance to be performed on clinical laboratory microscopes (BF, DF, Phase Contrast), multi-head microscopes, fluorescence microscopes and stereo-microscopes. Preventive maintenance is to include as a minimum:
 - a. Disassembly of the microscope
 - b. Cleaning and applying fresh lubricant to stage mechanisms
 - c. Checking accessories (cameras, fluorescent attachments, etc.)
 - d. Checking instruments and attachments for proper operation
 - e. Thoroughly cleaning exterior surfaces
 - f. Cleaning and inspecting all accessible optics, light sources and filters
 - g. Reassembling microscopes and checking electrical systems
 - h. Checking and adjusting alignment of entire instrument
 - i. Affixing calibration stickers and/or preventive maintenance stickers (as applicable; if eyepiece is calibrated), and explain any malfunctions to client
 - j. De-lubrication and cleaning of exposed mechanical parts, slide ways and bearing tracks
 - k. Cleaning and aligning lamp house(s)
 - l. Cleaning of mechanical and optic systems
- h) All equipment should be labeled with date of inspection, date due for re-inspection and initials of certified biomedical technician.
- i) Document maintenance and calibration performed on microscopes, as well as all remedial action required.
- j) Maintain and manage the written records on site and easily accessible for inspection purposes and update at a minimum of once a quarter where applicable.
- k) Provide hard copy or electronic copy of all clinics medical equipment records to the Medical Technologist Coordinator as performed.
- l) Contractor shall notify Board in the event an instrument is deemed "beyond repair," and Contractor will no longer be responsible for said instrument.
- m) Provide Microscope services to Jefferson County Health Department for the following locations: The following sites have exam rooms and laboratory facilities:

LOCATION SITE/SPECIFICATIONS:

1. **EASTERN HEALTH CENTER**
601 West Blvd, Birmingham, AL 35212

Microscopes - 3 each

Contact Name: **Bruce Edwards**

Contact Number: **(205) 930-1428**

<u>Make</u>	<u>Type</u>	<u>Inventory Number</u>
Reichert-Jung	Series 150	16333-9
CE	Standard Scope	080725863
Reichert-Jung	One-Fifty	0896

2. **CENTRAL HEALTH CENTER/ GUY TATE BUILDING** **Microscopes - 2 each**
1400 Sixth Avenue South, Birmingham, AL 35233 as specified:

Contact Name: **Bruce Edwards**

Contact Number: **(205) 930-1428**

<u>Make</u>	<u>Type</u>	<u>Inventory Number</u>
American Optical	One-Fifty	00006144
American Optical	One-Fifty	14-33-528

3. **WESTERN HEALTH CENTER** **Microscopes - 4 each**
631 Bessemer Super Highway, Midfield, AL 35228 as specified:

Contact Name: **Bruce Edwards**

Contact Number: **(205) 930-1428**

<u>Make</u>	<u>Type</u>	<u>Inventory Number</u>
Reichert-Jung	Series 150	20156-2
American Optical	One-Ten	00008876
Reichert-Jung	One-Fifty	10429-7
Leica	BF 200	2014063542

4. **SPECIALTY CLINIC/HEALTH CENTER** **Microscopes - 3 each**
1400 Sixth Avenue South, Birmingham, AL 35233 as specified:

Contact Name: **Bruce Edwards**

Contact Number: **(205) 930-1428**

<u>Make</u>	<u>Type</u>	<u>Inventory Number</u>
Nikon E600 (Teaching Microscope)	Eclipse E600	00015499
Nikon (Teaching Microscope)	Eclipse E400	003184-000
Zeiss (Teaching Microscope)	Axio Scope.A1	3321000657

BID FORM FOR ITB #20-06-12
DUE: Wednesday, July 15, 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 for specified services in accordance with your ITB #20-06-12.
ATTACH THIS SHEET AS COVER SHEET TO YOUR PROPOSAL

CATEGORY I: PRICING FOR MAINTENANCE AND REPAIR SERVICES:

1. EASTERN HEALTH CENTER - Microscopes - 3 each

601 West Blvd, Birmingham, AL 35212 as specified:

Price per visit _____ x 2 visits per year = _____ 2020-2021
Price per visit _____ x 2 visits per year = _____ 2021-2022
Price per visit _____ x 2 visits per year = _____ 2022-2023

2. CENTRAL HEALTH CENTER/ GUY TATE BUILDING - Microscopes - 2 each

1400 Sixth Avenue South, Birmingham, AL 35233 as specified:

Price per visit _____ x 2 visits per year = _____ 2020-2021
Price per visit _____ x 2 visits per year = _____ 2021-2022
Price per visit _____ x 2 visits per year = _____ 2022-2023

3. WESTERN HEALTH CENTER - Microscopes - 4 each

631 Bessemer Super Highway, Midfield, AL 35228 as specified:

Price per visit _____ x 2 visits per year = _____ 2020-2021
Price per visit _____ x 2 visits per year = _____ 2021-2022
Price per visit _____ x 2 visits per year = _____ 2022-2023

4. SPECIALTY CLINIC/HEALTH CENTER - Microscopes - 3 each

1400 Sixth Avenue South, Birmingham, AL 35233 as specified:

Price per visit _____ x 2 visits per year = _____ 2020-2021
Price per visit _____ x 2 visits per year = _____ 2021-2022
Price per visit _____ x 2 visits per year = _____ 2022-2023

Name of Company _____

**BID FORM FOR ITB #20-06-12
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TIME: 10:00 a.m.**

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Purchasing Agent
Jefferson County Department of Health
General Services Annex Building
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CATEGORY II: REQUESTED SERVICE NOT COVERED IN THE SPECIFICATIONS:

Microscope services to be performed outside of the two (2) annual services as needed upon request by JCDH authorized designee at the following rates:

_____/Hourly rate for 2020-2021
_____/Hourly rate for 2021-2022
_____/Hourly rate for 2022-2023

CATEGORY III: REPLACEMENT OF MICROSCOPE, PARTS AND SUPPLIES

ALL CATALOGUE ITEMS SHALL BE AT A ____% ABOVE MANUFACTURERS COST TO VENDOR

The awarded bidder must provide a catalog showing current list price.

Name of Company _____

REFERENCES

Bidder must provide three (3) client references that are similar in size and complexity of this scope of work. **YOU MAY NOT USE ANY EMPLOYEE OF JCDH AS A PROFESSIONAL REFERENCE.**

Contact Person _____

Company _____

Address _____

Telephone _____

Contact Person _____

Company _____

Address _____

Telephone _____

Contact Person _____

Company _____

Address _____

Telephone _____

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, 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 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.