February 23, 2021
Bid #21-02-04
INVITATION TO BID

Sealed bids for Pest Control Service 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., Monday, March 8, 2021, 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) 930-1032, 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 Enclosed” with opening date and bid number printed on outside of envelope. If awarded the bid. The successful bidder will be required to sign the “Addendum to Standard Bid Agreement Form” included in the bid package and any other documents deemed necessary for contractual purposes.

All bidders must complete and return the notarized State of Alabama disclosure form included in the bid package 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No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening. Bid prices are to be effective for a three (3) year period from the bid and contract award date.

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.

Jefferson County Department of Health (JCDH) expressly reserves the right to reject any or all bids submitted in whole or part and to waive any formalities, and to add or delete locations as needed with a seven (7) day verbal notice. New locations added should be priced using the same pricing structure and formulas as other sites.
All bids are to be typewritten or printed in ink on the enclosed bid form. 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.

Successful bidder will be notified of bid award via Jefferson County Department of Health’s standard purchase order and Notice of Award letter.

Questions concerning the specifications should be sent to Jackie Henderson at jackie.henderson@jcdh.org. Questions concerning the bid process should be sent to Hazel Collins at hazel.collins@jcdh.org. Bid will be awarded to the vendor with the lowest responsible bid.

_Hazel Collins_
Hazel Collins, Purchasing Agent

HC
BN: 2-28-2021
Enclosures
**GENERAL**

The Jefferson County Department of Health (JCDH) is seeking bids for **Pest Control Services** as specified later in this document. The basis of this bid shall consist primarily of any and all pest control used at the JCDH locations. The bid consist of various health centers and air pollution sites to be serviced. Each center and air pollution site is considered an individual line item. The bid will be awarded to the lowest priced responsible, responsive bidder based on a line item basis. All bidders must bid for each location listed in this bid. Failure to properly provide adequate, acceptable service will result in the termination of the contract and the contractor declared a non-responsible bidder. The life of this contract shall exist with the provision that no price increase in the original bid prices shall be allowed.

The bid will be for service on a monthly basis.

This agreement is intended to constitute a contract between the Jefferson County Board of Health (Owner) and a professional exterminating company, which is properly licensed and certified by the Alabama Department of Agriculture for operation in the State of Alabama.

These specifications are to cover services to be rendered on the premises of facilities owned and/or operated by the Jefferson County Department of Health (JCDH) at the locations as specified in the “Invitation to Bid.” Services at specified locations may be discontinued during the bid period without penalty.

Contract period is for three (3) years. However, JCDH and the Contractor have the option to cancel bid for any reason with a thirty-day (30) written notice.

Pest Control Services will be provided at locations in Jefferson County, Alabama. JCDH reserves the right to add or delete locations on an “as-need-basis.”

**SPECIFICATIONS FOR PEST CONTROL SERVICES**

Failure to adhere to any or all terms, conditions and specifications as set forth in the contract may result in the immediate termination of the contract. Should termination occur, the holder of the contract may be declared a “non-responsible vendor.” This declaration may result in the rejection of future bids submitted by the vendor for a period of time to be determined by JCDH. JCDH reserves the right to seek new bids on all terminated items, award to the next low bidder, added locations to one of the other contract holders based on unit price or any other process deemed in the best interest of the Health Department.

Successful bidder(s) shall not assign this contract to any other party without prior written approval of the JCDH. Contract shall not be assigned to an unsuccessful bidder who was rejected because he/she was not a responsive, responsible bidder.

The contract shall become effective from the date noted in the Notification of Award.

JCDH must have a copy of the successful bidder’s current City of Birmingham Business license prior to formal award of contract. Each bidder may submit a copy on their license along with the bid. However, bidder must provide a copy of their current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent of award being revoked.
Any successful bidder who is not currently set up as a vendor in the JCDH vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.

1.01 SCOPe OF WORK
A. Pest control service is to cover the actual performance of insect and rodent control work in accordance with following specifications.

1. The control of roaches

2. The control of rats and mice inside and outside. Should normal treatment methods (sticky traps, etc.) not work, the contractor will be responsible for whatever means are required to eliminate the rodents.

3. The control of ants (inside and outside where ant hills are within 10 ft. of outside wall), silverfish, crickets, gnats, fruit flies, spiders and water bugs.

4. The control of gopher rats is needed in locations marked “Gophers.” JCDH requests traps are placed outside to maintain the gophers.

B. The word “control” is defined as the elimination and prevention of re-infestation within practical limits.

1.02 MATERIALS
C. The materials used in pest control work shall conform to Federal, State, and Local Ordinances and Laws, and shall be acceptable to JCDH

D. Rodenticides shall be used with all due precaution to obviate the possibility of accident to humans and domestic pets and acceptable to JCDH.

E. Special care shall be exercised in the use of liquid insecticides in patient areas and areas having linoleum, title and other flooring.

1.03 SCHEDULE
A. Monthly

i. Exterminating company shall service the premises once each month. All areas requiring attention shall be treated in order to achieve effective insect and rodent control. Special attention and care are to be given to kitchen areas and food storage areas.

ii. Exterminating company shall make additional visits and treatments as they are deemed necessary at no additional cost to JCDH. Such service calls shall be made promptly
(within 24 hours of receipt of call) when requested by a designated representative for JCDH.

iii. All services, regular and special, shall not be rendered at such times as shall not interfere with employees, patients and other persons on or about the premises. Successful bidder will be required to coordinate access to secured areas with the Facilities Manager.

2.00 METHOD
All pest control work shall be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures.

2.01 REQUIREMENTS
Contractor’s references must be located in the Jefferson County area and must have established local office in Jefferson County, Alabama.

Contractor is to include three (3) or more client references with addresses, telephone numbers and contact persons. The references are to be within the local area. References are to be from reliable sources.

Successful bidder must sign “ADDENDUM TO STANDARD (‘AGREEMENT’) FORM BID/AGREEMENT.” (See Attached)
2.02 SERVICE AREAS

Guy M. Tate Building
1400 Sixth Avenue South
Birmingham, AL 35233

General Services Annex
401 14th Street South
Birmingham, AL 35233

Eastern Health Center
601 West Blvd.
Birmingham, AL 35206

Western Health Center
631 Bessemer Super Highway
Midfield, AL 35228

AIR POLLUTION SITES

Fairfield Air Pollution
5229 Court B
Fairfield, AL 35064

Corner Air Pollution
1005 Corner School Rd.
Warrior, AL 35180

Shuttlesworth Air Pollution
4113 Shuttlesworth Dr.
Birmingham, AL 35207

Tarrant Air Pollution
1269 Portland Street
Tarrant, AL 35217

Leeds Air Pollution
201 Ashville Rd SE
Leeds, AL 35094

McAdory Air Pollution
4800 McAdory School Rd. Rte. 8
McAdory, AL 35111

NCore Air Pollution
3009 28th Street North
Birmingham, AL 35207

Near Road Air Pollution
110 5th Street, West
Birmingham, AL 35217

Wylam Air Pollution
1242 Jersey Street
Birmingham, AL 35224

2.03 PAYMENT

Contractor will submit original invoices with dates and description of services rendered to our Accounting Division monthly. Failure to timely submit invoices may result in substantial delay or denial of payment.

The Jefferson County Department of Health (JCDH) standard payment terms are net 30 days from acceptance. JCDH will not consider bids requiring C.O.D. payments, down payments or any kind of partial pre-payment.
Any bid that imposes a service fee or any other type of fee on any order not exceeding a minimum order quantity or minimum purchase order dollar amount, will be determined a non-responsive bid and will not be considered for award.

### 3.00 INSURANCE

The Bidder shall secure, pay for and maintain such insurance as will protect Bidder and the Owner from any claims for damages to property or for bodily injury, including death, which may arise from operations under this contract whether directly or indirectly employed by either party. Such insurance shall cover all contractual obligations that the Bidder has assumed.

Before processing any work, the Bidder shall furnish to the Owner Certificates of Insurance, by insurance companies approved by the Owner, evidencing coverage by the Contractor as set forth below. Certificates which are incomplete will be returned by the Owner for resubmission by the Bidder until acceptable. The Bidder shall keep said insurance in full force for the duration of the Contract. Such insurance shall not be modified, canceled or allowed to lapse unless the Owner has received written notice by registered mail no earlier than fifteen (15) days, no later than ten (10) days, in advance of the date of such modification, cancellation or lapse.

The contractor shall furnish acceptable proof of insurance on the following coverage.

The insurance required shall be written for not less than the following limits, or greater if required by law:

**Worker's Compensation:**

<table>
<thead>
<tr>
<th>State:</th>
<th>Statutory</th>
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<tbody>
<tr>
<td>Applicable Federal:</td>
<td>Statutory</td>
</tr>
<tr>
<td>Employer's Liability:</td>
<td>Statutory</td>
</tr>
</tbody>
</table>

**Bodily Injury:**

- $1,000,000.00 per Accident
- $1,000,000.00 Disease, Policy Limit
- $1,000,000.00 Disease, Each Employee

Commercial General Liability on an ISO Occurrence Form or equivalent (including Bodily Injury; Property Damage; Premises-Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):

**Bodily Injury:**

- $1,000,000.00 Each Occurrence
- $1,000,000.00 Aggregate

**Property Damage:**

- $1,000,000.00 Each Occurrence
- $2,000,000.00 Aggregate
Products and Completed Operations to be maintained for two (2) years after final payment and the Contractor shall continue to provide evidence of such coverage to the Owner during this period.

Additional named insured: Jefferson County Department of Health. Broad Form Property Damage shall include Completed Operations.

**Contractual Liability:**

**Bodily Injury:**
- $1,000,000.00 Each Occurrence
- $2,000,000.00 Aggregate

**Property Damage:**
- $1,000,000.00 Each Occurrence
- $2,000,000.00 Aggregate

**Personal Injury, with Employment Exclusion deleted:**
- $1,000,000.00 Each Occurrence
- $2,000,000.00 Aggregate

**Business Auto Liability (including owned, non-owned and hired vehicles):**

**Bodily Injury:**
- $1,000,000.00 Each Occurrence

**Property Damage:**
- $1,000,000.00 Each Occurrence

If the General Liability coverage is provided by a Commercial Liability policy, the:
- General Aggregate shall not be less than $2,000,000.00.
- Fire Liability Limit shall be not less than $100,000.00 on any one fire.

Medical Expense Limit shall not be less than $10,000.00 on any one person.

Furnish one copy of Certificates herein required for each copy of the Agreement; specifically set forth evidence of all coverage required. If this insurance is written on a Commercial General Liability policy form, ACORD form 25S will be accepted. Furnish to the Owner copies of any endorsements that are subsequently issued amending coverage or limits.

All workmen’s compensation, public liability and property damage insurance or claims will be the responsibility of the Contractor.
BID FORM FOR BID #21-02-04  
PEST CONTROL SERVICE  
Due: Monday, March 8, 2021  
Time: 10:00 a.m.

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

Submitted below is my firm bid, in accordance with your ITB #21-02-04.

Pest Control Service for the following:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST PER MONTH (2021-2022)</th>
<th>COST PER MONTH (2022-2023)</th>
<th>COST PER MONTH (2023-2024)</th>
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<tbody>
<tr>
<td>Guy M. Tate Building</td>
<td>$_____/mo.</td>
<td>$_____/mo.</td>
<td>$_____/mo.</td>
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<tr>
<td>1400 Sixth Ave. S, Birmingham, AL 35233</td>
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<tr>
<td>General Service Annex</td>
<td>$_____/mo.</td>
<td>$_____/mo.</td>
<td>$_____/mo.</td>
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<tr>
<td>401 14th Street S, Birmingham, AL 35233</td>
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<td>Eastern Health Center</td>
<td>$_____/mo.</td>
<td>$_____/mo.</td>
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<tr>
<td>601 West Blvd, Birmingham, AL 35206</td>
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<td>Western Health Center</td>
<td>$_____/mo.</td>
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<td>$_____/mo.</td>
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<td>631 Bessemer Super Hwy, Midfield, AL 35228</td>
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<tr>
<td>Fairfield Air Pollution Site</td>
<td>$_____/mo.</td>
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<td>5229 Court B, Fairfield, AL 35064</td>
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<td>Shuttlesworth Air Pollution</td>
<td>$_____/mo.</td>
<td>$_____/mo.</td>
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<tr>
<td>4113 Shuttlesworth Dr, Birmingham, AL 35207</td>
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<td>Leeds Air Pollution</td>
<td>$_____/mo.</td>
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<td>201 Ashville Rd SE, Leeds, AL 35094</td>
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<td>NCore Air Pollution</td>
<td>$_____/mo.</td>
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<td>Wylam Air Pollution</td>
<td>$_____/mo.</td>
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<td>1242 Jersey Street, Birmingham, AL 35224</td>
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<tr>
<td>Corner Air Pollution</td>
<td>$_____/mo.</td>
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<td>1005 Corner School Rd, Warrior, AL 35180</td>
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<td>Tarrant Air Pollution</td>
<td>$_____/mo.</td>
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<td>1269 Portland Street, Tarrant, AL 35217</td>
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<td>McAdory Air Pollution</td>
<td>$_____/mo.</td>
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<td>4800 McAdory School Rd Rte. 8,McAdory, AL 35111</td>
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<td>$_____/mo.</td>
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<td>110 5th Street West, Birmingham, AL 35217</td>
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<td>Grand Total</td>
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<td>Year #3</td>
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Bid prices to be effective from April 1, 2021 through March 31, 2024.

All bidders must return the bid package with E-Verify information and have the enclosed Disclosure Statement completed and notarized.
Please enclose your business card with your bid.

_Bidder acknowledges receipt of _______________ addenda._ This page must be returned with bid.

_(addenda numbers)_

<table>
<thead>
<tr>
<th>Date of Bid</th>
<th>Name (print legibly or type)</th>
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<th>Street Address</th>
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<tr>
<th>Post Office Box (Zip if different from street address)</th>
<th>E-mail Address</th>
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<th>Telephone Number</th>
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<th>Terms of Payment</th>
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REFERENCES: LIST AT LEAST THREE (3)

Contact Person ________________________________________________
Company ________________________________________________
Address ________________________________________________
Telephone ________________________________________________

Contact Person ________________________________________________
Company ________________________________________________
Address ________________________________________________
Telephone ________________________________________________

Contact Person ________________________________________________
Company ________________________________________________
Address ________________________________________________
Telephone ________________________________________________

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.