



Serving Jefferson County Since 1917

Hazel L. Collins

Purchasing Agent

JEFFERSON COUNTY DEPARTMENT OF HEALTH

1400 6th Avenue South, Birmingham, AL 35233

(205) 930-1961/Fax (205) 930-1060

May 29, 2024

ITB # 24-05-10

INVITATION TO BID

The Jefferson County Board of Health (the "Board") and the Jefferson County Department of Health (the "Department") (collectively, "JCDH") will be accepting sealed bids for **ITB# 24-05-10, Medical Supplies Bid**, which will be received by:

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

until 10:00 a.m. CST, Wednesday, June 26, 2024 (the "Bid Period"), at which time and place they will be publicly opened and read. The Project will involve an expenditure in excess of thirty thousand dollars (\$30,000) and is subject to competitive procurement provisions of the Alabama Bid Law, Ala. Code 41-16-50 et seq.

A. SCOPE OF WORK AND MATERIALS

Prospective bidders may download the complete solicitation including the specifications and bid forms via the internet at <https://jcdh.org/SitePages/About/Bids.aspx>, or by visiting the Purchasing Office at the address shown above, or by calling (205) 930-1029, fax (205) 930-1060 and requesting a copy be mailed to you. Any addenda will be available on the JCDH website.

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. **Bidders are strongly encouraged to read the entire solicitation.**

B. BIDS

All bids must be submitted on Bid Form in a sealed envelope indicating "**SEALED BID – ITB# 24-05-10, Medical Supplies Bid**" with opening date and bid number printed on outside of envelope.

All bidders must complete and provide the following:

- The notarized State of Alabama disclosure form included in the bid package;
- The Addendum to Bid Agreement Contract;
- A copy of their E-verify certificate with the assigned number from the U.S. Department of Homeland Security;
- A W-9 Form;
- The Beason-Hammon Alabama Taxpayer and Citizen Protection Act Supplemental Form; and
- All other documents listed in the enclosure.

C. BONDING

It is **required** for any contract/purchase exceeding \$10,000.00 that the bidder submits with their bid a certified check, a cashier's check or a bid bond payable to the Jefferson County Department of Health in the amount of \$500.00. For any bid award to be considered that exceeds \$10,000, it must be