



## JEFFERSON COUNTY DEPARTMENT OF HEALTH

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

Hazel Collins, CPP, CPPM  
Purchasing Agent-HD

**October 8, 2025**  
**ITB #26-10-01**  
**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 **Dental Laboratory Services** which will be received by:

Purchasing Agent, Jefferson County Department of Health, General Services Annex,  
401 14<sup>th</sup> Street South, Birmingham, AL 35233,

until 10:00 am CST., Friday, October 24, 2025, (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) 930-1961, 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 # 26-10-01, Dental Laboratory Services"** 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;
- Business License (City of Birmingham/Jefferson County)
- 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 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.

### **D. OTHER BID REGULATIONS AND REQUIREMENTS**

- No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.
- JCDH reserves the right to reject bids if such action is determined to be in the best interest of JCDH.

- JCDH reserves the right to reject any or all bids or parts of bids and to make the award either “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 JCDH appears.
- JCDH 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.
- JCDH 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, JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

#### **E. 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 communication, written, oral, or electronic between the vendor and the requisition agency must come through the Division of Purchasing Buyer administering the ITB.

#### **F. 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 Hazel Collins at [hazel.collins@jcdh.org](mailto:hazel.collins@jcdh.org) and Glenda Smith at [glenda.smith@jcdh.org](mailto:glenda.smith@jcdh.org). Please reference the ITB number and Question/Inquiry in the e-mail subject.

#### **G. LETTER OF NOTIFICATION**

All bidders for this ITB are requested to reply via email to notification of Intent indicating that they intend to submit a bid. Only those bidders submitting the Notification of Intent will be advised of any clarifications, addendum, and answers to inquiries and/or questions pertaining to this ITB. The email of Notification of Intent can be emailed to [hazel.collins@jcdh.org](mailto:hazel.collins@jcdh.org) and [glenda.smith@jcdh.org](mailto:glenda.smith@jcdh.org). Please reference the ITB number and Notification of Intent in the e-mail subject.

#### **H. PROJECTED SCHEDULE OF EVENTS**

Jefferson County Department of Health reserves the right to adjust the following schedule of events where needed to benefit the County.

Announcement of ITB	October 8, 2025
Deadline for Bidder's Questions	October 14, 2025 at 4:00 pm CST
Deadline for Notification of Intent	October 14, 2025 at 4:00 pm CST
Deadline for Bidder's Answers	October 16, 2025 at 4:00 pm CST
ITB due Date & Public Opening	October 24, 2025 at 10:00 am CST

***Hazel L. Collins***

Hazel L. Collins, CPP, CPPM  
Purchasing Agent

HC/gs  
AM: 10-11-25  
Enclosures

## **SPECIFICATIONS**

### **A. STATEMENT OF PURPOSE**

The Jefferson County Department of Health is currently soliciting sealed bids for **Dental Laboratory Services**. Proposers eligible to submit an ITB must not be on the U.S. General Services Administration lists of Parties Excluded from Federal Procurement or Non-Procurement Programs. The successful bidders will be notified of bid award via the Jefferson County Department of Health's Notice of Award letter and the approved Standard Addendum to Bid Agreement Contract.

No Bid will be considered unless the Proposer, whether resident or non-resident of Alabama, is qualified to submit a bid. The Jefferson County Department of Health reserves the right to reject any and all Bids and to waive any formalities in the solicitation process, and to be the final authority in any conflict.

### **B. About JCDH**

Based in Birmingham, AL, JCDH is an independent, semi-autonomous local health department in the most populous county in Alabama serving approximately 665,000 residents. JCDH's mission is to prevent disease and assure access to quality healthcare, *promote* a healthy lifestyle and a healthy environment, and *protect* against public health threats. We envision a healthier Jefferson County for all. The strategic plan of the Jefferson County Department of Health is developed with intentional focus on health equity. To us, health equity means that everyone has the opportunities needed to attain their highest level of health. We seek to examine existing programs and healthcare services within Jefferson County to assure these are accessible and sensitive to the needs of Jefferson County's populations experiencing barriers to attaining optimal health. In our ideal future, people and communities are thriving and have the power to realize their vision of health and well-being. Additionally, all sectors work together for the benefit of everyone, especially those from less resourced communities. We seek to reimagine systems of care and help build local healthcare ecosystems where communities are safe, engaged, served and healthy.

### **C. BIDDER CONTRACTS**

Successful firm will be the only contract. Bids will not be accepted from vendors that sub-contract their work.

### **D. AWARD**

The Award will be made in whole to the lowest responsible bidder provided the bidder meets all requirements and specifications required by JCDH and the bidder meets all requirements under the Alabama Competitive Bid Law.

### **E. TERMS**

The bid will be valid from **November 16, 2025 until November 15, 2028**.

### **A. TERMINATION**

The bid may be terminated by the JCDH with a thirty (30) day written notice of cancellation 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 the JCDH for damages sustained by virtue of a breach by the contractor.

### **B. PRICE**

Pricing will remain firm for the entire duration of the bid period. Price must include all related fees. Invoice(s) must be itemized and billed after delivery.

### **C. FREIGHT**

Prices are to include transportation, fuel, handling, service, freight charges and deliveries/pick-up as specified. JCDH will pay no additional fees unless previously agreed to in writing.

### **D. TAX**

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

#### **E. PRE-PAY**

No pre-payments will be made.

#### **F. ADDITIONS TO CONTRACT**

JCDH has attempted to list all aspects of the Project that will be required during the term of the Agreement. However, JCDH reserves the right to purchase additional quantities and/or related items from the successful bidder.

#### **G. INTERPRETATIONS**

No modification, deviation, substitution, or other such changes will be made without the prior written approval of JCDH. JCDH reserves the right to reject any or all bids submitted and to make the award in the best interest of the Health Department.

#### **H. 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.

#### **I. OTHER BID TERMS AND CONDITIONS**

- Bids 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 bids for the same work.
- Bidder must have all necessary business licenses as required by the State of Alabama, Jefferson County and the City of Birmingham.
- 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, such items will be rejected, and items of proper quality as set forth in the specifications shall be furnished in place thereof at the expense of the successful bidder.
- Failure to comply in accordance with the awarded bid as submitted, including promised delivery, will constitute sufficient grounds for cancelation of the order and the Contract at the option of JCDH.
- Use of specific names and numbers is not intended to restrict the bid of any bidder, 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.
- Bidder will furnish a minimum of three (3) references. References will be accepted only from companies that provide similar type of scope of work as requested herein.
- No bidder shall be allowed to offer more than one bid for the said project. If said bidder should submit more than one bid for the said project described therein those bids shall be rejected.
- 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.

#### **J. INCURRING COSTS**

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

#### **K. NUMBER OF BIDS**

One (1) original AND one (1) copy maybe submitted with bid package. Bids shall be prepared in accordance with the bid format using the bid form. Bids not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

#### **L. APPLICABLE LAW**

A contract entered into as a result of this bid shall be governed and interpreted under the laws of the State of Alabama. The contract shall be on a standard JCDH form as modified for this particular transaction. As JCDH is a public agency, its standard contract contains provisions required by Alabama law and regulations. Those provisions include, but are not limited to, the following topics.

Ala. Code 41-4-142 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 FIRM IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ALABAMA LAW, THEY ARE NOT BARRED FROM SUBMITTING BIDS OR ENTERING INTO A CONTRACT PURSUANT TO ALA. CODE 41-4-142, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.**

Ala. Code 31-13-9(k) provides the following language must be included in every public contract bid in Alabama: "By signing the Agreement and this Addendum, the Board and the Contractor affirm, for the duration of this Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, any Contracting Party found to be in violation of this provision shall be deemed in breach of this Agreement and shall be responsible for all damages resulting therefrom."

In addition, any Contractor that employs one or more employees in the State of Alabama must provide evidence of their participation in the federal E-Verify program.

Acceptance of standard JCDH contract terms and execution of the contract are essential element of the award. Failure to enter into the contract will result in forfeiture of the award.

#### **M. GUARANTEE**

Bidder certifies by submitting a bid that bidder 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 bid will meet these requirements of service and purpose to the satisfaction of the Jefferson County Department of Health and its Agent.

## **N. SPECIFICATION/REQUIREMENTS**

The JCDH Dental Laboratory Services requirements are listed within this section. Bidder will be required to meet all requirements. The bidder may reference or attach additional materials or documentation with the submission.

- a) To provide dental laboratory services to Jefferson County Health Department Dental Clinics for the following locations:

Jefferson County Dept of Health  
Central Health - Dental Clinic  
1400 Sixth Avenue South  
Birmingham, AL 35233

Jefferson County Dept of Health  
Eastern Health – Dental Clinic  
601 West Blvd  
Birmingham, AL 35206

Jefferson County Dept of Health  
Western Health – Dental Clinic  
631 Bessemer Super Hwy  
Midfield, AL 35228

- b) To provide at least two dental laboratory technicians certified in removable prosthetics.
- c) The portable dental programs for which pick-up/delivery will be at the Central location.
- d) All lab work must be completed on site and not sent to a third-party laboratory.
- e) To provide a 2-hr in-service to each department dentist for the purpose of orientation to the utilization of the dental laboratory's procedures.
- f) To provide daily courier service to each dental clinic site to pick up/deliver the dental laboratory cases from/to each health center dental clinic. Provide courier service for STAT dental laboratory cases as needed. Dental services at the Board's health centers are provided Monday through Friday from 7:45 a.m. until 4:30 p.m.
- g) To provide a five (5) day turnaround time, including pick-up and delivery, for routine dental laboratory cases; and a ten (10) day turnaround time, including pick-up and delivery, for set ups, processing, partial frameworks, and crown and bridge cases.
- h) To provide supplies necessary for collection, packaging, transportation and pick up of cases, ensure compliance of all OSHA and CDC guidelines for infection control in the dental laboratory.
- i) To provide third party billing.
- j) Invoice(s) will be generated for each Dental Clinic location for dental case(s).

**BID FORM FOR ITB #26-10-01**  
**DUE: Friday, October 24, 2025**  
**TIME: 10:00 a.m.**

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

Submitted below is my firm bid for specified services in accordance with your ITB #26-10-01.

**ATTACH THIS SHEET AS COVER SHEET TO YOUR PROPOSAL**

**PRICING CATEGORY**

<b>CDT Code</b>	<b>Description</b>	<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
D1510	Space maint-fixed-unilateral			
D2740	Crown-porcelain/ceramic			
D2750	Crown-porc fuse high noble mtl			
D2752	Crown-porc fused noble metal			
D2790	Crown-full cast high noble metal			
D2792	Crown-full cast noble metal			
D2962	Labial veneer (porceln laminate)-lab fabricated			
D2971	Add'l Fee to Fit Crown to RPD			
D5110	Complete denture - maxillary			
D5120	Complete denture - mandibular			
D5130	Immediate denture - maxillary			
D5140	Immediate denture - mandibular			
D5211	Maxillary partial denture - resin base (includes up to 5 teeth and 2 ww clasps)			
D5212	Mandibular partial - resin base (includes up to 5 teeth and 2 ww clasps)			

**Name of Company** \_\_\_\_\_

**BID FORM FOR ITB #26-10-01 (CONT'D)**  
**PRICING CATEGORY**

<b>CDT Code</b>	<b>Description</b>	<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
D5213	Maxil partial-metal Base W/sdls (includes up to 5 teeth and 2 cast clasps)			
D5214	Mand partial-metal base w/sdls (includes up to 5 teeth and 2 cast clasps)			
D5221	Imm. Max, Part. Dent. Resin Base (includes up to 5 teeth and 2 ww clasps)			
D5222	Imm. Mand. Part. Denture Resin Base (includes up to 5 teeth and 2 ww clasps)			
D5223	Immediate Max Cast Part. Dent. (includes up to 5 teeth and 2 cast clasps)			
D5224	Immediate Mand. Cast Part. Dent. (includes up to 5 teeth and 2 cast clasps)			
D5225	Maxil partial-flex base incl clasp (includes up to 5 teeth and 2 flexible clasps)			
D5226	Mand partial-flex base incl clasp (includes up to 5 teeth and 2 flexible clasps)			
D5511	Repair Brkn Denture Base,mandibular			
D5512	Repair Brkn Denture Base,maxillary			
D5520	Replace teeth-comp dent (eat h)			
D5611	Repair RPD Base, Mandibular			
D5612	Repair RPD Base, maxillary			
D5621	Repair cast partial frwk,mandibular			
D5622	Repair cast partial frwk, maxillary			
D5630	Repair or replace broken clasp			
D5640	Replace broken teeth, partial denture-per tooth			
D5650	Add tooth to exist part denture			
D5660	Add clasp, exist part denture			
D5710	Rebase complete maxil denture			

**Name of Company** \_\_\_\_\_



**BID FORM FOR ITB #26-10-01 (CONT'D)**  
**PRICING CATEGORY**

<b>CDT Code</b>	<b>Description</b>	<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
D5711	Rebase complete mand denture			
D5720	Rebase maxil partial denture			
D5721	Rebase mand partial denture			
D5750	Reline complete maxillary (lab)			
D5751	Reline complete mand (lab)			
D5760	Reline maxillary partial (lab)			
D5761	Reline mandibular partial (lab)			
D5820	Interim partial denture (maxil)-no clasps, replaces 1 tooth			
D5821	Interim partial denture (mand)-no clasps, replaces 1 tooth			
D5876	Add Metal Substr To Acryl Full Dent. Per Arch			
D6210	Pontic-cast high noble metal			
D6212	Pontic-cast noble metal			
D6240	Pontic-porcelain fused to hnob			
D6242	Pontic-porcelain fused to nobl			
D6245	Pontic-porcelain/ceramic			
D6740	Retainer Crown-porcelain/ceramic			
D6750	Retainer crn-porc fused-hi nob			
D6752	Retainer crn-porc fused-nob met			
D6790	Retainer crn-full cast hi nob			

**Name of Company** \_\_\_\_\_

**BID FORM FOR ITB #26-10-01**  
**PRICING CATEGORY**

<b>CDT Code</b>	<b>Description</b>	<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
D6792	Retainer crn-full cast nob met			
D9941	Fabricate athletic mouthguards			
D9944	Occlusal Guard - Hard, Full Arch			
D9945	Occlusal Guard - Soft, Full Arch			
L0002	Lab Fee: Add Adnl wwClasp-New Acrylic Partial (price beyond 2 clasps)			
L0003	Lab Fee: Add Addt'l Tooth RPD (price beyond 5 teeth)			
L0004	Lab Fee: WW clsp to metal frame (price to weld)			
L0005	Lab Fee: Remove tooth from model (for immediate prosthesis fabrication)			
<b>GRAND TOTAL(S)</b>				

\*Fees for fabrication of all partial and full dentures include pouring impressions, set-up, try-in, processing and finishing.

**Name of Company** \_\_\_\_\_

## **REFERENCES**

Bidder will list a minimum of three (3) references. References will be accepted only from companies that provide a similar type of scope of work as requested herein.

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

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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.**