



JEFFERSON COUNTY DEPARTMENT OF HEALTH
401 14TH STREET SOUTH, BIRMINGHAM, ALABAMA 35233
205-930-1032/205-930-1060/fax

Hazel Collins
Purchasing Agent

March 29, 2019
BID #19-03-16
INVITATION TO BID

Sealed bids for **RV Conversion into a Mobile Health Clinic** 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., Wednesday, April 17, 2019, 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 #19-03-16, RV Conversion into a Mobile Health Clinic**” 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No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.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 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, 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.

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.

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.

SITE-VISIT

All potential bidders may need to attend an RV site visit to enhance the bidder's knowledge of a thorough understanding of the scope of work to be performed. To schedule a site visit, please contact **Jackie Henderson, Facilities Manager @ (205) 369-5533 or Dolores Johnson, Project Manager @ (205) 960-2834**. Bidder will be responsible to thoroughly examine the RV site and to familiarize themselves with the existing conditions. By submitting, Bidder agrees that it has examined the RV site, specifications, contract and accepts without recourse all RV site conditions.

Hazel Collins, Purchasing Agent

HC/gs

BN: 04-03-19

Enclosures

SPECIFICATIONS

GENERAL

The Jefferson County Department of Health (JCDH) is to establish a professional service contract with firm pricing for **RV Conversion into a Mobile Health Clinic**. Successful bidder will be notified of bid award via Jefferson County Department of Health's Notice of Award letter and the approved Standard Addendum to Bid Agreement Contract.

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 **April 17, 2019 until April 16, 2020**.

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 contractor of any liability to JCDH for damages sustained by virtue of a breach by the contractor.

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/pick-up 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.

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

The Jefferson County Department of Health has attempted to list the work description for the "**RV Conversion into a Mobile Health Clinic**" that will be required during the conversion term of the contract. However, JCDH reserves the right to purchase additional and/or delete work descriptions as needed from the successful bidder.

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.

Additional named insured: Jefferson County Department of Health.

Broad Form Property Damage shall include Completed Operations.

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 forms 25S will be accepted. Furnish to the Owner copies of any endorsements that are subsequently issued amending coverage or limits."

LAWS

The contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work including those of the Board of Fire Underwriters, and of Federal, State and local agencies having jurisdiction.

INSPECTION

Contractor will make inspection of work with customer at any time. The Jefferson County Department of Health reserves the right, under the contract, to determine whether service is satisfactory. Failure to satisfactorily perform any or all services outlined in the contract will be grounds for cancellation of the contract.

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.

Failure to comply 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.

**BID FORM FOR BID #19-03-16
DUE: Wednesday, April 17, 2019
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 specified in accordance with your ITB #19-03-16.

RV to be converted into a Mobile Health Clinic as follows:

NO	WORK DESCRIPTION	PRICE
GENERAL		
1	Remove existing front and rear slide room furniture, front dinette, Kitchen, Refrigerator and cabinet, shower, rear closets except rear corner over water heater, and 3 overhead cabinets	
2	Steam clean headliner to eliminate cabinet marks in headliner	
3	Refinish damaged and re-allocated wall surfaces as needed with wall vinyl or laminate as appropriate	
4	Replace flooring	
5	Refinish entry step well (Carpet 4 yds 120 Stair nosing 35)	
6	Reconfigure A/C and D/C electrical wiring and systems as needed for remodel	
FRONT AREA		
7	divider wall at front to separate driver area laminated	
8	Counter top above divider wall laminated	
9	Reception laminated desk top passenger front with stainless leg	
10	Locate receptacle for receptionist in sidewall	
11	File cabinet for desk (supplied by JCDH) to be recesses into divider wall so actual cabinet is in driver area between seats with finished cover	
12	3 straight back fixed office chairs (supplied by JCDH) to have travel latch system	
13	Reconfigure existing fresh water tank to maximize chair space, install side wall cabinet finished to match	
14	Existing overhead cabinet above reception desk to stay as is	
15	Install stainless steel safety bars to protect step hole and act as grab bars	
16	Grab handles x 1 at step entry area	
17	3-person divided bench seating in front slide room with vinyl upholstery... arm rest to divide, storage in base. Seat belts already in place	
18	Existing overhead cabinet in front slide room remains as is	

Name of Company _____
BID FORM FOR BID #19-03-16 (Cont'd)

NO	WORK DESCRIPTION	PRICE
KITCHEN		
19	Kitchen base cabinet to include under counter frig, drawers and storage. Laminated counter top	
20	Kitchen overhead cabinet to include existing Microwave and storage. Removal of the vent	
21	Relocate existing control panel as needed	
22	Base cabinet for electrical components with locking storage to replace refrigerator cabinet.	
23	Literature rack and poster board on walls above electrical cabinet. (JCDH to supply rack and poster board)	
24	Roof treatment above electrical cabinet	

HALL AREA		
25	Divider wall and hinged door to separate areas for privacy	
26	Height chart area (Chart supplied by JCDH) to be fastened	
27	Weight scale area (scale supplied by JCDH) to be fastened	
28	Side countertop between scale and rear closet	
29	Overhead valance above side countertop	
30	Rear closet to be modified as needed and remain to enclose existing water heater	
REAR AREA		
31	Add rear platform to cover slide room mechanism, hard floor on top with carpet edge	
32	Desk on rear platform laminated with tee mold edge	
33	Two file cabinets in slide room (supplied by JCDH)	
34	Counter top in slide room above file cabinets	
35	3 chairs on platform (supplied by JCDH) with travel latch system	
36	Receptacle on desktop	
37	Existing overhead cabinet in slide room remains as is	----
EXTERIOR		
38	Awning not included	----
39	Repair damage to passenger rear corner	
40	Entry steps: replace existing with dual steps and alter spacing to improve height of step risers	
41	Re-caulk and recondition rubber roof	
42	Replace starting battery	
43	Repair passenger taillight	
TOTAL of ABOVE		

Name of Company _____

BID FORM FOR BID #19-03-16 (Cont'd)

NO	WORK DESCRIPTION	PRICE
OPTIONS		
45	Install 3000-watt Honda portable inverter generator in enclosed secure rear bumper mounted box	
46	Generator mount box secure lockable	
47	Install 9,200 BTU polar cub roof mounted A/C with heat strips in existing rear roof vent location	
48	Recover ALL existing window treatments to JeffCo color scheme. (Shades to remain as is)	
49	Lighting: Relocate as needed and replace fixtures with LED fixtures x 12	
TOTAL OPTIONS		
Estimated time of completion		

If needed, attach additional itemized cost and/or explanation sheets to this cover sheet as specified.

Complete and Return the original bid form(s) along with two (2) additional copies.

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.