



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

**Hazel Collins**  
Purchasing Agent

**April 5, 2019**  
**BID #19-04-17**  
**INVITATION TO BID**

Sealed bids for **Life Safety Inspection and Maintenance Service** will be received by the Purchasing Agent, Jefferson County Department of Health, General Service Annex, 401 14<sup>th</sup> Street South, Birmingham, AL 35233, until 10:00 a.m., Thursday, April 25, 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](http://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 #19-04-17 Life Safety Inspection and Maintenance Service”** 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No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.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.

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](mailto:glenda.smith@jcdh.org). Please reference the bid number and title in the e-mail subject.

### **SITE-VISIT**

All potential bidders may attend the site visit to enhance the bidder's knowledge of a thorough understanding of the scope of work to be performed. **Contact Trent Hammons, Chief of Building Maintenance (205) 213-8716 (Cell) or (205) 930-1033 (Office)** to schedule the site visit only. Bidder will be responsible to thoroughly examine the sites and to familiarize themselves with the existing conditions. **By submitting, Bidder agrees that it has examined the site, specifications, plans and contract and accepts without recourse, all site conditions.**

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Hazel Collins, Purchasing Agent

HC/gs

BN: 04-10-19

Enclosures

## **SPECIFICATIONS**

### **GENERAL**

The Jefferson County Department of Health (JCDH) is to establish a professional service contract with firm pricing for **Life Safety Inspection and Maintenance Service**. 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 **May 1, 2019 until April 30, 2022**.

### **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.

## SPECIFICATIONS (Cont'd)

### **ADDITIONS TO CONTRACT**

Jefferson County Department of Health has attempted to list the locations for “**Life Safety Inspection and Maintenance Service**” that will be required during the term of the contract. However, JCDH reserves the right to purchase additional and/or delete the locations 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. The insurance required shall be written for not less than the following limits, or greater if required by law:

#### **a) Worker's Compensation**

State	Statutory	
Applicable Federal	Statutory	
Employer's Liability	\$1,000,000.00	Per Accident
	\$1,000,000.00	Policy Limit
	\$1,000,000.00	Aggregate

<b><u>Bodily Injury</u></b>	\$1,000,000.00	Each Occurrence
	\$2,000,000.00	Aggregate

<b><u>Property Damage</u></b>	\$1,000,000.00	Each Occurrence
	\$2,000,000.00	Aggregate

- a) 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):

<b><u>Bodily Injury</u></b>	\$1,000,000.00	Each Occurrence
	\$1,000,000.00	Aggregate

<b><u>Property Damage</u></b>	\$1,000,000.00	Each Occurrence
	\$2,000,000.00	Aggregate

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

#### **b) Contractual Liability**

<b><u>Bodily Injury</u></b>	\$1,000,000.00	Each Occurrence
	\$2,000,000.00	Aggregate

<b><u>Property Damage</u></b>	\$1,000,000.00	Each Occurrence
	\$2,000,000.00	Aggregate

c) **Personal Injury, with Employment Exclusion deleted**

\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

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

<b><u>Bodily Injury</u></b>	\$1,000,000.00	Each Occurrence
<b><u>Property Damage</u></b>	\$1,000,000.00	Each Occurrence

e) **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 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.

**UTILITIES**

The Jefferson County Department of Health will provide contractor with all normal utilities such as electricity, lights, water, etc. necessary for performing this contract.

**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.

**SERVICE LOCATIONS:**

The following locations for the said maintenance service are as follows:

**Location #1**

Central Health Center / Guy Tate Building  
1400 Sixth Avenue South  
Birmingham, AL 35233

**Location #2**

Western Health Center  
631 Bessemer Super Highway  
Midfield, AL 35228

**Location #3**

Eastern Health Center  
601 West Blvd.  
Birmingham, AL 35206

**Location #4**

Generals Service Annex Building  
401 14<sup>th</sup> Street South  
Birmingham, AL 35233

**Location #5**

Morris Health Center  
586 Majestic Road  
Morris, AL 35116

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.

Successful bidder will furnish all labor and material required for the said maintenance service in accordance with the specifications. Any wiring diagrams or parts included in the catalog(s) necessary for maintenance of elevators will be at the expense of the bidder.

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.

## REQUIREMENTS

### **BASE REQUIREMENTS**

1. All final reports of inspection activities must be provided to JCDH in an electronic format via email, PDF is the preferred format, but word documents and excel worksheets will be considered.
2. All final reports must be provided within seven (7) business days of the completion of the inspection.
3. Written documentation must be provided of all deficiencies found during inspection at the end of each day's inspection; along with a quote per bid allowance for any repairs that may be needed.
4. All repair activities will be manually documented at the time of the repair with an electronic report provided within seven (7) business days.
5. All staff must have proper licenses, training, and certification for services provided and documentation will be provided to JCDH upon award.
6. All staff will be provided safety information and must verify said education.
7. All staff must sign a statement regarding confidentiality.
8. All equipment/devices need to be reviewed by the bidder prior to submitting an appropriate bid.

## REQUIREMENTS (Cont'd)

Category 1: Fire Suppression System System Component	Guy Tate and Western Health Center	Frequency
Fire Pump-To include an inspection of the pump equipment (pump, driver, controller, piping, valves, etc.); installing calibrated test gauges (suction & discharge); flowing water thru the flow meter (header requires the use of a flow device); water is flowed at three critical points; churn (no flow), rated (100%), and peak (150%), the following readings are taken at each point, discharge pressure, suction pressure, RPM's, volts and amps; the net pressure is calculated.	<b>(2 Each)</b>	Annual
Fire Pump-Weekly No-Flow-To include times for full acceleration, starting psi, suction and discharge psi while running, local piping, switches, pump automatic start, running pump for a minimum of 10 minutes and every fourth week isolation switch and circuit breaker exercised.		Weekly
Category 2: Sprinkler System System Component	Guy Tate and Western Health Center	Frequency
Wet Sprinkler System – Includes inspecting gauges, systems valves, components and signs; operating control valves; testing tamper and flow switches, and local alarms and signals; opening main drain to record static and residual pressures; inspecting the fire department connection; and doing a building walkthrough to visually inspect sprinklers, piping, fittings and hangers from the floor level.	Tamper Switches <b>(8 each)</b>	Quarterly
	Control Valves <b>(8 each)</b>	Annually
	Water Flow Switches <b>(8 each)</b>	Quarterly
Quarterly wet pipe sprinkler test & inspect includes inspecting gauges, water flow alarms, valve supervisory alarms, hydraulic nameplate, and control valves for position. Test mechanical alarms and low pressure alarms if present. One main drain test conducted downstream of main backflows or pressure reducing valves.	Pressure Switches	Quarterly
Each control valve is operated in its full range and lubricated annually. Drain test is conducted after opening.	Main Drain Test <b>(3 each)</b>	Annually
Standpipe pipe and fittings shall be inspected from the floor level. Pipe and fittings shall be in good condition and free of mechanical damage leakage, and corrosion. Standpipe hangers and seismic braces shall be inspected from the floor level. All hose valves and equipment associated with the standpipe shall be inspected. Piping, fittings, and hangers in concealed spaces or above ceilings are not included as part of this inspection.		



## REQUIREMENTS (Cont'd)

Category 3: Portable Fire Extinguishers Service Provided	See locations below	Frequency
<ol style="list-style-type: none"> <li>1. Inspection of cylinder for physical damage or tampering</li> <li>2. Check gauge for correct cylinder pressure</li> <li>3. Inspection of nozzle, valve and hose assemblies</li> <li>4. Check for broken or missing seals and pull rings</li> <li>5. Note all hydrostatic test and 6-year dates</li> <li>6. Perform and record all necessary corrective actions</li> <li>7. List type of service required for the next year</li> <li>8. Apply new inspection/certification tag</li> </ol>		<b>Annually</b> (January of each year)
Locations	Types	
Central Health Center/Guy Tate Building 1400 Sixth Avenue South, B'ham, AL	10 lbs – ABC	
Western Health Center – 631 Bessemer Super Hwy, Midfield, AL	10 lbs – ABC	
Eastern Health Center – 601 West Blvd, Birmingham, AL	10 lbs – ABC	
General Services Annex – 401 South 14 <sup>th</sup> Street, B'ham, AL	10 lbs – ABC	
Morris Health Center – 586 Majestic Road, Morris, AL <b>(fire extinguishers only)</b>	10 lbs – ABC	

Category 4: Fire Extinguishers FM-200 System Service Provided	Computer Room	Frequency	
<ol style="list-style-type: none"> <li>1. Cylinder/Tank visual inspections</li> <li>2. Tanks securely strapped/supported</li> <li>3. Location/environmental conditions</li> <li>4. Cylinder/tank hydro test dates</li> <li>5. Pressure gauges and indicators</li> <li>6. Agent level indicator</li> <li>7. Refrigeration unit inspection</li> <li>8. Refrigeration power loss supervision</li> <li>9. Vents, bleeders and safety valves</li> <li>10. High/Low pressure supervision</li> </ol>	<b>Tank Information</b>		
	<b>SIZE</b>	<b>SERIAL NO.</b>	<b>Semi-annually</b> (Test and Inspection)
	300 lbs	70442	
	300 lbs	70445	
	75 lbs	1053334	

## REQUIREMENTS

Category 5: Fire Extinguishers MX-200 System Service Provided	Western Health Center	Frequency
<ol style="list-style-type: none"> <li>1. Cylinder/Tank visual inspections</li> <li>2. Tanks securely strapped/supported</li> <li>3. Location/environmental conditions</li> <li>4. Cylinder/tank hydro test dates</li> <li>5. Pressure gauges and indicators</li> <li>6. Agent level indicator</li> <li>7. Refrigeration unit inspection</li> <li>8. Refrigeration power loss supervision</li> <li>9. Vents, bleeders and safety valves</li> <li>10. High/Low pressure supervision</li> </ol>	<b>Tank Information</b>	<b>Semi-annually</b> (Test and Inspection)
	Extinguishing agent Heptafluoropropane acc. To ISO 14520-9-HFC	

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**BID FORM FOR BID #19-04-17  
DUE: Thursday, April 25, 2019  
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 maintenance service in accordance with your ITB #19-04-17.

**Buildings to be serviced as follows:**

**Item 1 - Categories 1 – 3:**

<b>Central Health Center Guy Tate Building 1400 Sixth Ave. So. B 'ham, AL 35233</b>	\$ _____ Cost per month 05/01/19 – 04/30/20	\$ _____ Cost per month 05/01/20 – 04/30/21	\$ _____ Cost per month 05/01/21 – 04/30/22
<b>Western Health Center 631 Bessemer Super Hwy Midfield, AL 35228</b>	\$ _____ Cost per month 05/01/19 – 04/30/20	\$ _____ Cost per month 05/01/20 – 04/30/21	\$ _____ Cost per month 05/01/21 – 04/30/22
<b>Eastern Health Center 601 West Blvd. B 'ham, AL 35212</b>	\$ _____ Cost per month 05/01/19 – 04/30/20	\$ _____ Cost per month 05/01/20 – 04/30/21	\$ _____ Cost per month 05/01/21 – 04/30/22
<b>General Service Annex 401 South 14th Street B 'ham, AL 35233</b>	\$ _____ Cost per month 05/01/19 – 04/30/20	\$ _____ Cost per month 05/01/20 – 04/30/21	\$ _____ Cost per month 05/01/21 – 04/30/22
<b>Morris Health Center 586 Majestic Road Morris, AL 35116</b>	\$ _____ Cost per month 05/01/19 – 04/30/20	\$ _____ Cost per month 05/01/20 – 04/30/21	\$ _____ Cost per month 05/01/21 – 04/30/22

**Item 2 - Categories 4 – 5:**

Labor charges for repair \_\_\_\_\_ per hour.

Percentage above cost for parts not covered in bid \_\_\_\_\_%.

**To include fire extinguishers {proof of cost required upon request}**

**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

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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.**