



*Serving Jefferson County Since 1917*

## JEFFERSON COUNTY DEPARTMENT OF HEALTH

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

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### Hazel Collins Purchasing Agent

May 17, 2022  
BID #22-05-13  
INVITATION TO BID

Sealed bids for **Plumbing Services**, 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, June 9, 2022, 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 #22-05-13 Plumbing Services"** 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No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.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 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 bid number and title in the e-mail subject. **The deadline for the bidder's questions is Thursday, June 2, 2022.**

#### **SITE VISIT INSPECTION**

There will be on-site inspection for all interested bidders. Contact Trent Hammons, Chief of Building Maintenance (205) 369-5533 to schedule the site visit only. The site visit will enhance the bidder's knowledge of a thorough understanding of the scope of work to be performed. Bidder will be responsible for thoroughly examining the sites and familiarizing themselves with the existing conditions. By submitting, Bidder agrees that it has examined the sites, specifications and accepts without recourse, all site conditions.

*Hazel Collins, CPP, CPPM*

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Hazel Collins, CPP, CPPM  
Purchasing Agent

HC/gs

BN: 05-22-22

Enclosures

## GENERAL SPECIFICATIONS

### **GENERAL**

The Jefferson County Department of Health (JCDH) is to establish a professional service contract with firm pricing for **Plumbing Services**. The contract will be done on an “as needed basis”. However, the bidder must be available for both scheduled services and on-call emergency basis. 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.

### **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 valid for a period of three (3) years from the date of award and the approved Standard Addendum to Bid Agreement Contract.

### **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.

**Bidder’s compensation for service shall be based on the hourly labor rates, the actual cost for parts, supplies, materials, equipment plus a percentage mark-up and trip charge.**

**The equipment referenced should include rental cost of specialized equipment utilized by the bidder, such as back hoes, excavation equipment, etc.**

**Bidder shall provide receipt documents for parts, supplies and materials upon request.**

### **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.

### **AWARD**

Award will be made in whole to the lowest responsible bidder provided the vendor meet all requirements and specifications required by the JCDH.

## GENERAL SPECIFICATIONS

### **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.

### **ADDITIONS TO CONTRACT**

The County has attempted to list the locations for “**Plumbing Services**” that will be required during the term of the contract. However, JCDH reserves the right to purchase additional and/or delete 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>Bodily Injury</b>		
	\$1,000,000.00	Each Occurrence
	\$2,000,000.00	Aggregate
<b>Property Damage</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

## GENERAL SPECIFICATIONS

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.

### a) 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

### b) Personal Injury, with Employment Exclusion deleted

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

### c) Business Auto Liability (including owned, non-owned and hired vehicles)

#### Bodily Injury

\$1,000,000.00	Each Occurrence
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#### Property Damage

\$1,000,000.00	Each Occurrence
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### e) If the General Liability coverages are 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."

Failure to pick-up as specified and 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.

## 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.

## **SPECIFICATIONS**

### **SERVICE LOCATIONS:**

The following locations for heating and air contractual services are as follows:

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

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

Western Health Center  
631 Bessemer Super Highway  
Midfield, AL 35228

Eastern Health Center  
601 West Blvd.  
Birmingham, AL 35206

### **HOURS OF SERVICE:**

Normal business hours from 8:00 a.m. to 5:00 p.m., Monday – Friday except for the Jefferson County Department of Health’s official holidays.

### **SCOPE OF SERVICES**

The bidder must provide services on a time and material basis:

1. Business day and business hourly service rates
2. After hours and emergency hourly service rates
3. Percentage mark-up on parts, supplies, materials and rental equipment
4. Annual back flow testing for all service locations
5. Sewer lift station Inspection for Eastern Health Center service location only (once per quarter)
6. Jetting lines and video plumbing hourly service rates

Bidder shall purchase and install parts, complete repairs, and replacement of key components such as toilets, flush mechanisms, valves, piping, gauges, and assorted accessories, which assist in the efficient and proper operation of the system. All products install must be new, current production and suitable grade, unless otherwise specified by the General Service Director.

The Contractor shall be called upon to perform repairs, installations, and services that involves, but not limited to the following:

1. Installs, maintains, and repairs plumbing systems
2. Unclogs drains, urinals, toilets, and sewer lines.
3. Annual Back Flow Testing for all service locations
4. Sewer Lift Station Inspection (once per quarter at the Eastern Health Center only)
5. Jetting lines
6. Video Plumbing

### **SCOPE OF EMERGENCY SERVICES**

1. Must have 24-hours emergency services with response time less than four (4) hours after initial call.
2. Service men shall be neatly dressed & properly identified with company’s name.
3. Contractor must provide e-mail address.
4. Repairs must have prior approval by the Chief of Building Maintenance. The Department will not be liable for payment of unauthorized repairs.
5. Must have 24/7 answering service.

## **SPECIFICATIONS**

### **REPORTING OF SERVICE TO BE PERFORMED**

Service men are to report to customer upon arrival. A written report shall be submitted to General Service Director, Mrs. Dolores Johnson at [Dolores.Johnson@jcdh.org](mailto:Dolores.Johnson@jcdh.org) and Chief of Building Maintenance [Trent.Hammons@jcdh.org](mailto:Trent.Hammons@jcdh.org) after each inspection with recommendations of the scope of work to be completed. The Bidder must not initiate the work until it has been received and approved authorization.

### **REPORTING AFTER SERVICE IS PERFORMED**

After each service is completed, service ticket should be sent to General Service Director, Mrs. Dolores Johnson at [Dolores.Johnson@jcdh.org](mailto:Dolores.Johnson@jcdh.org) and Chief of Building Maintenance [Trent.Hammons@jcdh.org](mailto:Trent.Hammons@jcdh.org).

### **INVOICES**

Bidder must submit the invoices to the Jefferson County Department of Health (JCDH), Accounting Division, PO Box 2648, Birmingham, Alabama 35202-2648. Also, please email copies of the invoice and the service statement report to General Service Director, Mrs. Dolores Johnson at [Dolores.Johnson@jcdh.org](mailto:Dolores.Johnson@jcdh.org) and [Accounts.Payable@jcdh.org](mailto:Accounts.Payable@jcdh.org), no later than **30 day of service**. Each invoice must include the itemized service statement report, to include services scope of work, materials, parts and supplies.

### **LICENSES**

Bidder is required to have all appropriate licenses and permits necessary for the performance and delivery of products for the Plumbing Services. Bidder represents and warrants that the services provided comply with all applicable Federal Health and Safety Standards, Occupational Safety and Health Administration (OSHA) and all Health and Industry Safety Standards.

### **PERSONNEL**

Bidder must have available, under direct employment and supervision, the necessary qualified personnel, organization and facilities to properly fulfill all the terms and conditions of the contract.

### **PARTS AND SUPPLIES**

Bidder shall supply all parts, materials, equipment and any additional tool needed to complete the task. Jefferson County department of Health is not responsible for replacement of any tools, materials or equipment left unattended on property.

Bidder shall supply all equipment, materials, parts, and supplies needed to provide the services requested unless otherwise notified by the General Service Director.

### **WARRANTY**

Bidder shall their warranty for its workmanship associated with its services. All parts, materials and supplies must be new and free from defects and covered under the manufacture warranty period and/or at least a one (1) year period. All discrepancies shall be addressed and corrected at no additional charge within three (3) days of notification from the General Service Director.

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.

## **SPECIFICATIONS**

### **REFERENCES**

Successful bidder will furnish minimum of three (3) references. References will be accepted only from companies that provide similar type of scope of work as requested herein. Please list the company's name, address, contact name and number on the reference sheet provided.

### **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.



**BID FORM FOR BID #22-05-13**  
**DUE: Thursday, June 9, 2022**  
**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 Plumbing Services in accordance with your ITB #22-05-13.

<b>Line No.</b>	<b>Category I. Service Rates - Business Day and Business Hours Monday – Friday, 8:00 am – 5:00 pm CST</b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
1a	Technician hourly rate	\$	\$	\$
1b	Set Trip charge for Service Call	\$	\$	\$

<b>Line No.</b>	<b>Category II. Service Rates - Emergency Hours and After Hours</b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
2a	Technician hourly rate	\$	\$	\$
2b	Set Trip charge for Service Call	\$	\$	\$

<b>Line No.</b>	<b>Category III. Percentage Mark-up for Parts, Supplies, Materials and Rental Cost</b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
3a	Percentage mark-up on vendor's cost for Parts, Supplies and Materials	%	%	%
3b	Percentage mark-up on vendor's cost for Rental Equipment	%	%	%

**Bidder shall provide receipt documents for parts, supplies and materials upon request.**

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

**BID FORM FOR BID #22-05-13 (Cont'd)**

<b>Line No.</b>	<b>Category IV. Annual Backflow Test (Once per year) for the following locations:</b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
4a	Annex Building	\$	\$	\$
4b	Guy M Tate Building (Main Office)	\$	\$	\$
4c	Eastern Health Center (EHS)	\$	\$	\$
4d	Western Health Center (WHC)	\$	\$	\$

<b>Line No.</b>	<b>Category V. Sewer Lift Station Inspection (Once per quarter) for the following location:</b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
5a	Eastern Health Center (EHS)	\$	\$	\$

<b>Line No.</b>	<b>Category VI. Service Rates for all locations:</b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
6a	Jetting Lines hourly rate	\$	\$	\$
6b	Video Plumbing hourly rate	\$	\$	\$

**WARRANTY:** Must have at least a one-year parts warranty.

**Please attach a copy of your service warranty, which shall become a part of your bid.**

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 \_\_\_\_\_

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Contact Person \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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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)
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Company	Title
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Street Address	Signature
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City                      State                      Zip	Tax ID Number
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Post Office Box (Zip if different from street address)	E-mail Address
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Telephone Number	Fax Number
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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.**