



JEFFERSON COUNTY DEPARTMENT OF HEALTH

1400 6th Avenue South, Birmingham, AL 35233
(205) 930-1961/Fax (205) 930-1060

Hazel Collins
Purchasing Agent

June 15, 2023
ITB #23-06-14
INVITATION TO BID

Sealed proposals for **Class A Mobile Medical Unit**, will be received by the Purchasing Agent, Jefferson County Department of Health, Guy Tate Building, 1400 6th Avenue South, Birmingham, AL 35233, until 10:00 a.m., Tuesday, July 11, 2023, at which time and place they will be publicly opened and read. The Public Bid Opening will be held at the Guy Tate Building, Food Handler Training Room located on the basement Floor.

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 proposals must be submitted on Bid Form in a sealed envelope indicating **"SEALED BID – ITB #23-06-14, Class A Mobile Medical Unit"** 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 a copy of their E-verify certificate with the assigned number from the U.S. Department of Homeland Security 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No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.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 proposals, or parts of proposals 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 a 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 Hazel Collins at hazel.collins@jcdh.org and Glenda Smith at glenda.smith@jcdh.org. Please reference the ITB number and Question/Inquiry in the e-mail subject.

LETTER OF NOTIFICATION

All bidders of this ITB are requested to reply via email to notification of Intent indicating that they intend to submit a proposal. 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 and glenda.smith@jcdh.org. Please reference the ITB number and Notification of Intent in the e-mail subject.

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	June 14, 2023
Deadline for Bidder's Questions	June 23, 2023 at 4:00 pm CST
Deadline for Notification of Intent	June 23, 2023 at 4:00 pm CST
Deadline for Bidder's Answers	June 28, 2023 at 4:00 pm CST
ITB due Date & Public Opening	July 11, 2023 at 10:00 am CST

Hazel L. Collins
Hazel L. Collins, CPP, CPPM
Purchasing Agent

HC/gs

AM: 06-17-23

Enclosures

INVITATION TO BID

STATEMENT OF PURPOSE

The Jefferson County Department of Health (JCDH) is to obtain competitive prices for the grant purchase of one (1) **Class A Mobile Medical Unit**. **As part of the grant benefit, the unit must be delivered by 09/30/2023.** Successful bidder will be notified of bid award via Jefferson County Department of Health's standard purchase order and Notice of Award letter.

This project is supported by the Office of the Population Affairs of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$1,499,315 with 100 percent funded by the Office of Population Affairs. The contents are those of the author(s) and do not represent the official views of the Office of Population Affairs, or the U.S. Government. Additionally, the contents as presented should not be construed as an endorsement by the Office of Population Affairs, or the U.S. Government. For more information, please visit the Office of Population Affairs website.

BACKGROUND/OBJECTIVE

The Jefferson County Department of Health (JCDH) located in Birmingham, Alabama serves a population of about 660,000 residents. JCDH serves the most populous county in the state through providing primary and limited specialty care and core public health services to county residents. The mission of the Department is to prevent disease, assure access to quality health care, promote a healthy lifestyle and environment, and protect against public health threats.

As part of its Outreach program, Jefferson County Department of Health has implemented a mobile medical unit service to extend health services and education to the local communities.

EVALUATION CRITERIA

The scoring methodology will consist of factors weighted in accordance with its importance to JCDH. However, the following factors will include but not limited to these items when making a final recommendation.

Criteria	Description	Maximum Score
Overall Suitability*	This criterion considers the ability of the proposed solution to meet JCDH's specifications, functionality needs and present in a clear and organized manner.	25
Production Time & Delivery Date*	This criterion considers the Proposer's production time and deliver date schedule.	25
Experience*	This criterion considers the Proposer's experience in providing the services solicited by this ITB as set forth in the Proposer's response and as learned from references.	25
Value & Cost*	This criterion considers the price of the solution. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to the other proposers.	25
TOTAL	Maximum score	100

AWARD

Jefferson County Department of Health (JCDH) will develop an evaluation team to evaluate this ITB by a scoring methodology. The evaluation criteria listed in the proposal shall include; but not limited to, the scope of work defined in the ITB. JCDH shall evaluate and make the award on the proposal that is determined to be in the best interest of Jefferson County Department of Health (JCDH).

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.

TERMS

The bid will be valid until completion and delivery of the said project.

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 and billed after delivery/completion.

FREIGHT

Price includes transportation, fuel, handling, service, freight charges and deliveries as specified. JCDH will pay no additional fees.

TAX

Jefferson County Department of Health is exempt from all tax. However, bidder shall be responsible for any tax that may be levied or assessed by reason of this transaction.

PRE-PAY

The final contract with the awarded vendor will include any prepayment terms which should be "reasonable".

DELIVERY SHIP TO

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

ADDITIONS TO CONTRACT

The County has attempted to list all components related to ITB for "**Class A Mobile Medical Unit**" solution that will be required during the term of the contract. However, JCDH reserves the right to purchase additional items, functions and/or services as needed from the successful bidder as it relates to this scope of work for this said project.

INTERPRETATIONS

No modification, deviation, substitution or other such changes will be made without Owner's prior written approval. The Jefferson County Department of Health reserves the right to reject any or all proposals submitted and to make the award in the best interest of the Health Department.

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

Contractor will make inspection of the work. 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

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.

ITB 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.

Failure to deliver as specified and in accordance with the ITB 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 proposal for the said project. If said bidder should submit more than one proposal for the said project described therein those proposals shall be rejected.

BUSINESS LICENSES

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 subject 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.

The complete unit shall meet all applicable manufacture standards; including but not limited to, all U.S. Department of Transportation (DOT) and Federal Motor Vehicle Safety Standards (FMVSS) requirements as applicable.

APPLICABLE LAW

A contract entered into as a result of this proposal shall be governed and interpreted under the laws of the State of Alabama.

Alabama Law (Section 41-4-142, 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 PROPOSAL, THE FIRM IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ALABAMA LAW, THEY ARE NOT BARRED FROM SUBMITTING PROPOSALS OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-142, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.**

INCURRING COSTS

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

NUMBER OF PROPOSALS

One (1) signed original, two (2) copies submitted with proposal package. Proposals shall be prepared in accordance with the Proposal Format in the following section. Proposals not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

PROPOSALS

Proposals should be structured in such a way to address the specifications and ability to answer all objectives. Any additional expertise needed should be outlined in the bid response.

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

SPECIFICATIONS

Class A Mobile Medical Unit

CLASS A MOBILE MEDICAL UNIT TO INCLUDE 2 EXAM ROOMS (1 LARGE, 1 SMALLER), RECEPTION AREA, LABORTORY SPACE AND ALL MANUFACTURERS' STANDARD VEHICLE EQUIPMENT, FEATURES AND OPTIONS, TO INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

UNIT WEIGHT/ADA COMPLIANT

The unit must weigh less than 26,000 lbs. and must be fully ADA compliant.

AUDIO/VIDEO

Four (4) speakers shall be installed and tied to multimedia radio installed at wire entry, vehicle control panel. Two (2) volume controls shall be provided. Locations shall be determined during preconstruction process. Install one (1) TV monitor in the Intake/reception area or an approve alternative.

Workstation in exam room

Intake/Reception desk/TV monitor

AWNING, ELECTRIC

An electric awning shall be installed on the curbside of the vehicle.

CABINETRY - FINISH

All interior cabinets shall be constructed using cabinet grade, hardwood veneer plywood covered with high impact laminate. JCDH shall choose from manufacturer's selection of colors during the preconstruction process.

CABINETRY - CONSTRUCTION

- All interior cabinets shall be constructed using cabinet grade, hardwood veneer plywood covered with high impact laminate.
- Interior cabinetry shall be constructed from pre-engineered components produced by a CNC router, with accuracy to design of +/- .002".
- Component design files shall be kept by the vendor for a minimum of 15 years to allow for identical field replacement should such become necessary. All cabinet components shall be identified with a UPC bar code and written description to additionally facilitate this requirement. All exposed edges shall have a 3mm, hardened PVC edge band applied to ensure durability and superior aesthetical qualities. Banding shall be applied using AD-20, EVA Ethylene – Vinyl acetate-based adhesive and using only machinery.
- Storage – Storage cabinets will be constructed according to final floor plan. Drawers and cabinets with include flush mounted lockable latches.

SPECIFICATIONS (Cont'd)

CEILING

Kemlite L-1062 or approve equal semi-rigid panel of fiberglass reinforced plastic (FRP). Ceiling will be covered with 1/2" Luann grade or approve equal plywood then covered with .075" FRP panel. Ceiling will be covered with one continuous sheet and no seams will be allowed.

INTERIOR LAYOUT

The interior will be laid out according to final floor plan and will include the following:

- Custom casework and cabinetry shall be installed throughout the mobile unit
- Privacy curtain to close off cab area
- Intake/Reception Area
 - Desk
 - Integrated pencil tray
 - Upper cabinet storage with under cabinet task lighting
 - Steno chair with bungee securement for transportation
 - Bench seat with storage below
- Lab area
 - 5.5 cu ft Medical refrigerator/freezer combo unit with digital thermostat and upper cabinet storage with under cabinet task lighting
 - Stainless steel sink with paddle valves and gooseneck faucet and paddle valves
 - Soap dispenser
 - Paper towel dispenser
 - Integrated trash receptacle with cabinet front access
 - upper cabinet storage with under cabinet task lighting
- Main Exam Room – Fully ADA accessible
 - Provider's workstation
 - Integrated pencil tray
 - Upper cabinet storage with under cabinet task lighting
 - Doctor's stool with bungee securement for transportation
 - Exam Table Powermatic wheel chair accessible ADA, Hausmann 4460 series with exam light or approve equal. (An electric exam table that is accessible to those with mobility limitations)
 - Ophthalmoscope and otoscope tool set installed per customer choice
 - Sharps container and glove box dispenser
 - Wheelchair lift with vinyl cover, non-interior wheelchair lift preferred
- Second Exam Room — Fully ADA accessible. The front of the unit to contain the following:
 - Provider's workstation
 - Rolling stool
 - Phlebotomy chair
 - Infant scales and a height measurement appropriately leveled for weight accuracy

SPECIFICATIONS (Cont'd)

INTERIOR LAYOUT (Cont'd)

- Restroom and all other aspects of the unit should be fully ADA compliant
 - 12V exhaust fan
 - Non-incinerate Toilet (White) with standard waste receptacles
 - Toilet paper dispenser
 - Grab handles
 - Stainless steel sink with standard faucet and handles
 - Soap dispenser
 - Paper towel dispenser
 - Integrated trash receptacle with cabinet front access
 - Upper cabinet storage
 - Mirror
 - Specimen pass thru to lab area

EMERGENCY EGRESS

An emergency egress shall be provided, per the vehicle's final floor plan.

FLOOR COVERING

High quality flooring shall be installed. JCDH will choose from manufacturer's selection of colors during pre-construction process.

ELECTRICAL, GENERATOR AND HVAC SYSTEMS

Install an electrical system that includes: a 12-volt DC electrical system, a 120-volt AC system, new circuit box and breakers, wiring and (4) electrical outlets where needed for client supplied equipment, shore power pigtail, and generator to provide needed support. The Electrical System should be designed to support all of the equipment and the HVAC system installed.

GRAPHICS, FULL WRAP VINYL EXTERIOR

The design, print and install of full coverage graphics package. Full coverage vinyl graphics package includes all sides and front and back covered with graphics and lettering (including cab and air dam). Graphics will be 3M-vinyl wrap package and will cover all windows with a perforated see-through vinyl. The front cab area windows cannot be covered due to DOT regulations. The roof is also not covered.

LIGHTING, INTERIOR

12-Volt LED shall be installed.

LIGHTING, EXTERIOR

One (1) LED scene light shall be installed above curbside entry door.

SPECIFICATIONS (Cont'd)

WALLS

Pre-laminated panels to the walls.

WIFI CONNECTIVITY PACKAGE

To install Cradlepoint IBR900-600M, and an Panorama LP[G]MM series external antennae, Part# CP-1012-1-PAN or approved equal. Must be AT&T FirstNet Service compatible.

SAFETY EQUIPMENT

- One (1) Carbon Monoxide Detector
- One (1) Smoke Detector
- One (1) 5 lb. Fire Extinguisher
- One (1) Back-Up Alarm
- One (1) Set of Reflective Triangles
- One (1) First Aid Kit
- Tri-View Camera System
- Audible alarm system with door sensors, preferred but not required
- Two (2) full sets of keys shall be included

DELIVERY

A trained driver shall deliver vehicle. Representative will train staff on vehicle, bumper to bumper. Staff members shall be trained to operate every component on vehicle and train other staff, if necessary.

TECHNICAL LAYOUT/PICTURES

All bids must meet all conditions and specifications of the ITB. Technical specifications and drawing layout and/or pictures are required to be provided with the bid submission to demonstrate compliance of the bid product and applicable technical specifications.

WARRANTY

All equipment purchased must be warranted against defects, poor workmanship and insufficient performance for two (2) years from the date of delivery. The warranty must include replacement of any defective part at no cost to Jefferson County Department of Health. **Warranty documentation is required with the bid submission.**

TRAINING

Onsite training must be provided on the vehicle operations and preventative maintenance.

SPECIFICATIONS

MANUALS

Equipment operation manuals are required with the unit and the equipment (fittings) purchased and must be furnished upon delivery at no additional cost.

REFERENCES

Bidder must 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. Please list the company's name, address, contact name and number. (Reference page 13). The Department reserves the right to contact any and all references in the course of this solicitation evaluation in order to make a fitness determination in the best interest of the Jefferson County Department of Health.

BID FORM FOR ITB #23-06-14
DUE: Tuesday, July 11, 2023
TIME: 10:00 a.m.

Hazel Collins
Purchasing Agent
Jefferson County Department of Health
General Services Annex Building
1400 6th Avenue South
Birmingham, AL 35233

SECTION I: PRICING CATEGORY

Submitted below is my firm bid for the **Class A Mobile Medical Unit** specified in accordance with your ITB #23-06-14 as follows:

DESCRIPTION	QUANTITY	UNIT PRICE
CLASS A MOBILE MEDICAL UNIT TO INCLUDING TOTAL PACKAGE AS SPECIFIED	1 EACH	\$ _____
<u>COMPLETION DATE:</u> TO INCLUDE INSTALLATION, DELIVERY AND INVOICE (BEGINNING DATE OF JULY 1, 2023)	_____	

FAILURE BY THE AWARDED BIDDER TO DELIVER AND INVOICE BY THE DATE INDICATED ABOVE,
SHALL CAUSE A BREACH OF THE CONTRACT.

THE FOLLOWING ARE REQUIRED WITH THE BID FORM SUBMISSION:

Itemized price quotation sheet(s) with specifications to equal the total unit price listed above

Technical specifications and drawing layout (pictures)

Warranty documentation

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

Alabama Law (Section 41-4-142, 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 ALABAMA LAW, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-142, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.