



JEFFERSON COUNTY DEPARTMENT OF HEALTH

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

Hazel Collins Purchasing Agent

February 23, 2024
BID #24-02-03
INVITATION TO BID

Sealed bids for **ITB #24-02-03 Air Monitoring Instruments Services**, will be received by the Purchasing Agent, Jefferson County Department of Health, General Service Annex, 401 14th Street South, Birmingham, AL 35233 General Service Annex, 401 14th Street South, Birmingham, AL 35233, until 10:00 a.m., Wednesday, March 13, 2024, 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 #24-02-03 ITB #24-02-03 Air Monitoring Instruments 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No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.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 and Glenda Smith at glenda.smith@jcdh.org. Please reference the bid number and title in the e-mail subject.

SITE VISIT INSPECTION

There will be on-site inspection for all interested bidders. Contact Jason Howanitz, Principal Air Pollution Control Engineer (205) 960-1284 (Office) or (205) 960-6601 (Cell) 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 L. Collins
Hazel L. Collins, CPP, CPPM
Purchasing Agent

HC/gs

AM: 02-28-24

Enclosures

SPECIFICATIONS

GENERAL

The Jefferson County Department of Health (JCDH) is to establish a professional services contract with firm pricing for **ITB #24-02-03 Air Monitoring Instruments Services**. Services to include air monitoring instruments preventative maintenance and assessments, analyzers installation and technician training. 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 valid for a period of a **three (3) year term**. Successful bidder will be notified of ITB award via JCDH's Notice of Award letter 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.

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 meet all requirements and specifications required by the JCDH.

SPECIFICATIONS

ADDITIONS TO CONTRACT

The County has attempted to list the locations for “**ITB #24-02-03 Air Monitoring Instruments Services**” that will be required during the term of the contract. However, JCDH reserves the right to purchase additional services 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.

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 service locations for JCDH - Air Monitoring sites are as follows:

Fairfield
5229 Ct B
Fairfield, AL 35064

Leeds
201 Ashville Road
Leeds, AL 35094

McAdory
4821 McAdory School Road
McCalla, AL 35111

NCore
3009 28th Street North
Birmingham, AL 35207

Near-Road
1110 5th Street West
Birmingham, AL 35204

Tarrant
1269 Portland St
Tarrant, AL 35224

Wylam
1242 Jersey St
Birmingham, AL 35224

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.

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.

SPECIFICATIONS

JCDH AIR MONITORING SITES		
CONTINUOUS		
Fairfield 01-073-1003	Instrument	Model
	Ozone Analyzer	T400
	SO2 Analyzer	T100U
	CO Analyzer	T300
	Calibrator	T700U
	Zero Air	T701H
	Data Logger	8872
	SO2 Cylinder	-
	CO Cylinder	-
Leeds 01-073-1010	Instrument	Model
	Ozone Analyzer	T400
	Calibrator	T703
	Zero Air	701
	Data Logger	8872
	CPM2.5	T640x
	CPM10	T640x
McAdory 01-073-1005	Instrument	Model
	Ozone Analyzer	T400
	Calibrator	T703
	Zero Air	701
	Data Logger	8872
	CPM2.5	1400A

SPECIFICATIONS

CONTINUOUS		
NCore 01-073-0023	Instrument	Model
	Ozone Analyzer	T400
	SO2 Analyzer	T100U
	CO Analyzer	T300U
	NOx Analyzer	T200UP
	NOy Analyzer	T200U
	Calibrator	T700U
	Zero Air	T701H
	Data Logger	8872
	Meteorological Instrumentation	-
	SO2 Cylinder	-
	NO Cylinder	-
	CO Cylinder	-
	CPM2.5	T640x
	CPM10	T640x
	CPM10-2.5	T640x
Near Road 01-073-2059	Instrument	Model
	NOx Analyzer	T200UP
	CO Analyzer	T300U
	Calibrator	T700U
	Zero Air	T701H
	Data Logger	8872
	Meteorological Instrumentation	-
	NO/CO Cylinder	-
Tarrant 01-073-6002	Instrument	Model
	Ozone Analyzer	T400
	Calibrator	T703
	Zero Air	701
	Data Logger	8872
	CPM10	1405
Wylam 01-073-2003	Instrument	Model
	CPM2.5	1405
	CPM10	1405
	Data Logger	8872

SPECIFICATIONS

MANUAL		
Leeds	Instrument	Model
	Manual PM2.5	PQ200
McAdory	Instrument	Model
	Manual PM2.5	PQ200
NCore	Instrument	Model
	Manual PM2.5	PQ200
	Speciation	SASS
	Carbon	URG
	RADNET	-
	IMPROVE	-

Near Road	Instrument	Model
	Manual PM2.5	PQ200
Wylam	Instrument	Model
	Manual PM2.5	PQ200
	Manual PM2.5	PQ200
	Manual PM2.5	PQ200
	Speciation	SASS
	Carbon	URG
	EPA Special Study Meteorological Instrumentation	-
	EPA Special Study - Cr6+ and TSP	PQ200

SCOPE OF WORK

CATEGORY I. PREVENTATIVE MAINTENANCE OPERATIONAL SERVICES:

Preventative maintenance services will be performed as follows:

- a) One time task – initial audit of sites and the equipment assessment
- b) Conduct site audits per EPA regulation – 2x/year
- c) Conduct and validate Ozone Photometer Standards – 2x/year,
May require additional services if an issue occurs on site that requires further troubleshooting
- d) Conduct Quality Assurance instrument audits per EPA regulation
At least 2x/year on ALL equipment, prefer gases quarterly (4x/year)
- e) Conduct Mass Flow Controller Certifications – 2x/year
- f) Operate/Calibrate/Maintain/Repair equipment per EPA regulation
- g) Gases have a 3-month calibration every 3 months
(includes line loss and SLIC tests)
- h) Annual maintenance on equipment

HOURS OF SERVICE:

- i) 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.

REPORTING OF SERVICE PERFORMED

- j) Service men are to report to customer upon arrival. A written report shall be submitted after each inspection with recommendations of change to the equipment. After each service, service ticket indicating the service to the unit that work was performed must be completed. The ticket should be emailed to Environmental Health Department Personnel for review. The maintenance and repair invoices submitted within 30 days of service.

CATEGORY II. DATA REVIEW:

- a) Review of Data from air vision
- b) Compose data package from each site regarding data trends, missing data, annotations, logbooks etc. for entry into AQS
- c) Remote Data Review and Data Validation

CATEGORY III. INSTALLATION SERVICES (ONE-TIME):

Installation services will be performed as follows:

- a) T640 installation: 3 each
- b) 2025i installation: 6 each
- c) Fairfield- Wylam site consolidation:
Move equipment from Fairfield site to Wylam site. Install new T640 and move CO, SO₂ and Ozone from Fairfield to Wyam site. Price is to include **all** related fees.

SCOPE OF WORK

CATEGORY IV. TRAINING TECHNICIANS:

- a) Training the Air and Radiation Protection Division's technicians in the field of the instruments listed under the specification section. The courses may focus on the following: Theory of operation, menu structure, maintenance and calibrations, pneumatic and electronic troubleshooting with hands-on labs, common failures, and APICOM/DAS/Ethernet, and other courses based on per EPA regulation and JCDH Air Pollution's specific topics of interest. The specific training courses will be initiated upon request by the Environmental Health Department Personnel.
- b) Make any recommendation, in writing to the Air and Radiation Protection Division Personnel that would make the systems more efficient or improve the equipment's performance.
- c. On-site (In-person) Training on the equipment listed. The price is to include **all** related fees.

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 on page **12**.

BID FORM FOR BID #24-02-03
DUE: Wednesday, March 13, 2024
TIME: 10:00 a.m.

Hazel Collins
Purchasing Agent
Jefferson County Department of Health
General Service Annex
401 14th Street South
Birmingham, AL 35233

Submitted below is my firm bid for as specified in accordance with your ITB#24-02-03,
Air Monitoring Instruments Services.

CATEGORY I. PREVENTATIVE MAINTENANCE OPERATIONAL SERVICES AS SPECIFIED:

_____ / Per visit for 2024-2025

_____ / Per visit for 2025-2026

_____ / Per visit for 2026-2027

CATEGORY II. DATA REVIEW AS SPECIFIED:

_____ / Per visit for 2024-2025

_____ / Per visit for 2025-2026

_____ / Per visit for 2026-2027

CATEGORY III. INSTALLATION SERVICES (ONE-TIME) AS SPECIFIED:

Installation services will be performed as follows:

- a) T640 installation: 3 each
- b) 2025i installation: 6 each
- c) Fairfield- Wylam site consolidation:
Move equipment from Fairfield site to Wylam site. Install new T640 and move
CO, SO₂ and Ozone from Fairfield to Wylam site.

_____ / Total Installation Cost

Name of Company _____

BID FORM FOR BID #24-02-03
DUE: Wednesday, March 13, 2024
TIME: 10:00 a.m.

Hazel Collins
Purchasing Agent
Jefferson County Department of Health
General Service Annex
401 14th Street South
Birmingham, AL 35233

Submitted below is my firm bid for as specified in accordance with your ITB#24-02-03,
Air Monitoring Instruments Services.

CATEGORY IV. TRAINING TECHNICIANS (ON-SITE) AS SPECIFIED:

_____ / Per hour for 2024-2025

_____ / Per hour for 2025-2026

_____ / Per hour for 2026-2027

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.