



Serving Jefferson County Since 1917

Hazel L. Collins

Purchasing Agent

JEFFERSON COUNTY DEPARTMENT OF HEALTH

1400 6th Avenue South, Birmingham, AL 35233

(205) 930-1961/Fax (205) 930-1060

June 12, 2024

ITB# 24-06-14

INVITATION TO BID

The Jefferson County Board of Health (the "Board") and the Jefferson County Department of Health (the "Department") (collectively, "JCDH") will be accepting sealed bids for **Vending Machine Services** which will be received by:

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

until 10:00 am CST., Tuesday, July 2, 2024, (the "Bid Period") at which time and place they will be publicly opened and read. The Project will involve an expenditure in excess of thirty thousand dollars (\$30,000) and is subject to competitive procurement provisions of the Alabama Bid Law, Ala. Code 41-16-50 et seq.

A. SCOPE OF WORK AND MATERIALS

Prospective bidders may download the complete solicitation including the specifications and bid forms via the internet at <https://jcdh.org/SitePages/About/Bids.aspx>, 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 JCDH website.

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. **Bidders are strongly encouraged to read the entire solicitation.**

B. BIDS

All bids must be submitted on Bid Form in a sealed envelope indicating "**SEALED BID – ITB# 24-06-14, Vending Machine Services**" with opening date and bid number printed on outside of envelope.

All bidders must complete and provide the following:

- The notarized State of Alabama disclosure form included in the bid package;
- The Addendum to ITB Agreement Contract;
- A copy of their E-verify certificate with the assigned number from the U.S. Department of Homeland Security;
- A W-9 Form;
- City of Birmingham/Jefferson County Business License;
- The Beason-Hammon Alabama Taxpayer and Citizen Protection Act Supplemental Form; and
- All other documents listed in the enclosure.

C. BONDING

It is **required** for any contract/purchase exceeding \$10,000.00 that the bidder submits with their bid a certified check, a cashier's check or a bid bond payable to the Jefferson County Department of Health in the amount of \$500.00. 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.

D. OTHER BID REGULATIONS AND REQUIREMENTS

- No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.
- JCDH reserves the right to reject bids if such action is determined to be in the best interest of JCDH.

- JCDH reserves the right to reject any or all bids or parts of bids and to make the award either “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 JCDH appears.
- JCDH 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.
- JCDH 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 ITB, JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

E. 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.

F. 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.

G. LETTER OF NOTIFICATION

All bidders for this ITB are requested to reply via email to notification of Intent indicating that they intend to submit a bid. 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.

H. MANDATORY PRE-BID CONFERENCE/SITE-VISIT

Mandatory Pre-Bid Conference/Site visit inspection will be held **Tuesday, June 18, 2024 at 10:00 a.m.** in the Annex Conference Room located at 401 14th Street South, Birmingham, AL 35233. The current vending machine locations shown in Exhibit “A” will be conducted for all potential bidders. Anyone who wishes to submit a bid response **must attend** to have a thorough understanding of the work to be performed, obtain measurements, view the current machines and stock inventory. **Attendance will be mandatory.**

A. 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 12, 2024
Mandatory Pre-Bid Conference/Q&A and Site Visit	June 18, 2024 at 10:00 am CST
Deadline for Notification of Intent	June 18, 2024 at 10:00 am CST
ITB due Date & Public Opening	July 2, 2024 at 10:00 am CST

Hazel L. Collins

Hazel L. Collins, CPP, CPPM
Purchasing Agent

HC/gs
AM: 06-15-24
Enclosures

SPECIFICATIONS

A. STATEMENT OF PURPOSE

The Jefferson County Department of Health is currently soliciting sealed bids for **Vending Machine Services**. Proposers eligible to submit an ITB must not be on the U.S. General Services Administration lists of Parties Excluded from Federal Procurement or Non-Procurement Programs. The successful bidders will be notified of bid award via the Jefferson County Department of Health's Notice of Award letter and the approved Standard Addendum to ITB Agreement Contract.

No Bid will be considered unless the Proposer, whether resident or non-resident of Alabama, is qualified to submit a bid. The Jefferson County Department of Health reserves the right to reject any and all Bids and to waive any formalities in the solicitation process, and to be the final authority in any conflict.

The Jefferson County Department of Health (JCDH) is seeking a qualified firm to provide a consistent level of snacks, beverages, water and coffee, as an option, at a reasonable price. The awarded Bidder will furnish year-round, full service by providing the equipment, products and services required for a complete full-service vending operation.

In consideration of allowing the awarded supplier access to JCDH's facilities and utilities, the awarded Bidder will **pay a commission percentage of the monthly net sales plus cost of electricity** to the Jefferson County Department of Health (JCDH). Bidder to provide the estimated average kilowatts hours of electricity consumed per month under normal conditions for each machine.

The awarded Bidder will provide snack-type food and beverage products of high quality representing leading brands. Bidder's product catalogue of snacks should include healthy choices. The beverage products must include regular and diet drinks and water. The Jefferson County Department of Health (JCDH) has a Keurig machine on the premises. Bidder will provide their coffee machine component option(s); including the coffee and supplies. Jefferson County Department of Health (JCDH) reserves the option to modify product at any or all machines at its sole discretion. Pricing of items in machines should be consistent at all locations. The Successful bidder will be notified of award via JCDH's Notice of Award Letter and the approved Standard Addendum to Bid Agreement Contract.

COUNTY'S EXPECTATIONS

It is the intent of the Jefferson County Department of Health (JCDH) to award a contract, wherein the responsible firm will meet the department's expectations for the duration of the contractual agreement. **The firm must provide documentation that they have the experience and personnel to handle all aspects of this contract as deemed necessary by Jefferson County Department of Health (JCDH).**

Jefferson County Department of Health shall not be liable for vandalism or theft upon the Bidder's property or goods brought to and placed on the Jefferson County Department of Health's premises.

B. ABOUT JCDH

Based in Birmingham, AL, JCDH is an independent, semi-autonomous local health department in the most populous county in Alabama serving approximately 665,000 residents. JCDH's mission is to prevent disease and assure access to quality healthcare, *promote* a healthy lifestyle and a healthy environment, and *protect* against public health threats. We envision a healthier Jefferson County for all. The strategic plan of the Jefferson County Department of Health is developed with intentional focus on health equity. To us, health equity means that everyone has the opportunities needed to attain their highest level of health. We seek to examine existing programs and healthcare services within Jefferson County to assure these are accessible and sensitive to the needs of Jefferson County's populations experiencing barriers to attaining optimal health. In our ideal future, people and communities are thriving and have the power to realize their vision of health and well-being. Additionally, all sectors work together for the benefit of everyone, especially those from less resourced communities. We seek to reimagine systems of care and help build local healthcare ecosystems where communities are safe, engaged, served and healthy.

C. BIDDER CONTRACTS

Successful firm will be the only contract. Bids will not be accepted from vendors that sub-contract their work.

D. AWARD

The Award will be made in whole to the lowest responsible bidder provided the bidder meets all requirements and specifications required by JCDH and the bidder meets all requirements under the Alabama Competitive Bid Law.

E. TERMS

The bid term will be valid for a three (3) year term. The successful bidder will be notified of ITB award via JCDH's Notice of Award letter and the approved Standard Addendum to Bid Agreement Contract.

A. TERMINATION

The contractual agreement or addendum associated with any bid response may be terminated by JCDH with a thirty (30) day written notice of cancelation to the other party regardless of reason.

Any violation of the agreement or addendum associated with any bid response 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.

B. PRICE

Pricing will remain firm for the entire duration of the bid period. Price must include all related fees. Invoice(s) must be itemized and billed after delivery.

C. FREIGHT

Prices are to include transportation, fuel, handling, service, freight charges and deliveries/pick-up as specified. JCDH will pay no additional fees unless previously agreed to in writing.

D. TAX

JCDH is exempt from all tax. Bidder shall be responsible for any tax that may be levied or assessed by reason of this transaction.

E. PRE-PAY

No pre-payments will be made.

F. ADDITIONS TO CONTRACT

JCDH has attempted to list all aspects of the Project that will be required during the term of the Agreement. However, JCDH reserves the right to delete or add additional locations, quantities and/or related items as needed from the successful bidder.

G. INTERPRETATIONS

No modification, deviation, substitution, or other such changes will be made without the prior written approval of JCDH. JCDH reserves the right to reject any or all bids submitted and to make the award in the best interest of the Health Department.

H. 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.

I. OTHER BID TERMS AND CONDITIONS

- Bids 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 bids for the same work.
- Bidder must have all necessary business licenses as required by the State of Alabama, Jefferson County and the City of Birmingham.
- 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, such items will be rejected, and items of proper quality as set forth in the specifications shall be furnished in place thereof at the expense of the successful bidder.
- Failure to comply in accordance with the awarded bid as submitted, including promised delivery, will constitute sufficient grounds for cancelation of the order and the Contract at the option of JCDH.
- Use of specific names and numbers is not intended to restrict the bid of any bidder, 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.
- Bidder will 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.
- No bidder shall be allowed to offer more than one bid for the said project. If said bidder should submit more than one bid for the said project described therein those bids shall be rejected.
- 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.

J. INCURRING COSTS

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

K. NUMBER OF BIDS

One (1) original AND one (1) copy may be submitted with bid package. Bids shall be prepared in accordance with the bid format using the bid form. Bids not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

L. APPLICABLE LAW

A contract entered into as a result of this bid shall be governed and interpreted under the laws of the State of Alabama. The contract shall be on a standard JCDH form as modified for this particular transaction. As JCDH is a public agency, its standard contract contains provisions required by Alabama law and regulations. Those provisions include, but are not limited to, the following topics.

Ala. Code 41-4-142 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 FIRM IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ALABAMA LAW, THEY ARE NOT BARRED FROM SUBMITTING BIDS OR ENTERING INTO A CONTRACT PURSUANT TO ALA. CODE 41-4-142, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.**

Ala. Code 31-13-9(k) provides the following language must be included in every public contract bid in Alabama: "By signing the Agreement and this Addendum, the Board and the Contractor affirm, for the duration of this Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, any Contracting Party found to be in violation of this provision shall be deemed in breach of this Agreement and shall be responsible for all damages resulting therefrom."

In addition, any Contractor that employs one or more employees in the State of Alabama must provide evidence of their participation in the federal E-Verify program.

Acceptance of standard JCDH contract terms and execution of the contract are essential element of the award. Failure to enter into the contract will result in forfeiture of the award. A copy of the form "Addendum to ITB Agreement Contract" may be obtained upon request from the Purchasing Agent.

M. LEGAL COMPLIANCE AND PERMITS

The services performed under this bid shall comply with applicable laws, ordinances and regulations. The bidder shall obtain and pay for licenses, permits and inspections necessary for the performance of the services. The bidder will be required to furnish the owner satisfactory evidence of such Business license and

certification(s). The bidder shall be licensed by the City of Birmingham and Jefferson County. **All licenses submitted must be current.**

N. USE OF PREMISES AND COOPERATION

No space for storage of products will be made available on the premises. The Jefferson County Department of Health may provide the normal utilities necessary for performing this contract.

O. GUARANTEE

Bidder certifies by submitting a bid that bidder 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 bid will meet these requirements of service and purpose to the satisfaction of the Jefferson County Department of Health and its Agent.

P. DELIVERABLES

Current Vending Machine Locations

Exhibit "A"

Facility	Address	Machine Type	Machine Total
Annex Employee lounge area	401 14 th Street South Birmingham, AL 35233	1 – Snack	2
		1 – Drink	
Guy Tate Employee lounge area	1400 Sixth Ave. South Birmingham, AL 35233	1 – Snack	3
		1 – Drink	
		1 – Coffee**	
Guy Tate Basement patient vending area	1400 Sixth Ave. South Birmingham, AL 35233	1 – Snack	2
		1 – Drink	
Eastern Health Center* Employee lounge area	601 West Blvd. Birmingham, AL 35212	1 – Snack	2
		1 – Drink	
Western Health Center* 3 - Employee lounge areas	631 Bessemer Super Hwy Midfield, AL 35228	1 – Snack	6
		1 – Drink	

***Additional snack and drink machines – TBD (To be determined)**

**** JCDH has a Keurig machine. However, bidder is to provide their coffee machine component option(s) including coffee and supplies.**

Purchase orders will be issued as needed.

Failure to deliver 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 the Jefferson County Department of Health.

No bidder shall be allowed to offer more than one price on each product. If said bidder should submit more than one product per line item then ALL prices for that line item shall be rejected.

Quantities shown are estimates and are not a guarantee to buy in the amount shown. Merchandise shall be ordered as needed. No bidder shall attempt to hold the quantities shown as a firm quantity under this contract.

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 of materials, products, service, or equipment considered best adapted to the JCDH's intended use.

If requested, successful bidder will furnish a minimum of three (3) references. References will be accepted only from companies that provide similar services with same type and scope as requested herein.

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.

Q. SPECIFICATIONS/REQUIREMENTS

- 1. General Requirements** – The vending machine services must allow for the following general requirements:
 - a. Bidder is required to have all appropriate licenses for the vending operation.
 - b. Bidder must adhere to written operational procedures for meeting Alabama Department of Public Health Standards, Alabama Healthy Vending Machine Program, FDA food labeling requirements and all other vending machine standards and regulations.
 - c. Bidder shall include three references with addresses and contact information that has provided similar vending machine services within the past three to five years.

- 2. Machine/Services Requirements:**
 - a. All vending machines must be in “new” or “good condition”. Pictures and specification sheets of all proposed equipment shall be provided in the bid response and approved by the General Services Division prior to installation to address all utilities requirements as needed.
 - b. Bidder must supply equipment and furnishings necessary to its stated purpose under this contract.
 - c. All vending machine equipment shall meet FDA food labeling requirements. All products must be clearly priced.
 - d. Pricing of items in machines should be consistent at all locations.

- e. All products should be rotated so that products are fresh and do not expire. All products that are past their labeled “best by” or “sell by” dates must be replaced with fresh product.
- f. Bidder will monitor, fill, stock fresh quality product and maintain a consistent level of products in machines at all time.
- g. In the event ANY product is recalled, notify Jefferson County Department of Health, General Services immediately and remove from machines within one (1) business day.
- h. Bidder must provide machines, materials, labor necessary to install and setup.
- i. Bidder must provide regular preventative maintenance and 48 hr response time for repair.
- j. Bidder must provide a route service technician and account manager and all the necessary route personnel.
- k. All vending machine equipment should provide the option for cash and cashless device for use of debit and credit cards.
- l. Bidder must clean the coin, dollar and cashless device acceptors on a regular schedule as dictated by environmental conditions.
- m. All machines must have contact information posted for customer complaints. The bidder shall be responsible for handling complaints in a professional and efficient manner.

3. Accountability Statement/Payment Requirements:

- a. Bidder must submit the commission payment and statement report to the Jefferson County Department of Health (JCDH), Accounting Division, PO Box 2648, Birmingham, Alabama 35202-2648. Also, please email copies of the statement report to General Service Director, Mrs. Dolores Johnson at Dolores.Johnson@jcdh.org and Accounts.Payable@jcdh.org, no later than the **15th of each month**. Each monthly payment must accompany an itemized monthly statement report, to include each machine’s identification location, commission percentage, and monthly net sales and electricity cost. Bidder to provide a statement report sample with the bid response.
- b. Bidder must maintain reliable and accurate records of all sales reporting activities and product delivery inventory by personnel. The statement report shall contain the records of date and number of product units loaded into each machine. The statement report must provide a list of revenue generated per machine and contain an authorized signature.
- c. Bidder will permit the Jefferson County Department of Health (JCDH) and its Agents, to inspect, review and copy all records, books and reports of the bidder relating to said receipts, onsite inventory, records and equipment upon request.

4. Submission Requirements on bid form – Bidder is to provide the following:

- 4.1 Price and Compensation
 - 4.a. Commission offered
 - 4.b. Electricity Cost for each number of machines indicate the type, kilowatts per day (x)
Cost/KW = Cost/Day (x) 30 days = monthly cost (x) 1 months = Annual cost.
 - 4.c. Provide a percentage discount of all catalogue products above the manufacturers cost to vendor.
- 4.2 Quality of vending machines – Submit pictures and specification sheets.
- 4.3 Reporting Statement – Submit statement report sample.

**BID FORM FOR ITB #24-06-14
DUE: Tuesday, July 2, 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 in accordance with your ITB #24-06-14 as follows:

SECTION IA: COMMISSION OFFER

DESCRIPTION	
Bidder agrees to pay ___% Commission of the monthly net sales plus cost of electricity.	_____%

SECTION IB: ELECTRICITY COST ANALYSIS

For each machine, indicate the type, kilowatts per day (x) Cost/KW = Cost/Day (x) 30 days = monthly cost (x) 12 months = Annual cost.

NO.	LOCATION	TYPE OF MACHINE	KILOWATT PER DAY	COST/KW	COST DAY	MONTHLY COST	ANNUAL COST
1	SAMPLE	ABC MODEL	13	0.93	1.21	36.27	435.24

NO.	LOCATION	TYPE OF MACHINE	KILOWATT PER DAY	COST/KW	COST DAY	MONTHLY COST	ANNUAL COST
1	GMT			0.93			
2				0.93			
3				0.93			
4				0.93			
5				0.93			
1	ANNEX			0.93			
2				0.93			
1	EHC			0.93			
2				0.93			
3	(patient)			0.93			
4	(patient)			0.93			

COMPANY NAME _____

BID FORM FOR ITB #24-06-14
DUE: Tuesday, July 2, 2024
TIME: 10:00 a.m.

SECTION IB: ELECTRICITY COST ANALYSIS (Continued)

NO.	LOCATION	TYPE OF MACHINE	KILOWATT PER DAY	COST/KW	COST DAY	MONTHLY COST	ANNUAL COST
1	WHC			0.93			
2				0.93			
3				0.93			
4				0.93			
5				0.93			
6				0.93			
7	(patient)			0.93			
8	(patient)			0.93			

SECTION IC: PRODUCT OFFER

DESCRIPTION	
All product catalog items shall be at a __% above manufacturers cost to vendor.	_____%

COMPANY NAME _____

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.