



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

November 26, 2024

ITB # 25-11-04

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 **Heating and Air (HVAC) / Plumbing Contractual Service** which will be received by:

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

until 10:00 am CST., Wednesday, December 18, 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 # 25-11-04, Heating and Air (HVAC) / Plumbing Contractual Service"** 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 Bid 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;
- Business License (City of Birmingham/Jefferson County)
- 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

Mandatory Pre-Bid Conference will be held at Annex Building located at 401 14th Street South, Birmingham, AL 35233 in the Conference Room on Wednesday, December 11, 2024, at 10:00 a.m. All potential bidders **must** attend the pre-bid conference. The pre-bid conference will enhance the bidder's knowledge of a thorough understanding of the scope of work to be performed. **In order to bid on the Heating and Air (HVAC) / Plumbing Contractual Service, your attendance at this pre-bid is MANDATORY.**

I. 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	November 26, 2024
Mandatory Pre-Bid Conference	December 11, 2024 at 10:00 am CST
Deadline for Notification of Intent	December 11, 2024 at 10:00 am CST
ITB due Date & Public Opening	December 18, 2024 at 10:00 am CST

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

HC/gs
AM: 11-30-24
Enclosures

SPECIFICATIONS

A. STATEMENT OF PURPOSE

The Jefferson County Department of Health is currently soliciting sealed bids for **Heating and Air (HVAC) / Plumbing Contractual Service**. 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. ITBs will be submitted for furnishing all labor and materials, software licenses, services, and integration, and performing all work. 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 Bid 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.

B. BACKGROUND

The Jefferson County Department of Health (JCDH) seeks a contractual Heating and Air (HVAC) / Plumbing Contractual Service to provide a monthly service at all the JCDH locations as listed in the specifications. The bid consists of various health centers to be serviced. All bidders must bid for each location listed in this bid. Failure to properly provide adequate, acceptable service will result in the termination of the contract and the contractor declared a non-responsible bidder. The life of this contract shall exist with the provision that no price increases are allowed during the term of the contract.

Bidder must provide Service on a monthly basis.

C. BIDDER CONTRACTS

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

D. CONTRACT PERIOD

The bid will be valid from **February 10, 2025 until February 9, 2028**.

E. 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.

F. TERMINATION

The contractual agreement or addendum associated with any 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 the agreement or addendum associated with any bid 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.

G. PRICE

The total bid price, including all line item prices, 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.

H. 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.

I. 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.

J. PRE-PAY

No pre-payments will be made.

K. 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 purchase additional quantities and/or related items from the successful bidder.

L. 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.

M. 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.

N. INCURRING COSTS

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

O. TABLE OF CONTENTS

A table of contents should be provided and allow for easy access to all bid components.

P. NUMBER OF BIDS

One (1) signed original AND one (1) copy must be submitted with bid package. Bids shall be prepared in accordance with the Bid Format in the “How to Apply” section. Bids not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

Q. 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 elements of the award. Failure to enter into the contract will result in forfeiture of the award. A copy of the form “Addendum to Bid” may be obtained upon request from the Purchasing Agent.

R. INSURANCE

Offeror 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.

Before processing any work, the Offeror shall furnish to the Board Certificates of Insurance, by insurance companies approved by the Board, evidencing coverage by the Contractor as set forth below. Certificates which are incomplete will be returned by the Board for resubmission by the Offeror until acceptable. The Offeror shall keep said insurance in full force for the duration of the Contract. Such insurance shall not be modified, canceled or allowed to lapse unless the Board has received written notice by registered mail no earlier than fifteen (15) days, no later than ten (10) days, in advance of the date of such modification, cancellation or lapse.

The contractor shall furnish acceptable proof of insurance on the following coverage.

The insurance required shall be written for not less than the following limits, or greater if required by law:

Worker's Compensation:

State:

Applicable Federal:	Statutory
Employer's Liability:	Statutory

Bodily Injury:

\$1,000,000.00 per Accident
\$1,000,000.00 Disease, Policy Limit
\$1,000,000.00 Disease, Each Employee

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):

Bodily Injury:

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

Property Damage:

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

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 Board during this period.

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

INSURANCE

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

Personal Injury, with Employment Exclusion deleted:

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

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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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 form 25S will be accepted. Furnish to the Board copies of any endorsements that are subsequently issued amending coverage or limits. All workmen's compensation, public liability and property damage insurance or claims will be the responsibility of the Contractor.

S. 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.

T. DELIVERABLE/SERVICE AREA LOCATIONS

The following locations for heating and air (HVAC) / Plumbing Contractual Service contractual services are as follows:

Central Health Center / Guy Tate Building
(MIS Computer & Elevator Equipment Room)
1400 Sixth Avenue South
Birmingham, AL 35233

Generals Service Annex Building
401 14th Street South
Birmingham, AL 35233

Western Health Center
631 Bessemer Super Highway
Midfield, AL 35228

Eastern Health Center
601 West Blvd.
Birmingham, AL 35206

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.

a. SCOPE OF EMERGENCY SERVICES

Emergency service will be performed by a serviceman of journeyman level.

- 1) Must have after hours emergency service and correspondence with General Services Maintenance within 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.

b. REPORTING OF SERVICE PERFORMED

Service men are to report to customer upon arrival. A written report shall be submitted to the Chief of Building Maintenance after each inspection with recommendations of change to the equipment. After each monthly or quarterly service, service ticket should be sent to the Chief of Building Maintenance via email. When emergency calls are made to any Health Department Buildings, a service ticket-indicating the repairs to the unit that work was performed must be completed. Monthly maintenance and repair invoices **must** be submitted within 30 days of service.

c. REPORTING AFTER SERVICE IS PERFORMED

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

d. 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, Dolores Johnson, Director at Dolores.Johnson@jcdh.org and 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.

e. LICENSES

Bidder is required to have all appropriate licenses and permits necessary for the performance and delivery of products for the Heating and Air (HVAC) / 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.

f. 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.

U. PARTS AND WARRANTY

a. 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.

b. 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.

V. REFERENCES

Successful bidder will furnish a minimum of three (3) references; to include name, address, contact person, telephone number and their expertise with a variety of H.V.A.C. Equipment, HVAC and plumbing services. References will be accepted only from companies that provide similar services with same type and scope as requested herein. The JCDH has equipment manufactured by Carrier, Trane, Lennox, and Fandair with controls by several companies. All references will be checked and the awarding of this contract will depend upon our findings. Bidder should presently have under contract, maintenance and servicing of equipment comparable in size, manufacture, and use as JCDH buildings. The Contractor shall have no less than five (5) years (under same name and ownership) in servicing, maintenance and installing of this type heating and air conditioning equipment. The reference sheet is listed on page 18.

W. HEATING AND AIR (HVAC) SCOPE OF WORK/REQUIREMENTS

1.1 SCOPE OF SEASONAL SERVICE

Seasonal work will be performed as follows: Cooling in March and Heating in October.

One (1) **cooling season start-up** service which will include:

- a) Lubrication-Check and add lubrication as needed.
- b) Check refrigerant charge and super heat adjust and fill as required.
- c) Make a control inspection to insure proper operation.
- d) Make a control (thermostat) inspection to insure proper change over.
- e) Clean evaporator coils.

One (1) **heating season start-up** service which will include:

- a) Checking and cleaning of burner combustion chamber.
- b) Checking all safety controls and limits.
- c) Make a control (thermostat) inspection to insure proper change over.

Seasonal service should cover items such as (but not necessarily only these):

- a) Check electrical connections where high amperage occurs.
- b) Check operating temperatures (Equipment & Air).
- c) Inspect evaporators and condenser, clean as needed.
- d) Check refrigerant level, charge when required.
- e) Check equipment oil level, fill as needed.
- f) Check and dry run all controls which includes safety, head pressure, low pressure, thermostat, night set back, and any other that may affect the system's correct operation, making adjustments as required.
- g) Grease all equipment where grease is required.
- h) All air handling systems (fans) inspected for loose and worn belts excessive vibration, bearing and motor over-heating. Make corrections as situation requires.
- i) Check for proper louver/damper operation.
- j) Make any recommendation, in writing to the Chief of Building Maintenance that would make the systems more efficient or improve the equipment's performance.
- k) The Chief of Building Maintenance will be notified within 24 hours prior to when routine service will be performed.

1.2 STAFF OPERATION INSTRUCTIONS

- a) Instructions shall be given to an employee at each location (employee designated by the Health Center Administrator) as to the correct procedures to be taken to acquire comfort in said location.
- b) Instruction shall be given to maintenance staff who is assigned to said location. These instructions shall cover areas of monthly inspections to HVAC on a preventive maintenance program and steps to take in restoring equipment to service. For example, after power outage, circuit breaker tripping, thermostat adjustment, etc.
- c) The contractor receiving the bid award shall within the first month of contract, label each unit to be serviced and submit to the Chief of Building Maintenance in a loose leaf binder, documentations indications unit#, Make, Model #, Serial #, tonnage, BTU rating, manufactured date, volts, phase.
- d) Contractor to furnish all lubricators and coil cleaners
- e) An annual inspection check-off sheet should be kept on-site and mark after each inspection.

X. PLUMBING SCOPE OF WORK/REQUIREMENTS

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

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.

BID FORM FOR ITB #25-11-04
DUE: Wednesday, December 18, 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 #25-11-04, Heating and Air (HVAC) / Plumbing Contractual Service. Buildings to be serviced as follows:

1.1 HEATING AND AIR (HVAC) SERVICE

1. EASTERN HEALTH CENTER:

601 West Blvd, Birmingham, AL 35212

Change Pre-Filters Quarterly: (provided by contractor)

Change final box filters annually in October: (provided by contractor)

Annual chiller inspection including oil analysis, if applicable

Quarterly pumps inspections

Annual boiler inspection and safety check

Quarterly boiler operational inspections

Quarterly operational inspections air handlers including belt replacement if needed
(provided by contractor)

4 visits per year

Price per quarter_____	x 4_____	2025-2026
Price per quarter_____	x 4_____	2026-2027
Price per quarter_____	x 4_____	2027-2028

2. GENERAL SERVICE ANNEX

401 South 14th Street, Birmingham, AL 35233

Seasonal Service Including ¼ filter change and belt replacement as needed (provided by contractor)

Quarterly Service: (wash condenser coils only)

4 visits per year

Price per quarter_____	x 4_____	2025-2026
Price per quarter_____	x 4_____	2026-2027
Price per quarter_____	x 4_____	2027-2028

Name of Company _____

BID FORM FOR BID #25-11-04 (Cont'd)

1.1 HEATING AND AIR (HVAC) SERVICE (CONT'D)

3. WESTERN HEALTH CENTER

631 Bessemer Super highway, Midfield, AL 35228

Annual Operational/Inspection on Equipment

Quarterly filter changes on (4) air handling units (provided by contractor)
Annual belt replacement on (4) air handling units (provided by contractor)
Quarterly operational inspections on (4) air handling units
Quarterly operational inspection on (8) pumps
Quarterly operational inspection on (2) Lattner boilers
Annual inspection/safety check on (2) Lattner boilers
Quarterly operational inspection on (5) ductless units
Annual condenser coil cleaning on (5) ductless units

4 visits per year

Price per quarter	_____	x 4	_____	2025-2026
Price per quarter	_____	x 4	_____	2026-2027
Price per quarter	_____	x 4	_____	2027-2028

4. CENTRAL HEALTH CENTER/ GUY TATE BUILDING

1400 Sixth Avenue South, Birmingham, AL 35233

Semi-Annual:

Air Handling Units:

Clean evaporator coils using Micro Coil Cleaner (provided by contractor) per manufacturer's specifications. Clean and replace drain control devices with Microbicide (provided by contractor) per manufacturer's specifications. Check and lubricate bearings and drives on all air handling units. Wash condenser coils and change air filters per manufacturer's specifications. This work will have to be done after normal hours or on weekends and work will be scheduled by General Services Maintenance (1/4 of units are to be scheduled every 1/4.)

2 visits per year

Price per bi-annual	_____	x 2	_____	2025-2026
Price per bi-annual	_____	x 2	_____	2026-2027
Price per bi-annual	_____	x 2	_____	2027-2028

Name of Company _____

BID FORM FOR BID #25-11-04 (Cont'd)

1.1 HEATING AND AIR (HVAC) SERVICE (CONT'D)

5. MIS COMPUTER ROOM – HVAC / GUY TATE BUILDING

1400 Sixth Avenue South, Birmingham, AL 35233

Quarterly = October, December, March, June

Wash condenser coils

Check fan drive assembly

Check operation of temperature and humidity controls

Check refrigerant levels and check discharge temperatures

Replace filters

This service is required for **both units**.

Unit designated for standby unit is to be run and must stay on line a minimum of 30 minutes while service performed.

Service ticket shall indicate that coils were washed, condition of fan drive and assembly, temperature and humidity controls are operating properly, and record the refrigerant temperature and discharge temperature. Filters replaced are to be signed and dated when changed. Primary unit as designated by owner is to have the lead/lag compressor sequence for the oldest unit changed and documented on service ticket quarterly.

4 visits per year

Price per quarter _____	x 4 _____	2025-2026
Price per quarter _____	x 4 _____	2026-2027
Price per quarter _____	x 4 _____	2027-2028

6. ELEVATOR EQUIPMENT ROOM / GUY TATE BUILDING

1400 Sixth Avenue South, Birmingham, AL 35233

Seasonal service: Including ¼ filter change (provided by contractor)

Quarter service: (wash condenser coils only)

4 visits per year

Price per quarter _____	x 4 _____	2025-2026
Price per quarter _____	x 4 _____	2026-2027
Price per quarter _____	x 4 _____	2027-2028

Name of Company _____

BID FORM FOR BID #25-11-04 (Cont'd)

1.1 HEATING AND AIR (HVAC) SERVICE

7. REQUESTED SERVICE NOT COVERED IN THE SPECIFICATIONS

Service in the field of refrigeration and ventilation will be performed upon request by the Chief of Building Maintenance to JCDH equipment's at the following rates:

_____/Per hour for 2025-2026
 _____/Mileage charge
 _____/Recovery charge
 _____/Refrigerant Disposal charge

_____/Per hour for 2026-2027
 _____/Mileage charge
 _____/Recovery charge
 _____/Refrigerant Disposal charge

_____/Per hour for 2027-2028
 _____/Mileage charge
 _____/Recovery charge
 _____/Refrigerant Disposal charge

Cost plus _____% percent for parts and supplies.

1.2 PLUMBING SERVICE

Line No.	Category I. Service Rates - Business Day and Business Hours Monday – Friday, 8:00 am – 5:00 pm CST	2025-2026	2026-2027	2027-2028
1a	Technician hourly rate	\$	\$	\$
1b	Set Trip charge for Service Call	\$	\$	\$

Line No.	Category II. Service Rates - Emergency Hours and After Hours	2025-2026	2026-2027	2027-2028
2a	Technician hourly rate	\$	\$	\$
2b	Set Trip charge for Service Call	\$	\$	\$

Name of Company _____

BID FORM FOR BID #25-11-04 (Cont'd)

1.2 PLUMBING SERVICE

Line No.	Category III. Percentage Mark-up for Parts, Supplies, Materials and Rental Cost	2025-2026	2026-2027	2027-2028
3a	Percentage mark-up on vendor's cost for Parts, Supplies and Materials	%	%	%
3b	Percentage mark-up on vendor's cost for Rental Equipment	%	%	%

Line No.	Category IV. Annual Backflow Test (Once per year) for the following locations:	2025-2026	2026-2027	2027-2028
4a	Annex Building	\$	\$	\$
4b	Guy M Tate Building (Main Office)	\$	\$	\$
4c	Eastern Health Center (EHS)	\$	\$	\$
4d	Western Health Center (WHC)	\$	\$	\$

Line No.	Category V. Sewer Lift Station Inspection (Once per quarter) for the following location:	2025-2026	2026-2027	2027-2028
5a	Eastern Health Center (EHS)	\$	\$	\$

Line No.	Category VI. Service Rates for all locations:	2025-2026	2026-2027	2027-2028
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.

Complete and Return the original bid forms along with one (1) additional copy.

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.