



Serving Jefferson County Since 1917  
Hazel L. Collins

Purchasing Agent

## JEFFERSON COUNTY DEPARTMENT OF HEALTH

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

January 2, 2026

RFP #26-01-03

### REQUEST FOR PROPOSAL

The Jefferson County Board of Health (the "Board") and the Jefferson County Department of Health (the "Department") (collectively, "JCDH") will be accepting sealed proposals for **RFP# 26-01-03, "Air-Cooled (HVAC) System for Server Room"** which will be received by:

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

until 10:30 am CST, Friday, January 23, 2026, (the "Proposal Period") at which time and place they will be publicly opened and read. The Project 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 offerors may download the complete solicitation including the specifications and proposal forms via the internet at <https://jcdh.org/SitePages/About/Bids.aspx>, or visit the Purchasing Office at the address shown above, call (205) 930-1961, fax (205) 930-1060 or request a copy be mailed to them. Any addenda will be available on the JCDH website.

The offeror is responsible for checking for addenda until the proposal opening date. The addenda will be mailed only to those offerors who were provided a copy in person or by mail. **Offerors are strongly encouraged to read the entire solicitation.**

#### **B. PROPOSALS**

All proposals must be submitted on Proposal Form in a sealed envelope indicating **"SEALED BID – RFP #26-01-03, "Air-Cooled (HVAC) System for Server Room"** with the opening date and bid/proposal number printed on the outside of the envelope.

All offerors must complete and provide the following:

- The notarized State of Alabama disclosure form included in the bid/proposal package;
- The Addendum to Bid/Proposal 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**

If the proposal exceeds \$10,000.00, the offeror must submit with their proposal a certified check, a cashier's check or a proposal bond payable to the Jefferson County Department of Health in the amount of \$500.00. For any proposal award to be considered that exceeds \$10,000, it must be accompanied by an acceptable proposal bond or check. Proposal bonds will be returned to all unsuccessful offerors after the formal award is made and to the successful offeror after acceptance of the award. Should the successful offeror fail to accept the award, the bond or check shall be forfeited.

#### **D. OTHER PROPOSAL REGULATIONS AND REQUIREMENTS**

- No proposal may be withdrawn for a period of sixty (60) days after the date of the proposal opening.
- JCDH reserves the right to reject proposals if such action is determined to be in the best interest of JCDH.
- JCDH reserves the right to reject any or all proposals or parts of proposals 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 taxes. 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 offeror 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 Request for Proposals, JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the proposal.

#### **E. COMMUNICATION DURING PROPOSAL EVALUATION**

There shall be no communication during the evaluation period between any offeror and JCDH agency requisitioning the good or service to be procured. Any communication, written, oral, or electronic between the offeror and the requisition agency must come through the Division of Purchasing Buyer administering the RFP.

#### **F. QUESTION/INQUIRY**

Telephone inquiries with questions regarding clarification of all specifications of the RFP will not be accepted. All questions concerning the proposal product and/or service specifications must be e-mailed to Hazel Collins at [hazel.collins@jcdh.org](mailto:hazel.collins@jcdh.org) and Glenda Smith at [glenda.smith@jcdh.org](mailto:glenda.smith@jcdh.org). Please reference the RFP number and Question/Inquiry in the e-mail subject.

#### **G. LETTER OF NOTIFICATION**

All offerors of this RFP are requested to reply via email to Notification of Intent indicating that they intend to submit a proposal. Only those offerors submitting the Notification of Intent will be advised of any clarifications, addendum, and answers to inquiries and/or questions pertaining to this RFP. The email of Notification of Intent can be emailed to [hazel.collins@jcdh.org](mailto:hazel.collins@jcdh.org) and [glenda.smith@jcdh.org](mailto:glenda.smith@jcdh.org). Please reference the RFP number and Notification of Intent in the e-mail subject.

#### **H. MANDATORY PRE-BID CONFERENCE AND SITE VISIT**

The mandatory pre-bid meeting will be held on **Tuesday, January 13, 2026, at 10:30 am**, at the following location:

**Jefferson County Department of Health  
General Service Annex Conference Room  
401 14<sup>th</sup> Street South  
Birmingham, AL 35233**

All potential offerors will attend the site visit to enhance the offeror's knowledge of a thorough understanding of the scope of work to be performed. Offerors will be responsible for thoroughly examining the sites and familiarizing themselves with the existing conditions. By submitting, Bidder agrees that it has examined the site, specification, plan and contract, and accepts without recourse, all site conditions. Anyone who wishes to submit a bid proposal **must attend** to get a thorough understanding of the work to be performed. **Attendance will be 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 RFP	January 2, 2026
Deadline for Notification of Intent	January 13, 2026 at 10:30 am CST
Mandatory Pre-Bid Conference, Q&A and Site Visit	January 13, 2026 at 10:30 am CST
RFP due Date & Public Opening	January 23, 2026 at 10:30 am CST

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

HC/gs

AM: 01-07-26

Enclosures

## **REQUEST FOR PROPOSAL**

### **A. STATEMENT OF PURPOSE**

The Jefferson County Department of Health (JCDH) is currently soliciting sealed RFPs from qualified Air-Cooled (HVAC) System Provider firms to supply, install and test a full operating system for the Information Technology Server Room that has the capability of performing all the necessary functions of a precision air conditioner including cooling, humidification, dehumidification, air filtration, and condensate management. In accordance with the specifications and requirements described herein. The system shall meet all local codes, standards and performance requirements and shall be compatible with the JCDH's existing infrastructure. The drawings of the Information Technology area are provided in this RFP and a mandatory pre-bid conference and site-visit are required.

Offerors must not be on the U.S. General Services Administration lists of Parties Excluded from Federal Procurement or Non-Procurement Programs. Proposals should include pricing for labor and materials, software licenses, services, and integration, and the performance of all work. The successful offerors will be notified of RFP award via the Jefferson County Department of Health's Notice of Award letter and the approved Standard Addendum to Bid/Proposal Agreement Contract.

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

### **B. OBJECTIVES**

JCDH's functional objectives and conditions for an Air-Cooled (HVAC) System for Server Room solution include, but not limited to:

- a) The successful offeror will implement and install.
- b) The successful offeror will manage and maintain all aspects of the implementation, during and after installation.

### **C. COUNTY'S EXPECTATIONS**

The Jefferson County Department of Health (JCDH) intends to award a contract or contracts, in which the responsible firm(s) will have the Air-Cooled (HVAC) System for Server Room up and running and meet the department's expectations for the duration of the contractual agreement. After that, the remaining contract will be for support and maintenance. **The firm(s) must provide documentation that they have the experience and personnel to handle all aspects of this contract as deemed necessary by JCDH.**

## **D. BACKGROUND**

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.

## **E. OFFEROR CONTRACTS**

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

## **F. CONTRACT PERIOD**

The bid will be valid **until April 15, 2026**.

## **G. AWARD**

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

## **H. TERMINATION**

The contractual agreement or addendum associated with any proposal 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 proposal 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.

## **I. PRICE**

The total proposal price, including all line-item prices, will remain firm for the entire duration of the Proposal Period. Price is to include all related fees. Invoice(s) must be itemized and billed after delivery/completion.

## **J. 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.

## **K. TAX**

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

## **L. PRE-PAY**

No pre-payments will be made.

## **M. BUDGET SUMMARY**

A budget has not been established for this expense; a non-binding budget summary should be attached to list the cost estimate of each component to facilitate funding request within the Jefferson County Department of Health and in compliance with the Compensation Amount and Schedule Section.

## **N. 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 offeror.

## **O. QUALIFICATIONS/CONSULTANT SELECTION CRITERIA**

All proposals will be evaluated on:

- Understanding of and ability to meet the goals and objectives of this RFP
- Overall corporate qualifications
- Description of the project team, including roles and responsibilities
- References of clients with similar scope of work

A cover letter is required (Statement of Project Understanding)

## **P. PROPOSAL 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
Functional*	This criterion considers the ability of the proposed solution to meet JCDH's service request as specified. Overall meets requirements/qualifications.	35
Approach*	This criterion considers the offeror's understanding of the scope of work and the quality and clarity of the offeror's written methodology and description of the proposed approach to accomplish the work. Description of the project team, including roles and responsibilities.	25
Experience*	This criterion considers the offeror's experience in providing the services solicited by this RFP as set forth in the offeror's response and as learned from references.	20
Cost*	This criterion considers the price of the solution solicited by this RFP. Offerors will be evaluated on their pricing scheme as well as on their price in comparison to the other offerors that meets all requirements and specifications requirements as listed.	20
TOTAL	Maximum score	100

## **Q. 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 proposals submitted and to make the award in the best interest of the Health Department.

## **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 offeror, the Board and Board's agents, servants, and employees as additional insured.

## **S. OTHER PROPOSAL TERMS AND CONDITIONS**

- Proposals will be rejected if there is reason to believe that collusion exists among the offerors. No participants in such collusion will be considered in future proposals for the same work.
- Offeror 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. If 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 offeror.
- Failure to comply in accordance with the awarded proposal 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 proposal of any offeror, 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.
- Offeror 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 offeror shall be allowed to offer more than one proposal for the said project. If said offeror should submit more than one proposal for the said project described therein those proposals shall be rejected.
- No offeror shall be allowed to offer more than one price on each line item. If said offeror should submit more than one price per line item, then ALL prices for that line item shall be rejected.

## **T. INCURRING COSTS**

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

## **U. TABLE OF CONTENTS**

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

## **V. NUMBER OF PROPOSALS**

One (1) signed original AND two (2) copies and one (1) electronic copy submitted with proposal package.

## **W. PROPOSALS**

Proposals should be structured in such a way to address the ability to answer all objectives of the **Air-Cooled (HVAC) System for Server Room.**

## **X. 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. 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 proposal/bid submitted and contract executed shall contain a certification that the offeror, 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 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 Proposal" may be obtained upon request from the Purchasing Agent.

**Y. GUARANTEE**

Offeror certifies by submitting a proposal that offeror is fully aware of the conditions of service and purpose for which item(s) included in this proposal 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.

**Z. SCOPE OF WORK/REQUIREMENTS:**

The scope of work and requirements of the Jefferson County Department of Health (JCDH) are listed within this section. Please respond, in a narrative format, to all applicable requirements. The Offeror may reference or attach additional materials or documentation with the submission.

- 1. General Requirement(s)** – The Air-Cooled (HVAC) System for Server Room will allow for the following general requirements:

1.1 Offeror to supply, install and test a full operating Air-Cooled (HVAC) system.

**Quantity (2) Liebert PDX Air-Cooled System or approved equivalent.**

**Electrical Requirements: 36.9 FLA, 43.7 WSA, 50 Amp OPD.**

- **Configuration Number: PX029UA1A8H22801PLBSP09W3**
- **Model Number: PX029UA1A809W3**
- **Nominal 101 kBtuh (29.6 kW) at approximately 75°F, 45% RH**
- **460 Voltage, 3 Phase, 60 Hz**

**System Details:**

- **Upflow with Front Air Return**
- **Liebert iCOM Control with High Definition Display**
- **iCOM based communication**
  - **BACnet IP (Ethernet Port)**
  - **BACnet MSTP (RS-485 Port)**
  - **SNMP (Ethernet Port)**
  - **IP Protocols over one network**
- **Variable speed EC plug fans**
- **Digital scroll, variable capacity compressor utilizing R-410A**
- **Crankcase Heater**
- **Thermal Expansion Valve**
- **Compressor Sound Jacket**

### **SCOPE OF WORK/REQUIREMENTS (Cont'd)**

The scope of work and requirements of the Jefferson County Department of Health (JCDH) are listed within this section. Please respond, in a narrative format, to all applicable requirements. The Offeror may reference or attach additional materials or documentation with the submission.

- **Evaporator Type: tilted- slab, copper tubes - aluminum fins with hydrophilic coating**
- **Two-Stage 12kW Electric Reheat.**
- **Infrared Humidifier**
- **65,000 Amp, rms Short Circuit Current Rating**
- **Locking Disconnect Switch**
- **Dual-float condensate pump factory-mounted internal to unit**
- **Filter Rating: MERV 8 per ASHRAE 52.2-2007**
- **Unit Color: RAL 7021 Black Gray Matte**
- **Supply Air Sensor**
- **Smoke Sensor**
- **Temperature/Humidity Sensors internal for return air sensing**
- **Three Remote Shut Down Contacts**
- **Four Alarm Contacts**
- **Main Fan Contact**
- **Liqui-tect™ Shutdown Contact (Liqui-tect™ not included)**
- **6 inch Floorstand**
- **Full Duct Collar Plenum**
- **Plenum Color: RAL 7021 Black Gray Matte**
- **External 24VAC Transformer (40VA), quantity 1 per unit**
- **Quantity 1 per order, vNSA14-iCOM-H, network switch is designed for connecting multiple Ethernet-ready devices. The vNSA14-iCOM-H has built in iCOM 9-inch touch color screen and an additional fourteen ports to interconnect any combination of fourteen iCOM controllers and displays. The vNSA has a power input range of 100-240 VAC single phase, 47-63 Hz. Power wiring is required.**
- **Quantity 1 per order, vNSA14, network switch is designed for connecting multiple Ethernet-ready devices. The vNSA14 has fourteen ports to interconnect any combination of fourteen iCOM controllers and displays. The vNSA has a power input range of 100-240 VAC single phase, 47-63 Hz. Power wiring is required.**
- **LT410 Point Leak-Detection Sensor, quantity 1 per unit**

## **SCOPE OF WORK/REQUIREMENTS**

The scope of work and requirements of the Jefferson County Department of Health (JCDH) are listed within this section. Please respond, in a narrative format, to all applicable requirements. The Offeror may reference or attach additional materials or documentation with the submission.

**Two (2) Liebert MC Air-Cooled Microchannel Condenser(s),  
Model MCL055E1AD06T4, using input supply voltage of 460 Volt, 3 Phase, 60 Hz.  
or approved equivalent.**

**Electrical Requirements: 2.8 FLA, 3.5 WSA, 15 Amp OPD**

### **Condenser Details:**

- Microchannel aluminum coil
- Variable Speed EC Fans
- Premium electronic control board providing communication with iCOM using CANbus
- Aluminum exterior panels and 18" aluminum legs
- Single refrigerant circuit condenser
- R-410A set points
- Domestic packaging
- Short Circuit Current Rating of 65,000 Amps, rms

**2. Implementation and Project Management** - The Offeror must provide a full description of the services and processes that will be undertaken.

- 2.1 Offeror adherence to best practice project management methodologies.
- 2.2 Facilitation of a proven implementation process that can be completed with a simple implementation/installation methodology.
- 2.3 Description of the process for collaborating with JCDH on the project plan and the mechanisms allowing JCDH to make final changes to that plan.
- 2.4 Provision of flexible implementation/installation options to accommodate JCDH's timeline and desired support.

**3. Maintenance and Support** – Offeror's proposal should provide the following information:

- 3.1 What is the cost for Annual Maintenance (preventive maintenance visit, labor coverage, emergency response), and what does it include?

**4. Warranty** – Offeror must provide the warranty.

- 4.1 Warranty documents.

### **5. Timeline:**

This response to the Request for Proposal is dated \_\_\_\_\_. (Completed by Offeror)  
Estimated time to complete implementation \_\_\_\_\_. (Completed by Offeror)

**BID FORM FOR RFP #26-01-03**  
**DUE: Friday, January 23, 2026**  
**TIME: 10:30 a.m.**

Hazel Collins  
Purchasing Agent  
Jefferson County Department of Health  
General Services Annex Building  
401 14<sup>th</sup> Street South  
Birmingham, AL 35233

Submitted below is my firm bid for specified services in accordance with your RFP #26-01-03.

**ATTACH THIS SHEET AS COVER SHEET TO YOUR PROPOSAL**

**SECTION 1: PRICING CATEGORY**

DESCRIPTION	UNITS	PRICE EACH	TOTAL
Air-Cooled (HVAC) System for Server Room as specified	2		
3-year Annual Maintenance/Support	2		

**SECTION 2: WARRANTY DOCUMENT**: Please attach a copy of your complete warranty, which shall become a part of your bid.

**SECTION 3: TIMELINE**: Detail of the timeline as specified in the scope of work as follows:

This response to the Request for Proposal is dated \_\_\_\_\_. (Completed by Offeror)  
Estimated time to complete implementation \_\_\_\_\_. (Completed by Offeror)

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

### **REFERENCES**

Offeror will list a minimum of three (3) references. References will be accepted only from companies that provide a similar type of scope of work as requested herein.

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

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

**Please enclose your business card with your proposal.**

*Offeror acknowledges receipt of \_\_\_\_\_ addenda. This page must be returned with proposal.*  
*(addenda numbers)*

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Date of Proposal

---

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

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Alabama Law (Section 41-4-142, Code of Alabama 1975) provides that every proposal/bid submitted and contract executed shall contain a certification that the offeror, 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/BID, THE OFFER 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.**