



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

February 10, 2026

ITB# 26-02-05

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 **ITB# 26-02-05, Printed Incentives** 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, March 3, 2026, (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# 26-02-05, Printed Incentives"** 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;
- 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. 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	February 10, 2026
Deadline for Bidder's Questions	February 18, 2026 at 4:00 pm CST
Deadline for Notification of Intent	February 18, 2026 at 4:00 pm CST
Deadline for Bidder's Answers	February 20, 2026 at 4:00 pm CST
ITB due Date & Public Opening	March 3, 2026 at 10:00 am CST

Hazel L. Collins

Hazel L. Collins, CPP, CPPM
Purchasing Agent

HC/gs
AM: 02-14-26
Enclosures

SPECIFICATIONS

A. STATEMENT OF PURPOSE

The Jefferson County Department of Health is currently soliciting sealed bids for **Printed Incentives**. Bidders 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.

No Bid will be considered unless the Bidder, 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. 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 will be from March 6, 2026 until March 5, 2027. However, the bid award may be extended for two additional one-year terms each fiscal year until 2029. The bid will become effective upon bid award (within 30 days of award notification, or approval of the Jefferson County Health Officer and/or issuance of purchase order).

F. TERMINATION

The bid may be terminated by the JCDH with a thirty (30) day written notice of cancellation 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 the JCDH for damages sustained by virtue of a breach by the contractor.

G. 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.**

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. JCDH reserves the right to purchase from the awarded vendor all other catalogue items at a percentage above manufacturers' cost. **The awarded bidder must provide a web link to an electronic catalog reflecting the current list price.**

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. 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.

N. 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.

O. INCURRING COSTS

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

P. 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 bid form 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 element of the award. Failure to enter into the contract will result in forfeiture of the award.

R. 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.

S. DELIVERABLES

DELIVERY SHIP TO:

**Jefferson County Department of Health
Purchasing/Central Stores Annex
401 14th Street South
Birmingham, Alabama 35233**

Purchase orders will be issued as needed. Inside delivery.

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.

If requested, samples must be sent of substitute item(s) to be considered for approval equal.

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 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.

BID INSTRUCTIONS

T. SAMPLE:

If the bidder is not quoting as per specifications, please attach a letter stating the differences between JCDH's specifications and the bidder's offer item along with the samples to be considered an approve equal item. Attach a copy of your specifications, which shall become a part of your bid.

Bidders may submit promotional samples with their bid, but they will not be returned unless a pre-paid RMA label is provided. **The Awardee must provide a web link to an electronic catalog reflecting the current list price.**

JCDH LOGO



www.jcdh.org

BID FORM FOR BID #26-02-05**DUE: Tuesday, March 3, 2026****TIME: 10:00 a.m.**

Hazel Collins
Purchasing Agent
Jefferson County Department of Health
Guy Tate Building
1400 6th Avenue South
Birmingham, AL 35233

Submitted below is my firm bid in accordance with your **26-02-05. To include set-up and freight within the price.**

THE USAGE QUANTITIES ARE ESTIMATES AND IS NOT A GUARANTEE.

No.	QTY	DESCRIPTION	IMPRINT LOCATION	EACH PRICE	EXTENDED PRICE
1.	500 EACH	Bag, 12" x 15" x 3", Fold over reinforced biodegradable die cut handles bag, White - 2.5 mil, polybag Product No.: 19FS1215 or approved equal	JCDH Logo & www.jcdh.org 2 sided – 6" X 6" imprint area One color - black	\$	
2.	500 EACH	Pencil Pouch School Kit, 6 ¼" x 9 ½", 3-hole standard zipper case includes pencil sharpener, eraser, 6" ruler & pencil assorted colors Product No.: PPSK or approved equal	JCDH Logo & www.jcdh.org 1 sided – One color – black Imprint	\$	
3.	200 EACH	Tote Bag, mid-size fashion, 9.5" x 11.75" x 7.25" - White Product No.: TO8152 or approved equal	JCDH Logo & www.jcdh.org 1 sided - One color – black Imprint	\$	
4.	500 EACH	Bottles-Sport Bike Bottle 20 oz, White, push pull cap Product No.: Bike20-FDP or approved equal	JCDH Logo & www.jcdh.org 1 sided – One color – black Imprint	\$	
5.	250 EACH	First Aid Kit zipper tote – assorted colors, 3 1/2" x 5" pouch constructed of 210D polyester ripstop material with clip. Includes 4 latex-free bandages, 2 snip bandages, 2 antiseptic towelettes, 2 first aid cream packets, a hand sanitizer packet and a 2" x 3" adhesive pad, Product No.: 3550 or approved equal	JCDH Logo & www.jcdh.org 1 sided – One color – black Imprint	\$	
6.	ALL OTHER CATALOGUE ITEMS SHALL BE AT A % ABOVE MANUFACTURER COST TO VENDOR				_____%

Include set-up and freight in the price.

Quantities are based on an average purchase and are not guaranteed.

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.