

ATTENTION ALL VENDORS



Please read the following important information regarding payments

In Accordance with Section 39-2-1 et seq Code of Alabama, 1975

For contracts valued at **\$100,000.00 or less**, *upon completion and prior to receipt of final payment for this work*, successful bidder shall ensure notice of final completion of the contract is published ***one time*** in a newspaper of general circulation published in Jefferson County and **shall provide notice of final completion** to the Jefferson County Department of Health – Purchasing Division for the purpose of ***posting on its bulletin board for a period of seven (7) calendar days***.

Before ***final*** payment is received, vendor must submit:

1. **ORIGINAL copy of newspaper notice by affidavit of the publisher with a printed copy of the notice published.**
2. **ORIGINAL notarized certification stating that all bills for the job have been paid in full.**

Documents shall be submitted to:

Jefferson County Department of Health
Purchasing Division
Attention: Hazel Collins, Purchasing Agent
401 14th Street South
Birmingham, AL 35233

All vendors **MUST COMPLY** with this **STATE requirements** before receiving final payment.

NOTE: Any questions regarding this requirement should be addressed to the Jefferson County Department of Health – Purchasing Division, at (205) 930-1032 or email: hazel.collins@jcdh.org.

SAMPLE DOCUMENT

AFFIDAVIT AND WAIVER OF LIEN

STATE OF ALABAMA
COUNTY OF JEFFERSON

JOB NAME _____

LOCATION _____

TO WHOM IT MAY CONCERN:

We, the undersigned, being duly sworn and having entered into an agreement with **ABC ELECTRICAL CONTRACTORS**, the **electrical contractors** for the **electrical work** on the **construction of replacement pole and wiring** on the premises of the Owner, Jefferson County Department of Health, located at **1400 Sixth Avenue South, Birmingham, AL**, state that all labor, material, and services committed for have been fully paid and indebtedness discharged to the date of this affidavit.

Furthermore, for and in consideration of **\$ 14, 389.69** the undersigned does hereby waive, release and relinquish any and all claims or right of lien which the undersigned may now have upon the premises above described, for labor, material and / or services.

Company's Name

Signature of Company Representative

Subscribed and sworn to before me, this _____ day of _____, 20_____

Notary Public

My commission Expires _____/_____/_____

SAMPLE DOCUMENT

WORDING FOR NOTICE OF COMPLETION AD

NOTICE OF COMPLETION

In accordance with Section 39-2-1 as amended by H275 Code of Alabama, 1997, notice is hereby given that **Quick Construction Company**, 123 Main Street, Birmingham, Alabama, 35217, Contractor, has **completed glass installation** at **Central Health Center, PO#55321**, for the Jefferson County Department of Health, and has made request for final statement of said contract.

Alabama Messenger: April 26, 2023