



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

September 9, 2026

ITB # 26-09-15

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 **Full-Service Printing and Related Items** 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., Thursday, September 24, 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 # 26-09-15, Full-Service Printing and Related Items"** 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 communication, 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

The mandatory pre-bid meeting will be held on **Tuesday, September 15, 2026 at 10:00 am**, at the following location:

Jefferson County Department of Health
Annex Conference Room
401 14th Street South
Birmingham, Alabama 35233

All potential bidders will attend the site visit to enhance the bidder’s knowledge of a thorough understanding and sample proofs of the scope of work to be performed. By submitting, Bidder agrees that it has examined the samples, specifications and conditions. Anyone who wishes to submit a bid **must attend** to get a thorough understanding of the work to be performed. **In order to bid, your attendance at the pre-bid conference 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	September 9, 2026
Mandatory Pre-Bid Conference	September 15, 2026 at 10:00 am CST
Deadline for Notification of Intent	September 15, 2026 at 4:00 pm CST
ITB due Date & Public Opening	September 24, 2026 at 10:00 am CST

Hazel L. Collins

Hazel L. Collins, CPP, CPPM
Purchasing Agent

HC/gs
AM: 09-12-26
Enclosures

SPECIFICATIONS

A. STATEMENT OF PURPOSE

The Jefferson County Department of Health (JCDH) is currently soliciting sealed bids for **Full-Service Printing and Related Items**. The successful bidder will be responsible for providing high quality printing and related services; including but not limited to booklets, brochures, business cards, forms and other related items.

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. ITBs will be submitted to furnish all products and materials, services, and perform all work. The successful bidders will be notified of a 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 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 informalities in the solicitation process, and to be the final authority in any conflict.

B. OBJECTIVE/BACKGROUND

The Jefferson County Department of Health (JCDH) Print Shop is seeking a successful bidder to provide **Full-Service Printing and Related Items** to all the JCDH locations as listed in the specifications. The workflow requests for print services will be initiated by JCDH departments through the JCDH Print Shop Portal, which is administered by a JCDH Print Shop representative. The JCDH Print Shop representative will coordinate communication between the requesting department and the successful vendor. Upon receiving the scope of work and/or specifications, the successful vendor shall provide a quote for the requested services. After which, JCDH will issue a purchase order to authorize and initiate the work. The requestor will be responsible for reviewing all proofs, requesting any necessary revisions, and providing final proof approval prior to the successful vendor proceeding with production.

In the past year, JCDH has processed approximately 500 printing requests which resulted in approximately 206,000 copies. However, this is not a guarantee of the future volume. We are currently evaluating and adjusting our internal processes going forward, which may impact on the number of print requests in the future.

Failure to properly provide adequate, timely and acceptable service will result in the termination of the contract and the contractor declared a non-responsible bidder. The life of this contract exists with the provision that no price increases are allowed during the term of the contract.

C. BIDDER CONTRACTS

A successful firm will be the only contract(s). Bids will not be accepted by vendors that sub-contract their work.

D. CONTRACT PERIOD

The bid will be valid for a period of **three (3)** year term. The successful bidder will be notified of the ITB award via JCDH's Notice of Award letter.

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. The price is to include all related fees. JCDH will not pay for any overages. The expectation is for delivery of quantities ordered. The 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 the 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. The successful bidder maybe requested to provide an electronic catalog or catalog list reflecting the list price upon request.

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 a 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 bid 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 bid 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) signed original AND one (1) copy to enclose in the bid package.

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. GUARANTEE

Bidder certifies by submitting a bid that the 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. SPECIFICATIONS/SCOPE OF WORK:

1. Service Area Locations:

Annex Building
401 14th Street South
Birmingham, AL 35233

Eastern Health Center
601 West Blvd.
Birmingham, AL 35206

Central Health Center / Guy M. Tate
1400 Sixth Avenue South
Birmingham, AL 35233

Western Health Center
631 Bessemer Super Highway
Midfield, AL 35228

2. Delivery Ship To: Jefferson County Department of Health
Attn: Purchasing Department
401 14th Street South
Birmingham, AL 35233

Purchase orders will be issued as needed from the various departments.

JCDH will not pay for any overages. The expectation is for delivery of quantities ordered.

Failure to comply 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. FOB Destination, freight prepaid.

Successful bidder will furnish all labor and material required in accordance with the specifications.

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 bid 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.

S. SPECIFICATIONS/SCOPE OF WORK (CONT'D):

3. Product Delivery

1. Must ensure the highest quality of printed material and finishing products. Some orders may require both the English and Spanish versions.
2. Provide all proofs to be reviewed by JCDH's requestor before proceeding with the production.
3. Capacity to handle high-volume printing requests and meet deadlines.
4. Capacity to design artwork, if needed.
5. All printed orders must be in shrink wrap.
6. Regular and rush shipping capabilities. The successful bidder must ensure that all orders are properly packaged and delivered on time.
7. Quality assurance and defect resolution.

4. Invoice Payments

1. Bidder must submit itemize invoices with dates and description of services to the Jefferson County Department of Health (JCDH), Accounting Division, PO Box 2648, Birmingham, Alabama 35202-2648. Also, please email copies of the invoice to General Service, Theolonius Wright, Director at Theolonius.Wright@jcdh.org and Accounts.Payable@jcdh.org, no later than 30 days of delivery.

5. Training/Staffing

1. Adequate Staff to handle this volume of work in a timely manner.
2. A service or sales representative shall be available by telephone, at a minimum, from 8:00 am to 4:30 pm CST, Monday through Friday.
3. At least five (5) years of experience providing full-service printing operations.
4. All appropriate licenses, permits, training, and certification for the performance and delivery of products.
5. Hard copies of samples pick up and/or site visit at the various locations as needed.

6. Confidentiality/Warrant

1. Agree to keep all designs, documents and sensitive information confidential.
2. Guarantee the quality of the printed materials and provide a remedy for defects and errors.
3. Warrants that the services comply with all applicable laws and relevant industry certification requirements.

7. References

1. Successful bidder will furnish a minimum of three (3) references; to include name, address, contact person, telephone number. References will be accepted only from companies that provide similar services with the same type and scope as requested herein. The reference sheet is listed on page 13.

S. SPECIFICATIONS/SCOPE OF WORK:

8. SAMPLE SUBMISSION REQUIREMENT:

Bidder is required to create one (1) sample brochure in a printed and digital version in PDF format, print ready, high resolution (300 dpi minimum) specified. The samples will not be returned.

JCDH LOGO



Sample Brochure Specifications:

One (1) sample brochure in a printed & digital version in PDF format, print ready, high resolution (300 dpi minimum)

Format: Trifold, landscape

Dimensions standard size: 8.5" x 11", bleed 0.125" on all sides, if applicable

Paper Quality: Stock: Gloss, 80lb cover

Printing: Full color

Design Requirements: Demonstrate use of brand colors, fonts and logo placement, design, layout should possess readability and visual appeal

Sample Evaluation Criteria

Visual appeal, professional layout of content, print and quality

BID FORM FOR BID #26-09-15
DUE: Thursday, September 24, 2026
TIME: 10:00 a.m.

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

Submitted below is my firm bid for a specific service in accordance with your ITB #26-09-15. The quantities are estimates and not a guarantee.

ITEM 1: COPY IMPRESSIONS AND PAPER UPGRADES

A. Copy Impression	Cost per 500, 1,000, 2,000 and 3,000			
	500	1,000	2,000	3,000
Black and white, single space, letter				
Black and white, single space, legal				
Black and white, double space, letter				
Black and white, double space, legal				
Color, single space, letter				
Color, single space, legal				
Color, double space, letter				
Color, double space, legal				
B. Paper Upgrades Cost Per Sheet	Cost per 500, 1,000, 2,000 and 3,000			
	500	1,000	2,000	3,000
20 lb Pastels – letter size				
20 lb Pastel - legal size				
24 lb Brights - letter size				
65 lb Brights - letter size				
90 lb Brights - letter size				
Parchment 24#				
Parchment 32#				
ITEM 1: COPY IMPRESSIONS AND PAPER UPGRADES (A & B) TOTALS				

ITEM 2: ENVELOPES

Envelopes and letterhead include impression charge regular gun adhesive, 1 color black ink w/ JCDH logo	Cost per 500, 1,000, 2,000 and 3,000			
	500	1,000	2,000	3,000
#10 Envelope, 4-1/8 X 9 1/2				
#10 Envelope, 4-1/8 X 9-1/2 w/ standard window				
#28 Brown Kraft Envelope, 6 X 9				
#28 Brown Kraft Envelope, 9 X 12				
#28 White Kraft Envelope, 10 X 13				
#28 Brown Kraft Envelope, 10 X 13				
ITEM 2: ENVELOPES TOTALS				

Name of Company _____

BID FORM FOR BID #26-09-15**ITEM 3: FINISHING SERVICES**

DESCRIPTION	Cost per 100 and 500	
	<u>100</u>	<u>500</u>
Clear cover – each		
Solid front and back card stock cover – each		
Padding		
Lamination letter – 5 Mil		
Lamination legal – 5 Mil		
Lamination ledger – 5 Mil		
2-folding per sheet (machine)		
Tri-folding per sheet (machine)		
Comb binding – 1 - 100 pages		
Comb binding – 101 + pages		
Coil binding – 1 - 100 pages		
Coil binding – 101 + pages		
ITEM 3: FINISHING SERVICES TOTALS		

ITEM 4: BUSINESS CARDS INCLUDING IMPRESSION CHARGES

DESCRIPTION	Cost per box of 250 and 500	
	<u>250</u>	<u>500</u>
One color, one sides w/ Jefferson County Department of Health logo, plus Name Personalization		
One color, two sides w/ Jefferson County Department of Health, logo, plus Name Personalization		
ITEM 4: BUSINESS CARDS TOTALS		
Please state the estimate time of delivery time		

Requirements for Business cards:

1. Paper Stock – Matte White Business Cards 2"x 3 ½", Avery 5870 or equivalent
2. Card Size: 2"H x 3-1/2" W
3. Logo supplied by JCDH
4. Name information can be e-mailed, faxed
5. Fonts: Times Roman or New Times Roman (Condensed as necessary)
6. Proof must be approved by the JCDH Requestor

Quantities are estimates and not guaranteed.

Name of Company _____

BID FORM FOR BID #26-09-15

ITEM 5: SPECIALTY SERVICES

A. Brochure	Cost per 250, 500	
	250	500
Brochure (using the required sample specification)		
Please state the estimate time of delivery time		
B. V-Fold Forms	Cost per 2,000, 4,000	
	2,000	4,000
V-Fold Pressure Seal Forms, size 8.5 x 11", paper- 28# white bond, (Glue Pattern wraps around on all sides top & bottom. The form is blank on the front where the glue pattern is located. Back of the form has a blue block out to prevent show thru along with instruction on edge on how to open the form. Mid Perforation that folds the form at the V producing the V-Fold).		
Please state the estimate time of delivery time		
C. Signs	Cost per 3, 6	
	3	6
Coroplast A-Frame sign faces, one (1) sided, 2'w x 3'h, 4mm coroplast, print full color square cut; face side background color white with JCDH logo and text provided by JCDH.		
Aluminum sign, one (1) sided, 12" x 18", 0.063" Aluminum with premium vinyl graphics, signs for U-Channel post mount, black and white 18" x 18" with the wording MAIN ENTRANCE.		
Ceiling mount aluminum cabinet sign, one (1) sided, white on dark bronze, 2" thick with the wording MAIN ENTRANCE.		
ITEM 5: SPECIALTY SERVICES (A, B & C) TOTALS		
Please state the estimate time of delivery time		

ITEM 6: PERCENTAGE MARK-UP FOR PRINTED RELATED ITEMS AND SERVICES.

All other catalogue services and items shall be at a _____% above manufacturer cost to vendor.

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

Quantities are estimates and 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.