



Serving Jefferson County Since 1917

Hazel Collins

Purchasing Agent

JEFFERSON COUNTY DEPARTMENT OF HEALTH

401 14TH STREET SOUTH, BIRMINGHAM, ALABAMA 35233
205-930-1032/ 205-930-1060 fax

January 4, 2019

BID #19-01-06

INVITATION TO BID

Sealed bids for **Heating and Air Contractual Service (HVAC)** will be received by the Purchasing Agent, Jefferson County Department of Health, General Service Annex, 401 14th Street South, Birmingham, AL 35233, until 10:00 a.m., Thursday, January 17, 2019, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.jcdh.org (go to the **ABOUT** header and click on **BIDS**), 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 internet. 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.

All bids must be submitted on Bid Form in a sealed envelope indicating **"SEALED BID – Bid #19-01-06 Heating and Air Contractual Service (HVAC)"** with opening date and bid number printed on outside of envelope.

All bidders **must** complete and return the notarized State of Alabama disclosure form included in the bid package and the Addendum to Bid Agreement Contract; and **must** provide their E-verify number and a copy of their E-verify certificate and all other documents listed in the enclosure.

It is required for any contract/purchase exceeding \$10,000.00 that the bidder submits with their bid either certified check, a cashier's check or a bid bond payable to the Jefferson County Department of Health in the amount of \$500.00. In order 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.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening. Jefferson County Department of Health 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.

Jefferson County Department of Health (JCDH) expressly reserves the right to reject any or all bids, or parts of bids and to make the award 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 the Jefferson County Department of Health appears.

Jefferson County Department of Health 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 Invitation To Bid (ITB), the JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

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 Glenda Smith at glenda.smith@jcdh.org. Please reference the bid number and title in the e-mail subject.

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 Monday, January 14, 2019, 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 Contractual Service (HVAC), your attendance at this pre-bid is MANDATORY.**

Hazel Collins, Purchasing Agent

HC/gs

BN: 01-11-19

Enclosures

SPECIFICATIONS

GENERAL

The Jefferson County Department of Health (JCDH) is to establish a professional service contract with firm pricing for **Heating and Air Contractual Service (HVAC)**. Successful bidder will be notified of bid award via Jefferson County Department of Health's Notice of Award letter and the approved Standard Addendum to Bid Agreement Contract.

GUARANTEE

Bidder certifies by bidding that he 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 offering will meet these requirements of service and purpose to the satisfaction of the Jefferson County Department of Health and its Agent.

INCURRING COSTS

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

TERMS

The bid will be from **February 1, 2019 until January 31, 2022**.

TERMINATION

The 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 this agreement 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.

PRICE

Price will remain firm for the entire duration of the bid period. Price is to include **all** related fees. **Invoice(s) must be itemized.**

FREIGHT

Price includes transportation, fuel, handling, service, freight charges and deliveries/pick-up as specified and JCDH will pay no additional fees.

PRE-PAY

No pre-payments will be made prior to shipment.

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.

AWARD

Award will be made in whole to the **lowest responsible bidder** provided the vendor meets all requirements and specifications required by the JCDH.

SPECIFICATIONS (Cont'd)

ADDITIONS TO CONTRACT

The Jefferson County Department of Health has attempted to list the locations for **Heating and Air Contractual Service (HVAC)** that will be required during the term of the contract. However, JCDH reserves the right to purchase additional and/or delete locations as needed from the successful bidder.

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.

Bid proposals 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 proposals for the same work.

Bidder must have all necessary business licenses as required by the State of Alabama and Jefferson County. 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, items will be rejected and items of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.

SERVICE LOCATIONS:

The following locations for heating and air contractual services are as follows:

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

Morris Health Center
(Building #1 & Building #2)
586 Majestic Road
Morris, AL 35116

Western Health Center
631 Bessemer Super Highway
Midfield, AL 35228

Eastern Health Center
601 West Blvd.
Birmingham, AL 35206

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

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 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.

REQUIREMENTS

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.

SCOPE OF EMERGENCY SERVICES

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

- a) Must have 24-hours emergency services with response time less than four (4) hours after initial call.
- b) Service men shall be neatly dressed & properly identified with company's name.
- c) Contractor must provide e-mail address.
- d) Repairs must have prior approval by the Chief of Building Maintenance. The Department will not be liable for payment of unauthorized repairs.
- e) Must have 24/7 answering service.

REQUIREMENTS (Cont'd)

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.

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.

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. 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.

BID FORM FOR BID #19-01-06
DUE: Thursday, January 17, 2019
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 specified Heating and Air Contractual Service (HVAC) in accordance with your ITB #19-01-06. **Buildings to be serviced as follows:**

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 on boiler:
Quarterly operational inspections boilers:
Quarterly operational inspections air handlers including belts:

12 visits per year

Price per month _____	x 12 _____	2019-2020
Price per month _____	x 12 _____	2020-2021
Price per month _____	x 12 _____	2021-2022

2. GENERAL SERVICE ANNEX
401 South 14th Street, Birmingham, AL 35233

Seasonal Service
Quarterly Service: (wash condenser coils only)

12 visits per year

Price per month _____	x 12 _____	2019-2020
Price per month _____	x 12 _____	2020-2021
Price per month _____	x 12 _____	2021-2022

Name of Company _____

BID FORM FOR BID #19-01-06 (Cont'd)

3. MORRIS HEALTH CENTER BUILDING # 1

586 Majestic Road, Morris, AL 35116

Seasonal service:

Quarterly service: (wash condenser coils only)

12 visits per year

Price per month _____	x 12 _____	2019-2020
Price per month _____	x 12 _____	2020-2021
Price per month _____	x 12 _____	2021-2022

4. MORRIS HEALTH CENTER BUILDING # 2

586 Majestic Road, Morris, AL 35116

Seasonal service:

Quarterly Service: (wash condenser coils only)

12 visits per year

Price per month _____	x 12 _____	2019-2020
Price per month _____	x 12 _____	2020-2021
Price per month _____	x 12 _____	2021-2022

5. 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

12 visits per year

Price per month _____	x 12 _____	2019-2020
Price per month _____	x 12 _____	2020-2021
Price per month _____	x 12 _____	2021-2022

Name of Company _____

BID FORM FOR BID #19-01-06 (Cont'd)

6. 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 directions. Pans are to be cleaned and treated with Micro Biocide (provided by contractor) per manufacturer's directions. Check and lubricate bearings and drives on all air handling units. This work will have to be done after normal hours, or on weekends and work will be scheduled by Bldg Maintenance (1/4 of units to be done quarterly).

2 visits per year

Price Semi-Annual _____	x 2 _____	2019-2020
Price Semi-Annual _____	x 2 _____	2020-2021
Price Semi-Annual _____	x 2 _____	2021-2022

7. 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 _____	Price 2019-2020
Price per Quarter _____	x 4 _____	Price 2020-2021
Price per Quarter _____	x 4 _____	Price 2021-2022

Name of Company _____

BID FORM FOR BID #19-01-06 (Cont'd)

8. ELEVATOR EQUIPMENT ROOM / GUY TATE BUILDING

1400 Sixth Avenue South, Birmingham, AL 35233

Seasonal service:

Quarter service: (wash condenser coils only)

4 visits per year

Price per Quarter _____	x 4 _____	Price 2019-2020
Price per Quarter _____	x 4 _____	Price 2020-2021
Price per Quarter _____	x 4 _____	Price 2021-2022

9. 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 2019-2022
_____/Mileage charge
_____/Recovery charge
_____/Refrigerant Disposal charge

_____/Per hour for 2019-2022
_____/Mileage charge
_____/Recovery charge
_____/Refrigerant Disposal charge

_____/Per hour for 2019-2022
_____/Mileage charge
_____/Recovery charge
_____/Refrigerant Disposal charge

Cost plus 12% percent for parts and supplies.

Complete and Return the original bid forms along with two (2) additional copies.

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 41-4-116, 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 ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.