



## JEFFERSON COUNTY DEPARTMENT OF HEALTH

401 SOUTH 14TH STREET, BIRMINGHAM, ALABAMA 35233  
205/930-1961/ FAX 205/930-1060

**Hazel Collins**  
**Purchasing Agent**

**January 24, 2020**  
**Bid #20-01-07**  
**INVITATION TO BID**

Sealed bids for **Janitorial Cleaning Supplies** will be received by the Purchasing Agent, Jefferson County Department of Health (JCDH), General Services Annex, 401 14<sup>th</sup> Street South, Birmingham, AL 35233, until 10:00 a.m., Tuesday, February 18, 2020, 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](http://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 in the mailed. 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 #20-01-07 Janitorial Cleaning Supplies, 10:00 a.m., Tuesday, February 18, 2020.”** Bids must be delivered to the Jefferson County Department of Health, General Services Annex, 401 14<sup>th</sup> Street South, on or before bid due date. Bids received after this time will not be considered.

**All bidders must** complete and return the notarized State of Alabama disclosure form included in the bid package 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 exceeding \$10,000.00 that the bidder submits with his bid a certified check, a cashier’s check or a bid bond payable to Jefferson County Department of Health in the amount of \$500.00. In order for any bid award to be considered that exceeds \$10,000.00, it must be accompanied by an acceptable bid bond or check. Bid bond checks will be returned to all unsuccessful bidders after formal award is made and to the successful bidder after acceptance of 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No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.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.

All bids are to be typewritten or printed in ink on the enclosed bid form. The bidder shall assume full responsibility for timely delivery of the bid to the location designated for receipt of bids. Oral, telephonic, faxed or emailed bids are invalid and will not receive consideration.

Jefferson County Department of Health reserves the right to reject any or all bids responses submitted in whole or in part, to waive any informalities and make the award in the best interest of the Health Department.

Jefferson County Department of Health reserves the right to require documentation that each bidder is an established business and is abiding by the ordinances, regulation, 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 and product specifications must be e-mailed to Glenda Smith at [glenda.smith@jcdh.org](mailto:glenda.smith@jcdh.org).

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Hazel Collins, Purchasing Agent

HC/cf

BN: 1-29-20

Enclosures

## **SPECIFICATIONS**

### **GENERAL**

The Jefferson County Department of Health (JCDH) is to establish a contract with firm pricing for **Janitorial Cleaning Supplies**. Successful bidder will be notified of bid award via Jefferson County Department of Health's standard purchase order and Notice of Award letter.

### **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 a three year term from February 24, 2020 until February 23, 2023. 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).

### **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.

### **PRICE**

Pricing will remain firm for the entire period and the duration of the bid. Pricing must include freight charges and deliveries, JCDH will pay no additional fees.

### **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 or in part to the lowest responsible bidder, provided the vendor meet all requirements and specifications required by the JCDH.

If mutually agreed upon, additional contracts may be executed, based upon this bid for the same item(s) or related items and will be furnished upon request to add. 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.

**DELIVERY SHIP TO**

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

Purchase orders will be issued as needed.

NO REPACKS – FULL CASES ONLY

F.O.B. Destination via truck, inside delivery.

Fuel surcharges are not allowed.

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.

All bidders shall clearly stipulate the guaranteed delivery day(s).

If requested, samples must be sent of substitute item(s) to be considered for approve equal. However, no substitution will be acceptable for the items marked **“NO SUB”**.

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 a 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.

## **BID INSTRUCTIONS**

1. Return original form and two (2) copies.
2. Any deviations from JCDH descriptions should be noted in appropriate blank columns provided for response.

**No substitution will be acceptable for the items marked "NO SUB".**

**(SEE EXAMPLE BELOW)**

ESTIMATE 1 YR USAGE	ITEMS 1 & 2: LATEX AWARD ALL OR NONE:	BRAND	PKG QTY	CASE PRICE
		STK NO	MIN ORDER QTY	PRICE EA/CS
360 BT	Close Drain Bag Latex Free O & M # 0620154102, 20/CS	MERIDIAN	CASE OF 20	\$ 75.00/CS
		234567	1 EA	\$ 3.75/EA
240 BT	Close Drain Bag Latex Free O & M # 0620154102, 10/CS	MERIDIAN	CASE OF 10	\$ 31.25/CS
		234567	1 CS	\$ 31.25/CS

3. Brand: Indicate your trade name and/or generic manufacturer's name.
4. Stock Number: Indicate manufacturer's product number.
5. Package Quantity: Indicate how packed, i.e., 10/pkg, 24/case.
6. Minimal Order Quantity: Indicate required minimum order quantity, i.e., 1/ea, 1/cs, 5/cs
7. If requested, samples must be sent of substitute item(s) to be considered for approve equal. However, no substitution will be acceptable for the items marked **"NO SUB"**.
8. 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.

**BID FORM**  
**JANITORIAL CLEANING SUPPLIES**  
**Due: Tuesday, February 18, 2020**  
**Time: 10:00 a.m.**

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

Submitted below is my firm bid in accordance with your **ITB #20-01-07**.

**THE USAGE QUANTITIES ARE ESTIMATES AND IS NOT A GUARANTEED**

ESTIMATE 1 YR USAGE	CATEGORY I: BAGS AWARD ALL OR NONE	BRAND	PKG QTY	CASE PRICE
		STK NO	MIN ORDER QTY	PRICE EACH
36 BDL	Bags, Brown 4 lb. (500/bundle)			
24 BDL	Bags, Brown 6 lb. (500/bundle)			
11 CS	Bags, Zip Lock Type - 6" X 9" 2MIL (1000/CS)			

ESTIMATE 1 YR USAGE	CATEGORY II: CLEANERS AWARD ALL OR NONE	BRAND	PKG QTY	CASE PRICE
		STK NO	MIN ORDER QTY	PRICE EACH
16 CS	Bleach, Clorox – Commercial Germicidal 96 oz. BTL. #CLO30966 (3/CS) <b>(NO SUB)</b>			
3 CS	Cleaner, 409 Commercial #35306 32 oz. (9/CS) <b>(NO SUB)</b>			
250 BTL	Cleaner, Ivory Liquid – Classic Scent 24 oz. (10/CS) <b>(NO SUB)</b>			
36 BTL	Cleaner, Windex 32 oz. – #90139 12/CS <b>(NO SUB)</b>			
108 BTL	Cleaner, Mr. Clean 24 oz.-#82707 (9/CS) <b>(NO SUB)</b>			

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

**BID FORM CONT'D**

**THE USAGE QUANTITIES ARE ESTIMATES AND IS NOT A GUARANTEED**

ESTIMATE 1 YR USAGE	CATEGORY II: CLEANERS (CONT'D) AWARD ALL OR NONE	BRAND	PKG QTY	CASE PRICE
		STK NO	MIN ORDER QTY	PRICE EACH
60 CS	Cleaner, Urinal Water free, 12 QT #718003 (12/CS) <b>(NO SUB)</b>			
8 CS	Cleaner, Lysol Disinfectant Liquid, Fresh Scent, 1 gallon #76334CT (4/CS) <b>(NO SUB)</b>			
480 CANS	Spray, Lysol Disinfectant, Fresh Scent 19 oz. #36241-04675 (12/CS) <b>(NO SUB)</b>			

ESTIMATE 1 YR USAGE	CATEGORY III: CAN LINERS AWARD ALL OR NONE	BRAND	PKG QTY	CASE PRICE
		STK NO	MIN ORDER QTY	PRICE EACH
340 CS	Liners, Large Can – 43 X 48 fits up to 56 gal. <b>Black</b> (200/CS)			
63 CS	Liners, Large Can - 40 X 46, 1.20 ML <b>Red</b> (250/CS)			
250 CS	Liners, Medium Can – 30 X 37, 8 micron - <b>Clear</b> (500/CS)			
63 CS	Liners, Small Can – 33 X 40 fits up to 33 gal., 1.20 <b>Red</b> (250/CS)			

ESTIMATE 1 YR USAGE	CATEGORY IV: SOAP/SANITIZER AWARD ALL OR NONE	BRAND	PKG QTY	CASE PRICE
		STK NO	MIN ORDER QTY	PRICE EACH
8 CS	Hand Soap, Aloeguard Antimicrobial Gel Soap, 18 oz Bottle, #HL-7760 (12 EA/CS) <b>(NO SUB)</b>			
200 CS	Hand Wash, Provon Foaming Medicated 40.5 oz. #5362-02 (2/CS) <b>(NO SUB)</b>			
20 CS	Hand Sanitizer, Purell Foam 1200 ml, Foaming Dispenser Refill Bottle #5392-02 (2/CS) <b>(NO SUB)</b>			
8 CS	Hand Sanitizer w/ Aloe Gel 18 oz. Pump Bottle #7776, (12/CS)			
8 CS	Hand Sanitizer, 18 oz. Pump Bottle #53-28037-18, (12/CS)			

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

**BID FORM CONT'D**

**THE USAGE QUANTITIES ARE ESTIMATES AND IS NOT A GUARANTEED**

ESTIMATE 1 YR USAGE	CATEGORY V: PAPER/TOILET PRODUCTS AWARD ALL OR NONE	BRAND	PKG QTY	CASE PRICE
		STK NO	MIN ORDER QTY	PRICE EACH
25 CS	Cups, J Cup Hot/Cold 12 oz. #12J12			
2 CS	Cups, Cold 5 oz. #NET01353			
5 CS	Tissue, Single Roll Toilet #SP2BATH, Scott, 198 2Ply			
396 CS	Tissue, Jumbo Roll Toilet #07805 Scott (12/CS) <b>(NO SUB)</b>			
400 CS	Towels, Artisan Roll #30620 (6/CS) <b>(NO SUB)</b>			
320 CS	Towels, Hard Roll Towel #01040 Scott, 12/800-1-5/8" (12/CS)			
72 CS	Towels, C-Fold 1-ply, White 10.125" X 13.15" (2400/CS)			
2 CS	Facial Tissue Kleenex, White, 8 X 8-2/5 Inch, #KC-21601, (24/CS)			
2 CS	Facial Tissue Kleenex, White, 8-1/5 X 8-2/5 Inch, #KC-37390, (24/CS)			

ESTIMATE 1 YR USAGE	CATEGORY VI: MISCELLANEOUS ITEMS AWARD ALL OR NONE	BRAND	PKG QTY	CASE PRICE
		STK NO	MIN ORDER QTY	PRICE EACH
3 CS	Active Fast-Acting Bacterial Enzyme digester, (Instant odor control Safe & non-toxic), 1 Gallon size, Mfg# Betcoharc (4/CS)			
15 CS	Gloves, Powder-Free, Heavy Duty, KC500 Purple Nitrile, Item #55083 (10 BX/CS)			
55 BX	Mats, Urinal - Fresh Scent w/Velcro Black #1525-5 (6/BX)			
20 CS	Rags, 10 lb. White - <b>Terry Cloth Only</b>			
4 CS	Tape, 2" Sealing Pkg, 2"X 55 yds, Clear, #64010			
3 CS	Vanish: Lime Scale & Film Dissolver Gallon, Mfg# Betcoharc (4/CS)			
55 CS	Water, Distilled – Gallons (6/CS)			

**GUARANTEED DELIVERY DAY(S) FOR ALL BID ITEMS \_\_\_\_\_ DAY(S)**

**Company Name \_\_\_\_\_**



**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

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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.**