

BIRMINGHAM WATER WORKS

March 23, 2023

Bid: 23-05-11

Subject: Invitation to Bid

Prospective Bidders:

Sealed bids for furnishing and delivering items and/or services on **Annual Fire Hydrants**. The attached forms will be received in the Purchasing Department of the Birmingham Water Works Board, located at 3600 First Avenue North, Birmingham, Alabama 35222, until **10:00 a.m., Thursday, April 6, 2023**, at which time and place they will be publicly opened and read.

The bid opening will be via Teams meeting. The link is listed in the email for the Invitation to bid. We advise you to check your connection a day before the bid opening to make sure you can join. Please join or call in 5 minutes before the bid opening.

“Specifications and Conditions” and “Bid Forms” are attached, and all bids shall be F.O.B. destination, freight prepaid, and at no charge. One copy of the bid form should be returned, and the bidder should retain a copy.

The right is reserved to reject any bids submitted, waive any informalities and technicalities, and award to the bidder it is deemed to serve the “Board’s” interests best and most economically. The Board reserves the right to award the bid on an individual or total cost of bid basis. The Board reserves the right to extend the contract, upon mutual consent of both parties, up to two (2) additional years. The Board reserves the right to cancel this bid within thirty (30) days with written notice. The Board reserves the right to cancel the contract due to non-satisfactory performance or if the vendor is found to violate the terms and conditions or does not correct any violations of specifications within two days after giving notice. The Board reserves the right to Rebid. The Board reserves the right to enter into a month-to-month contract with the consent of both parties.

Any bids mailed must be sent to 3600 First Avenue North, Birmingham, Alabama 35222, directed to the attention of the Purchasing Manager, and marked in the lower left-hand corner of the envelope as follows: “Bids on Annual Fire Hydrants are due on Thursday, April 6, 2023, @ 10:00 a.m.” at which time and place they will be publicly opened and read.

Yours truly,

Reis Logan

Reis Logan
Interim Purchasing Manager

Revised: August 2, 2022

**SPECIFICATIONS AND CONDITIONS FOR
REQUIREMENTS OF FIRE HYDRANTS (ANNUAL)**

GENERAL:

Any “Water Board” reference in these specifications shall mean The Water Works Board of the City of Birmingham. Any reference to “Engineer” in these specifications shall mean the Chief Engineer or his designated alternate for The Water Works Board of the City of Birmingham.

The entire process of the manufacture of items to be furnished under this specification shall be open at all times to the inspection of the Chief Engineer or his/her designated alternate. All defects shall be corrected to his/her satisfaction, or the material will be rejected. Approval at the time of delivery inspection shall not prevent rejection if defects are subsequently discovered.

The manufacturer shall furnish a notarized certification to the Water Board that all items were manufactured in full compliance with these specifications.

The Water Board must be notified in advance of any changes in model numbers, change in the manufacture of parts, or other variations in the approved hydrants listed in these specifications, and the Water Board must approve these changes. The Water Board must be notified in writing of changes before the formal bid invitation is issued.

Prior to the award of the contract, the bidder shall be in a position to demonstrate the fire hydrant proposed in order to ensure that the hydrant is in full compliance with all the Water Board's specifications contained in this bid.

All items furnished under this contract shall be manufactured or assembled by the manufacturer and shall carry the name or trademark permanently cast on the material.

Each bidder shall be in a position to furnish the Water Board, upon request, a complete brochure including the following data for the hydrant proposed:

1. Complete installation, lubrication, maintenance, and operating instructions.
2. A schedule of parts and the materials of which they are made.
3. Detailed assembly drawings of the proposed hydrant on which shall be indicated all part's names and manufacturer's part numbers:
 - (a) Illustrations shall contain sufficient detail cuts to guide in the assembling and disassembling of the hydrant.

Each bidder shall be able to furnish all necessary repair parts for the proposed hydrant and ship the same within thirty (30) days after the order is placed. All like parts of hydrants of the same size, bury, and model produced by the same manufacturer shall be interchangeable.

As unloading at the destination will be performed with an overhead crane, it is necessary that all shipments be made in an "OPEN TOP" TRUCK OR TRAILER. Do Not Stack more than 9 hydrants in a bundle on a pallet. Do not stack pallets. Do not mix various sizes of hydrants on pallets.

All prices quoted must be F.O.B.'s destination, which is our Warehouse, located at 3505 Messer Airport Highway, delivered thru the entrance at 3500 2nd Avenue North, Birmingham, Alabama, 35222.

Receipt of shipment of all items in this bid will be required as soon as possible and no later than ninety (days) after the award of the bid. Partial shipments will be accepted during this time. If the shipment is not received by the deadline, the Water Board reserves the right to procure hydrants from the next lowest bidder. The Water Board may retain from the Bid security, if it is a cashier's check certified check or bank draft, or recover from the principal or sureties, if the guaranty is a bid bond, the difference between that Bidder's Bid and the Bid of the next lowest, responsible and responsive Bidder and, if there is no such next lowest, responsible and responsive Bidder, then the full Bid security amount of that Bidder will be forfeited to the Water Board as liquidated damages for such failure.

SPECIFICATIONS:

NOTE: MANUFACTURER NAME, VALVE OPENING SIZE, YEAR OF HYDRANT, WORKING PRESSURE, AND DIRECTION OF OPENING ARE TO BE INDIVIDUALLY MARKED ON UPPER BARRELS.

Fire hydrants shall be manufactured in accordance with AWWA **Standard C-502, the latest revision**, or as specified herein, whichever is the more stringent requirement. Fire hydrants shall be designed for 250 P.S.I. working pressure. Records of production testing shall be made available to the Water Board upon request. Fire hydrants shall be of the compression type, closing with the line pressure and opening against the line pressure. Fire hydrants shall be of the dry barrel type with at least two (2) drain outlets and shall be of a "dry top" construction so that the main operating rod threads are never exposed to water when the hydrant is in the open position.

The "dry top" shall be packed with grease or filled with oil when the hydrant is assembled. The "dry top" shall be fitted with "O" ring seals to keep water out of the "dry top."

Fire hydrants shall have a main valve with a 5¼" opening which is to be situated below ground in the "shoe" of the fire hydrant or at the end of the lower barrel at the point where the lower barrel is connected to the shoe. The lower barrel shall be attached to the "shoe" by bolted, screwed or welded connection. The use of keys or pins is not acceptable methods of connecting the lower barrel to "shoe." Hydrants are to be designed to allow the removal of all working parts through the top of the hydrant; repairs are to be accomplished without an excavating hydrant. The seal and valve are to be constructed of bronze and installed in the hydrant to allow the valve assembly to be screwed into a bronze seat ring attached to the hydrant's shoe or the hydrant's lower barrel at the shoe. This will be done in a manner that is suitable to the Water Board.

The operating rod is to be steel with a bronze sheath where it passes through "O" ring seals.

Fire hydrants are to **open to the left** (counterclockwise) and are to have positive travel stops—the direction of the opening is to be permanently marked on the hydrant bonnet.

Fire hydrants shall have two (2) 2½" hose connections with threads that will meet National Standard Specifications and one (1) 5" pumper connection with threads that will meet Birmingham Specification of O.D. 6.142", the pitch diameter of 5.980" and root diameter of 5.792". All of the hose connections are to be on the same plane. The two (2) 2½" hose connections are to be opposite each other, and the pumper connection is to be 90° to the smaller hose connection.

Fire hydrants are to have a breakable flange (traffic flange) designed to break upon impact with vehicular traffic. The hydrant is to be designed to allow 360° rotation of the nozzle section during field installation.

Fire hydrants shall have pentagon-shaped operating nuts, and the hose caps and pumper caps shall have pentagon-shaped nuts with 1½" point to flat. Caps are to have suitable rubber or neoprene gaskets. Caps are not to be furnished with chains.

Fire hydrant bonnets are to have a suitable gasket between them and the top of the barrel. All fire hydrants shall have a **mechanical joint** inlet to fit 6" cast iron/ductile iron pipe and shall be furnished with connecting gland, plain rubber or neoprene gaskets, and corrosion-resistant bolts and nuts and shall be shipped completely assembled. Mechanical Joint shoes or elbows shall be fitted with strapping lugs.

All gaskets are to be non-asbestos.

The exterior of all fire hydrants shall be painted **Safety Yellow**. All hydrants inside shall be coated per AWWA standards except for bronze and threaded machined surfaces. Coatings used inside the hydrants shall be suitable for contact with drinking water. The interior part of the shoe is to be coated with epoxy to a minimum thickness of 8 mils. The coating shall be non-toxic, impart no taste to the water, and shall conform to AWWA C550, latest revision.

AMERICAN IRON AND STEEL (AIS) REQUIREMENTS

All iron and steel products in this specification must comply with American Iron and Steel (AIS) requirements. The requirements were established in the 2014 Consolidated Appropriations Act (CAA) under Section 436 (Public Law 113-76), which was made permanent in 2014 by the Water Resources Reform and Development Act amending the Clean Water Act under Section 608 for all Clean Water State Revolving Fund (CWSRF) loan recipients. The Water Infrastructure Finance and Innovation Act of 2014 (WIFIA Program) administered by the U.S. Environmental Protection Agency (EPA) mirrors the Clean Water and Drinking Water State Revolving Fund programs (refer to Statute 33 U.S.C. §3914) as it relates to AIS requirements.

MANUFACTURER AIS CERTIFICATION LETTER:

Products made primarily of iron or steel (greater than 50% iron or steel, measured by material cost only) must be produced in the United States. Product manufacturers must certify that products and/or materials provided by the manufacturer are in full compliance with the American Iron and Steel (AIS) requirement as mandated in the Environmental Protection Agency's State Revolving Fund Programs. The Water Works Board of the City of Birmingham (Water Board) shall request and obtain AIS Certification Letters from an iron and steel manufacturer supplying products and/or materials to the Water Board to be incorporated into projects.

Should any questions arise concerning specifications in this bid, they should be directed to the attention of the Engineering Department at telephone number 205-244-4180 or the address appearing on the letterhead.

Fire hydrants that are acceptable under these specifications are as follows:

1. Mueller Super Centurion-250 (A-423)
2. American-Darling Model B-84-B
3. M & H Model 129

In case of default by the vendor, the Board may procure the articles or services from other sources. It may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price in the contract or purchase order and the actual cost to the Board. Prices paid by the Water Board shall be considered the prevailing market price at the time the such purchase is made.

****If bidding on a product manufactured by another firm, a letter must be submitted from the actual manufacturer of that product giving your company as agent authority in Birmingham, Alabama, to bid on that product.**

The letter may be a blanket letter from the manufacturer renewable at the beginning of the calendar year, giving your company authorization to bid on and sell the products that you are quoting. This letter may cover as many items as are requested by your company.

March 23, 2023



BI23-05-11

Reis Logan, Interim Purchasing Manager
The Water Works Board of the City of Birmingham
3600 First Avenue North
Birmingham, Alabama 35222

Our firm bid for items and/or services is submitted below, per your "Invitation to Bid" and "Specifications and Conditions" for Annual Fire Hydrants, due Thursday, April 6, 2023, @ 10:00 a.m. The undersigned has read and understands said "Invitation to Bid" and "Specifications and Conditions" and expressly agree to be bound by the terms thereof.

<u>ITEM</u>	<u>EST.QTY.</u>	<u>Description</u>	<u>Manufacturer</u>	<u>Unit Price</u>	<u>Total Price</u>
200562	1 ea.	2' Fire Hydrant	_____	\$ _____	\$ _____
200563	6 ea.	3' Fire Hydrant	_____	\$ _____	\$ _____
200564	72 ea.	4' Fire Hydrant	_____	\$ _____	\$ _____
200565	9 ea.	5' Fire Hydrant	_____	\$ _____	\$ _____
200566	1 ea.	6' Fire Hydrant	_____	\$ _____	\$ _____
200567	1 ea.	7' Fire Hydrant	_____	\$ _____	\$ _____
200568	3 ea.	2 ½' Fire Hydrant	_____	\$ _____	\$ _____
200569	9 ea.	3 ½' Fire Hydrant	_____	\$ _____	\$ _____
200570	36 ea.	4 ½' Fire Hydrant	_____	\$ _____	\$ _____
200571	6 ea.	5 ½' Fire Hydrant	_____	\$ _____	\$ _____
200572	1 ea.	6 ½' Fire Hydrant	_____	\$ _____	\$ _____
GRAND TOTAL				\$ _____	

NOTE: Payment discount terms will not be considered in the award of this bid. Net 30 terms only will apply. Also, note that these are ESTIMATED QUANTITIES FOR AN ANNUAL BID.

Are you bidding on an approved item per bid specifications?
Yes () No ()

If NO, please provide the manufacturer of the product. _____



Note: Bid must be submitted in a sealed Envelope, directed to the attention of the Purchasing Manager, and marked in the Lower left-hand corner as follows:

“Quotation on Annual Fire Hydrants due Thursday, April 6, 2023, @ 10:00 a.m.”

BY _____
(Signature)

NAME _____
(Type or Print)

TITLE _____

DATE _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

TELEPHONE _____

FAX _____

EMAIL _____



BID _____

If you are not bidding on this service/commodity, please complete and return this form to Birmingham Water Works, Attn: Purchasing Manager, 3600 First Avenue North, Birmingham, Alabama 35222. All Statement of No-Bid forms must be received prior to the bid opening.

Failure to respond may result in the deletion of the vendor's name from the Vendor/Contractor's list for the Birmingham Water Works Board.

Company Name: _____

Address: _____

Telephone: _____

Date: _____

We, the undersigned, have declined to respond to your Bid No. _____ for _____ because of the following reasons.
(Service/Commodity)

_____ Specifications too "tight," i.e., geared toward one supplier or manufacturer only.
(Explain below)

_____ Need more time to respond to the Bid.

_____ We do not offer this product/service.

_____ Specifications are unclear. (Explain below)

_____ Unable to meet bond requirements.

_____ Other (specify below)

REMARKS:

BY: _____
(Print or Type)

Signed: _____

**GOODS AND SERVICES/PUBLIC WORKS
VENDOR CHECKLIST**

Description/Vendor:

Bid Date:

(If all forms are not returned with bid, your bid will be non-compliant)

HUB FORMS and DOCUMENTATION CHECKLIST		Yes or No	
1.	HUB Form 1 – HUB Program Acknowledgement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	HUB Form 2 – HUB Compliance Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	HUB Form 3 – Bid Solicitation Notice (BCIA) – (Only for Public Works Bids)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	HUB Form 4 – Sub-Company Participation Form (Part 1 & 2)- Only for Sub-Contractors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	HUB Form 5 – Sub-Company Performance Form (Part 1 & 2)- Only for Sub-Contractors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	HUB Form 6 – Sub-Company Utilization Form (Part 1 & 2) – Public Works Bids only HUB Form 6- Direct Manufacturer/Supplier Certification (Goods & Service Bids only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	HUB Form 7 – Hub Compliance Form – (Only for Public Works Bids)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	HUB Form 8 – Prime Company Monthly Report – (Only for Public Works Bids)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	HUB Form 9 – Prime Close-out Report – (Only for Public Works Bids)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	EEO Report	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	Supplier Diversity Program Questionnaire	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Certification of Non-Discrimination	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.	Debarment Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No

INSERT FOR BIDS OR RFP's REGARDING SECTION 9 OR IMMIGRATION ACT

Ala. Code §31-13-9 (1975) provides that as a condition for the award of any contract, grant or incentive by the Water Works Board of the City of Birmingham, a business entity or employer that employs one or more employees within the State of Alabama, shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien. You should provide documentation establishing that the business entity or employer is enrolled in the E-Verify program.

If you are not enrolled, the website is [e-verify program](#). Click on the home page. Once on the home page, click on Enroll in E-verify, it will take you through the necessary steps to enroll. Print documents and submit as requested.



VENDOR INFORMATION INQUIRY

MBE DBE WBE NA

PLEASE INCLUDE COPY OF CERTIFICATE FROM CERTIFYING AGENCY

Federal ID#: _____

Name of Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business#: _____ Cell#: _____

Contact Person: _____ Email: _____

Type of Business (Contractor, Supplier, Manufacturer, etc.) _____

Description of Products and/or Services: _____

COMMENTS:

If you are a General or Sub Contractor, please provide your Contractor License Number:

General Contractor License #: _____

Sub-Contractor License #: _____

The Birmingham Water Works Board
3600 1st Avenue North, Birmingham, AL 35222
Phone: (205) 244-4300 • Website: www.bwwb.org



Supplier Diversity/Community Involvement Program Questionnaire

Supplier Diversity Program (SDP) promote supplier diversity in public contracting in a manner that develops, strengthens and increases business opportunities for Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE). Please fill-out the following information on your company's SDP.

Bidder Name:	Project Name:
Bid/Proposal No.:	Contact Person:
Address:	Cell No.
Office No.	Email:

1. Does your company have a Supplier Diversity Program: Yes No

If yes, please provide your website or any information pertaining to your SDP.

Additional Information: _____

2. Community involvement is the **power to bring positive, measurable change to both the communities in which you operate and to your business.**

Please provide any involvement with the community that your company participates in: Ex: charities, scholarships, etc. (United Way, Salvation Army, Children’s Hosp., H2O Foundation, etc.)

3. Please provide a list of Minority vendors your company receives services or products from. Identify if the vendor is a MBE, WBE or DBE. **Example: Jones Janitorial Services – MBE; Summer Office Supplies - WBE**

_____	_____
_____	_____
_____	_____
_____	_____



BWVW EEO REPORT

1. MARK APPROPRIATE BLOCK

PRIME COMPANY
SUB COMPANY

2. COMPANY NAME, CITY, STATE:

3. BWVW PROJECT/WORK LOCATION (CITY, COUNTY AND STATE)

TABLE A

TABLE B

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ETHNIC MINORITY		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS																						
FIRST/MID LEVEL OFFICIALS AND MANAGERS																						
PROFESSIONALS																						
TECHICIANS																						
SALE WORKERS																						
SKILL AND CRAFT WORKERS																						
EQUIPMENT OPERATORS																						
TRUCK DRIVERS																						
ADMINISTRATIVE SUPPORT																						
SERVICE WORKERS																						
LABORERS - SEMI SKILLED																						
LABORERS - UNSKILLED																						
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TABLE C (Data by racial status)

APPRENTICES																						
OTJ TRAINEES																						

4. PREPARED BY:
(Signature and Title of Contractor Representative)

5. DATE

6. REVIEWED BY:
(Signature and Title of BWVW Representative)

7. DATE

CERTIFICATION REGARDING DEBARMENT

(**Name of Bid**)

The below signed Bidder hereby certifies that it, its officers, directors, owners, stockholders and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with any Federal department or agency;

(ii) Have not within a three year period preceding this bid been: debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with any Federal department or agency; or convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

(iii) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (ii) above.

Executed on this the _____ day of _____, 20_____.

BIDDER:

By: _____
Its: _____

STATE OF _____

_____ COUNTY)

BEFORE ME, a Notary Public in and for said County, in said State, hereby certifies that

_____, whose name as _____ of

_____, a corporation, is signed to the foregoing instrument, and who is known to me, acknowledged that on this day, that being informed of the contents of said instrument, as such officer and with full authority, executed the same voluntarily for and as the act of said corporation.

Given under my hand, this _____ day of _____, 20_____.

Notary Public

My commission ends: _____



NON-DISCRIMINATION POLICY

The Birmingham Water Works Board (BW&B) values the diversity of the people with whom we work and the contributions they make. Accordingly, the BW&B is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, independent contractors, and vendors.

The BW&B is an equal opportunity employer and all decisions regarding recruiting, hiring, promotion, assignment, training, termination, selection of volunteers and vendors, and other terms and conditions of employment will be made without consideration of age, sex, race, color, religion, gender, gender identity or expression, national origin, sexual orientation, disability, marital status, veteran status, pregnancy status, political opinion, work-related injury, or any other factor, characteristic or trait protected by applicable national, state or local laws.

Members of our community are encouraged to raise concerns or make complaints regarding discrimination or harassment under this policy without the fear of retaliation. It is a violation of BW&B policy to retaliate against an individual for raising a good-faith concern regarding workplace discrimination or harassment; filing a complaint for discrimination or harassment; or, for cooperating in an investigation of alleged discrimination or harassment. Any person found to be in violation of this policy is subject to disciplinary action.

Discrimination, harassment, disrespectful or inappropriate behavior, unfair treatment or retaliation of any kind will not be tolerated. This policy applies not only to BW&B employees but also to the volunteers, independent contractors, and business partners with whom we work. BW&B employees, volunteers, independent contractors and other constituents, whenever and wherever those individuals are conducting BW&B business or participating in BW&B events or activities, shall maintain an environment free of discrimination, harassment, and retaliation.

Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of his/her manager or the Human Resources Department.

BWWB CERTIFICATION OF NON-DISCRIMINATION

Vendor agrees and warrants that contractor does not discriminate or permit discrimination against any employee or applicant for employment on the grounds of race, color, religion, gender, sexual orientation, gender identity or national origin.

Authorized signature:

For: _____
Company Name (printed)

By: _____
Signature of Authorized Representative/Title

Date: _____

(Please return this form with your bid form submittal)



Audit Clause

BWOB and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all of Contractor's records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to HUB participation under this Contract kept by or under the control of Contractor, including, but not limited to those kept by the Contractor, its employees, agents, assigns, successors, and its subcontractors.

Such records shall include, but not be limited to, accounting records, written policies and procedures; subcontract files; all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, ledgers, cancelled checks, deposit slips, bank statements, journals, original estimates, estimating work sheets, contract amendments and change order files, back charge logs and supporting documentation, insurance documents, payroll documents, timesheets, memoranda and correspondence (written and electronic).

Contractor shall, at all times during the term of this Contract and for a period of seven years after the completion of this Contract, maintain such records, together with such supporting or underlying documents and materials. Contractor shall at any time requested by BWOB, whether during or after completion of this Contract, make such records available for inspection and audit (including copies and extracts of records as required) by BWOB.

Contractor shall ensure BWOB has these rights with Contractor's employees, agents, assigns, successors, and subcontractors, and the obligations of these rights shall be explicitly included in any subcontracts or agreements formed between Contractor and any subcontractors to the extent that those subcontracts or agreements relate to fulfillment of the HUB participation under this Contract.



INSURANCE

Competitive Bids

Contractors shall not commence any work until all the insurance as provided herein is obtained nor until the Board has approved such insurance. Certificates issued by the Contractor's Insurance Company must be filed with the Board before any work is commenced as evidence of the insurance as provided herein. Such certificates must contain a clause stating that the Insurance Company will notify the Board ten days prior to any change, cancellation or renewal of the Contractor's insurance.

Workmen's Compensation Insurance: The Contractor shall carry Workmen's Compensation Insurance during the life of the Contract to insure statutory liability to their employees.

Comprehensive General Liability and Property Damage: The Contractor shall carry Comprehensive General Liability and Property Damage Insurance during the life of the contract covering all of the Contractor's own operations.

Comprehensive Automobile Liability and Property Damage: The Contractor shall carry Comprehensive Automobile Liability and Property Damage Insurance during the life of the contract covering (a) Contractor's own automobile equipment and (b) hired and non-owned vehicles.



The Birmingham
Water Works Board

Directors/Officers

Ronald A. Mims
Chairman/President

George Munchus, Ph.D.
*First Vice-Chairman/
First Vice President*

Lucien Blankenship, Esq.
*Second Vice-Chairman/
Second Vice President*

William "Butch" Burbage, Jr., CPA
Secretary-Treasurer

Tereshia Q. Huffman
Assistant Secretary-Treasurer

Tom E. Henderson
Director

Dalton NeSmith, Jr., Esq.
Director

Chris Rice
Director

Larry Ward
Director

Michael Johnson, MBA, CPA
General Manager

**Assistant
General Managers**

Iris Fisher, CPA
Finance & Administration

Derrick M. Murphy, MEng
Engineering & Maintenance

Jeffrey F. Thompson, PE
Operations & Technical Services

RE: Request for Company Product and Service Information

To Whom It May Concern:

This correspondence is to request information on your company's profile, specific products, and services you are interested in providing to the Birmingham Water Works Board. We are honored to have the opportunity to work with you and learn more about your company's mission.

The Birmingham Water Works Board's mission states "The BWWB is committed to providing the highest quality of water to meet the needs and expectations of our customers and stakeholders. Our services enhance the economic, social and environmental well-being of the communities we serve."

The Board is very interested in discovering how your products or services can help meet its mission. Please provide details about your company's products, services, and supplier diversity program, as well as any additional documents to further explain your offerings. Per the goals of our mission to strive to be a concerned corporate citizen, please provide information on how your company has been engaged in the community, as well as the Birmingham Water Works service area.

You can learn more about the Birmingham Water Works Board at www.bwwb.org. Please submit the referenced request to Ed Travis, via email at ed.travis@bwwb.org. Please contact me if I can answer any questions. I look forward to hearing from you soon.

Sincerely,

Derrick M. Murphy, MEng
Assistant General Manager
Engineering and Maintenance Division

CC: Ed. Travis – Purchasing Manager



FUNDS PAID AND CONFLICT OF INTEREST AGREEMENT

FUNDS PAID: Agreement that no part of the funds paid by the Water Works Board pursuant to this Agreement nor any part of the services, products or any item or thing of value whatsoever purchased or acquired with said funds shall be paid to, used by or used in anyway whatsoever for the personal benefit of any member or employee of any government entity whatsoever or family member of any of them, including federal, state, county and municipal and any agency or subsidiary of any such government; and further certify that neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest has in any way colluded, conspired, connived, with anyone or with any member of the governing body or employee of the governing body of the Water Works Board or any other public official or public employee, in any manner whatsoever, to secure or obtain this Agreement and further certify that, except as expressly set out in the scope of work or services of this Agreement, no promise or commitment of any nature whatsoever of anything of value whatsoever has been made or communicated to any such governing body member or employee or official as inducement or consideration for this contract.

Any violation of the terms and scope of services, including misuse of funds provided in this contract shall constitute a breach and default of this Agreement, which shall be cause for termination. Upon such termination of this Agreement due to breach, Contractor shall immediately refund to the Water Works Board all amounts paid by the Water Works Board pursuant to this Agreement.

CONFLICT OF INTEREST: The Contractor declares that, as of the date of the Agreement, neither the Water Works Board, nor any of the Water Works Board's employees or any director nor any other government official is directly or indirectly interested in this Agreement or any agreement with the Contractor for which compensation will be sought during the period of time this Agreement is being performed. And, furthermore, the Contractor pledges that She/he/it will notify the General Manager in writing should it come to his/its knowledge that any such official becomes either directly or indirectly interested in the Agreement or any agreement with the Contractor for which compensation will be sought during the aforesaid period. In addition, the Contractor declares, that as of the date of this Agreement, neither She/he/it nor any of her/his/its officers or employees have given or donated or promised to give or donate, either directly or indirectly, to any official or employee of the Water Works Board, or to anyone else for the Water Works Board's benefit, any sum of money or other thing of value for aid or assistance in obtaining this Agreement with the Water Works Board under which compensation will be sought during the period of time this Agreement is being performed. And furthermore, that neither the Contractor nor any of her/his/its officers or employees will give or donate or promise to give or donate, directly or indirectly, to any official or employee of the Water Works Board, or to anyone else for the Water Works Board's, Water Works Board's official, or Water Works Board's employee's benefit, any sum of money or other thing of value, for aid of assistance in obtaining any amendment to this Agreement or any other agreement with the Contractor for which compensation will be claimed during the period of time this Agreement is being performed.

(This document is for information only)

**THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM**

General Mission Statement

The Water Works Board of the City of Birmingham (“BWWB”) has adopted a voluntary Historically Underutilized Business (“HUB”) Program designed to encourage the participation of HUB firms in construction projects and goods and services. To that end, the BWWB will not exclude any firm from participation in, deny any person benefits of, or otherwise discriminate in connection with the award and performance of BWWB construction contracts and goods and services bids based on racial, gender, social, or economic status.

It is the intent of the BWWB to foster competition among contractors, suppliers and vendors that will result in better quality and more economical services for the BWWB. Under this program, the BWWB has established a goal of 30% participation of HUB firms for services required for BWWB construction projects and goods and services. The BWWB’s stated goal will not be the determining factor in construction and goods and services contract awards; rather bidders must demonstrate compliance with the Good Faith Efforts, more particularly outlined below, toward meeting said goal.

Failure on the part of a bidder to fully submit the information required herein may be considered by the BWWB in evaluating whether the bidder is responsive to bid requirements.

NOTE: If Bidder is a direct manufacturer/direct supplier of the goods or services sought in this Bid and has no opportunities for HUB participation, Bidder should fill out the Direct Manufacturer/Supplier Certification Form 6.

Program Goals

- To ensure nondiscrimination in the award and administration of BWWB construction contracts and goods and services.
- To help to remove barriers to the participation of HUB firms in receiving BWWB construction contracts and bids for goods and services.
- To create a level playing field on which HUB firms can compete fairly for BWWB construction contracts and bids for goods and services.

Definitions

1. Historically Underutilized Business (HUB): A business formed for the purpose of making a profit and is at least 51% owned, operated and/or controlled by one or more American citizens or permanent resident aliens who are: Minority Business Enterprise (MBE); Women’s Business Enterprise (WBE); Disadvantaged Business Enterprise (DBE) and Disable Veteran Business Enterprise (DVBE); (herein sometimes collectively referred to as HUB).
2. Minority Business Enterprise (MBE): A business that is formed for the purpose of making a profit and is at least 51% owned, operated and/or controlled by a person who is a member of the following groups: African/Black Americans; Hispanic Americans; Asian Pacific Americans; Subcontinent Asian Americans; Native Americans or American Women.

3. Disadvantaged Business Enterprise (DBE): A business that is formed for the purpose of making a profit and is at least 51% owned, operated and/or controlled by one or more socially and/or economically disadvantaged individuals. A socially disadvantaged individual is one who has been a subject of racial, ethnic or gender bias because of their membership in a group. An economically disadvantaged individual is one whose ability to compete in the free enterprise system is impaired due to diminished opportunities to obtain capital and credit.
4. Women's Business Enterprise (WBE): A business enterprise formed for the purpose of making a profit and is at least 51% owned, operated and/or controlled by American citizens or permanent resident aliens who are women.
5. Birmingham Construction Industry Authority (BCIA): The BCIA (Website www.bcial.org) is a voluntary program developed to maximize HUB participation in the construction industry of the Birmingham area. Owners of construction projects in both the public and private sector participate in the BCIA's efforts to increase the participation of HUB in their construction projects. HUB firms are certified as MBE, DBE or WBE by the BCIA and receive business counseling and technical assistance provided by the BCIA staff.

Resources for Identifying HUB Participants

Each bidder/prime contractor must contact BCIA for assistance in identifying HUB participants. In addition to the BCIA, the following are resources for identifying HUB participants. Each bidder/prime contractor must show proof that where appropriate, these other resources were contacted for assistance in identifying Hub participants. The other resources are:

1. **Alabama State Black Chamber of Commerce;** Jerry Mitchell, Email: wehelp@alblackcc.org; Website: admin@naaachamber.org; Phone: (256) 551-0673
2. **Alabama Department of Economic and Community Affairs, Office of Minority Business Enterprise,** Mr. Scott Stewart, Manager; Phone (334) 353-3966; FAX (334) 353-4311
Email; Scott.stewart@adeca.alabama.gov
3. **Birmingham Airport Authority;** Phone (205) 595-0533; FAX (205) 599-0538
Website: info@flybirmingham.com
4. **Alabama Department of Transportation Disadvantaged Business Enterprises;** John Huffman
Phone: (334) 242-6251; FAX (334) 242-6256; Email: huffmanjo@dot.state.al.us
Website: www.dot.state.al.us
5. **Department of Innovation & Economic Opportunity;** Coreata Houser, Deputy Director
Phone (205) 254-2799; FAX (205) 254-7741; Email: coreata.houser@birninghamal.gov
6. **Alabama Department of Transportation;** Phone (334) 244-6261
Website: www.dot.state.al.us
7. **Governor's Office of Minority and Women's Business Enterprises**
Phone 1-800-447-4191 and (334) 242-2220; FAX (334) 242-4203
8. **U.S. Department of Commerce Minority Business Development Agency**
Phone: (404) 730-3300; FAX (404) 730-3313; Website; www.mbda.gov
9. **U.S. Small Business Administration, Alabama District Office**
Phone: (205) 290-7101; FAX (205) 290-7404; Email: Carol.house@sba.gov
Website: www.sba.gov/offices/district/al/birmingham

10. **U.S. Department of Transportation Office of Small and Disadvantaged Business Utilization**
Phone: (202) 366-7228; FAX (202) 366-7228
11. **National Association of Minority Contractors;** Website: www.name-atl.org
12. **BCIA (Birmingham Construction Industry Authority)** Contact: Kimberly Baylor Bivins,
kbaylorbivins@bcial.org; or Ashley Orl, aorl@bcial.org
13. **Minority Supplier Development Council Southern Regions;** Contact Mark Samuels;
Phone (504) 293-0404; FAX (504) 293-0401; Email: msamuel@srmsdc.org
14. **Birmingham Business Resource Center;** Website: www.mybbrc.biz; Contact: Brandon Pettagru,
brandon@bbrc.biz or Bob Dickerson, bdickerson@bbrc.biz, 205-250-6380 ext. 6610

Affirmative Steps for Good Faith Solicitation

All bidders must submit to BWB in their sealed bids evidence of the following Affirmative Steps taken to utilize HUB's. These Affirmative Steps are required methods to ensure that HUB's have the opportunity to compete for contracts with BWB.

It is up to BWB to make a fair and reasonable judgement whether a bidder/prime company made adequate good faith efforts. The BWB will consider the quality, quantity, and intensity of the different kinds of efforts that the bidder/prime company made. The efforts employed by the bidder/prime company should be those that one could reasonably expect a bidder/prime company to take if the bidder/prime company were actively and aggressively trying to obtain HUB participation sufficient to meet the HUB Program goals.

Below is a list of types of steps that BWB will consider as part of the bidder's/prime company's good faith efforts to obtain HUB participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases:

1. Ensure HUB's are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising, written notices and notifying BCIA, or other available sources) the interest of all certified HUB's who have the capability to perform the work of the contract. The bidder/prime company must solicit this interest within sufficient time to allow the HUB's to respond to the solicitation. The bidder/prime company must determine with certainty if the HUB's are interested by taking appropriate steps to follow up initial solicitations.
2. Make information on forthcoming opportunities available to HUB's and arrange time frames for the submission and finalization of contracts and established delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by HUB businesses in the competitive process. This includes, at a minimum, seeking and receiving solicitations for contract bids or proposals 2 calendar days before sealed bids are due to BWB.
3. Once the contract has been awarded, the prime company should continue to use its best efforts to further increase HUB participation toward reaching the BWB stated goal.
4. Consider in the bidding process when competing for large contracts the possibility of dividing total requirements whenever economically feasible into smaller tasks or quantities to permit maximum participation by HUB's in the competitive process.

5. Encourage contracting with a consortium of HUB's when a contract is too large for one such firm to handle individually.
6. Negotiate in good faith with interested HUB sub-companies. Evidence of such good faith negotiations should include the names, addresses, and telephone numbers of HUB sub-companies that were considered; a description of the information provided regarding the request for proposal, request for qualifications, plans and specifications for the work selected for contracting; and evidence as to why additional agreements could not be reached for HUB sub-companies to perform the work.
7. Use the resources of the BCIA and the other resources identified above.
8. Provide documented proof of steps taken to comply with items 1 through 7 above.

Bidders/Prime companies must submit or provide the following HUB Forms as outlined below:

- 1) **Acknowledgement of HUB Program (HUB Form 1)**. All bidders are to read, sign and include in their sealed bid the Acknowledgement of HUB Program, indicating that they fully understand and will voluntarily participate in and follow the guidelines and instructions included in the BWB HUB Program.
- 2) **HUB Compliance Form (HUB Form 2)**. This form must be completed and included with all sealed bids for goods and services/public works with the BWB.
- 3) **HUB BID SOLICITATION NOTICE (HUB FORM 3)**. All bidders shall complete this form and submit to the BWB and the BCIA no later than seven (7) days after the scheduled date of the pre-bid conference. This form may be submitted in person at the pre-bid conference. Prospective bidders are to submit with their bid documents a copy of their HUB Form 3 with acknowledgement of receipt box completed by BCIA. (This form is used for Public Works bids only)
- 4) **HUB Sub-company Participation Form (HUB Form 4- (Part 1&2))**. This form gives a HUB sub-company the opportunity to describe the work the HUB sub-company received from the bidder/prime company, how much the HUB sub-company was paid, and any other concerns the HUB sub-company might have. Bidder/prime company shall provide copies of HUB Form 4 to all HUB sub-companies.
- 5) **HUB Sub-company Performance Form (HUB Form 5)- (Part 1&2)**. This form captures an intended HUB sub-company's description of work to be performed for the bidder and the price of the work proposed to be performed by the HUB sub-company. This form is to be provided by the bidder to each HUB sub-company and submitted along with the HUB Compliance Form included in the bid documents.
- 6) **HUB Direct Manufacturer/Supplier Certification (HUB Form 6)**. This form captures the direct manufacturers or suppliers of goods and services sought in the bid and have no distributors, wholesalers, retailers or other intermediaries, and thus do not have any opportunities for HUB participation in this Bid. (This form is used for Goods and Services bids only)

7) **HUB Sub-company Utilization Form (HUB Form 6- (Part 1&2).** This form captures the bidder's/prime company's intended use of an identified HUB sub-company and the estimated dollar amount of the work. This form is to be completed by the bidder/prime company and submitted with the HUB Compliance Form included in the bid documents.

(This form is used for Public Works bids only)

8) **Changes to Approved HUB Compliance Form (HUB Form 7).** If any changes, substitutions, or additions are proposed to the sub-company identified in the bid or any other time during the work, the bidder/prime company must submit this information to BWWB for prior written approval. No changes to the sub-company can occur without the BWWB's prior written consent.

(This form is used for Public Works bids only)

9) **Monthly Report Form (HUB Form 8).** With each monthly pay request submitted to BWWB, the prime company is required to submit updated monthly **HUB Form 8** reports which identify HUB firms' participation. Monthly pay requests will not be processed without the updated list of HUB firms.

(This form is used for Public Works bids only)

10) **Project Close-out Report (HUB Form 9).** Upon completion of the contract and prior to final payment or release of retainage, the prime company is required to submit a **HUB Form 9** Project Close-Out Report that includes a final listing of all HUB participants on the project. The Project Close-Out Report, with documented HUB participation, is a prerequisite to process the final pay request.

(This form is used for Public Works bids only)

Sub-companies must be certified as HUBs in order to be counted toward the bidder's/prime company's HUB accomplishments.

The documentation of the good faith solicitation efforts must be detailed in order to allow for satisfactory review. Such documentation might include fax confirmation sheets, copies of solicitation letters/emails, printouts of the online solicitations, printouts of online search results, affidavits of publication in newspapers, etc. The bidder/prime company is strongly encouraged to follow up on each written, fax, or email solicitation with at least one logged phone call.

The bidder/prime company must employ the affirmative steps set out above to subcontract with HUB, even if the bidder/prime company has met its goal of HUB participation.

If a HUB sub-company fails to complete work under the subcontract for any reason, the prime company must notify BWWB in writing prior to any termination and must employ the good faith efforts described above if using a replacement sub-company. Any proposed changes from an approved HUB sub-company must be reported to BWWB on the Changes to Approved HUB Compliance Form (**HUB Form 7**) prior to initiation of the action.

HUB FORM 1

HUB PROGRAM ACKNOWLEDGEMENT

The Water Works Board of the City of Birmingham (“BWWB”) has initiated a program to encourage the participation of HUB companies (as that term is defined in the HUB Program) on BWWB’s Goods and services/Public works bids. This signed statement serves as an acknowledgement by the undersigned bidder/Prime company that it fully understands and will voluntarily participate in and follow the guidelines and instructions included in the BWWB HUB Program.

Submitted by: _____ Company: _____

Signed by: _____

HUB COMPLIANCE FORM 2 INSTRUCTIONS

Please submit the following with the HUB COMPLIANCE FORM:

- (1) List of all committed and uncommitted subcontractors by trade, including company name, address, telephone number, contact person, dollar amount of subcontract, and HUB status. Indicate in writing if no solicitations were made because the contractor intends to use only its own forces to accomplish the work.
- (2) Proof of HUB certification for each subcontractor listed as a HUB.
- (3) Documentation of solicitation effort for prospective HUB firms, such as fax confirmation sheets, copies of solicitation letters/emails, printout of the online solicitations, printouts of online search results, affidavits of publication in newspapers, etc. The prime contractor is strongly encouraged to follow up each written, fax, or email solicitation with at least one logged phone call.
- (4) Justification for not selecting a certified HUB subcontractor that submitted a low bid for any subcontract area.
- (5) HUB Form 5 – HUB Subcontractor Performance Form.
- (6) HUB Form 6 – HUB Subcontractor Utilization Form.

HUB FORM 2

HUB COMPLIANCE FORM

ALL INFORMATION OUTLINED ON THIS FORM IS REQUIRED FOR HUB COMPLIANCE. THE PROPOSED BIDDER/PRIME COMPANY SHOULD ENSURE THAT THIS INFORMATION IS COMPLETE PRIOR TO SUBMITTAL.

CERTIFICATIONS:

I certify that the information submitted on and with this form is true and accurate and that this firm has met and will continue to meet the conditions of this contract regarding HUB solicitation and utilization. I further certify criteria used in selecting sub-companies and suppliers were applied equally to all potential participants and that HUB Sub-company Participation Form (HUB Form 4) and HUB Sub-company Performance Form (HUB Form 5) were distributed to all HUB contractors.

(Bidder/Prime Company signature)

Date: _____

(Printed name and title)

GENERAL INFORMATION:

Owner contact: _____

Owner phone number/email: _____

Bidder/prime company: _____

Bidder/prime company contact: _____

Bidder/prime phone number/email: _____

Bidder/prime company bid amount: \$ _____

Proposed HUB Sub-company participation amount: \$ _____ Percentage: _____ % Goal: 30%

