REQUEST FOR QUALIFICATIONS

Temporary Staffing Services

ED TRAVIS, PURCHASING MANAGER

3600 FIRST AVENUE NORTH

BIRMINGHAM, AL 35222

PHONE: (205) 244-4302

Email: Ed.Travis@bwwb.org

THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM (THE BWWB)
| TO: | Prospective Offerors |
| REQUEST FOR QUALIFICATIONS NO.: | (Full document can be viewed and downloaded at http://www.bwwb.org) |
| SEALED QUALIFICATIONS FOR: | Temporary Staffing Services |
| REQUEST FOR QUALIFICATIONS WILL BE RECEIVED BY | Ed Travis, PURCHASING MANAGER 3600 First Avenue North Birmingham, AL 35222 |

## SOLICITATION DATES

| QUALIFICATION DUE DATE: | April 27, 2016 |
| QUALIFICATION OPENING DATE: | April 28, 2016 |

Return responses to this Request for Qualifications in a sealed envelope marked:

“Temporary Staffing Services”

REQUEST FOR QUALIFICATIONS OPENING WILL BE HELD AT:
THE BWWB
Purchasing Department
3600 First Avenue North
Birmingham, Alabama 35222

## NOTIFICATION OF INTENT:

All recipients of this solicitation notice must indicate intent to submit qualifications. Those firms or companies submitting a Notification of Intent will be sent a complete copy of the Qualification, any related addendum, answers to inquiries, etc. pertaining to this RFQ. Notification of intent must be faxed to (205) 244-4453 or e-mailed to Ed Travis at Ed.travis@bwwb.org no later than Monday, April 4, 2016.

## TELEPHONE INQUIRIES NOT ACCEPTED:

Telephone inquiries with questions regarding clarification of any and all specifications of the RFQ will not be accepted. All questions must be written and faxed to (205) 244-4650 or e-mailed to Cherita King at cherita.king@bwwb.org no later than the end of business on Monday, April 11, 2016.

Submissions may be withdrawn, modified, and resubmitted prior to the formal qualification opening due date. Any submission modification(s) submitted after the “Qualification Opening Due Date” will not be considered.

The BWWB reserves the right to accept or reject any or all qualifications, or any part of any qualification, and to waive any informalities or irregularities in the qualification.

All costs incurred by the company to respond to this solicitation may be wholly the responsibility of the offeror. All copies and contents of the qualification, attachments, and explanations thereto submitted in response to this RFQ, except copyrighted material, shall become the property of the BWWB regardless of the Company(s) selected. Response to this solicitation does not constitute an agreement between the offeror and the BWWB.

The BWWB is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the BWWB, or any other means of delivery employed by the offeror. Similarly, the BWWB is not responsible for, and will not open, any RFQ responses which are received later than the date and time indicated above. Late response responses will be retained in the RFQ, unopened.
REQUEST FOR QUALIFICATIONS

Sealed Qualifications, one (1) electronic (PDF) on CD ROM or USB drive, one (1) original and ten (3) copies, marked “Temporary Staffing Services” will be received by the Purchasing Manager, 3600 First Avenue North, Birmingham, Alabama, 35222.

Qualifications will be accepted until 4:30 PM standard or daylight savings time, (as applicable) on April 27, 2016 Qualifications submitted after this date may not be considered.

Qualifications will be opened at 9:00AM on April 28, 2016.

STATEMENT OF PURPOSE
The Water Works Board of Birmingham (the "Board") is searching for temporary staffing services to provide temporary staffing and/or temp to fill staffing for various position at the Board General instructions and requirements are attached which will indicate considerations to be used in evaluating the RFQ’s and awarding a contract.

TERM OF CONTRACT
TBD

INQUIRIES
Questions about this RFQ should be directed in writing, via e-mail to Cherita King at the address shown below, no later than the end of business Monday, April 11, 2016. Correspondence with individuals other than those listed herein will not be allowed.

Cherita King, Senior HR Business Partner
The BWB
HR Department
3600 First Avenue North
Birmingham, Alabama 35222
Phone: (205) 244-4150
E-Mail: Cherita.king@bwwb.org

REQUEST FOR QUALIFICATIONS (CONTINUED)

INTERPRETATIONS AND ADDENDA
No interpretation or modification made to any respondent as to the meaning of the RFQ shall be binding on the BWBB unless submitted in writing and distributed as an addendum by the BWBB’s Purchasing Department Department. Interpretations and/or clarifications shall be requested in writing and directed to Ed Travis, the BWBB, Purchasing Department 3600 First Avenue North, Birmingham, AL, 35222. (Fax (205) 244-4453) or (e-mail: ed.travis@bwwb.org) Verbal information obtained otherwise will not be considered in awarding of contract. All addenda shall become part of the RFQ.

NOTIFICATION OF INTENT
All recipients of this RFQ are asked to return a letter of Notification of Intent indicating that they intend to submit a Qualification. Only those vendors submitting the Notification of Intent will be advised of any clarifications, addendum, answers to inquiries, etc. pertaining to this RFQ. Notification of intent must be e-mailed no later than April 4, 2016 to ed.travis@bwwb.org.

LANGUAGE WORDS USED INTERCHANGEABLY
The word BWBB refers to the WATER WORKS BOARD OF THE CITY OF BIRMINGHAM throughout this document. Similarly, RESPONDENT, VENDOR, and RESPONDER refer to the person or company submitting an offer to sell its goods or services to the BWBB. The words QUALIFICATION, QUOTATION, and RESPONSE are all offers from the RESPONDER. The BWBB has established for the purposes of this RFQ that the words SHALL, MUST or WILL are equivalent in this RFQ and indicate a mandatory requirement or condition, the material
deviation from which shall not be waived by the BWWB. A deviation is material if, at the sole discretion of the BWWB, the deficient response is not in substantial accord with this RFQ’s mandatory condition requirements. The words SHOULD and MAY is equivalent in the RFQ and indicates very desirable conditions or requirements but is permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a Qualification, but may result in being considered as not in the best interest of the BWWB.

**BWWB ENCOURAGES MINORITY PARTICIPATION.**

**REQUEST FOR QUALIFICATIONS (CONTINUED)**

**REQUIREMENTS/SCOPE OF WORK**
The Board is attempting to identify a company or companies that can provide the following temporary staffing services:

1. **PROFILE OF THE VENDOR**
   
   Indicate the team of people who will execute the work, with descriptions of the experiences and skills of each and his/her role and the percentage of their time that will be dedicated to this process.
   
   a. Provide a list of the vendor's top five current and prior two-year clients indicating the type of services the organization has performed for each client.
   
   b. Indicate any third-party firms involved with your program and state their role(s).
   
   c. Names, addresses and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance. Any subcontractors must be identified.
   
   d. The name of the person in your firm who would be the official contact person for any contractual relationship.

2. **EVALUATION**

   In evaluating the proposals submitted, BWWB will apply the "Best Value" standard in selecting the provider to be awarded an agreement. Purchase price is not the only criteria that will be used in the evaluation process. Any selection resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to BWWB, in the sole judgment of BWWB. The selection process will include, but not be limited to, the following considerations:

   1. The provider's ability to assist BWWB in meeting the overall goals and to reduce BWWB administrative and labor costs associated with the services provided.
   2. The quality and range of services the firm proposes to provide.
   3. The extent to which the goods or services meet BWWB needs.
   4. The firm's overall experience, reputation, expertise, stability and financial responsibility.
   5. The vendor's past relationship with BWWB, if any.
6. The experience and qualifications of the staff that will be assigned to service BWWB's account.
7. The ability to provide service in an expedient and efficient manner.
8. Facilities (computerized information systems, access to industry facilities, quality and range of management reports, etc.) that will be used in auditing BWWB's expenditures.
9. Vendor's financial terms offered to BWWB.
10. The training options available.
11. The total, long-term cost to BWWB to acquire the vendor's services.
12. Any other relevant factor that a business entity would consider in selecting a provider.

3. **SCOPE OF WORK**

1. Staffing Firm will assign certain employees ("Assigned Workers") with the skills and credentials specified by Client to do Client's work under Client's operational supervision. As the employer of the Assigned Workers, Staffing Firm will perform the functions of a staffing firm, including:

   a) Recruiting, hiring, assigning, orienting, reassigning, counseling, disciplining, and discharging the Assigned Workers;
   b) Making legally-required employment law disclosures (wage-hour posters, etc.) to them;
   c) Establishing, calculating, and paying their wages and overtime;
   d) Exercising human resources (non-operational) supervision of them;
   e) Withholding, remitting, and reporting on their payroll taxes and charges for programs that Staffing Firm is legally required to provide (including workers compensation, ACA, etc.);
   f) Maintaining personnel and payroll records for them; and
   g) Obtaining and administering I-9 documentation and e-verify of Assigned Workers' right to work in the United States.

2. The vendor shall respond to recruitment requests submitted by BWWB, as needs arise. Recruitment requests are anticipated for clerical, administrative and general laborers; (please state if you have any limitations on jobs that employees cannot perform (i.e. positions involving driving with a CDL, cash handling, heights, etc.) and there may be placement orders for other job categories.

   a. **Short term assignments**: positions in which individuals can be employed for as long as 6 months given emergency or unplanned needs such as peak workload, special projects, or other short term work that does not recur and is not intended to continue year to year.
   b. **Term –limited assignment**: time –limited work that is anticipated to be greater than 6 months but not greater than one year. Often these projects require an unusual skill set not generally held by regularly appointed employees; or for the long term absence of a regularly appointed employee because of a disability time loss; military leave, a special work project or an authorized medical leave of absence.
   c. A candidate referred by the vendor after an initial referral for which the vendor would be compensated, may later independently apply directly to the BWWB for other employment opportunities without creating any obligation to the vendor for additional recruitment fees or payments.
d. **Confidentiality**: Staffing Firm will obligate Assigned Workers to keep in confidence confidential information they might receive or observe while on assignment for any Client. Staffing firm will require them to sign reasonable confidentiality or intellectual property agreements in Client’s favor. Knowledge or possession of information to which Assigned Employees are exposed on assignment shall not be imputed to Staffing Firm or its staff (non-assigned, non-billed) employees, but Staffing Firm shall protect and return any of Client’s confidential information that its staff employees actually receives. Client is entitled to all creative "work for hire" performed by Assigned Workers for Client, and, on Client’s request, Staffing Firm will execute assignments of the rights to such work to Client.

3. **Indemnification for Risks and Responsibilities**

Staffing Firm's risks and responsibilities include:


(ii) Assigning Assigned Workers to Client that Staffing Firm has used reasonable efforts to determine possess the qualifications Client specifies;

(iii) Paying Assigned Workers' wages and providing the benefits that Staffing Firm offers to them;

(iv) Paying or withholding all required payroll taxes, contributions, and insurance premiums for programs that Staffing Firm is legally mandated to provide to Assigned Workers as Staffing Firm's employees;

(v) Providing workers compensation benefits or coverage for Assigned Workers in amounts at least equal to what is required by law;

(vi) Fulfilling the employer's obligations for unemployment compensation;

(vii) Complying with employment laws, as they apply to staffing firms;

(viii) Grossly negligent or intentional wrongful conduct of Assigned Workers, to the extent its consequences are caused by Staffing Firm's failure to properly perform the duties of a staffing service or any of the duties it has assumed under this Agreement;

(ix) Liability as an employer for the independent or deliberate acts or omissions of Assigned Workers, to the extent those acts or omissions are not in the furtherance of Client's business or organizational activities and are of a type that could happen on any assignment of any Assigned Worker to any staffing client ("baseline employment risks"); and

(x) The risks and responsibilities of other staffing firms that Staffing Firm retains by written contract as Staffing Firm's direct subcontractors under this Agreement (not including staffing firms for which Staffing Firm provides only coordination and management services).

xi) Compliance under the Affordable Healthcare Act (ACA) as required by the law as it relates to staffing firms.

xii) BWB is not liable for any unpaid wages or withholding if Staffing Firm fails to do so.

4. **Recruitment Requests**

Vendors shall have a system to receive recruitment requests from the BWB, whether by phone, on-line, email or otherwise. The recruitment request will allow the BWB to also select and request from any optional selections tasks (such as screening, scheduling interviews, reference checks) that BWB have agreed upon as options.
5. **Selection and Eligibility**

The vendor will perform all employment eligibility verifications, such as background checks, criminal background checks (to include a county search – for each county the candidate has lived in the past 7 (seven) years, statewide search and national search and a national sex offender search), drug screens, and education verification.

6. **Quantity**

There are no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by BWWB. However, the provider(s) awarded the agreement(s) shall furnish all required services to BWWB at the stated price, when and if required.

7. **Proposed Pricing**

The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the agreement. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The prices included herein are to be firm through the agreement term, unless noted otherwise by the vendor, or if a minimum wage increase affects the pay structure.

8. **Converting from Temporary Staffing Firm Employee to BWWB Employee**

Provide the time frame by which a Staffing Firm employee may be converted to a regular BWWB employee if the BWWB chooses to hire the temporary employee as a BWWB employee on a regular basis.

**REQUEST FOR QUALIFICATIONS (CONTINUED)**

**Criteria for Evaluation**

The Board reserves the right to use judgmental factors in determining which proposal shall be in the Board's best interest and the exercise of that judgment by the Board shall be final and binding upon all firms submitting proposals. The following evaluation criteria will be used as the basis for the evaluation of proposals. The criteria are listed in order of importance. **No weighting or scoring for each criteria will be included with this RFQ.**

A. Cost for services
B. Prior experience of the company in providing staffing services; Prior experience and background of staffing company personnel
C. Past or Present Investigations/Litigation
D. Equal Opportunity Practices
E. Interview (if granted)
F. Client Reference Lists and References
G. Location and accessibility of firm and staff
REQUEST FOR QUALIFICATIONS (CONTINUED)

SUBMISSION INSTRUCTIONS
All costs incurred by the company to respond to this solicitation will be wholly the responsibility of the Offeror. All copies and contents of any Qualification, attachment, and explanation thereto submitted in response to this RFQ, except copyrighted material, shall become the property of the BWWB regardless of the company(ies) selected. Any materials submitted in response to this solicitation shall not be returned.

Submittals should include one (1) electronic (PDF) on CD ROM or USB, (1) one original (marked original”) and (3) copies, arranged in the following format:

1. Company information, including the name of your company, addresses and telephone number for the company’s headquarters and website address. Please provide the Primary contact information, including the name, title, address, telephone and email address of the person responsible for the company’s service to the Board, as well as the city, county and state of the primary personal residence of the primary contact.

2. Provide a brief overview and history of your company and the scope of the staffing services your company provides. Include your current and historical presence in the State of Alabama. Highlight any experience your company may have provided the Board with in the past 10 years.

3. Please provide a list of other companies you provide staffing services for and at least three companies including contact information that may be contacted for a reference regarding the staffing services you provide to them which should be in line with the staffing services you are proposing to perform for the BWWB.

4. Indicate the team members and experience that will be assigned to the account from your company. Describe the responsibilities of the customer service personnel, including the chain of command for problem resolutions. For the proposed key personnel, provide a list of three clients worked with in the last 36 months; a brief description of the services you provided.

5. Describe your overall plan that your company would utilize to provide excellent staffing services / personnel to the Board.

6. Please discuss your firm’s compliance process, including your procedures for ensuring that all employment laws are complied with in your operations.

7. Provide a complete fee schedule for all of the services described in your proposal. Fees related to all services described in the proposal must be listed.

8. Are there any pending or threatened investigations or litigation by any Federal Agency, or any other regulatory body or court (local, state or federal) or other state agencies regarding your company and its management? Have there been any such investigations or litigation or threats that have been resolved within the past three years? Please provide the same information for personnel that would be assigned to the Board for the same time period. If necessary, provide a summary within the body of the qualification document and provide the detail in an appendix.

9. Provide any information requested the Requirement/Scope of Work Section of the RFQ as well.

10. Please explain what you believe gives your company and advantage over your competitors and how the BWWB can benefit from what you believe to be your company’s competitive advantage.
OTHER BENEFITS AND COMPENSATION
There are no other benefits or compensations except as listed in Method of Payment below.

PERMITS, CODES, REGULATIONS AND PAYMENT OF ALL TAXES
All services performed will comply with City, County, State and Federal Codes and regulations. Successful responder will obtain and pay for all permits necessary (i.e., business license, payment of taxes (Federal, State, Local, etc.).

PRICES/FEES
Shall include all billable charges related to the successful performance of this contract.

TAX
The BWWB is exempt from all tax. Successful contractor is responsible for all Federal, State, and Local taxes that are due as a result of this transaction; these taxes are not deducted from monthly payment.

GUARANTEE
Responder certifies by responding that he is fully aware of the conditions of service and purpose for which the services included in this response are to be purchased, and that his offering will meet these requirements of service and purpose to the satisfaction of the BWWB and its agent.

ENTIRE CONTRACT
This RFQ and any resulting contract sets forth the entire agreement between the Parties with respect to the subject matter thereof and shall govern the respective duties and obligations of the Parties.

THIRD-PARTY “REMIT-TO”
If Responder has a third-party “remit-to” company, that information must appear on the Responder’s response. The BWWB will send payment to the company designated by Responder on its response, but will not be responsible for resolving payment issues, should the Responder change payment processing companies after a payment has been mailed or without forty-five (45) days written notification to the Purchasing and Accounting division of the BWWB.

INDEPENDENT CONTRACTOR
The Responder acknowledges and understands that the performance of this contract is an independent contracting individual and/or agency and, as such, the Responder is obligated for all applicable taxes and neither the BWWB nor the Purchasing Department will be obligated for same under this contract.

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

The BWWB 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 BWWB 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 BWWB employees but also to the volunteers, independent contractors, and business partners with whom we work. BWWB employees, volunteers, independent contractors and other constituents, whenever and wherever those individuals are conducting BWWB business or participating in BWWB 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.

CONFLICT OF INTEREST
The Responder declares that, as of the date of this contract, neither the BWWB nor any Director nor any other BWWB official is directly or indirectly interested in this contract or any contract with the Responder for which compensation will be sought during the period of time this contract is being performed; and, furthermore, the Responder pledges that he/it will notify the Purchasing Manager in writing should it come to his/its knowledge that any BWWB official becomes either directly or indirectly interested in the contract or any contract with the Responder for which compensation will be sought during the aforesaid period. In addition, the Responder declares that, as of the date of this contract, neither he/it nor any of his/its officers or employees have given or donated or promised to give or donate, either directly nor indirectly, to any official or employee of the BWWB, or to anyone else for the BWWB’s benefit, any sum of money or other thing of value for aid or assistance in obtaining this contract with the BWWB under which compensation will be sought during the period of time this contract is being performed and furthermore, that neither the Responder nor any of 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 BWWB, or to anyone else for the BWWB’s benefit, any sum of money or other thing of value, for aid or assistance in obtaining any amendment to this contract or any other contract with the Responder for which compensation will be claimed during the period of time this contract is being performed.

STATEMENT OF CONFIDENTIALITY
Responder agrees that any information accessed or gained in performance of those duties will be maintained in absolute confidence and will not be released, discussed, or made known to any party or parties for any reason whatsoever, except as required in the conduct of duties required, or where disclosure is required by law or mandated by a court of law.

TERMINATION OF CONTRACT
This contract may be terminated by the BWWB with a thirty (30) day written notice to the other party regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Upon such breach, the BWWB shall have the right to immediately terminate the contract and withhold further payments. Such termination shall not relieve the contractor of any liability to the BWWB for damages sustained by virtue of a breach by the contractor.

QUALIFICATION ACCEPTANCE/REJECTION
The BWWB expressively reserves the right to reject any and all responses, or parts of responses, and to make the award or awards as the best interest of the Board.

GOVERNING LAW/DISPUTE RESOLUTION
Any contract agreement that is issued based on this RFQ, the parties shall agree that the contract agreement is made and entered into in Jefferson County, Alabama, and that all services, materials and equipment to be rendered pursuant to said contract agreement are to be delivered in Jefferson County, Alabama. The interpretation and enforcement of this contract agreement will be governed by laws of the State of Alabama. The parties agree that jurisdiction and venue over all disputes arising under this contract agreement shall be the Circuit Court of Jefferson County Alabama, Birmingham Division.
NOTICES
Notices to BWWB shall be sent to:
BWWB
Purchasing Department
3600 First Avenue North
Birmingham, Alabama 35222

COMPLIANCE WITH LAWS
The Responder agrees to comply with all applicable federal, state and local laws and regulations. Responder agrees to obtain and pay for all permits necessary, notify proper authorities for inspections and furnish any certificates required for the work.

REQUEST FOR QUALIFICATIONS (CONTINUED)

MODIFICATION OF CONTRACT
This contract may be modified only by written amendment executed by all Parties hereto. All change orders, where required, shall be executed in conformance with the policies and procedures of the BWWB.

MAINTENANCE OF RECORDS
Responder shall maintain documentation of all charges against the BWWB. The books, records, and documents of Contract, insofar as they relate to work performed or money received under the contract, shall be maintained for a period of three (3) full years from the date of the final payment and will be subject to audit, at any reasonable time and upon notice by the BWWB or its duly appointed representative. The records shall be maintained in accordance with generally accepted accounting principles.

HOLD HARM LESS AND INDEMNIFICATION
Contracting party agrees to indemnify, hold harmless and defend the BWWB, its elected officers and employees (hereinafter referred to in this paragraph collectively as “the BWWB”), from and against any and all loss expense or damage, including court cost and attorney’s fees, for liability claimed against or imposed upon the BWWB because of bodily injury, death or property damage, real or personal, including loss of use thereof arising out of or as a consequence of the breach of any duty or obligations of the contracting party included in this agreement, negligent acts, errors or omissions, including engineering and/or professional error, fault, mistake or negligence of Integrator, its employees, agents, representatives, or subcontractors, their employees, agents or representatives in connections with or incident to the performance of this agreement, or arising out of Worker’s Compensation claims, Unemployment Compensation claims, or Unemployment Disability compensation claims of employees of company and/or its subcontractors or claims under similar such laws or obligations. Company obligation under this Section shall not extend to any liability caused by the sole negligence of the BWWB, or its employees. Before beginning work, contract party shall file with the BWWB a certificate from his insurer showing the amounts of insurance carried and the risk covered thereby. Liability insurance coverage must be no less than $1,000,000. During performance the company must effect and maintain insurance from a company licensed to do business in the State of Alabama. Coverage required includes 1) Comprehensive General Liability; 2) Comprehensive Automobile Liability; 3) Worker’s Compensation and Employer’s Liability.

INSURANCE
The successful responder will maintain such insurance as will protect him and the BWWB from claim under Workmen’s Compensation Acts, and from claims for damage and/or personal injury, including death, which may arise from operations under this contract. Insurance will be written by companies authorized to do business in Jefferson County, Alabama and shall include Birmingham Water Works Board as Added Additional Insured by Endorsement including a thirty (30) day(s) written cancellation notice. Evidence of insurance will be furnished to the Purchasing agent not later than seven (7) day(s) after Purchase Order/contract date. Successful responder is also required to include the response number on the evidence of insurance.
Insurance Minimum Coverage:
Contracting party shall file the following insurance coverage and limits of liability with the BWWB’s Human Resources Department and Purchasing Department before beginning work with the BWWB.

General Liability
- $1,000,000 Bodily injury and property damage combined occurrence
- $1,000,000 Bodily injury and property damage combined aggregate
- $1,000,000 Personal injury aggregate

Comprehensive Form including Premises/Operation, Products/Completed Operations, Contractual, Independent contractors, Broad Form property damage and personal injury.

Automobile Liability
- $1,000,000 Bodily injury and property damage combined coverage

Workers Compensation and Employers Liability:
- $1,000,000 Limit each occurrence

Umbrella Coverage
- $1,000,000- Each occurrence
- $1,000,000 Aggregate

Added Additional Insured By Endorsement:
Birmingham Water Works Board

30 day(s) written cancellation notice

Under Description of Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions enter the RESPONSE/REQ Number, Project Number or Purchase Order Number Covered by the Certificate of Insurance.

BWWB FUNDS PAID
Successful responder must certify by the execution an Agreement that no part of the funds paid by the BWWB 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 any way whatsoever for the personal benefit of any member or employee of any government 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 Responder nor any officers, partners, owners, agents, representatives, employees or parties in interest has in any way colluded, conspired, connived, with any member of the governing body or employee of the governing body of the BWWB 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 Agreement.

_________________________
Ed Travis,
Purchasing Manager