

# BIRMINGHAM WATER WORKS

July 23, 2024

Bid: 24-03-08

Subject: Invitation to Bid

Prospective Bidders:

Sealed bid for Annual Tapping Sleeves 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, August 1, 2024, at which time and place they will be publicly opened and read. To be considered responsive, all potential suppliers must source an executed copy of the applicable Receipt of Bid Package from the BWB Purchasing Department before the proposal's due date.

“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 Board reserves the right to reject any bids submitted, waive any informalities and technicalities. The Board reserves the right to select one or more suppliers for an award by way of awarding all items to one or more supplier, individual line items to one or more suppliers, or subcategories of products/services to one or more suppliers when to do so, is in the best interests of the Board. The Board reserves the right to award the bid on an individual or total cost of bid basis. The Board reserves the right to cancel this bid within thirty (30) days with written notice.

The Board reserves sole the right to award contracts to the lowest responsive and responsible supplier(s) as described in the solicitation documentation. The initial term of the contract shall be for a period of one (1) year from the date of award, and prices shall remain effective for that period. The Board reserves the sole right to extend any of the applicable contracts for additional one (1) year period, upon mutual consent of both parties, up to two (2) additional years, as allowable per state of Alabama Law. The Board reserves the right to cancel the contract due to non-satisfactory performance or if the awarded supplier 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 RE-BID. The Board reserves the right to enter into a month-to-month contract once the contract has ended, at the current prices, until the next bid has been awarded with the mutual consent of both parties.

All bid packages must be hand-delivered to the BWB Purchasing Department, which is located at 3600 First Avenue North, Birmingham, Alabama 35222. The bid packages must be directed to the attention of the Purchasing Supervisor, and marked in the lower left-hand corner of the envelope as follows: “Bids for “Annual Tapping Sleeves due on Thursday, August 1, 2024, @ 10:00 a.m. at which time and place they will be publicly opened and read.

Cordially,



Jonathan Jett

Purchasing Superintendent



**Date: July 23, 2024**

## **SPECIFICATIONS AND CONDITIONS TAPPING SLEEVES**

The intent of this bid is to provide tapping sleeves required by the Birmingham Water Works Board in quantities listed on the attached "Bid Form."

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

The entire process of manufacture of items to be furnished under these specifications shall always be open to the inspection of the Chief Engineer or his designated alternate. All defects shall be corrected to his satisfaction, or the material will be rejected. Approval at 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. A complete brochure including installation instructions and detailed drawings of proposed tapping sleeves shall be submitted with the bidder's quotation.

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

Tapping sleeves shall be split type with a flange side outlet or branch connection. The side outlet flange shall be drilled and faced for template Class 125 rating. The side outlet shall have a machined recess to match the machined projection on standard tapping valves to assure correct alignment.

The metal to be used in the manufacture of the tapping sleeves is to be ductile iron in, accordance with AWWA C110-72 or latest revision.

Tapping sleeves are to be coated with a bituminous coating that will meet AWWA Specifications.

All mechanical joint accessories shall be ductile iron and in accordance with ASA Specifications A21.11 and shall be assembled on sleeve prior to shipment.

All tapping sleeves shall be of the mechanical joint type. The mechanical joint ends shall be sealed by neoprene gaskets, compressed tightly around mains by means of a second flange or gland bolted to the end flanges of the sleeve. Gasket and its seat inside the flange of the sleeve shall be tapered or wedge shaped. The gasket shall be totally confined to prevent cold-flow when gland is tightened.

Tapping sleeves 4" and 12" shall be suitable for use on pipe with Specifications of AWWA as follows:

C102-53	Classes 50, 100, 150, 200, and 250
C106-53	Classes 50, 100, 150, 200, and 250
C108-53	Classes 50, 100, 150, 200, and 250
Old Standard	Class "A"
Old Standard	Class "B" in 8", 10" and 12" sizes

Tapping sleeves 4" through 12" shall have a working pressure of 250 P.S.I. The longitudinal or side gaskets shall be of neoprene and shall be confined in a cored groove.

Tapping sleeves 14" through 48" shall also be mechanical joint type and shall be suitable for use on AWWA Specification pipe in Classes "AB" or "CD".

Tapping sleeves 14" through 48" shall have a working pressure of 200 P.S.I.

Longitudinal gaskets for all mechanical joint type sleeves shall be of neoprene and shall be confined in groove. Set screws or other similar services that are used to spread longitudinal gaskets are not acceptable.

Prices quoted must be F.O.B. destination, which is our Distribution Center, located at 3505 Messer Airport Hwy., Birmingham, Alabama 35222, delivered through entrance at 3500 2<sup>nd</sup> Ave. North, Birmingham, AL 35222.

As unloading at destination will be performed with an overhead crane, it is necessary that ALL SHIPMENTS BE MADE IN AN "OPEN TOP" TRUCK OR FLAT BED TRAILER.

Any bidder proposing to furnish any product not listed as acceptable in this bid must first obtain written approval of our Chief Engineer or his authorized representative prior to submission of this bid.

Tapping sleeves acceptable under these specifications are as follows:

MANUFACTURER

IDENTIFICATION

1. American Flow Control

Sizes 4" - 16" Series 2800  
Sizes 16" - 36" Series 1004

2. Mueller

Sizes 4" - 24" H-615

**Product numbers listed above are supplied to the Birmingham Water Works by the individual manufacturer. If there is any discrepancy between the product number and the Design Criteria/Details of Construction in this specification, the bidder is to notify the Birmingham Water Works Board for clarification before a bid is submitted. In addition, if any discrepancy within the specification itself is found, the bidder is to notify the Birmingham Water Works for clarification before a bid is submitted.**

\*\*If bidding a product manufactured by another firm, you must submit a letter from the manufacturer of that product giving your company as agent authority to bid that product.

Letter may be a blanket letter from 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 represented by your company.

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

**AMERICAN IRON & STEEL (AIS):**

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 products and/or materials provided by the manufacturers 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.

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)

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

**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.



**Typing Sleeve Cost Worksheet**  
 Manufacturer: [Manufacturer Name]  
 Part Number: [Part Number]

Officer must provide their best information to this spreadsheet. Failure to complete this spreadsheet will result in disqualification of the officer's figures submitted during award process. The Officer's figures submitted during award process include all items associated with and to support for the procurement of all immediately available options.

Officer must submit the "Total Materials" amount in this column. This column must be completed in accordance with the instructions below.

Quantity	Description	Estimated Quantity Requested by 10/1/19	Unit Measure	Manufacturer	Where are your manufacturing locations? If you are a distributor, you must reference the location that produces the products associated with the solicitation.	Within the Past Three Years Have Any of Your Manufacturing Locations that produce the products associated with this solicitation?	Officer's Three-Year (3Y) of an Order History? If Yes, this will be considered a Risk. If No, this will be considered a Risk. This information is required to be provided in the Bid/Proposal. If you are a Manufacturer, you must provide the location that produces the products associated with this solicitation.	Quoted Price Per Unit Measure	Annual Estimated Pricing
1	202792 - 20 x 6 Mechanical Index x Range Typing Sleeve	5	EA						
2	202793 - 24 x 6 Mechanical Index x Range Typing Sleeve	5	EA						
3	202794 - 20 x 6 Mechanical Index x Range Typing Sleeve	5	EA						
4	202797 - 24 x 6 Mechanical Index x Range Typing Sleeve	5	EA						
5	202775 - 18 x 6 Mechanical Index x Range Typing Sleeve	5	EA						
6	202776 - 18 x 6 Mechanical Index x Range Typing Sleeve	10	EA						
7	202777 - 20 x 6 Mechanical Index x Range Typing Sleeve	5	EA						
8	202778 - 24 x 6 Mechanical Index x Range Typing Sleeve	5	EA						
9	202798 - 24 x 6 Mechanical Index x Range Typing Sleeve	5	EA						
10	202799 - 18 x 6 Mechanical Index x Range Typing Sleeve	10	EA						
11	202797 - 20 x 6 Mechanical Index x Range Typing Sleeve	5	EA						
12	202798 - 24 x 6 Mechanical Index x Range Typing Sleeve	25	EA						
13	202800 - 20 x 18 Mechanical Index x Range Typing Sleeve	5	EA						
14	202800 - 20 x 20 Mechanical Index x Range Typing Sleeve	5	EA						
15	202801 - 24 x 12 Mechanical Index x Range Typing Sleeve	5	EA						
<b>Total Cost</b>									\$

Printed Name and Title of Person Signing: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be completed in its entirety by the Officer and printed as required in the solicitation.

Tapping Sleeve Cost Worksheet  
 Solicitation No. B20 24-03-08 (AFJ)  
 Birmingham Water Works Board

Officer must provide each cost information in this spreadsheet. Return to complete this spreadsheet. Return to complete this spreadsheet. The Officer's figure submitted below must include all costs associated with and in support for the procurement of all commodities and/or services.

Officer must submit the "Cost Worksheet" as part of this response. The Cost Worksheet will be evaluated in accordance with the solicitation administration.

Description	Estimated Quantity Requested by Bidders	Unit Measure	Manufacturer	Where are your Manufacturing Locations? If you are a distributor, you must reference the locations that produce the products associated with this solicitation.	Within the Past Three Years Have Any of Your Manufacturing Plants Closed? If you are a distributor, you must reference the locations that produce the products associated with this solicitation.	Delivery Time-Frames (Dry) of an Order of 2,000 ft. after Receipt of Bidders' Planned PO. This shall be considered a standard lead time for all products. Products with Varying Time-Frames are Not Applicable. Answer.	Quoted Price per Unit Measure	Annual Extended Pricing
1 202746 - 4 x 4 Mechanical Joint x Flange Tapping Sleeve "ANS Certification Required"	5	ea.						
2 202746 - 6 x 4 Mechanical Joint x Flange Tapping Sleeve "ANS Certification Required"	10	ea.						
3 202746 - 8 x 4 Mechanical Joint x Flange Tapping Sleeve "ANS Certification Required"	15	ea.						
4 202747 - 12 x 4 Mechanical Joint x Flange Tapping Sleeve "ANS Certification Required"	10	ea.						
5 202748 - 6 x 6 Mechanical Joint x Flange Tapping Sleeve "ANS Certification Required"	125	ea.						
6 202749 - 8 x 8 Mechanical Joint x Flange Tapping Sleeve "ANS Certification Required"	125	ea.						
7 202750 - 12 x 6 Mechanical Joint x Flange Tapping Sleeve "ANS Certification Required"	35	ea.						
8 202751 - 6 x 8 Mechanical Joint x Flange Tapping Sleeve "ANS Certification Required"	100	ea.						
9 202752 - 12 x 8 Mechanical Joint x Flange Tapping Sleeve "ANS Certification Required"	20	ea.						

**Total Cost**

\$

Printer Name and Title of Person Signing:

Authorized Signature:

Date:

This form must be completed in its entirety by the Officer and passed to required in the solicitation.

**HUB FORM ONE  
(HUB Program Acknowledgment)**

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

Company: \_\_\_\_\_

Submitted By (Print Name and Job Title): \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

**HUB FORM TWO**  
**(HUB Program Compliance Instructions)**

Please submit the following with the HUB COMPLIANCE FORM:

- I. 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.
- II. Proof of HUB certification for each subcontractor listed as a HUB.
- III. 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.
- IV. Justification for not selecting a certified HUB subcontractor that submitted a low bid for any subcontract area.
- V. HUB Form 5 - HUB Subcontractor Performance Form.
- VI. HUB Form 6 - HUB Subcontractor Utilization Form.

**HUB FORM TWO**

**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:

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Bidder/Prime Company (Printed- Authorized Signing Agent Name and Title):

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Authorized Signature and Date:

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**GENERAL INFORMATION**

Owner's Name:

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Owner phone number/email:

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Bidder/prime company:

---

Bidder/prime company Point of Contact:

---

Bidder/prime phone number/email:

---

Bidder/prime company total bid amount:

\$ \_\_\_\_\_

Proposed HUB Sub-company participation amount: \$ \_\_\_\_\_ Percentage: \_\_\_\_%

**HUB FORM SIX**  
**Goods and Services Direct Manufacturing**

I/we hereby certify that we are direct manufacturers or suppliers of the goods or services sought in this Bid and have no distributors, wholesalers, retailers, or other intermediaries, and thus do not have any opportunities for HUB participation in this solicitation.

Bidder Name		Solicitation Name:	
Solicitation No.	Point of Contact		
Address			
Telephone No.		Email Address	

Please use the space below to explain the details about your business and why there are no HUB opportunities for your bid:



## **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.

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.





**NON-DISCRIMINATION POLICY**

Executed

Contractor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name and Title of Person Signing:

\_\_\_\_\_

Date Signed: \_\_\_\_\_



## FUNDS PAID AND CONFLICT OF INTEREST AGREEMENT

This Funds Paid and Conflict of Interest Agreement (“Agreement”) is made a part of, and Contractor affirms, acknowledges, and agrees, that its terms and conditions are part of that certain agreement already entered into between the Water Works Board and \_\_\_\_\_ (Supplier). The Contractor further affirms that the terms and conditions of the Agreement shall be deemed incorporated into and a part of the Original Agreement as if said terms and conditions were originally set forth in the Original Agreement.

**FUNDS PAID:** Contractor and the Contractor representative(s) signed below certify under penalty of perjury by the execution of this 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 or 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.

Authorized signature:

Project

Name: \_\_\_\_\_  
(printed)

For: \_\_\_\_\_  
Company Name (printed)

By: \_\_\_\_\_  
Signature of Authorized Representative/Title

Date: \_\_\_\_\_

**(Please return this form with your bid form and/or proposal submittal)**





BWVB CONTRACTORS EEO REPORT

1. MARK APPROPRIATE BLOCK

PRIME COMPANY  
SUB COMPANY

2. COMPANY NAME, CITY, STATE:

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

TABLE A

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
OFFICIALS																						
SUPERVISORS																						
FOREMEN/WOMEN																						
CLERICAL																						
EQUIPMENT OPERATORS																						
MECHANICS																						
TRUCK DRIVERS																						
IRONWORKERS																						
CARPENTERS																						
CEMENT MASONS																						
ELECTRICIANS																						
PIPEFITTERS/PLUMBERS																						
PAINTERS																						
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	
M	F	M	F

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

5. DATE

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

7. DATE



## Supplier Information Form

1. Name of Company

As Shown On W9 (Line 1)

\_\_\_\_\_

2. Doing Business As

As Shown On W9 (Line 2):

\_\_\_\_\_

3. Mailing Address:

\_\_\_\_\_

4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Business#: \_\_\_\_\_ Cell#: \_\_\_\_\_

6. Primary Contact Person: \_\_\_\_\_

7. Primary Contact Person Email: \_\_\_\_\_

8. Secondary Contact Person: \_\_\_\_\_

9. Secondary Contact Person Email: \_\_\_\_\_

10. Type of Business: \_\_\_\_\_

11. Federal ID#: \_\_\_\_\_

12. Historically Underutilized Business Status: Choose One \_\_\_\_\_

(MUST INCLUDE COPY OF CERTIFICATE FROM CERTIFYING AGENCY)

13. Description of Products and/or Services:

14. COMMENTS:

15. If you are a Prime (General Contractor), Subcontractor or Sub-subcontractor, please provide your Contractor License Number:

General Contractor License #: \_\_\_\_\_

Subcontractor License #: \_\_\_\_\_

Sub-subcontractor License #: \_\_\_\_\_

***The Birmingham Water Works Board  
3600 1<sup>st</sup> Avenue North, Birmingham, AL 35222  
Phone: (205) 244-4300 • Website: [www.bwwb.org](http://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.

1. Supplier Name:

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2. Contact Person and Title:

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3. Contact Person's Email:

---

4. Contact Person's Office# :

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5. Does your company have a Supplier Diversity Program: No

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

6. 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.)





**CERTIFICATION REGARDING DEBARMENT**

( \_\_\_\_\_ )  
**Bid Name and Number**

The below-signed Bidder at this moment 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 three years 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 the 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 the commission of any of the offenses enumerated in paragraph (ii) above.

Executed on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

BIDDER

By: \_\_\_\_\_  
Its: \_\_\_\_\_

THE STATE OF ALABAMA )  
  
\_\_\_\_\_ COUNTY )

BEFORE ME, a Notary Public in and for said County, in said State, here by 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: \_\_\_\_\_

# Receipt of Bid Package

Date/Time Receipt of Response

Bid Name: \_\_\_\_\_

Bid No: \_\_\_\_\_

Issuing Officer: Jonathan Jett \_\_\_\_\_

Company: \_\_\_\_\_

Name of Delivery Agent: \_\_\_\_\_

## Signatures

Delivery Agent Signature: \_\_\_\_\_

Purchasing Department Signature: \_\_\_\_\_

**The BWW Purchasing Department shall retain all hard copies of each applicable receipt of bid package(s). The BWW Purchasing Department must have an applicable, executed receipt of bid package per terms and conditions of the applicable solicitation for a potential supplier's bid to be considered responsive, pending evaluation of appropriate staff.**