



January 23, 2025

Bid: 25-03-01

Subject: Invitation to Bid

Prospective Bidders:

Sealed bid packages for Asphalt HOT Mix will be received in the Purchasing Department of the Birmingham Water Works Board, located at 3600 First Avenue North, Birmingham, Alabama 35222, until 11:00 a.m. (CST), Thursday, February 6<sup>th</sup>, 2025, at which time and place they will be publicly opened and read. All potential suppliers must receive an executed copy of the applicable Receipt of Bid Package from the BWW Purchasing Department before their bid package may be considered responsive, pending evaluation of appropriate staff.

The bid opening will occur in the BWW Purchasing office; attendance can be in person or virtually via Microsoft Teams. For a link to the online bid opening, please email [Jonathan.Jett@bwwb.org](mailto:Jonathan.Jett@bwwb.org). Those attending the virtual meeting should log in at least five minutes before the bid opening as scheduled.

“Specifications and conditions” and “Bid Forms” are attached, and all bids shall be submitted in a sealed envelope, F.O.B destination, Freight prepaid, and at no charge. One signed copy of the bid form should be included in your sealed envelope and the bidder should retain a copy.

The right is reserved to reject any or all bids submitted, waive any informalities and technicalities, and award to the bidder deemed to best and most economically serve the Board’s interests. 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 being given 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 mailed, shipped, or hand-delivered to the BWW 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 Manager and marked in the lower left-hand corner of the envelope as follows: “Bids for “Asphalt HOT Mix due Thursday, February 6<sup>th</sup>, 2025, at 11:00 a.m. (CST)” at which time and place they will be publicly opened and read.

Cordially,

*Ly' Tonja Levert*

Ly'Tonja Levert,  
Interim Purchasing Manager

## **SPECIFICATIONS AND CONDITIONS ASPHALT HOT MIX**

This bid intends to provide **Asphalt Hot Mix** for the permanent patching requirements of the Birmingham Water Works Board for a (1) one-year period, but may be extended up to two additional one-year periods or as permitted by Alabama state law. These estimated quantities should not be considered a commitment or guarantee to purchase any specific quantities of listed products or services.

It is the intent of the Board to award this bid to the lowest responsive and responsible bidder.

For material to be picked up by a Birmingham Water Works Board Contractor(s), the successful bidder must be located within a twenty (20) mile radius of the Distribution Center. The successful bidder must be readily available to supply The Birmingham Water Works Board-approved paving contractor(s), Asphalt HOT mix, on a 365-day, 24-hour / 7-day-a-week basis for the duration of the contract. This must include weekends and holidays. If, for any reason, your plant cannot supply the asphalt HOT mix, BWWB personnel must be notified within a reasonable timeframe.

**Item #1: Asphalt wearing surface (seal)** is to be Superpave Bituminous Concrete Wearing Surface Layer, 1/2" maximum aggregate size mix, ESAL Range C/D per ALDOT Specification Section 424 Item 424A-360.

**Item #2: Asphalt binder** is to be Superpave Bituminous Concrete Upper Binder Layer, 1" maximum aggregate size mix, ESAL Range C/D per ALDOT Specification Section 424 Item 424B-651.

**Item #3: Asphalt binder** is to be Superpave Bituminous Concrete Upper Binder Layer, 1" maximum aggregate size mix, ESAL Range C/D per ALDOT Specification Section 424 Item 424B-651.

(This line item is to be used for Pipe Laying Crew Only)

**Item #4: Asphalt black base binder or black base** must be Superpave Bituminous Concrete Base Layer, 1-1/2" maximum aggregate size mix, ESAL Range C/D or Plant Mix Bituminous Base, Mix 2 per ALDOT Specification Section 424 Item 424C-361 or Section 327 Item 327A-021, respectively.

**Item #5: Asphalt wearing surface (patching)** is to be Superpave Bituminous Concrete Wearing Surface Layer, Patching, 3/4" maximum aggregate size mix, ESAL Range C/D per ALDOT Specification Section 424 Item 424A-364.

**Contract period:**

The contract shall cover one year beginning on or about July 1, 2025, depending on the

date of Board approval. The contract may be extended up to two additional one-year periods or as permitted by Alabama state law at the mutual consent of both parties.

The right is reserved to reject any bids submitted, waive any informalities and technicalities, and award to the bidder 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 cancel this bid within thirty (30) days with written notice. The Board reserves the right to enter a month-to-month contract once the contracts end, at the current prices, until the next bid is awarded, with the mutual consent of both parties. The Board reserves the right to enter into a renewal option to extend the contract up to two (2) additional years with mutual consent of both parties. Suppliers wishing to extend the contract must submit a signed extension request letter four (4) months before the end of the agreement. The extension will be presented to the Board for approval, a contract amendment will be sent to the supplier for signing, and then countersigned by BWW Executive(s). The Board reserves the right to RE-BID.

**Hold Harmless:**

The vendor further agrees to indemnify, hold harmless, and defend the Water Works Board and its officers, agents, servants, and employees from and against all claims, lawsuits, damages, losses, and expenses, including reasonable attorneys' fees, arising out of or resulting from the performance of work, provided that any such claim, damage, loss or expense (A) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of any property, including the loss of use resulting from that place, and (B) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

**References:**

Bidders should include a list of three references with their bid. These references must include contact name, company name, title, email, and phone number.

**Inquiries:**

All questions relative to the specifications and conditions of this bid or the bid process must be submitted via email to [Jonathan.Jett@bwwb.org](mailto:Jonathan.Jett@bwwb.org). Questions regarding the specifications and conditions must be submitted no later than 3:00 p.m. CST on February 3. Information and answers to questions received, if any, will be submitted to all prospective suppliers shortly thereafter via addendum. To ensure inclusion in this communication, prospective suppliers should submit a request via the above email address. Questions regarding bid forms will be responded to individually up until the day preceding the bid opening.

The Board will accept the submission of a bid as evidence that the Contractor is familiar with the nature of work to be performed and the limits of the Board's distribution system and will accept and comply with all specifications, invitation to bid, and contract documents.

### **Use of Minority Businesses and Subcontractors:**

The use of Historically Underutilized Businesses (HUB) is highly encouraged by the Board. Attached is a series of forms and resources for identifying HUB participants. The appropriate forms are to be filled out and submitted with the bid. If you deem that any of the forms in this section do not apply to your company, please sign, indicate not applicable, and return them in the bid submittal.

HUB forms 1, 2, and 6 must be filled out completely, signed, and returned with the bid. Please note that additional forms are required to be completed and returned in your bid packet. See the included checklist for a list of all required forms.

### **Price List:**

Each bidder is to provide firm pricing for each item listed. The attached "Bid Form" will serve as a pricing agreement between the Contractor and the Board. The enclosed "Bid Form" contains estimated quantities for bidding purposes only. Actual quantities vary from month to month. Also, the Board reserves the right to perform work generally covered under this bid with Board personnel and equipment.

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 become due to the vendor, the difference between the price named in the contract or purchase order and the actual cost to the Board. Prices paid by the Board shall be considered the prevailing market price when such purchase is made.

The Board will accept the submission of a bid as evidence that the contractor is familiar with the nature of work to be performed and the limits of the Board's distribution system and will accept and comply with all specifications, invitation to bid, and contract documents.

### **Invoices:**

An invoice shall be issued for each pickup based on the per-ton price quoted. ***All invoices shall have the following listed or the invoice will not be paid:***

1. Charge number
2. Address of job
3. P.O. number (if applicable)
4. **BWWB Supervisor's name**
5. **If BWWB personnel picks up the HOT mix, include driver signature and printed name, name of BWW department, and truck number.**

The Board will allow price adjustments (increase or decrease) for the contract balance based on the Alabama Department of Transportation's current edition, Asphalt Index for PG asphalt or cement. Reference this Index in monthly billings showing the calculations.

## **Resources for Identifying HUB Participants**

Each bidder/prime contractor must contact BWWB HUB for assistance in identifying HUB participants. In addition to the BWWB, 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](mailto:wehelp@alblackcc.org)

Website: <https://alblackcc.org>

Phone: (256) 551-0673

Mailing Address: P.O. Box 550022 Birmingham AL 35255

**2. Alabama Department of Economic and Community Affairs (ADECA)**

Office of Minority Business Enterprise (OMBE)

Scott Stewart, Program Supervisor

Email: [Scott.stewart@adeca.alabama.gov](mailto:Scott.stewart@adeca.alabama.gov)

Website: [www.adeca.alabama.gov](http://www.adeca.alabama.gov)

Phone: (334) 353-3966

Mailing Address: P.O. Box 5690 Montgomery, AL 36103-5690

**3. Birmingham Airport Authority (BAA)**

Ryan Devaney, ACDBE/DBE/Title VI Administrator

Email: [rveney@flybham.com](mailto:rveney@flybham.com)

Website: [www.flybirmingham.com](http://www.flybirmingham.com)

Phone: (205) 599-0568

FAX: (205) 599-0538

Mailing Address: 5900 Messer Airport Highway Birmingham, Alabama 35212

**4. Alabama Department of Transportation Disadvantaged Business Enterprises**

Ms. Walter Carr, DBE Liaison Officer

Email: [carrw@dot.state.al.us](mailto:carrw@dot.state.al.us)

Website: [www.dot.state.al.us](http://www.dot.state.al.us)

Phone: (334) 242-6242

FAX: (334) 242-6256

Mailing Address: P.O. Box 303050 Montgomery, AL 36130

**5. City of Birmingham, Department of Innovation & Economic Opportunity (IEO)**

Coreata' Houser, Deputy Director

Email: coreata.houser@birminghamal.gov

Website: <https://ieo.birminghamal.gov>

Phone: (205) 254-2799

Fax: (205) 254-7741

Mailing Address: City Hall/Third Floor 710 North 20th Street Birmingham, AL 35203

**6. U.S. Small Business Administration, Alabama District Office**

Carol House

or

Sandrieka Moore

Email: Carol.house@sba.gov

sandrieka.moore@sba.gov

Phone: (205) 290-7892

FAX (205) 290-7404

Website: <https://www.sba.gov/district/alabama>

Mailing Address: 2 N. 20th St., Suite 325 Birmingham, AL 35203

**7. National Association of Minority Contractors (NAMC of Greater Atlanta)**

Kellye A. Britton, Executive Director

Email: info@namcatlanta.org

Phone: (678) 943-9667

Website: [www.namc-atl.org](http://www.namc-atl.org)

Mailing Address: 352 University Ave, S136 Atlanta, GA 30310

**8. Birmingham Construction Industry Authority (BCIA)**

Kimberly Baylor Bivins

OR

Ashley Orl

Email: kbaylorbivins@bcia1.org

aorl@bcia1.org

Phone: (205) 324.6202

Fax: (205) 324.6210

Website: <https://bcia1.org/>

Mailing Address: 601 37th Street South Birmingham, AL 35222

**9. Southern Region Minority Supplier Development Council**

Mark Samuels, Regional Director-Small Business Services/Opportunity Sourcing

Email: msamuel@srmsdc.org

Phone (504) 293-0404

Fax (504) 293-0401

Website: <https://www.srmsdc.org/>

Mailing Address: 400 Poydras Street, Suite 1960, New Orleans, LA 70130

**10. Birmingham Business Resource Center**

Bob Dickerson, Executive Director

Email: [bdickerson@bbrc.biz](mailto:bdickerson@bbrc.biz)

Phone: (205) 250-6380 ext. 6610

Website: [www.mybbrc.biz](http://www.mybbrc.biz)

Mailing Address: 1500 1st Ave N Unit 12, Birmingham, AL 35203

**11. Department of Veterans Affairs**

Brandon Miller

Email: [brandon.miller@va.alabama.gov](mailto:brandon.miller@va.alabama.gov)

Website: <https://va.alabama.gov/>

Mailing Address: 100 North Union Street, Suite 850, Montgomery Alabama 36104

**12. Women's Business Enterprise Council South (WBENC)**

Lance Mitchell, Director of Certification & Sourcing

Email: [lmitchell@wbecsouth.org](mailto:lmitchell@wbecsouth.org)

Phone: (205) 440-5154 or (504) 830-0149

Website: [www.wbecsouth.org](http://www.wbecsouth.org)

Mailing Address: 401 Saint Joseph St Ste 2A, New Orleans, LA 70130

**13. Alabama Small Business Development Center Network (SBDC)**

**Alabama APEX Accelerator**

Tory Shumpert, Procurement Specialist

Email: [tory.shumpert@ua.edu](mailto:tory.shumpert@ua.edu)

Phone: (205) 348-1687

Website: <https://apexal.org/> or <https://www.asbdc.org/BHM/>

Mailing Address: 1500 1st Avenue N. Birmingham, AL 35203

**14. Black Contractors Association, Inc.-Alabama Chapter**

Jarrold Sims

Email: [info@blackcontractorsassociationinc.org](mailto:info@blackcontractorsassociationinc.org)

Phone: (205) 737-1599

Website: <https://blackcontractorsassociationinc.org/>

Mailing Address: P.O. Box 12104 Birmingham, AL 35202

**15. Birmingham Business Alliance**

Victor Brown, Small Business Director

Email: [vbrown@birminghambusinessalliance.com](mailto:vbrown@birminghambusinessalliance.com)

Phone: (205) 241-8109

Website: [www.birminghambusinessalliance.com](http://www.birminghambusinessalliance.com)

Mailing Address: 505 20th St N Ste 200, Birmingham, AL 35203

**16. Associated Builders & Contractors of Alabama**

Jay Reed

Email: [jay@abc-alabama.org](mailto:jay@abc-alabama.org)

Phone: (205) 870-9768

Fax: (205) 879-5090

Website: [www.abc-alabama.org](http://www.abc-alabama.org)

Mailing Address: 1830 28th Ave S, Birmingham, AL 35209

**17. U.S. Minority Contractors Association (Alabama Chapter)**

Jimmy Morris or Vivian McGrew

Email: [info@usminoritycontractors.org](mailto:info@usminoritycontractors.org)

Phone: (847) 852-5010

Website: <https://usminoritycontractors.org/>

Mailing Address: 702 Commerce Court Suites B Prattville, Alabama 36066



**Bid Form**

**Asphalt Hot Mix, Bid# 24-03-01**

Submitted below is our firm bid for items and services by your "Invitation to Bid" and "Specifications and Conditions" for Asphalt HOT Mix, due Thursday, February 6, 2025, @ 11:00 a.m. The undersigned has read and understands said "Invitation to Bid" and "Specifications and Conditions" and expressly agrees to be bound by the terms.

Estimated Quantity	Line Item	Description	Per Ton Price	Total Price
4,350 tons	1	Asphalt Wearing Surface (Seal) Mix (Picked up by Contractor) Per Bid "Specifications and Conditions"	\$ _____	\$ _____
8,000 tons	2	Asphalt Binder Mix (Picked up by Contractor) Per Bid "Specifications and Conditions"	\$ _____	\$ _____
5,130 tons	3	Asphalt Binder Mix (Picked up by Contractor) <b>for Pipe-Laying Jobs Only</b>	\$ _____	\$ _____
10,560 tons	4	Asphalt Black Base Binder Mix or Black Base (Picked up by Contractor) Per Bid "Specifications and Conditions"	\$ _____	\$ _____
2,500 tons	5	Asphalt Wearing Surface (Patching) Mix (Picked up by Contractor) Per Bid "Specifications and Conditions"	\$ _____	\$ _____

Grand Total \$ \_\_\_\_\_

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: "Bid 25-03-01 **Asphalt Hot Mix**, due Thursday, **February 6, 2025**, at 11:00 a.m.

Date \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**NO 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 deletion of 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)

\_\_\_\_\_ Insufficient time to respond to the Bid.

\_\_\_\_\_ We do not offer this product/service.

\_\_\_\_\_ Specifications unclear. (explain below)

\_\_\_\_\_ Unable to meet bond requirements.

\_\_\_\_\_ Other (specify below)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Print or Type)



## 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: \_\_\_\_\_

(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 #: \_\_\_\_\_

<p><b><i>The Birmingham Water Works Board</i></b> <b><i>3600 1<sup>st</sup> Avenue North, Birmingham, AL 35222</i></b> <b><i>Phone: (205) 244-4300 • Website: <a href="http://www.bwwb.org">www.bwwb.org</a></i></b></p>
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## 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 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.

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)**





September 26, 2024

**RE: Request for Company Product and Service Information**

**Directors/Officers**

Tereshia Q. Huffman  
*Chairwoman*

William "Butch" Burbage, Jr., CPA  
*Vice Chairman*

Thomas E. Henderson  
*Second Vice Chairman*

Raymond "Larry" Ward  
*Secretary-Treasurer*

Carl Dalton NeSmith, Esq.  
*Assistant Secretary-Treasurer*

Lucien B. Blankenship, Esq.  
George Munchus, Ph.D.  
Mashonda S. Taylor

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**Interim  
General Manager**

Darryl R. Jones, PE

**Interim  
Deputy General Manager**

Mac Underwood, CPA

**Assistant  
General Managers**

Derrick Murphy, MEng  
*Engineering and Maintenance*

Philip King, PE, MBA, MEng  
*Operations and Technical Services*

Barry Williams  
*Interim  
Finance and Administration*

To Whom It May Concern:

This correspondence is to request information on your company's profile and 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 wants to discover how your products or services can help meet its mission. Please provide details about your company's products, services, and supplier diversity program and any additional documents to explain your offerings further. 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 and the Birmingham Water Works service area.

You can learn more about the Birmingham Water Works Board at [www.bwwb.org](http://www.bwwb.org). Please email the request referenced to LyTonja Levert at [tonja.levert@bwwb.org](mailto:tonja.levert@bwwb.org). Please get in touch with me if I can answer any questions. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Derrick M. Murphy".

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

CC: LyTonja Levert, Interim Purchasing  
Manager

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:

---

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

---

Authorized Signature and Date:

---

**GENERAL INFORMATION**

Owner's Name:

---

Owner phone number/email:

---

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:



**BWWB CONTRACTORS EEO REPORT**

1. Select Appropriate Response

2. COMPANY NAME, CITY, STATE:

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

JOB CATEGORIES	TABLE A																TABLE B					
	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																						

APPRENTICES																						
OTJ TRAINEES																						

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

5. DATE

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

7. DATE



## 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:

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4. Contact Person's Office# :

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5. Does your company have a Supplier Diversity Program:

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.)





## **NON-DISCRIMINATION POLICY**

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

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

**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: \_\_\_\_\_

**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	<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 4 – Sub-Company Participation Form - <b>Only for Sub-Contractors</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	HUB Form 5 – Sub-Company Performance Form - <b>Only for Sub-Contractors</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	HUB Form 6 – Sub-Company Utilization Form – <b>Public Works Bids only)</b> HUB Form 6- Direct Manufacturer/Supplier Certification <b>(Goods &amp; Service Bids only)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	HUB Form 7 – Hub Compliance Form – <b>(Only for Public Works Bids)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	HUB Form 8 – Prime Company Monthly Report – <b>(Only for Public Works Bids)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	HUB Form 9 – Prime Close-out Report – <b>(Only for Public Works Bids)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	EEO Report	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Supplier Diversity Program Questionnaire	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Certification of Non-Discrimination	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Debarment Form	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reviewed by BWWB Personnel: \_\_\_\_\_

# Receipt of Bid Package

Date/Time Receipt of Response

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

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

Issuing Officer: \_\_\_\_\_

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

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

## Signatures

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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.**