

BIRMINGHAM WATER WORKS

July 18, 2024

Bid: 24-12-09

Subject: Invitation to Bid

Prospective Bidders:

Sealed bids for (Yearly) Meter Loops and Reseters 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., July 30, 2024, at which time and place they will be publicly opened and read.

“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 award by way of awarding all items to one 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 the sole 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 date of award and prices quoted shall remain effective for that period. The Board reserves the sole right to extend any of the applicable contracts for additional one (1) year periods or 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 applicable parties.

Any bids mailed, must be sent to 3600 First Avenue North, Birmingham, Alabama 35222, directed to the attention of the Purchasing Manager, and marked in the lower left-hand corner of the envelope as follows: “Bids for “Meter Loops and Reseters due on July 30, 2024, at 10:00 a.m.” at which time and place they will be publicly opened and read.

Cordially,

Jonathan Jett

Jonathan Jett,
Purchasing Superintendent

**SPECIFICATIONS FOR COPPER METER SETTERS, COPPER RESETTERS, & OFFSET
COPPER RESETTERS WITH AND WITHOUT DUAL CHECK VALVE**

1.0 GENERAL REQUIREMENTS

1.1 DESCRIPTION/SCOPE

This specification applies to copper meter setters, copper resetters, and offset copper resetters, with and without dual check valve assembly, to be used by The Birmingham Water Works Board as meter setting appurtenances. This specification covers setters for 5/8", 5/8"x3/4", 3/4", 1", and 2" meters.

Additional Definition of Terms

Meter Loops- synonymous with the Copper Setter and Meter Yokes

1.2 QUALITY ASSURANCE

The manufacturer shall upon request, furnish a notarized certification to The Birmingham Water Works Board that all items were manufactured in full compliance with these specifications.

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

1.2.1 REFERENCES

American Water Works Association (AWWA), C800

American National Standards Institute (ANSI), 1024, CSA B64.6

American Society of Safety Engineers (ASSE), 1024, CSA B64.6

National Sanitation Foundation (NSF/ANSI) Standard 61, Annex G

When reference is made in these specifications to American Water Works Association (AWWA), American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), American Iron and Steel Institute (AISI), American Society of Safety Engineers (ASSE), or other standards, it is understood that the latest revision thereof shall apply. The manufacturer should especially note that this part of the specifications applies to all items with additional requirements set forth for each type.

1.3 SUBMITTALS

Quantities and sizes of required items are shown on the attached "Bid Form". The manufacturer and manufacturer's catalog number for each item listed on the "Bid Form" shall be inserted in the column headed "Manufacturer & Catalog Number".

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

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

Any bidder proposing to furnish any product not listed as acceptable in this bid, must first obtain written approval of The Birmingham Water Works Board Assistant General Manager-Engineering and Distribution, or authorized representative, prior to submission of bid.

1.4 PRODUCT DELIVERY

Shipment of all items will be required as soon as possible, and prices quoted shall be firm until shipment of all items is complete.

Prices quoted shall be F.O.B. destination, which is our Warehouse, located at 3505 Messer Airport Highway, deliver thru entrance at 3500 Second Avenue North, Birmingham, Alabama 35222.

All items listed and required on the attached "Bid Form" are to be in compliance with The Birmingham Water Works Board specifications.

All copper meter setters, copper resetters, and offset copper resetters shall be shipped completely assembled with gaskets and/or tube nuts (as applicable) and packed in boxes with a ***maximum of 10 setters per box***. The boxes shall be labeled to show type, quantity, and size of copper meter setters, copper resetters, or offset copper resetters.

Pack so copper meter setters, copper resetters, or offset copper resetters are delivered in perfect condition. Damaged copper meter setters, copper resetters, or offset copper resetters to be subject to rejection.

2.0 PRODUCTS

2.1 SERVICE CONDITIONS/DESIGN CRITERIA

Copper meter setters, copper resetters, and offset copper resetters shall use a ball type valve design suitable for positive shut off and have a rated working pressure of 300 psig. All brass used in the setting equipment shall conform to applicable requirements of AWWA C800.

Brass goods furnished under this specification shall be new and unused and shall conform to ANSI/AWWA Standard C800, latest revision. All fittings shall be stamped or embossed with a mark or name indicating that the product complies with NSF/ANSI Standard 61, Annex G (NSF 61-G) requirement for low-lead content.

The valves for the setting equipment will work smoothly without binding.

Check valves, when called for, shall be of the dual check, angle type, rated for a maximum of 175 psi. All brass used in the setting equipment shall conform to applicable requirements of AWWA C800.

2.2 DETAILS OF CONSTRUCTION

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

All copper meter setters, copper resetters, and offset copper resetters shall be manufactured using lead-free solder.

All copper meter setters, copper resetters, and offset copper resetters shall be tested for water tightness.

Inlet and outlet tubing for all copper meter setters, copper resetters, and offset copper resetters shall be no smaller than the nominal size of the meter unless otherwise noted.

Copper setters 5/8", 3/4", and 1" are to have copper flare to flare connections inlet and outlet.

Two inch (2") copper setters are a custom setter with vertical F.I.P. inlet and outlet with lockable 1-1/2" bypass - 12" Rise - Ball valve inlet and outlet.

Offset copper resetters are to have M.I.P. Meter Thread Ends inlet and outlet.

Ball Valve Criteria

The valve head is to be a tee design.

The valve operating cap and tee head shall be permanently attached to the stem.

The valve tee head shall be oriented so that the longitudinal axis of the head is in line with the flow when open and perpendicular when closed.

The valve tee head shall be constructed such that the operator can visually determine when the valve is in the open or closed position.

Check lugs shall be enclosed and positioned to line up the opening in the ball with the waterway through the valve body and to effectively block the waterway in the closed position. All stops shall fully open or close against the check lugs with a 90° rotation of the tee head.

Where applicable, the direction of flow shall be cast onto the body of the valve.

The valve stem shall contain at least one o-ring to prevent external leakage.

The valve brass ball shall have a fluorocarbon or teflon coating approved for use in potable water and be seated by molded Buna-N or EPDM rubber seals.

The valve through way dimension of the brass ball shall be no smaller than the nominal size of the meter unless otherwise noted.

The valve ball to stem connection shall be of solid design for optimum strength.

The valve will be properly lubricated at the factory using a long-life lubricant recommended for water service.

Check Valve Criteria

The check valve shall be of the dual cartridge type and be full port.

The dual checks shall operate independently of each other.

The check valve will operate with either check removed.

The check valve shall be of the angle type, unless other specified by part number on the bid form.

The check valve shall have top entry if it is of the angle type.

Check valve shall be in-line accessible for inspection and replacement of internal parts.

Replacement kits for the check valve shall be available.

Check valve shall be field testable if specified.

The dual checks shall be molded of plastic with stainless steel springs.

The check valve shall be available with a test plug in the cap if specified.

There shall be an O-ring between the valve body and cap.

2.3 MANUFACTURERS

Copper meter setters, copper resetters, and offset copper resetters shall be manufactured by the following companies or approved equal:

Mueller Co.

The Ford Meter Box Co.

A.Y. McDonald Mfg. Co.

Product numbers listed below 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 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.

5/8", 3/4", and 1" Coppersettors are to have copper flare to flare connections – inlet and outlet – and are to be packed no more than ten(10) per box with contents and quantity plainly marked on each box.

<u>Size</u>	<u>Description</u>	<u>Ford</u>	<u>Mueller</u>	<u>AY McDonald</u>
5/8"	Coppersettors (201401)	VB-81W-22-33-FP-NL	B2489RN	737-1- -WXCC 33
5/8" (with dual check valve)	Coppersettors (201402)	VBHC-81W- 22-33-FP-NL	B2489R-6AN	737-1- -WDCC 33

3/4"	Coppersettors (201403)	VB-83W-22-33-FP-NL	B2489N	737D3- -JXCC 33
3/4" (with dual check valve)	Coppersettors (201404)	VBHC-83W- 22-33-FP-NL	B2489-6AN	737D3- -JDCC 33
1"	Coppersettors (201405)	VB-84W- 22-44-FP-NL	B2489N	737-4- -JXCC 44
1" (with dual check valve)	Coppersettors (201406)	VBHC-84W-22-44-FP-NL	B2489-6AN	737-412JMCC 44

Note: 2" coppersetter is a custom setter with vertical female iron pipe threads inlet and outlet-with lockable by-pass – 12" rise-ball valve inlet and outlet.

2"	Coppersettors (201407)	VBB87-C13551-001-NL	105B2427----05N	731B712KWFF 776
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Size (meter size x riser height) Description

5/8"x7"	Copper Meter Resetter For 5/8" Meters with 3/4" OD spuds with Iron Pipe Threads-overall length of Meter is 7.50" Ford #VB-41-7W-FP-NL AY McDonald 718-107WX Mueller B-24118RN (201408)
5/8"x 9"	Copper Meter Resetter <i>w/Dual Check Valve</i> for 5/8" Meters with 3/ 4" OD Spuds with Iron Pipe Threads-overall length of meter is 7.50" Ford #VBHC-41-9W-FP-NL AY McDonald 718-109WD Mueller #B-24118R-6AN (201409)
5/8"x3/4"x7"	Copper Meter Resetter for 5/8" Meters with 1" OD spuds with Iron Pipe Threads-overall length of meter is 7.50" Ford #VB-42-7W-FP-NL AY McDonald 718-207WX Mueller #B-24118RN (201410)
5/8"x3/4"x9"	Copper Meter Resetter <i>w/Dual Check Valve</i> for 5/8" Meters with 1" OD spuds with Iron Pipe Threads-overall length of meter is 7.50" Ford #VBHC-42-9W-FP-NL AY McDonald 718-209WD Mueller #B-24118R-6AN (201411)
5/8"x12"	Copper Meter Resetter for 5/8" Meters with 3/4" OD spuds with Iron Pipe Threads-overall length of meter is 7.50" Ford #VB-41-12W-FP-NL

AY McDonald 718-112WX
Mueller #B-24118RN (201412)

5/8"x12"

Copper Meter Resetter *w/Dual Check Valve* for 5/8"
Meters with 3/4" OD spuds with Iron Pipe Threads-
overall length of meter is 7.50"
Ford #VBHC-41-12W-FP-NL
AY McDonald 718-112WD
Mueller #B-24118R-6AN (201413)

5/8"x3/4"x12"

Copper Meter Resetter for 5/8" Meters with 1" OD spuds
with Iron Pipe threads-overall length of meter is 7.50"
Ford #VB-42-12W-FP-NL
AY McDonald 718-212JX
Mueller #B-24118RN (201414)

5/8"x3/4"x12"

Copper Meter Resetter *w/Dual Check Valve* for 5/8"
Meters with 1" OD spuds with Iron Pipe Threads-
overall length of meter is 7.50"
Ford #VBHC-42-12W-FP-NL
AY McDonald 718-212WD
Mueller #B-24118R-6AN (201415)

5/8"x18"

Copper Meter Resetter for 5/8" Meters with 3/4" OD spuds
with Iron Pipe Threads-overall length of meter is 7.50"
Ford #VB-41-18W-FP-NL
AY McDonald 718-118WX
Mueller #B-24118RN (201416)

5/8"x18"

Copper Meter Resetter *w/Dual Check Valve* for 5/8" meters with
3/4" OD spuds with Iron Pipe Threads-overall length of meter
is 7.50"
Ford #VBHC-41-18W-FP-NL
AY McDonald 718-118WD
Mueller B-24118R-6AN (201417)

5/8"x3/4"x18"

Copper Meter Resetter for 5/8" Meters with 1" OD spuds with
Iron Pipe Threads-overall length of meter is 7.50"
Ford #VB-42-18W-FP-NL
AY McDonald 718-218WX
Mueller #B-24118RN (201418)

5/8"X3/4"X18"

Copper Meter Resetters *w/Dual Check Valve* for 5/8" Meters
with 1" OD spuds with Iron Pipe Threads-overall length of meter
is 7.50"
Ford #VBHC-42-18W-FP-NL

AY McDonald 718-218WD
Mueller #B-24118R-6AN (201419)

3/4"x8"
Copper Meter Resetters for 3/4" Meters with 1" OD spuds with Iron Pipe Threads-overall length of meter is 9.00"
Ford #VB-43-8W-FP-NL
AY McDonald 718D308JX
Mueller B-24118N (201420)

3/4"x10"
Copper Meter Resetter *w/Dual Check Valve* for 3/4" meters with 1" OD spuds with Iron Pipe Threads-overall length of meter is 9.00"
Ford # NOT AVAILABLE
AY McDonald 718D310JD
Mueller #B-24118-6AN (201421)

3/4"x12"
Copper Meter Resetter for 3/4" Meters with 1" OD spuds with Iron Pipe Threads-overall length of meter is 9.00"
Ford #VB-43-12W-FP-NL
AY McDonald 718D312JX
Mueller #B-24118N (201422)

3/4"x12"
Copper Meter Resetter *w/Dual Check Valve* for 3/4" Meters with 1" OD spuds with Iron Pipe Threads-overall length of meter is 9.00"
Ford #VBHC-43-12W-FP-NL
AY McDonald 718D312JD
Mueller #B-24118-6A N (201423)

3/4"x18"
Copper Meter Resetter for 3/4" Meters with 1" OD spuds with Iron Pipe Threads-overall length of meter is 9.00"
Ford #VB-43-18W-FP-NL
AY McDonald 718D318JX
Mueller #B-24118N (201424)

3/4"x18"
Copper Meter Resetters *w/Dual Check Valve* for 3/4" Meters with 1" OD spuds with Iron Pipe Threads-overall length of meter is 9.00"
Ford #VBHC-43-18W-FP-NL
AY McDonald 718D318JD
Mueller #B-24118-6AN (201425)

1"x10"
Copper Meter Resetter for 1" meters with 1-1/4" OD spuds with Iron Pipe Threads-overall length of meter is 10.75"
Ford #VB-44-10W-FP-NL
AY McDonald 718-412JX

Mueller #B-24118N (201426)

- 1"x12" Copper Meter Resetter *w/Dual Check Valve* for 1" meters with 1-1/4" OD spuds with Iron Pipe Threads-overall length of meter is 10.75"
Ford # NOT AVAILABLE
AY McDonald 718-412JM
Mueller #B-24118-6AN (201427)
- 1"x18" Copper Meter Resetter for 1" Meters with 1-1/4" OD spuds with Iron Pipe Threads-overall length of meter is 10.75"
Ford #VB-44-18W-FP-NL
AY McDonald 718-418JX
Mueller #B-24118N (201429)
- 1"x18" Copper Meter Resetter *w/Dual Check Valve* for 1" meters with 1-1/4" OD spuds with Iron Pipe Threads-overall length of meter is 10.75"
Ford #VBHC-44-18W-FP-NL
AY McDonald 718-418JM
Mueller #B-24118-6AN (201430)
- 1"x30" Copper Meter Resetter for 1" Meters with 1-1/4" OD spuds with Iron Pipe Threads-overall length of meter is 10.75"
Ford #VB-44-30W-FP-NL
AY McDonald 718-430JX
Mueller #B-24118N (201431)
- 1"x30" Copper Meter Resetter *w/Dual Check Valve* for 1" Meters with 1-1/4" OD spuds with Iron Pipe Threads-overall length of meter is 10.75"
Ford #VBHC-44-30W-FP-NL
AY McDonald 718-430JM
Mueller #B-24118-6AN (201432)
- 5/8" Left Copper Meter Resetter for 5/8" Meters With 3/4" OD spuds with Iron Pipe Threads-Overall length of meter is 7.50" offset resetter is to be no more than 6" base to top of stop and no more than 5" offset to left or right with a ball type meter stop on inlet side of resetter *old meter would have been to your left*
Ford #RETRO-1CVB-FP-NL
AY McDonald 717X104WX
Mueller #200B2446R-01N (201433)

- 5/ 8" Left
 Copper Meter Resetter *w/Dual Check Valve*
 For 5/8" Meters with 3/4" OD Spuds with Iron
 Pipe Threads-overall length of meter is 7.50" offset
 Resetter is to be no more than 6" base to top of stop
 And no more than 5" offset to left or right with a ball type
 meter stop on inlet side of resetter ***old meter would
 have been to your left***
 Ford #RETRO-1CVBHC-FP-NL
 AY McDonald 717X104WD
 Mueller #200B2446R-6A-01N (201434)
- 5/8" Right
 Copper Meter Resetter for 5/8" Meters with 3/4" OD
 spuds with Iron Pipe Threads-overall length of meter
 is 7.50" offset resetter is to be no more than 6" base
 to top of stop and no more than 5" offset to left or
 right with a ball type meter stop on inlet side of
 resetter ***old meter would have been to your right***
 Ford #RETRO-1CVB-REV-FP-NL
 AY McDonald 717-104WX
 Mueller #200B2446RN (201435)
- 5/8" Right
 Copper Meter Resetter *w/Dual Check Valve* for
 5/8" Meters with 3/4" OD Spuds with Iron Pipe
 Threads-overall length of meter is 7.50" offset
 resetter is to be no more than 6" base to top of
 stop and no more than 5" offset to left or right
 with a ball type meter stop on inlet side of
 resetter ***old meter would have been to your
 right***
 Ford #RETRO-1CVBHC-REV-FP-NL
 AY McDonald 717-104WD
 Mueller #200B2446R-6AN (201436)
- 1" Left
 Copper Meter Resetter for 1" Meters with
 1-1/4" OD spuds with Iron Pipe Threads
 overall length of meter is 10.75" offset
 resetter is to be no more than 8" base to top
 of stop and no more than 6" offset to left or
 right with a ball type meter stop on inlet side
 of resetter ***old meter would have been to your left***
 Ford #RETRO-4CVB-FP-NL
 AY McDonald 717X406JX
 Mueller #330B2446-01N (201437)

- 1" Left
Copper Meter Resetter w/*Dual Check Valve*
for 1" meters with 1-1/4" OD spuds with Iron
Pipe Threads-overall length of meter is 10.75"
offset resetter is to be no more than 8" base
to top of stop and no more than 6" offset to
left or right with a ball type meter stop on
inlet side of resetter *old meter would have been
to your left*
Ford #RETRO-4CVBHC-FP-NL
AY McDonald 717X406JM
Mueller #330B2446-6A-01N (201438)
- 1" Right
Copper Meter Resetter for
1" Meters with 1-1/4" OD spuds with Iron Pipe
Threads-overall length of meter is 10.75" offset
Resetter is to be no more than 8" base to top of
stop and no more than 6" offset to left or right
with a ball type meter stop on inlet side of resetter
old meter would have been to your right
Ford #RETRO-4CVB-REV-FP-NL
AY McDonald 717-406JX
Mueller #330B2446N (201439)
- 1" Right
Copper Meter Resetter w/*Dual Check Valve*
for 1" meters with 1-1/4" OD spuds with Iron
Pipe Threads-overall length of meter is 10.75"
offset resetter is to be no more than 8" base to
top of stop and no more than 6" offset to left or
right with a ball type meter stop on inlet side of
resetter *old meter would have been to your right*
Ford #RETRO-4CVBHC-REV-FP-NL
AY McDonald 717-406JM
Mueller #330B2446-6AN (201440)
- 3/4" Left
Copper Meter Resetter for 3/4" Meters w/ 3/4"O.D. Spuds
w/ Iron Pipe Threads – Overall Length of Meter is 7.50"
– Offset Resetter is to be no more than 6" Base to top
of Stop and no more than 5" Offset to Left or Right w/a
Ball Type Meter Stop on Inlet Side of Resetter Old Meter
Would Have **ve Been to** Your Left (202441)
- 3/4" Right
Copper Meter Resetter for 3/4" Meters w/ 3/4"O.D. Spuds
w/ Iron Pipe Threads – Overall Length of Meter is 7.50"
– Offset Resetter is to be no more than 6" Base to top
of Stop and no more than 5" Offset to Left or Right w/a
Ball Type Meter Stop on Inlet Side of Resetter Old Meter
Would Have **ve Been to** Your Right (202442)

BID FORM

Jonathan Jett, Purchasing Superintendent
 The Water Works and Sewer Board of the City of Birmingham
 3600 First Avenue North
 P. O. Box 830110
 Birmingham, Alabama 35283-0110

Submitted below is our firm bid for items and/or services, which are in accordance with your “Invitation to Bid” and **“Specifications and Conditions” for annual requirements of Copper Setters/Reseters dated, July 30, 2024**. The undersigned has read and understands said “Invitation to Bid” and “Specifications and Conditions” and expressly agrees to be bound by the terms thereof.

<u>DIV/PC/ITEM</u>	<u>Estimated Quantity</u>	<u>Description</u>	<u>Manufacturer</u>	<u>Unit Price</u>	<u>Total Price</u>
201401	100 ea.	5/8” Coppersetter	_____	\$ _____	\$ _____
201402	10 ea.	5/8” Coppersetter with Dual Check Valve	_____	\$ _____	\$ _____
201403	20 ea.	3/4” Coppersetter	_____	\$ _____	\$ _____
201404	10 ea.	3/4” Coppersetter with Dual Check Valve	_____	\$ _____	\$ _____
201405	75 ea.	1” Coppersetter	_____	\$ _____	\$ _____
201406	3300 ea.	1” Coppersetter with Dual Check Valve	_____	\$ _____	\$ _____
201407	100 ea.	2” Coppersetter	_____	\$ _____	\$ _____
201408	250 ea.	5/8” x 7” Copper Meter Resetter for 5/8” Meters w/ 3/4” O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50”	_____	\$ _____	\$ _____
201409	25 ea.	5/8” x 9” Copper Meter Resetter w/ Dual Check Valve for 5/8” Meters w/ 3/4” O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50”	_____	\$ _____	\$ _____
201410	200 ea.	5/8” x 3/4” x 7” Copper Meter Resetter for 5/8” Meters w/ 1” OD Spuds w/ Iron Pipe Threads - Overall Length of Meter is 7.50”	_____	\$ _____	\$ _____
201411	20 ea.	5/8” x 3/4” x 9” Copper Meter Resetter w/ Dual Check Valve for 5/8” Meters w/ 1” O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50”	_____	\$ _____	\$ _____
201412	10 ea.	5/8” x 12” Copper Meter Resetter for 5/8” Meters w/ 3/4” O.D. Spuds w/ Iron Pipe Overall Length of Meter is 7.50”	_____	\$ _____	\$ _____

201413	10 ea.	5/8" x 12" Copper Meter Resetter w/ Dual Check Valve for 5/8" Meters w/ 3/4" O.D. Spuds w/ Iron Pipe Threads Overall Length of Meter is 7.50"	_____	\$ _____	\$ _____
201415	10ea.	5/8" x 3/4" x 12" Copper Meter Resetter w/ Dual Check Valve for 5/8" Meters w/ 1" O.D. Spuds w/ Iron Pipe Threads Overall Length of Meter is 7.50"	_____	\$ _____	\$ _____
201416	5 ea.	5/8" x 18" Copper Meter Resetter for 5/8" Meters w/ 3/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50"	_____	\$ _____	\$ _____
201417	5 ea.	5/8" x 18" w/ Dual Check Valve for 5/8" meters with 3/ 4" OD spuds with Iron Pipe Threads-overall length of meter is 7.50"	_____	\$ _____	\$ _____
201418	5 ea.	5/8" x 3/4" x 18" Copper Meter Resetter for 5/8" Meters w/ 1" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50"	_____	\$ _____	\$ _____
201419	5 ea.	5/8" x 3/4" x 18" Copper Meter Resetter w/ Dual Check Valve for 5/8" Meters w/ 1" O.D. Spuds w/ Iron Pipe Threads Overall Length of Meter is 7.50"	_____	\$ _____	\$ _____
201420	75 ea.	3/4" x 8" Copper Meter Resetter for 3/4" Meters w/ 1" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 9.00"	_____	\$ _____	\$ _____
201421	10 ea.	3/4" x 10" Copper Meter Resetter w/ Dual Check Valve for 3/4" Meters w/ 1" O.D. Spuds w/ Iron Pipe Threads Overall Length of Meter is 9.00"	_____	\$ _____	\$ _____
201422	5 ea.	3/4" x 12" Copper Meter Resetter for 3/4" Meters w/ 1" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 9.00"	_____	\$ _____	\$ _____
201423	5 ea.	3/4" x 12" Copper Meter Resetter w/ Dual Check Valve for 3/4" Meters w/ 1" O.D. Spuds w/ Iron Pipe Threads Overall Length of Meter is 9.00	_____	\$ _____	\$ _____
201424	5 ea.	3/4" x 18" Copper Meter Resetter for 3/4" Meters w/ 1" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 9.00"	_____	\$ _____	\$ _____
201425	5 ea.	3/4" x 18" Copper Meter Resetter w/ Dual Check Valve for 3/4" Meters w/ 1" O.D. Spuds w/ Iron Pipe Threads Overall Length of Meter is 9.00"	_____	\$ _____	\$ _____

201426	25 ea.	1" x 10" Copper Meter Resetter for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 10.75"	_____	\$ _____	\$ _____
201427	50 ea.	1" x 12" Copper Meter Resetter w/ Dual Check Valve for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads Overall Length of Meter is 10.75"	_____	\$ _____	\$ _____
201429	5 ea.	1" x 18" Copper Meter Resetter for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 10.75"	_____	\$ _____	\$ _____
201430	5 ea.	1" x 18" Copper Meter Resetter w/ Dual Check Valve for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads Overall Length of Meter is 10.75"	_____	\$ _____	\$ _____
201431	5 ea.	1" x 30" Copper Meter Resetter for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 10.75"	_____	\$ _____	\$ _____
201432	5 ea.	1" x 30" Copper Meter Resetter w/ Dual Check Valve for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads Overall Length of Meter is 10.75"	_____	\$ _____	\$ _____
201433	250 ea.	5/8" LEFT Copper Meter Resetter for 5/8" Meters w/ 3/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50" – Offset Resetter is to be no more than 6" Base to top of Stop and no more than 5" Offset to Left or Right w/ a Ball Type Meter Stop on Inlet Side of Resetter Old Meter Would Have Been to Your Left	_____	\$ _____	\$ _____
201434	50 ea.	5/8" LEFT Copper Meter Resetter w/ Dual Check Valve for 5/8" Meters w/ 3/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50" – Offset Resetter is to be no more than 6" Base to top of Stop and no more than 5" Offset to Left or Right w/ a Ball Type Meter Stop on Inlet Side of Resetter Old Meter Would Have Been to Your Left	_____	\$ _____	\$ _____
201435	250 ea.	5/8" RIGHT Copper Meter Resetter for 5/8" Meters w/ 3/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50" – Offset Resetter is to be no more than 6" Base to top of Stop and no more than 5" Offset to Left or Right w/ a Ball Type Meter Stop on Inlet Side of Resetter Old Meter Would Have Been to Your RIGHT	_____	\$ _____	\$ _____
201436	50 ea.	5/8" RIGHT Copper Meter Resetter w/ Dual Check Valve for 5/8" Meters w/ 3/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50" – Offset Resetter is to be	_____	\$ _____	\$ _____

no more than 6" Base to top of Stop and
no more than 5" Offset to Left or Right w/
a Ball Type Meter Stop on Inlet Side of Resetter
Old Meter Would Have Been to Your RIGHT

201437	25 ea.	1" LEFT Copper Meter Resetter for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 10.75" – Offset Resetter is to be no more than 8" Base to top of Stop and no more than 6" Offset to Left or Right w/ a Ball Type Meter Stop on Inlet Side of Resetter Old Meter Would Have Been to Your Left	_____	\$ _____	\$ _____
201438	25 ea.	1" LEFT Copper Meter Resetter w/ Dual Check Valve for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 10.75" – Offset Resetter is to be no more than 8" Base to top of Stop and no more than 6" Offset to Left or Right w/ a Ball Type Meter Stop on Inlet Side of Resetter Old Meter Would Have Been to Your Left	_____	\$ _____	\$ _____
201439	25 ea.	1" RIGHT Copper Meter Resetter for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 10.75" – Offset Resetter is to be no more than 8" Base to top of Stop and no more than 6" Offset to Left or Right w/ a Ball Type Meter Stop on Inlet Side of Resetter Old Meter Would Have Been to Your RIGHT	_____	\$ _____	\$ _____
201440	10 ea.	1" RIGHT Copper Meter Resetter w/ Dual Check Valve for 1" Meters w/ 1-1/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 10.75" – Offset Resetter is to be no more than 8" Base to top of Stop and no more than 6" Offset to Left or Right w/ a Ball Type Meter Stop on Inlet Side of Resetter Old Meter Would Have Been to Your RIGHT	_____	\$ _____	\$ _____

202441	12 ea.	3/4" LEFT Copper Meter Resetter for 3/4" Meters w/3/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50" – Offset Resetter is to be no more than 6" Base to top of Stop and no more than 5" Offset to Left or Right w/ a Ball Type Meter Stop on Inlet Side of Resetter Old Meter Would Have Been to Your LEFT	_____	\$ _____	\$ _____
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202442	12 ea.	3/4" RIGHT Copper Meter Resetter for 3/4" Meters w/3/4" O.D. Spuds w/ Iron Pipe Threads – Overall Length of Meter is 7.50" – Offset Resetter is to be no more than 6" Base to top of Stop and no more than 5" Offset to Left or Right w/ a Ball Type Meter Stop on Inlet Side of Resetter Old Meter Would Have Been to Your RIGHT	_____	\$ _____	\$ _____
--------	--------	--	-------	----------	----------

GRAND TOTAL \$ _____

Are you bidding an approved item per bid specifications?

Yes () No ()

If No, please provide the manufacturer of product. _____

Please note below estimated shipping time after receipt of order.

NOTE: Payment discount terms will not be considered in the award of this bid. Net 30 terms only will apply.

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

“Quotation on Copper Setters/Resettters (Yearly) due Thursday, July 30, 2024.”

BY _____
(Signature)

NAME _____
(Type or Print)

TITLE _____

DATE _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

TELEPHONE _____

FAX _____

BEST SHIPPING SCHEDULE _____

EMAIL _____

BID#:

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 #: _____

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



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

Michael Johnson, MBA, CPA
General Manager

**Assistant
General Managers**

Iris Fisher, MAc, CPA
Finance and Administration

Derrick Murphy, MEng
Engineering and Maintenance

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

To Whom It May Concern:

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

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

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

You can learn more about the Birmingham Water Works Board at www.bwwb.org. Please submit the referenced request to Jonathan Jett, via email at jonathan.jett@bwwb.org. Please contact 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: Jonathan Jett - Purchasing Superintendent

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)



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

Description/Vendor: _____

Bid Date: _____

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

HUB FORMS and DOCUMENTATION CHECKLIST		Yes or No	
1.	HUB Form 1 – HUB Program Acknowledgement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	HUB Form 2 – HUB Compliance Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	HUB Form 4 – Sub-Company Participation Form - Only for Sub-Contractors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	HUB Form 5 – Sub-Company Performance Form - Only for Sub-Contractors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	HUB Form 6 – Sub-Company Utilization Form – Public Works Bids only HUB Form 6- Direct Manufacturer/Supplier Certification (Goods & Service Bids only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	HUB Form 7 – Hub Compliance Form – (Only for Public Works Bids)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	HUB Form 8 – Prime Company Monthly Report – (Only for Public Works Bids)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	HUB Form 9 – Prime Close-out Report – (Only for Public Works Bids)	<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: _____

THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM HISTORICALLY UNDERUTILIZED BUSINESS (HUB)

General Mission Statement

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

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

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

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

Program Goals

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

Definitions

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

3. **Disadvantaged Business Enterprise (DBE):** A business that is formed for the purpose of making a profit and is at least 51% owned, operated and/or controlled by one or more socially and/or economically disadvantaged individuals. A socially disadvantaged individual is one who has been a subject of racial, ethnic or gender bias because of their membership in a group. An economically disadvantaged individual is one whose ability to compete in the free enterprise system is impaired due to diminished opportunities to obtain capital and credit.
4. **Women's Business Enterprise (WBE):** A business enterprise formed for the purpose of making a profit and is at least 51% owned, operated and/or controlled by American citizens or permanent resident aliens who are women.

Resources for Identifying HUB Participants

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;** Jeny Mitchell, Email: wehelp@alblackcc.org;
Website: admin@naaachamber.org; Phone: (256) 551-0673
2. **Alabama Department of Economic and Community Affairs, Office of Minority Business Enterprise,** Mr. Scott Stewart, Manager; Phone (334) 353-3966; FAX (334) 353-4311
Email; Scott.stewart@adeca.alabama.gov
3. **Birmingham Airport Authority;** Phone (205) 595-0533; FAX (205) 599-0538
Website: info@flybirmingham.com
4. **Alabama Department of Transportation Disadvantaged Business Enterprises;** Walter Carr
Phone: (334) 242-6242; FAX (334) 242-6256; Email: carrw@dot.state.al.us
Website: www.dot.state.al.us
5. **Department of Innovation & Economic Opportunity;** Coreata Houser, Deputy Director
Phone (205) 254-2799; FAX (205) 254-7741; Email: coreata.bouser@birmingham.al.gov
6. **Alabama Department of Transportation;** Phone (334) 244-6261
Website: www.dot.state.al.us
7. **Governor's Office of Minority and Women's Business Enterprises**
Phone 1-800-447-4191 and (334) 242-2220; FAX (334) 242-4203
8. **U.S. Department of Commerce Minority Business Development Agency**
Phone: (404) 730-3300; FAX (404) 730-3313; Website; www.mbda.gov
9. **U.S. Small Business Administration, Alabama District Office**
Phone: (205) 290-7101; FAX (205) 290-7404; Email: Carol.house@sba.gov
Website: www.sba.gov/offices/district/al/birmingham

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

Affirmative Steps for Good Faith Solicitation

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

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

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

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

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

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

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

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

(This form is used for Public Works bids only)

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

(This form is used for Public Works bids only)

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

(This form is used for Public Works bids only)

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

(This form is used for Public Works bids only)

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

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

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

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

HUB FORM 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:



BWVB CONTRACTORS EEO REPORT

1. Select Appropriate Response

2. COMPANY NAME, CITY, STATE:

3. BWVB 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 BWVB 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:

2. Contact Person and Title:

3. Contact Person's Email:

4. Contact Person's Office# :

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: _____