

# January 17, 2024

Subject: Request for Proposals- Historically Underutilized Business Expansion Services

Suppliers,

Sealed proposals for **Historically Underutilized Business Expansion Services** 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. (CST), February 09, 2024, at which time and place they will be publicly opened and read. To be considered responsive, all potential suppliers must source an executed copy of the applicable Receipt of Bid Package from the BWW Purchasing Department before the due date of the proposal.

“Specifications and Conditions” and “RFP Forms” are attached, and all proposals shall be F.O.B. destination, freight prepaid, and at no charge.

The Board reserves the right to reject any proposals submitted and waive any informalities and technicalities. The Board reserves the right to cancel this bid within thirty (30) days with written notice.

All timely responses will be evaluated by the BWW. The BWW reserves the right to select the supplier it believes best meets its needs. The BWW reserves the right to reject all offers. While price is an important factor, price may or may not be the determining factor in the BWW’s decision. The initial term of the contract shall be for a period of one (1) year from the 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.

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.

All proposals must be hand-delivered to the BWW Purchasing Department, which is located at 3600 First Avenue North, Birmingham, Alabama 35222. All proposals must be directed to the attention of the Purchasing Manager and marked in the lower left-hand corner of the envelope as follows: “**Historically Underutilized Business Expansion Services,**” due on February 09, 2024, at 10:00 a.m. (CST)” at which time and place they will be publicly opened and read.

Cordially,

Matt Shiver,

Purchasing Manager