



THE BIRMINGHAM
WATER WORKS BOARD

January 14 2009

File 712
BID2009-03

Subject: Invitation to Bid

Prospective Bidders:

Sealed bids for furnishing items on attached forms will be received in the Purchasing Office, located at 3600 First Avenue, North, Birmingham, Alabama until 10:00 a.m., Thursday, January 29, 2009 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 no charge**. One copy of bid should be returned, the other retained by you.

The right is reserved to reject any or all bids, submitted to waive any informalities and technicalities, and to award to the bidder it is deemed will best and most economically serve the “Board’s” interests. The Board reserves the right to award bids on an individual basis or total cost of bid basis. The Board also reserves the right to exercise its option to extend the contract for twelve (12) months with the mutual consent of both parties and the Board will also have the option of canceling this contract in thirty (30) days with written notice.

Any bids that are mailed must be addressed to P. O. Box 830110, Birmingham, Alabama 35283-0110, directed to the attend of the Purchasing Manager and marked in the lower left-hand corner of the envelope as follows: “Quotation on American Darling Fire Hydrant Parts 10:00 a.m., Thursday, January 29, 2009”.

Yours very truly,

Edward Travis
Purchasing Manager

/gkt

DATE: January 14, 2009

SPECIFICATIONS AND CONDITIONS FOR
AMERICAN DARLING FIRE HYDRANT PARTS

Note: All hydrants are to be **Birmingham Standard** with 5-1/4" main valve, one 5" pumper nozzle, and two 2-1/2" hose nozzles.

Note: The following parts must be original American Darling parts – only barrel flange, snap rings, rod coupling, couplings, cotter pins, and breakable flange. These parts affect traffic safety feature of hydrant.

The following parts are for American Darling B62B Quick Fix Hydrants

Birmingham Standards 5-1/4" Hydrant.

<u>Description</u>	<u>Part Number</u>
Operating Nut	8004196
Quick Fix Barrel Gasket-3/16" Thick	8004371
Segment Bolt/Nut	8004322
Rod Coupling	B507350201
Valve Top	B40350E201
Thrust Washer	B542676101

The following parts are for American Darling 5-1/4" B84B Hydrants.

Cover O-Ring	W090605700
Housing O-Ring	W090595700
Housing Cover	8004017
Cover Gasket	B508194901
Housing	8004010
Hose Nozzle/INC. Set Screw, Spacer, & O-Ring	8002082

Pumper Nozzle Cap Including Gasket	8002850
Hydrant Valve	B566379301
Hydrant Valve Cotter Pin	W082692900

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

Very earliest shipping date **must** be shown on "Bid Form".

Prices quoted shall be F.O.B. destination, which is our Distribution Center located at 3500 Second Avenue, North, Birmingham, Alabama 35222.

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

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

NOTE

Bids will no longer be awarded according to terms but to the **Lowest Responsible and Responsive Bidder** on net 30 terms only. **No Discount will be applied.**

BID GUARANTY

In the event the total of the bid submitted reaches or exceeds \$10,000.00 a bid guaranty must accompany the bid. This guaranty shall be not less than 5% of the amount of the bid and in no event more than a maximum of \$10,000.00. At the option of the bidder, the guaranty may be a certified check, bank draft or a bid bond. The bond shall be secured by a guaranty of a surety company acceptable to the Water Works Board using the enclosed "**FORM OF BID BOND**". Under no circumstances will a bid which is \$10,000.00 or more be considered unless it is accompanied by the required guaranty. Certified checks or bank drafts must be made payable to the order of the Water Works of the City of Birmingham. The bid guaranty shall insure the execution of the agreement by the successful bidder. Certified checks, bank drafts or bid bonds of the unsuccessful bidders will be returned as soon as practical after award of the bids.

FORM OF BID BOND

Date: _____

(To be submitted, at the option of the Bidder, in lieu of certified check for the bid guarantee.)

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS, THAT WE, THE UNDERSIGNED,

_____ as Principal, and

_____ as Surety, are hereby held

and firmly bound to THE WATER WORKS AND SEWER BOARD OF THE CITY OF BIRMINGHAM, as OWNER, in the penal sum of _____ plus, should any proceedings be necessary to enforce this bond, a reasonable attorney's fee and court costs for the payment of which, will and truly to be made, we hereby jointly and severely bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed this _____ day of _____, 20 _____

The condition of the above obligation is such that whereas the Principal has submitted to THE WATER WORKS AND SEWER BOARD OF THE CITY OF BIRMINGHAM a certain Bid, attached hereto and hereby made a part hereof, for _____ and all appurtenant work related thereto.

THEREFORE,

- a) If said Bid shall be rejected, or in the alternate,
- b) If said Bid shall be accepted and a contract entered into between the Principal and Owner, the Principal shall furnish a bond for his faithful performance of said contract, (if applicable) and for the payment of all persons performing labor or furnishing materials in connection therewith (if applicable) and shall in all respects perform the agreement by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder stated. Which said penal amount shall include a reasonable attorney's fee and court cost should the OWNER be forced to institute proceedings to enforce this bond.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the OWNER may accept such Bid; and said Surety does hereby waive notice of any such extensions.

IN WITNESS HEREOF, The Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

(L.S.)

Principal

Surety

By:

(Seal if Bidder is a Corporation)

CONTACT INFORMATION

Contact Person: _____
(Please Print)

Address: _____

City State Zip

Federal Tax ID: _____

Telephone: _____

Fax: _____

Cell: _____

Pager: _____

Email: _____

This information will be used for updating contact list.

Thank you.

BID SURVEY

If you are not bidding on this service/commodity, please complete and return this form to: Birmingham Water Works Board, Purchasing Department, 3600-1st Avenue North, Birmingham, AL 35222. All Statement of No Bid forms must be date stamped for the bid opening. Bid forms received after the bid opening time and date will be placed in the bid file unopened.

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:		Minority Owned Business
Address:		<input type="checkbox"/> Black
Signature:		<input type="checkbox"/> Woman
Date:		<input type="checkbox"/> Hispanic
		<input type="checkbox"/> Other _____ (Specify)

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 branch 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:

Minority Vendor Information Inquiry

Is your company a minority owned and operated business? Yes No

Name of Company _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Product(s) or Services of your Company _____

Contact Person _____ Contact's Phone Number _____

To receive more information concerning the Board's Minority Vending Program complete this form and return to:

Birmingham Water Works and Sewer
Board
Minority Vending Program
3600 1st Avenue North
P.O. Box 830110
Birmingham, AL 35283-0110

Or fill and submit by Email

Print Form

Official Use Only

Application sent Yes No Date Sent _____

Follow-up (date & time) 1) _____ 2) _____

THE BIRMINGHAM WATER WORKS BOARD

Notice to Subcontractors and Suppliers

Birmingham Water Works Board is an Equal Employment Opportunity employer. We require that your company

_____ (Name of Company), as a subcontractor,

reaffirm compliance with the following EEO-related provisions and include them in all existing and future contracts and purchase orders.

- A. Employment of People with Disabilities - cites the contractor's obligation not to discriminate against any employee or prospective employee in employment because of physical or mental disability and to take affirmative action to employ and advance in employment people with disabilities.
- B. Vietnam Era Veteran's Readjustment Assistance Act of 1973 - cites the contractor's obligation not to discriminate against disabled veterans and veterans of the Vietnam Era and requires listing employment openings with state employment agencies.
- C. Employer Information Report (EEO-1 Report) - requires the filing of the report annually.
- D. Written Affirmative Report Programs - with respect to A and B above, this identifies the criteria for a subcontractor to develop a written Affirmative Action Program for each of its establishments.

It is requested that you include your company's agreement to the above provisions by signing and returning a copy of this notification. If your company is exempt from any of the provisions, please indicate in writing the reason for the exemption.

Thank you,

Company Name

Date

Signature

Telephone Number

Job Title

April 5, 2002

As a vendor for The Water Works and Sewer Board of the City of Birmingham, we need your immediate cooperation in filling out the enclosed W-9 form. This completed form is needed to update our records and will be required in order to assure future payments. Please fax the attached form to (205) 244-4570 or drop it in the mail to us.

**TO EXPEDITE OUR PAYMENT PROCESS,
PLEASE FOLLOW THE PROCEDURES BELOW:**

- Invoices should never be given to our employees or mailed to their attention. Please mark your records that the original invoice must be mailed to us at the following address:

**The Water Works and Sewer Board of the City of Birmingham
Attn: Accounts Payable
P. O. Box 830110
Birmingham, Alabama 35283**

- We do not accept fax or xerox copies of the invoices in question. The only way we will accept a duplicate invoice copy is if the invoice is clearly marked Duplicate Copy and notarized. This is for our protection to prevent duplicate payment.
- Generally it takes 30 days to process and mail your payment if we are in receipt of the goods, the signed receiving ticket, and the original invoice.
- Discounts offered for early payment will be considered when evaluating bids to determine low bidder and the Board will make payments in compliance with specified payment terms offered by the vendor if possible.
- If you have questions regarding payment status after the 30th day, please fax your written request to the attention of Accounts Payable at (205) 244-4063. You may also e-mail us at lhollings@bwwsb.com. These will be answered as quickly as possible and in the order received.

Thank you for your assistance in this matter.

BID DATE: January 14, 2009

BID2009-03

Edward Travis, Purchasing Manager
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 listed which is in accordance with your "Invitation to Bid" and "Specifications and Conditions" for **American Darling Fire Hydrant Parts** dated **January 14, 2009**. Prices quoted are F.O.B. destination. The undersigned has read and understands said "Invitation to Bid" and "Specifications and Conditions" and expressly agrees to be bound by the terms thereof.

NOTE: All Hydrant are to be Birmingham Standard with 5-1/4" main valve, one 5" pumper nozzle, and two 2-1/2" hose nozzles. The following parts must be from American Darling Manufacturer-barrel flange, snap rings, rod coupling, coupling, and cotter pins, breakable flange. All hydrants are to be open left. The following parts are for American Darling 5-1/4" B62B Quick Fix Hydrants.

<u>DIV/ITEM</u>	<u>ACT. QTY</u>	<u>DESCRIPTION</u>	<u>PART #</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
50-0040	100	Operating Nut	8004196		
50-0075	20	Quick Fix Barrel Gasket-3/16" Thick	8004371		
50-0095	150	Segment Bolt/Nut 1/2"x4"	8004322		
50-0100	15	Rod Coupling	B507350201		
50-0120	5	Valve Top	B40350E201		
50-0213	50	Thrust Washer	B542676101		

B64B Hydrant Parts

<u>DIV/ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>PART #</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
50-0501	30	Cover O-Ring	W090605700		
50-0502	50	Housing O-Ring	W090595700		
50-0506	6	Housing Cover	8004017		
50-0508	30	Housing Cover Gasket	B508194901		

50-0510	4	Housing	8004010
50-0511	100	Housing Bolts & Nuts	8004284
50-0514	10	Hose Nozzle/INC Set Screw, Spacer & O-Ring	8002082
50-0523	15	Pumper Nozzle Cap Including Gasekt	8002850
50-0546	15	Hydrant Valve	B566379301
50-0549	100	Hydrant Valve Cotter Pin	W082692900

GRAND TOTAL \$ _____

NOTE: Bid must be submittd in a sealed envelope, directed to the attention of the Purchasing Manager, and marked in the lower left-hand corner as follows: Quotation on American Darling Fire Hydrant Parts due 10:00 a.m., Thursday, January 29, 2009.

DATE: _____
 COMPANY: _____
 ADDRESS: _____
 CITY _____ STATE _____ ZIP _____
 TERMS: _____
 TELEPHONE: _____
 BEST SHIPPING DATE: _____
 CITY & STATE PRODUCT MFG. _____

BY: _____
 Signature

TITLE: _____

Are you bidding approved items per bid specifications?
 Yes () No ()

If NO, please provide the manufacturer of product:

BID DATE: January 14, 2009

BID2009-03

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

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50-0095	150	Segment Bolt/Nut 1/2"x4"	8004322		
50-0100	15	Rod Coupling	B507350201		
50-0120	5	Valve Top	B40350E201		
50-0213	50	Thrust Washer	B542676101		

B84B Hydrant Parts

<u>DIV/ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>PART #</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
50-0501	30	Cover O-Ring	W090605700		
50-0502	50	Housing O-Ring	W090595700		
50-0506	6	Housing Cover	8004017		
50-0508	30	Housing Cover Gasket	B508194901		

50-0510	4	Housing	8004010
50-0511	100	Housing Bolts & Nuts	8004284
50-0514	10	Hose Nozzle/INC Set Screw, Spacer & O-Ring	8002082
50-0523	15	Pumper Nozzle Cap Including Gasekt	8002850
50-0546	15	Hydrant Valve	B566379301
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GRAND TOTAL \$ _____

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DATE: _____

COMPANY: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

TERMS: _____

TELEPHONE: _____

BEST SHIPPING DATE: _____

CITY & STATE PRODUCT MFG. _____

BY: _____

Signature

TITLE: _____

Are you bidding approved items per bid specifications?

Yes () No ()

If NO, please provide the manufacturer of product: _____