



WILLIAM A. BELL, SR.  
MAYOR

# CITY OF BIRMINGHAM

FINANCE DEPARTMENT

## PURCHASING DIVISION

P-100 CITY HALL  
710 NORTH 20TH STREET  
BIRMINGHAM, ALABAMA 35203-2227

TELEPHONE (205) 254-2265  
FAX (205) 254-2484

April 4, 2016

### **INVITATION TO BID #16-26**

J. THOMAS BARNETT, JR.  
FINANCE DIRECTOR

RON NICKEL  
PURCHASING AGENT

WILLIAM E. CAFFEE  
ASSISTANT PURCHASING AGENT

Sealed bids for propane gas and exchange gas cylinders for the City of Birmingham, for a period of one (1) year with option to renew annually for two individual one year terms upon mutual agreement of both parties, will be received by the Purchasing Agent, P-100 First Floor City Hall, Birmingham, Alabama, until 2:00 p.m., April 25, 2016, at which time and place they will be publicly opened and read.

Bidder's wishing to bid can download the complete solicitation including the specifications and bid form via the internet at [www.birminghamal.gov](http://www.birminghamal.gov) (go to the link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking the website for addenda until bid opening date. Addenda will be mailed to only those vendors who were provided a copy in person or by mail.

Bids are to be submitted on the bid form provided, and all quotations are to be f.o.b. Birmingham, Alabama delivered.

It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid a certified check, a cashier's check, or a bid bond payable to the City of Birmingham in the amount of \$500.00. In order for any bid award to be considered that exceeds \$10,000.00, it must be accompanied by an acceptable bid bond or check. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

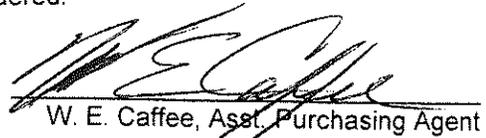
The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion, or national origin. Failure by the vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted in whole or in part and to waive any informalities.

Bids must be submitted in a sealed envelope marked, "**SEALED BID – PROPANE GAS AND EXCHANGE GAS CYLINDERS – 2:00 P.M., 04/25/16.**" Bids may be hand delivered to Room P-100 1st Floor City Hall, Birmingham, Alabama, or mailed to City of Birmingham, P. O. Box 11295, Birmingham, Alabama 35202-1295. (**DO NOT MAIL BID TO ROOM P-100 1<sup>ST</sup> FLOOR CITY HALL**). However bids sent by any express carrier (Federal Express, UPS, Airborne, etc.) must be mailed to 710 North 20<sup>th</sup> Street and specify delivery to Room P-100, First Floor City Hall.

It is the bidder's responsibility to make sure that his bid is in the possession of the Purchasing Agent on or before April 25, 2016. Bids received after this time will not be considered.

  
W. E. Caffee, Asst. Purchasing Agent

yc  
B.N. 04/08/16

# SPECIFICATIONS FOR PROPANE GAS AND EXCHANGE GAS CYLINDERS

## GENERAL:

The City of Birmingham is seeking bids for an annual contract for the supply of propane gas with an exchange propane gas cylinder program. The basis of the bid shall consist primarily of the supply and delivery of any and all propane gas and exchange cylinders used by the City of Birmingham. The City intends to award to the lowest priced, responsive, responsible bidder on a total lot basis. **For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by State of Alabama Code, Section 41-16-50, in determining the low bidder.**

The proposed contract shall extend for a minimum time frame of one (1) year, with a month to month extension thereafter, at the prices originally bid, upon mutual agreement of both parties. This extension phase is not to exceed twenty-four (24) months. Prior to the end of the initial contract year or during any extension phase of this contract, the successful bidder(s) shall give the City an advanced thirty (30) days written notice if they wish to terminate the contract.

**No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.**

Failure to adhere to any or all terms, conditions and specifications as set forth in the contract may result in the immediate termination of the contract. Should termination occur, the holder of the contract may be declared a "non-responsible vendor". This declaration may result in the rejection of any future bids submitted by the vendor for a period of time to be determined by the City.

The City will issue purchase order(s) to the successful bidder for the goods and/or services (bid items) that are the subject of the bid. Unless otherwise agreed in a writing that is signed by both parties, the entire agreement between the City and the successful bidder concerning the bid items is comprised of the terms, conditions, specifications and requirements stated in (a) the contemplated purchase order(s), (b) this Invitation to Bid and Specifications and (c) your bid (collectively, the "Contract Requirements"). These writings supersede all former proposals, offers, negotiations, representations or agreements, either written or oral, concerning the provision of vendor's goods and/or services. By acceptance of the City's purchase order(s), the successful vendor agrees to abide by and perform its responsibilities related to the bid items in compliance with the Contract Requirements.

**In order for any bid award to be considered your bid must be accompanied by an acceptable bid bond or check in the amount of \$500.00. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check will be forfeited.**

Successful bidder shall not assign this contract to any other party without prior written approval of the City of Birmingham. Contract shall not be assigned to an unsuccessful bidder who was rejected because he was not a responsive or responsible bidder.

The City reserves the right to terminate the contract, in whole or in part, and seek new bids at any time the City determines that the supplier or the product being supplied is failing to perform satisfactorily.

The contract shall become effective from the date noted in the Notification of Award Letter, which will be mailed to the successful vendor.

Bids may be solicited for products included in this contract where immediate/emergency need exists, including large quantities. The decision of the Purchasing Agent as to what constitute a biddable situation shall be final and shall not be construed as a breach of contract.

Contract award covered in this bid document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama.

## **SPECIFICATIONS FOR PROPANE GAS AND EXCHANGE GAS CYLINDERS**

The City's standard payment term is Net-30 Days from acceptance. Exception may be allowed for discounted early payment, such as 2%-10, Net 30 Days. The reference date for all such discounted early payment terms will be the date the invoice is received or the date the goods are received, whichever is later. In the event of a dispute the City's records shall prevail. **The City will not consider any bids requiring C.O.D. payments.**

Bidder (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the services contemplated hereunder. Failure by the bidder to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

**Bidder acknowledges and agrees that, consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern (i) at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African-Americans, Hispanic Americans, Native Americans, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the federal Small Business Administration.**

**Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties and other amounts due the City from the successful bidder.**

**Any bidder who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any bid award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.**

**The City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, bidder must provide a copy of his/her current business license no later than 7 working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.**

**Successful Vendor (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an "unauthorized alien", as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the "Act") and that, during the performance of this contract, Vendor shall participate in the E-Verify program as required under the term of the Act. Vendor agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Vendor shall provide documentation establishing that the Vendor is enrolled in the E-Verify program, or a signed, written statement that the Vendor does not have a presence (one or more employees) in the State of Alabama. Vendor may submit applicable documentation with his/her bid or no later than seven (7) working days of receipt of notice of intent to award.**

Any questions concerning these specifications should be addressed Phillip Hyche, at Phone: (205) 254-6510 between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.

# SPECIFICATIONS FOR PROPANE GAS AND EXCHANGE GAS CYLINDERS

## INSURANCE REQUIREMENTS:

**Liability Insurance:** For the duration of this contract and for limits not less than stated below, the Contractor shall carry (i) general liability insurance (either primary or a combination of primary and umbrella coverage) with limits of not less than \$1,000,000.00 total with a maximum of \$300,000.00 for each occurrence and shall include, but not be limited to, personal injury, property damage, vandalism, property loss and theft; (ii) comprehensive automobile liability insurance concerning owned and rented vehicles operated by the Contractor with limits of not less than \$1,000,000.00 bodily injury per occurrence and \$1,000,000.00 property damage per occurrence and (iii) Workman's Compensation coverage in an amount adequate to comply with statutory requirements. The City's bid number (16-26) must appear on any/all copies of the certificate of insurance.

All such insurance shall be provided by a policy or policies issued by a company or companies qualified by law to engage in the insurance business in the State of Alabama with a rating of B+ or better according to the most current edition of Best's Insurance Reports. Bidder is to provide written documentation of the company's rating with their bid.

The vendor may use umbrella or excess liability insurance to achieve the required coverages, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies. These insurance requirements are in addition to and do not affect any indemnification obligation of vendor herein.

**City Additional Named Insured:** Except for the Workers Compensation coverage, all coverages shall contain endorsements naming the City, and its officers, employees and agents as additional named insured with respect to liabilities that arise out of and result from the operations of vendor or the performance of its work. The additional named insured endorsement shall not limit the scope of coverage to the City to vicarious liability, but shall allow coverage for the City to the fullest extent provided by the policies. Such additional insured coverage shall be at least as broad as Additional Insured endorsement form ISO, CG 2010.11 85.

**Policies Primary:** All insurance policies required herein are to be primary and non-contributory with any insurance or self-insurance program administered by the City.

**Waiver of Subrogation:** Vendor shall require the carriers of the above-required insurance coverage to waive all rights of subrogation against the City, and its officers, employees, agents, contractors and subcontractors. Further, vendor hereby waives any rights of subrogation against the City. All general or automobile liability coverage provided herein shall not prohibit the vendor or its employees, agents or representatives from waiving the right of subrogation prior to loss or claim.

**Proof of Coverage:** Before the commencement of services or work hereunder, the vendor shall provide to the City a certificate(s) of insurance and endorsements (including the additional insured endorsements) evidencing compliance with the requirements in this section. These certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days advance notice to the City. In the event City is not notified that any of the coverage required herein is to be cancelled or changed in such a manner as not to comply with the requirements of this Contract, the vendor shall, within fifteen (15) days prior to the effective date of such cancellation or change, obtain and provide the City with binder(s) of insurance evidencing the re-establishment of the insurance coverage required herein.

**Indemnification:** Vendor shall defend, indemnify, and hold harmless the City of Birmingham, and its agents, employees and officials (hereinafter the "Indemnitees") from and against all demands, actions, damages, judgments, expenses (including but not limited to attorneys' fees, expert fees, court costs, and other litigation costs), losses, and claims (including those for bodily injury, sickness, disease or death, or to injury to, destruction or loss of use of tangible property) (collectively hereinafter "Claims") by any third parties (including any employee, subcontractor or representative of the Vendor, hereafter a "Vendor Representative") that arises out of, relates to, results from, or is attributable to any of the following: (a) Vendor's performance or failure to perform its obligations hereunder; (b) any conditions in or about the work sites that the Vendor or any Vendor Representative may encounter; or (c) the use or occupancy of the work sites by Vendor and any Vendor Representatives. This indemnification obligation includes Claims that are caused in part by the negligence of an Indemnitee(s); provided nothing herein shall obligate Vendor to indemnify any of the Indemnitees for Claims resulting from the sole negligence or from the willful misconduct of the Indemnitees.

## SPECIFICATIONS FOR PROPANE GAS AND EXCHANGE GAS CYLINDERS

**Certificate of insurance must be presented to the City within ten (10) days of notice of award and prior to commencement of any work.**

**Safety:** The successful vendor ("Vendor") warrants that it has inspected, or will inspect, the work sites before performing the services and work contemplated hereunder ("services"). Vendor further warrants that it has not identified any condition or hazard that will prevent it from performing the services in a manner that does not endanger persons or property. Vendor is exclusively responsible for performing the services in a safe manner that does not put at risk the safety of persons (including its own employees or representatives) or endanger property. Vendor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to: (i) all its employees and all other persons who may be affected by the services; (ii) all the services and all materials and equipment to be incorporated therein, whether in storage on or off the work sites, or under the care, custody or control of the Vendor or any of its subcontractors; and (iii) other property at the work sites or adjacent thereto. Vendor further agrees to comply with all provisions and requirements set forth in applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction over safety of persons or property or to protect them from damage, injury or loss.

### **DETAILED SPECIFICATIONS:**

This contract shall be for the supply of propane gas cylinder exchange program whereby the successful vendor will be required to provide exchange propane cylinders to the City's various facilities and to provide and service a secured propane cylinder storage cabinet(s), stocked with exchange cylinders at the City's designated bulk storage location(s).

The quantities shown on the Bid Form are estimated quantities based on past usage and are provided for evaluation purposes only and no bidder shall attempt to hold the quantities mentioned as a firm quantity under this contract. The City reserves the right to purchase more or less than these amounts as conditions require. The successful vendor will be required to service the City as its requirement dictate.

Timely delivery and the servicing of exchange cabinet(s) is a requirement of the contract. Failure to deliver any order within forty-eight (48) hours (two (2) business days) of date of order placement or the failure to maintain the cabinet servicing schedule(s) (**every two weeks**) will result in the termination of the contract. Should termination occur, the holder of the contract may be declared a "non-responsible vendor". This declaration may result in the rejection of any future bids submitted by the vendor for a period of time to be determined by the City.

The contract is for the purchase of HD-5 consumer grade propane suitable for use as an internal combustion engine fuel. Propane fuel sold under this contract will be used to fuel such equipment as forklifts, lawnmowers, etc. Do not quote propane fuel grades unsuitable for use as vehicle fuel.

The primary usage of the propane fuel supplied within this contract will be for the City's fleet of propane powered, air cooled engine lawn mowing equipment. The bulk of these mowers use thirty-three pound (33#) aluminum cylinders. There are also a small number of twenty (20) pound cylinders in use that are used on some mower brands. These cylinders are designed to dispense gas as a vapor and are designed specifically for use in mowing equipment (opposite hand threads at dispensing valve).

Due to the anticipated demand for gas cylinders for these mowers the successful vendor will be required to provide, service and maintain a secured exchange cylinder cabinet(s) stocked with cylinders (vendor owned) on the City's premises. The cabinet(s) to be provided should be of the correct design for the cylinder size and type to be stored within. The successful vendor will be required to maintain the storage cabinet(s) so that it remains functionally sound and vandal resistant. All cylinders provided by the vendor are to be in compliance with rules and regulations governing such cylinders and vendor will recertify and maintain all cylinders provided to the City under the exchange program. Vendor is to state the number of cylinders each cabinet will house. City anticipates storage of 35-45 cylinders.

**The vendor will provide full cylinders of propane (approx. 24 per month) for the empty cylinders in the cabinet(s). The vendor will be required to service said cabinet(s) on a minimum bi-weekly (every two weeks) basis during mowing season (approximately March through October) to ensure the City has a constant supply of full cylinders. This service frequency will be subject to modification based on demand.**

## SPECIFICATIONS FOR PROPANE GAS AND EXCHANGE GAS CYLINDERS

The storage cabinet(s) will be installed at the City's Public Works Department's Southside District Office located at 501 6<sup>th</sup> Avenue South. Should the City require additional storage cabinets and cylinder inventory at the Southside District Office, or any other district office, the vendor will be required to provide and service these additional cabinets & cylinders.

The secondary usage of the propane supplied within this contract will be for use in forklifts and industrial equipment located at various City facilities. This equipment uses primarily thirty-three pound (33#) steel or aluminum cylinders. This equipment normally uses cylinders designed to dispense liquid fuel. The vendor will supply each location with an appropriate inventory of exchange cylinders and service those cylinders based on a frequency schedule to be determined by the facility. Normally these facilities do not require storage cabinets. However, should the volume of stored cylinders at a facility reach the level where a storage cabinet is deemed necessary, the vendor will be required to supply one as per the terms of the contract.

### PRICING STRUCTURE:

The contract price will be based on the average terminal price per gallon for the product at the Demopolis, Alabama terminal as listed in the Daily Wholesale Rack Report emailed daily by Oil Price Information Service, a publication of United Communications Group, 11300 Rockville Pike, Suite 1100, Rockville, MD., hereinafter referred to as OPIS. The City will use the preceding Thursday's terminal averages to establish the fuel pricing for the following week. Each preceding Thursday's OPIS average price will go into effect for all City purchases beginning the following Monday at 12:01 a.m. and that price shall remain in effect until the following Sunday at 11:59 p.m.

All bidders are to quote an amount of Margin/Increment over/under the OPIS average terminal price per gallon. This Margin/Increment will be added/subtracted to the weekly OPIS average terminal price for the product to arrive at the City's weekly price. The Margin/Increment price shall include all transportation cost, all operating cost, and the vendor's profit.

The City of Birmingham is exempt from most government imposed sales and excise taxes. Do not include any government imposed taxes, fees, or other charges in the Margin/Increment. Any additional charges (ex: hazardous material or environmental charges, fuel surcharges, etc) should be shown on the Bid Form in the appropriate provided space(s). Any such additional charges are to be shown separately on billing invoices. Any charges of any nature not indicated by the bidder on the Bid Form will be disallowed.

The first price of the contract will be based on the last OPIS average price published before the effective date of the contract. Prices shall then be adjusted on Mondays based on the OPIS average for the preceding Thursday. The City, upon receipt of each OPIS publication, will notify the vendor of the effective price for the week.

If an error occurs in a price listed in OPIS, it will be corrected and the new price determined from such correction only if it is corrected by OPIS in a subsequent issue within two issues of the issue which had the error.

In the event the prices for the Demopolis, Alabama terminal are not published, the prices will not be subject to change until the Monday following the next OPIS publication/issue which includes this information.

It is understood and agreed that orders will be invoiced at the established contract price in effect on the date orders are delivered.

### BID FORM COMPLETION INSTRUCTIONS:

For the purpose of evaluation, a sample order is shown on the Bid Form. The sample order has a **fictitious** OPIS average shown for the purpose of calculating end cost to the City. This **fictitious** OPIS average has no basis in reality and actual market prices may vary widely at the time of bid publication. Bidders are to complete the form, indicating; margin/increment above/under the OPIS average and any other cost not specifically addressed within your margin/increment.

## SPECIFICATIONS FOR PROPANE GAS AND EXCHANGE GAS CYLINDERS

**“Other Charges”:** any other charge(s) not included in the margin/increment that may apply to every order should be shown here detailing the cost and how cost is to be applied (Ex: Haz Mat or Environmental charge; applied per invoice regardless of quantities shown or per individual cylinder, etc.). **Any and all “Other Charges” will be a consideration of award.**

**“Rental Charges”:** any charge(s) for gas cylinders and/or storage cabinet(s) if applicable are to be shown in the appropriate space on the Bid Form and details provided on how such charges will be applied (ex: weekly, monthly, etc.). Cabinet rental cost is to be shown as an annual cost per cabinet. **Any and all such charges will be a consideration of award.**

**Lost or Damaged Cylinders:** Each bidder is to quote a firm price for the replacement cost of any lost or damaged exchange cylinders belonging to the vendor. These prices will remain firm for the life of the contract.

**BID FORM**

William E. Caffee  
 Assistant Purchasing Agent  
 Birmingham, Alabama

Submitted below is my firm bid for propane gas and exchange gas cylinders for the City of Birmingham for a period of one (1) year with month to month extensions thereafter upon mutual consent of both parties in accordance with your invitation to bid and specifications dated April 4, 2016. Prices quoted are f.o.b. Birmingham, AL picked-up and I am bidding in accordance with specifications except as listed below.

**PROPANE GAS:**

Margin of markup over (+) or markdown (-) from OPIS weekly average: \_\_\_\_\_

Other Charges: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Explanation(s) of "Other Charges":

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

One Week Sample order:

Approx Qty	OPIS Average	Margin fee (+) over (-) under	Other charges	Grand Total
189 gallons X	( 1.3750/gal	+ _____ or - _____ /gal)	+ _____	= \$ _____
				X 12
				Propane Annual Total = \$ _____

**\*\*Notes:**

OPIS average supplied is a fictitious price for evaluation purposes only.

Do not include any Federal, State, County or City taxes/fees.

Approx Qty	Description	Unit Price	Extended Total
288	33# cylinder rental fee	\$ _____ ea/year	\$ _____
8	20# cylinder rental fee	\$ _____ ea/year	\$ _____
1	Exchange cylinder storage cabinet rental fee	_____ /yr	\$ _____
	Cylinder storage capacity per cabinet		
	_____		
<b>Rental Fee Annual Total</b>			<b>\$ _____</b>

**BID FORM cont'd**

**Propane Annual Total**     \$ \_\_\_\_\_

**Rental Fee Annual Total**     \$ \_\_\_\_\_

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

**Detailed Explanation of Rental Fees:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Firm cost for lost or damaged vapor service exchange cylinders:**

20 Lb Alum cylinders: \$ \_\_\_\_\_     33 Lb Alum cylinders: \$ \_\_\_\_\_

20 Lb Steel cylinders: \$ \_\_\_\_\_     33 Lb Steel cylinders: \$ \_\_\_\_\_

**Firm cost for lost or damaged liquid service exchange cylinders:**

20 Lb Alum cylinders: \$ \_\_\_\_\_     33 Lb Alum cylinders: \$ \_\_\_\_\_

20 Lb Steel cylinders: \$ \_\_\_\_\_     33 Lb Steel cylinders: \$ \_\_\_\_\_

**EXCEPTIONS TO SPECIFICATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID FORM cont'd**

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge and agree that the City encourages minority – and women – owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

**EXCEPTION TO SPECIFICATIONS:**

_____	_____
_____	Date of Bid
_____	_____
_____	Company
_____	_____
_____	Street Address
_____	_____
_____	City State Zip
_____	_____
_____	Post Office Box
_____	_____
Tax ID Number	City State Zip
_____	_____
Name (Print or Type)	Terms of Payment
_____	_____
Signature	Delivery Date
_____	_____
Title	Telephone Number
_____	_____
E-Mail Address	Fax Number
_____	_____

Bidder acknowledges receipt of \_\_\_\_\_ addendum (addenda) to this bid package (16-26 )  
(0, 1, 2, 3, etc.)

**IF AVAILABLE PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE WITH THIS BID.**

**INDICATE THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:**

- 1. BID AWARD NOTICE ADDRESS**
- 2. PURCHASE ORDER ADDRESS**
- 3. REMITTANCE ADDRESS (and NAME if different than above)**