

**CITY OF BIRMINGHAM-PURCHASING DIVISION  
710 NORTH 20<sup>TH</sup> STREET  
P-100 CITY HALL  
BIRMINGHAM, AL 35203-2227  
OFFICE: (205) 254-2265 / FAX: (205) 254-2484**

**YOLANDA COX, SENIOR BUYER  
CARMEN JONES, PURCHASING AGENT**

**NOVEMBER 17, 2022  
ITB: 23-15**

<b>TO:</b>	Prospective Bidders
<b>INVITATION TO BID NUMBER:</b>	<b>Bid # 23-15 (A complete copy can be downloaded at <a href="http://www.birminghamal.gov">www.birminghamal.gov</a>)</b>
<b>SEPARATE SEALED BIDS FOR:</b>	<b>REBUILT AUTOMATIC TRANSMISSIONS</b>
<b>INVITATION TO BID RESPONSES WILL BE RECEIVED BY:</b>	Yolanda Cox, Senior Buyer Purchasing Division 710 North 20 <sup>th</sup> Street, P-100 City Hall Birmingham, AL 35203-2227

**\*\*\*IMPORTANT SOLICITATION DATES\*\*\***

<b>BID DUE DATE:</b> Tuesday December 6, 2022 by 5:00 PM (Central Standard Time)	<b>BID OPENING DATE:</b> Wednesday December 7, 2022 at 11:00 AM (Central Standard Time)
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Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at [www.birminghamal.gov](http://www.birminghamal.gov) ( go to link titled Work, then click on Bidding Opportunities), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265 and requesting a copy be mailed to you.

**BID OPENING WILL BE HELD AT:**  
Purchasing Division  
P-100 City Hall  
710 North 20<sup>th</sup> Street  
Birmingham, AL 35203-2227

**TELEPHONE INQUIRIES – NOT ACCEPTED**

Telephone inquiries with questions regarding clarification of any and all specifications of the ITB will not be accepted. All questions must be e-mailed to Yolanda Cox at [yolanda.cox@birminghamal.gov](mailto:yolanda.cox@birminghamal.gov).

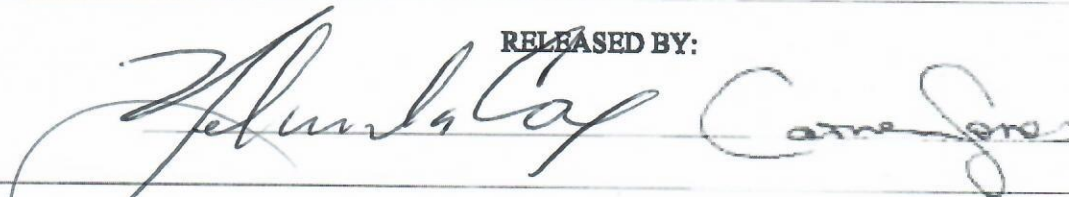
Submissions may be withdrawn, modified, and resubmitted prior to the formal bid opening due date. Any submission modification(s) submitted after the "Bid Opening Due Date" may not be considered.

The City of Birmingham reserves the right to accept or reject any or all bids, or any part of any bid, and to waive any informalities or irregularities in the bid. The City of Birmingham may award contract in whole or in part based on the needs of the City of Birmingham.

All costs incurred by the company to respond to this solicitation will be wholly the responsibility of the Bidder. All copies and contents of the bid, attachments, and explanations thereto submitted in response to this ITB, except copyrighted material, shall become the property of the City of Birmingham regardless of the bidder selected. Response to this solicitation does not constitute an agreement between the Bidder and the City of Birmingham.

The City of Birmingham is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City of Birmingham or any other means of delivery employed by the bidder. Similarly, the City of Birmingham is not responsible for, and will not open, any bid responses which are received later than the date and time indicated above. Late bid responses will be retained in the bid file, unopened.

RELEASED BY:





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INVITATION TO BID (cont'd)

Sealed bids marked "Rebuilt Automatic Transmissions" will be received by the Purchasing Agent, P-100 First Floor of City Hall, 710 North 19<sup>th</sup> Street, Birmingham, Alabama 35203.

Bids will be accepted until 5:00 P.M. central time (standard or daylight savings time, as applicable) on TUESDAY, DECEMBER 6, 2022. Bids submitted after these dates and times will not be considered.

Bids will be publicly opened at 11:00 A.M. on WEDNESDAY, DECEMBER 7, 2022.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the Bidder. Similarly, the City is not responsible for, and will not open, any bid/proposal responses, which are received later than the date and time, indicated above. Late bids/proposals will be retained in the bid/proposal file, unopened.

**TERM OF CONTRACT**

Any contract resulting from this ITB will become effective upon bid award. Per Section 3-3-7(7) of the Birmingham City Code and State Bid Law, the proposed contract shall be in effect for a minimum of one (1) year guaranteed with the option of renewal for two (2) additional one-year terms, contingent upon Council approval. The life of this contract shall exist with the approval of both parties with the provision that no price increase in the original bid prices shall be allowed.

**ADDENDA**

Any addenda will be available on the internet. Bidder is responsible for checking the website for addenda until the bid opening date. Addenda will be mailed to only those vendors who were provided a copy in person or by mail.

**CERTIFIED CHECK/BID BOND/CASHIER'S CHECK**

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 order for any bid award to be considered that exceeds \$10,000.00, your bid must be accompanied by an acceptable bid bond, cashier's or certified 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 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.

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

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

Bids must be submitted in a sealed envelope marked "ITB: 23-15 Rebuilt Automatic Transmissions, 5:00 PM, 12/06/2022." Bids may be hand delivered to Purchasing, Room P-100 First Floor, City Hall, Birmingham, Alabama or mailed to City of Birmingham, 710 North 20th Street, Birmingham, AL 35203. Bids mailed in (i.e. USPS, Federal Express, UPS, Airborne, etc.) must specify delivery to Room P-100, 1st Floor-City Hall.

  
CARMEN JONES, PURCHASING AGENT

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B.N. 11/23/2022



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**INVITATION TO BID (cont'd)**

**GENERAL**

The City of Birmingham is seeking bids for Rebuilt Automatic Transmissions. The basis of the bid shall consist primarily of the supply, removal and installation, and flushing of Allison transmission systems that the City may require during the life of this contract. The City intends to award to the lowest priced, most responsive, responsible bidder on a total lot basis.

Bidders are required to provide an original and two (2) copies of their bid in a sealed envelope.

In the effort to decrease the spread of COVID-19, bid openings will be held virtually via WebEx. Login information can be found on the City's website at [www.birminghamal.gov](http://www.birminghamal.gov) (click on the link titled Work then click on Bidding Opportunities).

**CANCELLATION**

The City reserves the right to cancel the contract, in whole or part, and seek new bids at any time the City determines that the services, item(s) and/or product lines(s) being supplied is/are failing to perform satisfactorily. Any bid that imposes a service fee or any other type of fee on any order not exceeding a minimum order quantity or minimum purchase order dollar amount, will be determined a non-responsive bid and will not be considered for award. Municipalities are not liable for sales tax: reference Code of Alabama Section 40-23-4. Costs normally considered pass through costs (property tax, use tax, delivery charge, etc.) to the customer by the provider must be included in any fee proposed (Code of Alabama 40-12-222). For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by the State of Alabama Code, Section 41-16-50, in determining the low bidder.

**AWARD**

The contract shall become effective from the date noted in the Notification of Award letter which will be mailed to the successful bidder. Items will be awarded on an individual line item basis. The award of any item specified with options will be made based on the base bid or alternate bid or any combination of the two.

**PURCHASE ORDERS**

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 (cont'd) 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.

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.

**TERMINATION OF CONTRACT**

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.

**WARRANTY**

Equipment/Parts furnished shall carry the standard warranty offered to the general public. PLEASE ATTACH A COPY OF YOUR WARRANTY AS PART OF YOUR BID SUBMISSION.



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**INVITATION TO BID (cont'd)**

**CERTIFIED CHECK/BID BOND/CASHIER'S CHECK**

Each bidder is to extend prices and provide a total for the bid being submitted. In order for any bid award to be considered that exceeds \$10,000.00 your bid must have been accompanied by an acceptable bid bond, certified check or cashier's 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 check shall be forfeited.

Contract award to purchase the materials 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.

**PAYMENT TERMS**

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.

**NON-COLLUSION**

Contractor covenants and declares that it has not employed any person to solicit or procure this Agreement and that Contractor has not made, and will not make, any payment of any compensation for the procurement of this Agreement. The covenant contained herein shall survive the expiration or earlier termination of this Agreement.

**PRICES**

Include transportation (including fuel surcharge, if applicable).

**QUANTITIES**

The quantities shown on the bid form are estimated initial purchase quantities only. Merchandise shall be ordered as requirements dictate. The City reserves the right to purchase more or less than this quantity as conditions require, and no bidder shall attempt to hold the quantities shown as a firm quantity under this contract.

**PRE-PAYMENTS**

No prepayments of any kind will be made prior to shipment.

**TAX**

The City of Birmingham is exempt from all Federal Tax, and sales and use tax, except Alabama tax on oils, lubricants and fuels specifically bought for over-the-road transportation use.

**ADDITIONAL PURCHASES**

The City has attempted to list all items for "Rebuilt Automatic Transmissions" required during the term of the contract, if mutually agreed upon, additional contracts may be executed, based upon this bid for the same item(s) or related types.

**REDUCTION IN COST**

Bidder agrees that the City of Birmingham will be charged no more for item(s) bid than the State of Alabama, and that in the event of a price reduction; the City will receive the benefit of such reduction on any undelivered portion of contract.

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.



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**INVITATION TO BID (cont'd)**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

Vendor 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.

**FORM W-9**

Any successful 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 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.

**BUSINESS LICENSE**

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. A copy of his/her license may be submitted along with his/her bid. In the event you receive a notification of intent to award letter, bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt. Failure to submit the requested information will result in the notice of intent to award being revoked.

**PUBLIC DISCLOSURE**

Subject to applicable law or regulations, the content of each Bidder's Proposal shall become public information upon the effective date of any resulting contract.

**TELEGRAPHIC/ELECTRONIC BID RESPONSES**

Proposal responses sent by electronic devices (i.e., facsimile machines and email) are not acceptable and will be rejected upon receipt. Vendors will be expected to allow adequate time for delivery of their bid responses either by airfreight, postal services, or by other means.

**E-VERIFY**

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.

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

Any questions concerning these specifications should be addressed to Purchasing Division, Yolanda Cox fax, (205) 254-2484 or email [Yolanda.cox@birminghamal.gov](mailto:Yolanda.cox@birminghamal.gov) between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.



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**INVITATION TO BID (cont'd)**

**SINGLE BID**

If a single bid response is received for this ITB, the bid will be rejected in accordance with Title 41-16-50-a of the Alabama Code. The bid will be opened but will not be read publicly. We will proceed with negotiations for a lower price with the rejected Bidder and other Bidders by means of sealed quotes. The rejected Bidder's initial offer will not be disclosed to other Bidders, prior to the awarding of a contract. The award will be made to the company offering the lowest negotiated quotation, provided that all conditions and specifications required by the City are met.

**NEGOTIATIONS**

The City of Birmingham reserves the right to enter into contract negotiations with the selected Bidder. If the City and the selected Bidder cannot negotiate a successful contract, the City may terminate negotiations and begin negotiation with the next selected Bidder. This process will continue until a contract has been executed or all proposals have been rejected. No Bidder shall have any rights against the City arising from such negotiations.

**PROHIBITION AGAINST BOYCOTTING**

By signing this contract the Contractor certifies that it is not currently engaged in, and for the duration of this agreement will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state enjoys open trade.

**HOLD HARMLESS AND INDEMNIFICATION**

Vendor(s) 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, hereinafter "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 or 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 Indemnitee(s) for Claims resulting from the sole negligence or from the willful misconduct of the Indemnitee(s).

**GOVERNING LAW/DISPUTE RESOLUTION**

Contract award to purchase the materials 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.

**CONFLICT OF INTEREST**

Contractor covenants and declares that it has not, and will not, acquire any interest, directly or indirectly, in any property acquired by the City during the term of this Agreement. Contractor warrants and covenants that it presently has no interest in, nor shall any interest be hereinafter acquired in, any matter that will render the services required under this Agreement a violation of any applicable Federal, State or local law. In the event that any conflict of interest should hereinafter arise, Contractor shall promptly notify the City in writing of the existence of such conflict of interest.

**GUARANTEE**

Bidder certifies by bidding, that he is fully aware of the conditions of service and purpose for which item(s) included in this bid are to be purchased and that his offering will meet these requirements of service and purpose to the satisfaction of the City of Birmingham Finance Purchasing Division and its agent.

**CONFIDENTIALITY**

Contractor agrees that such reports, information, opinions or conclusions shall not be made available to or discussed with any individual or organization, including the news media, without prior written approval of the City. Contractor shall exercise reasonable precautions to prevent the unauthorized disclosure and use of the City information whether deemed confidential or not.



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**NON-DISCRIMINATION POLICY**

Vendor (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, sex, gender identity, sexual orientation, disability, familial status, or national origin 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.

**STATEMENT OF COMPLIANCE WITH ALABAMA CODE SECTION 31-13-9**

Vendor shall participate in the E-Verify program as required under the Beason-Hammon Alabama Taxpayer and Citizen Protection 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.

**INVOICING**

All invoices must agree with the purchase order in description and price and include the following information:

- 1.) Purchase Order Number
- 2.) Ship to Department Name and Address
- 3.) In order to ensure prompt payment, ALL ORIGINAL INVOICES\* MUST BE SENT TO:

**CITY OF BIRMINGHAM  
EQUIPMENT MANAGEMENT  
515 6<sup>TH</sup> AVENUE SOUTH  
BIRMINGHAM, AL 35205**

If an invoice does not agree with the purchase order, credits or a corrected invoice will be required in order for the City to process payment.

**THIRD-PARTY "REMIT-TO"**

If a Bidder has a third-party "remit-to" company, that information must appear on the Bidders response. The City of Birmingham will send payment to the company designated by the Bidder on its response but will not be responsible for resolving payment issues should the Bidder change payment processing companies after a payment has been mailed or without a 45-day written notification to the Equipment Management Department and Accounting division of the City of Birmingham.

**INSURANCE REQUIREMENTS**

**Liability Insurance:** For the duration of this contract and for limits not less 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 \$500,000.00 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 \$500,000.00 bodily injury per occurrence, \$500,000.00 property damage or combined single limit of \$500,000.00; and (iii) Workman's Compensation coverage in an amount adequate to comply with the statutory requirements. The City's bid number (23-15) must appear on any/all copies of the certificate of insurance.



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INVITATION TO BID (cont'd)

**INSURANCE REQUIREMENTS** (cont'd)

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 Contractor 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 the Contractor herein.

**City Additional Named Insured:** Except for Worker's 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 the Contractor 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 from ISO, CG 2010.1185.

**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:** Contractor 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, Contractor hereby waives any rights of subrogation against the City. All general or automotive liability coverage provided herein shall not prohibit the Contractor 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 Contractor shall provide the City a certificate(s) of insurance and endorsements (including the additional insured endorsements) evidencing compliance with the requirements in this section. Evidence of insurance will not be accepted on a per event basis. 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 that the 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 Contractor 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.

**VENDOR REQUIREMENTS**

Only licensed heavy duty truck repair or equal dealers with heavy involvement in REBUILT AUTOMATIC TRANSMISSIONS, shall be eligible for consideration of award. Bidder must have a staffed physical facility to be considered eligible for award.

The successful bidder(s) shall be responsible for the pick-up and delivery expense, personnel, trucks, etc. for any and all repairs or replacements.

The City reserves the right to inspect any potential vendor's equipment, inventories, personnel, locations, etc., to verify that the potential vendor has the ability to properly service the City's requirements.

The maximum response time to any request for repairs shall be no greater than twenty-four (24) hours for all standard/common vehicles. The maximum completion time for non-standard/common vehicles shall be five (5) days. The definition of non-standard/common vehicles shall be auto of eight (8) or more years old or autos less than one (1) year old, odd truck applications and any or all specialized heavy equipment. Consistent failure by a successful vendor to meet this response time requirement will constitute grounds for the termination of the contract and the declaration of the vendor as 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.



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**INVITATION TO BID (cont'd)**

**VENDOR REQUIREMENTS (cont'd)**

Timely pick-up and delivery shall be a consideration. The successful bidder(s) shall guarantee pick-up and delivery within the time frames so stated within these specifications.

**MERCHANTABILITY**

For the purpose here, merchantability is defined as being fit for the ordinary purpose for which such goods are intended. All items shipped under this contract are to be new and of first line quality and condition. All items received by the Equipment Management under this contract shall be free of damages and be packed in their original packages, boxes, and/or cases.

**RECEIVING HOURS**

The Equipment Management receiving hours are: 7:00 a.m. to 3:00 p.m. Monday through Friday.

**DELIVERY**

Will be to City of Birmingham Equipment Management, 515 6<sup>th</sup> Avenue South, Birmingham, AL. 35205. All associated delivery cost are to be calculated into the prices quoted. No delivery surcharges of any nature will be allowed. All prices quoted for items within this contract are to be F.O.B. delivered.

**ON-LINE ORDERING**

The Equipment Management Warehouse fully intends to take advantage of any on-line ordering capabilities offered by the successful vendor(s). Any vendor(s) offering such services will agree to provide the City with access to the site, account establishment, user ID setups, training, etc. at no cost to the City. As a rule, when on-line ordering is used by the City, no hard copy of the Purchase Order will be mailed to the vendor. However, vendors may request that hard copies be mailed, and the City will comply with any and all such request.

**PARTIAL SHIPMENTS**

The Equipment Management as a rule accepts partial shipments. However, vendors should note that the receipt of a partial shipment of ordered goods does not alleviate the vendor's obligations for the complete shipment of goods by the due date as stated within the purchase order. Consistent failure to ship reasonably complete orders will constitute breach of contract and will result in the declaration of the vendor as a "non-responsible vendor" and subject to the aforementioned penalties of such declaration. For the purposes herein, "reasonably complete" shall mean at least 70% of the total quantity ordered by the City and indicated on the purchase order.

**FAILURE TO SHIP GOODS**

The outright failure to ship any contracted goods ordered by the City will constitute breach of contract and the City reserves the right to immediately terminate the contract. Should termination occur, the holder of the contract will be declared a "non-responsible vendor" and subject to the aforementioned penalties of such declaration.

**LATE SHIPMENTS**

The City will notify vendors with a written letter of warning each time an order is received later than five (5) working days past the due date. Receiving due dates are noted in the "Maximum Delivery Times" section of this specification. Any vendor receiving such a warning letter, will be required to submit to the City, in writing, a detailed explanation of the delay and what remedies have been implemented to insure future contract compliance. The City reserves the right to immediately terminate the contract with any vendor who receives a total of three (3) such letters of warning within any one (1) year time frame. Should termination occur, the holder of the contract will be declared a "non-responsible vendor" and subject to the aforementioned penalties of such declaration.



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**YOLANDA COX, SENIOR BUYER  
CARMEN JONES, PURCHASING AGENT**

**NOVEMBER 17, 2022  
ITB: 23-15**

**INVITATION TO BID (cont'd)**

**REJECTED GOODS**

Any goods rejected by the City, for whatever reason, are to be picked up by the vendor within forty-five (45) days of the date of written notice to the vendor of the rejection. The City shall seek all legal remedies available to it to dispose of any rejected materials left past this time frame including, but not limited to, transport to an approved and licensed landfill for disposal.

**MINIMUM ORDER QUANTITIES**

The City will consider bids requiring reasonable minimum order quantities. Vendors are to state in the "Exceptions to Specifications" area for each product any minimum order quantities required for the FOB shipping of the item(s). Failure by vendor to state a minimum order quantity will obligate vendor to ship any quantity ordered by the City. The City reserves the right to determine what a "reasonable" minimum order quantity is based on the City's historical and projected future usage information. The City will reject any bid which requires an unreasonable minimum order quantity. The quantities on the bid form are estimated annual quantities only.

**MAXIMUM DELIVERY TIME**

Timely delivery shall be a consideration. Unless else wise noted in the detailed specifications sections, the successful bidder(s) shall guarantee full delivery within twenty (20) working days from the receipt of purchase order for any item(s) ordered. Failure to meet this or other stated delivery requirement will constitute grounds for the termination of this contract and the declaration of the vendor(s) as a "non-responsible vendor", which could result in the rejection of any future bids submitted by the vendor(s).

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**GENERAL SPECIFICATIONS**

**SUPPLY**

This section is for the supply of **REBUILT AUTOMATIC TRANSMISSIONS** which shall be ordered as individual exchange units as needed. The transmission model numbers shall consist of Allison Retran AT545, MT643, MT653, MT654, Series 2000, EVS3000, MD3060, MD3560, also the 4000 series, EVS4000, 4500RDF, HD4560P. The City will accept firm bids for exchange units only and no additional charges for defective or concealed damage to core parts shall be allowed. As a rule, all exchange cores are in a condition compatible to rebuilding, however, the City shall not be responsible for any concealed damages. If the old core has visible damage, the City will take new bids for the transmission as an individual unit, and the prices as bid under this contract shall not be binding upon the successful bidder for these units. The City will only consider those transmissions rebuilt by an approved Allison Retran repair center and use OEM Allison Retran repair parts and/or firms whose prime business is the re-manufacturing of Allison Retran automatic transmissions and have a well-established history and reputation in the market place. As each transmission is ordered, the vendor will be supplied with all pertinent data concerning model, serial, and part numbers, application, engine type, etc. The exchange transmissions, as a rule, must be available in a time frame not greater than five (5) working days. Transmissions that require the rebuilding of the existing core ("R & R" transmissions) as a rule must be returned to the City ready for installation within ten (10) working days from the pickup date. Consistent failure to meet delivery times will constitute grounds for the termination of the contract and the declaration of the vendor as 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.

All transmissions must be supplied with ring gear assembly for power take-off units.

All transmissions referenced in this document in a non-refuse application shall be warranted for a period of not less than twenty four (24) months after the date of installation, except for the MT 654, which shall be warranted for a period of not less than twelve (12) months after the date of installation. All transmissions in a refuse application shall be warranted for a period of not less than twelve (12) months after the date of installation. The City's records will prevail as to the actual date of installation of each unit. This warranty shall cover all malfunctions resulting from defects in materials and/or workmanship. All parts and labor required to repair any transmission unit will be covered under this warranty for the full warranty period. No pro-rating of this warranty will be allowed. This warranty will not extend to failures caused due to the malfunctioning electronic control system (Electronic Control Modules) on the Allison Retran MD series transmissions. Any bid that states a warranty period of less than twenty four (24) or twelve (12) months, respectively, will not be eligible for consideration of award.

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**YOLANDA COX, SENIOR BUYER  
CARMEN JONES, PURCHASING AGENT**

**NOVEMBER 17, 2022  
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**BID FORM**

Submitted below is my firm bid for the annual contract for the supply, removal/installation and flushing of Rebuilt Automatic Transmissions for a period of one (1) year as per General City Code 3-3-7(7) of the City of Birmingham in accordance with your invitation to bid and specifications dated NOVEMBER 17, 2022. Prices quoted are f.o.b. Municipal Garage, 515 6<sup>th</sup> Avenue South, Birmingham, Alabama 35205. I am bidding in exact accordance with the specifications except as listed below.

**ALLISON RETRAN TRANSMISSIONS:**

NO.	FACTORY AUTHORIZED REBUILT ALLISON RETRAN TRANSMISSION	APPROX. QUANTITY	COST	EXTENDED COST
1.	<b>Model AT545</b>	12	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
2.	<b>Model MT643</b>	12	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
3.	<b>Model MT653</b>	10	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
4.	<b>Model MT654</b>	4	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
5.	<b>Model Series 2000</b>	2	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
6.	<b>Model Series EVS3000</b>	5	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
7.	<b>Model MD3060</b>	4	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
8.	<b>Model MD3560</b>	2	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
9.	<b>Model EVS4000</b>	2	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
10.	<b>Model 4000</b>	4	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$

NAME OF YOUR COMPANY \_\_\_\_\_



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**NOVEMBER 17, 2022  
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**BID FORM (cont'd)**

**ALLISON RETRAN TRANSMISSIONS: (cont'd)**

<b>NO.</b>	<b>FACTORY AUTHORIZED REBUILT ALLISON RETRAN TRANSMISSION</b>	<b>APPROX. QUANTITY</b>	<b>COST</b>	<b>EXTENDED COST</b>
<b>11.</b>	<b>Model 4500RDF</b>	<b>4</b>		
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>12.</b>	<b>Model HD4560P</b>	<b>4</b>		
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
			\$ /ea.	\$
		<b>GRAND TOTAL \$</b>		
Hourly Labor Rate (Repairs)			\$	
Labor rate/hour *OEM diagnostic services by licensed dealer OEM services means the capability to provide brand specific services (such as programming ECM's, providing NEW or OEM factory remanufactured module replacements service & etc.)			\$	

**NAME OF YOUR COMPANY \_\_\_\_\_**



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**NOVEMBER 17, 2022  
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**BID FORM (cont'd)**

**ALLISON TRANSMISSION:**

<b>NO.</b>	<b>FACTORY AUTHORIZED REBUILT ALLISON TRANSMISSION</b>	<b>APPROX. QUANTITY</b>	<b>COST</b>	<b>EXTENDED COST</b>
<b>1.</b>	<b>Model AT545</b>	<b>12</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>2.</b>	<b>Model MT643</b>	<b>12</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>3.</b>	<b>Model MT653</b>	<b>10</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>4.</b>	<b>Model MT654</b>	<b>4</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>5.</b>	<b>Model Series 2000</b>	<b>2</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>6.</b>	<b>Model Series EVS3000</b>	<b>5</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>7.</b>	<b>Model MD3060</b>	<b>4</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>8.</b>	<b>Model MD3560</b>	<b>2</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>9.</b>	<b>Model EVS4000</b>	<b>2</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>10.</b>	<b>Model 4000</b>	<b>4</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>11.</b>	<b>Model 4500RDF</b>	<b>4</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$
<b>12.</b>	<b>Model HD4560P</b>	<b>4</b>	\$ /ea.	\$
	Labor for removal and installation		\$ /ea.	\$
	Labor and material for flushing system		\$ /ea.	\$



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**ALLISON TRANSMISSION cont'd:**

**BID FORM (cont'd)**

<b>DISCOUNT:</b> Percentage off parts not listed _____ %
<b>MAXIMUM DISCOUNT:</b> Guaranteed discount if bid is renewed for 2 <sup>nd</sup> year: _____ % Guaranteed discount if bid is renewed for 3 <sup>rd</sup> year: _____ %
<b>WARRANTY</b> PLEASE ATTACH A COPY OF YOUR WARRANTY AS PART OF YOUR BID SUBMISSION.

The federal government has changed from the DUNS Number to the Unique Entity ID which is generated by going to SAM.gov.

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.

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**NAME OF YOUR COMPANY \_\_\_\_\_**



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NOVEMBER 17, 2022  
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DEBARMENT STATEMENT

CERTIFICATION REGARDING DEBARMENT, SUSPENSIONS,  
AND OTHER RESPONSIBILITY MATTERS

(Executive Order 12549, Debarment and Suspension, 34 CFR Part 85)

Bidder/Offeror certifies to the best of its knowledge and belief, that it and its principals:

- (a)  Are  are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b)  Have  have not within a three-year period preceding award of this contract been convicted of or had civil judgement rendered against them for 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 under a public transaction; 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;
- (c)  Are  are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or Local) with commission on any of the offenses enumerated in Paragraph (b) above; and
- (d)  Have  have not within a three-year period preceding award of this contract had one or more public transactions (Federal, State or Local) terminated for cause of default.
- (e) **Unique Entity ID (UEI)**  
UEI number must be provided on the signature page of this document before an award can be made to facilitate System Award Management (SAM) certification <https://www.sam.gov/SAM/>. Companies that do not have a free UEI number may visit <https://dnd.com/duns-number/get-a-duns.html> for more information. *The City of Birmingham does not provide UEI numbers.*

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_ I am unable to certify to the above statements. My explanation is attached.

NAME OF YOUR COMPANY \_\_\_\_\_



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**SIGNATURE PAGE**

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.

Bidder acknowledges receipt of \_\_\_\_\_ addenda(s).  
 (addenda numbers)

**This page must be returned with bid.**

Date of Bid \_\_\_\_\_  
 Company \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Post Office Box \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Terms of Payment \_\_\_\_\_  
 Delivery Date \_\_\_\_\_

UEI # \_\_\_\_\_  
 Name (Print legibly or Type) \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Tax ID Number \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Cell Phone \_\_\_\_\_

**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)** \_\_\_\_\_
- \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_