

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

RYAN FOUST, SENIOR BUYER
CARMEN JONES, PURCHASING AGENT

MAY 17, 2023
ITB: 23-57

TO:	Prospective Bidders
INVITATION TO BID NUMBER:	Bid # 23-57 (A complete copy can be downloaded at www.birminghamal.gov)
SEPARATE SEALED BIDS FOR:	HVAC AIR FILTERS
INVITATION TO BID RESPONSES WILL BE RECEIVED BY:	Ryan Foust, Senior Buyer Purchasing Division 710 North 20 th Street, P-100 City Hall Birmingham, AL 35203-2227

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

BID DUE DATE:	BID OPENING DATE:
Wednesday June 7, 2023 by 5:00 PM (Central Standard Time)	Thursday June 8, 2023 at 11:00 AM (Central Standard Time)

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.birminghamal.gov (go to link titled Work, then click Bidding Opportunities) Interested bidders can also contact the Purchasing Office at (205) 254-2265 and request a copy be mailed to you.

BID OPENING WILL BE HELD AT:
Purchasing Division
710 North 20th Street
P-100 City Hall
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 Ryan Foust at ryan.foust@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Submissions may be withdrawn, modified, and resubmitted prior to the formal bid opening due date.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.**

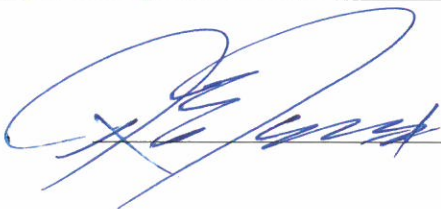
The City of Birmingham reserves the right to accept or reject any or all bids, or any part of any bid, and to waive any informalities or irregularities in the bid. The City of Birmingham may award contract in whole or in part based on the needs of the City of Birmingham.

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.

Published-Alabama Messenger-05/20/2023

RELEASED BY:




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INVITATION TO BID

Sealed bids marked "HVAC Air Filters" will be received by the Purchasing Agent, P-100 First Floor of City Hall, 710 North 19th Street, Birmingham, Alabama 35203.

Bids will be accepted until 5:00 P.M. central time (standard or daylight savings time, as applicable) on **Wednesday June 7, 2023**.
Bids submitted after these dates and times will not be considered.

Bids will be publicly opened at 11:00 a.m. on Thursday June 8, 2023.

The City has resumed having public bid openings and if you plan to attend in person, we ask that you wear a mask. You may also participate virtually via WebEx. Login information can be found on the City's website at www.birminghamal.gov (click on the link titled **Work** then click on **Bidding Opportunities**).

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.

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

Bids must be submitted in a sealed envelope marked "**HVAC Air Filters, 5:00 PM, 06/07/2023.**" 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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INVITATION TO BID (cont'd)

GENERAL

The City of Birmingham is seeking bids for HVAC Air Filters. The basis of the bid shall consist primarily of HVAC Air Filters, that the City may require during the life of this contract. The City intends to award to the lowest priced, most responsive, and responsible bidder.

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. The contract shall become effective from the date of the Notification of Award letter which will be mailed to the successful bidder.

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 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.

All bids submitted are to be F.O.B. delivered, City of Birmingham, Birmingham AL 35203.

PRICES

Include transportation (including fuel surcharge, if applicable)

QUANTITIES

The quantities shown on the bid form are estimated 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 required for HVAC Air Filters required during the term of the contract, if mutually agreed

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INVITATION TO BID (cont'd)

ADDITIONAL PURCHASES (cont'd)

upon, additional contracts may be executed, based upon this bid for the same item(s) or related types and/or sizes.

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.

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.

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

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INVITATION TO BID (cont'd)

E-VERIFY (cont'd)

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, Ryan Foust, phone (205) 254-2269, fax, (205) 254-2484, between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.

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.

AWARD

Contract will be awarded to the lowest most responsive and responsible bidder(s) who meets all bid requirements and has a history of successfully completing like work.

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.

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.**

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INVITATION TO BID (cont'd)

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.

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, 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 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).

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.

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.

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

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 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.

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INVITATION TO BID (cont'd)

INSURANCE REQUIREMENTS (cont'd)

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.

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
CENTRAL STORES WAREHOUSE
431 6TH AVENUE SOUTH
BIRMINGHAM, AL 35205-4447**

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 requesting department and Accounting Division of the City of Birmingham.

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INVITATION TO BID (cont'd)

BID SAMPLES

Bid samples may be required. Bidder(s) must furnish sample(s) of items bid as noted in each item's specification. Any such samples requested must be made available to the City within five (5) working days or as noted in the item specification.

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.**

PRICING ESCALATION/DE-ESCALATION

The City of Birmingham may take into consideration an Economic Price Adjustment. All prices offered shall be firm against any increase for twelve (12) months from the effective date of the contract. Sixty (60) days prior to renewal, the City of Birmingham may entertain a request for escalation in accordance with the most recently published consumer price index. Each successive renewal option will be treated in the same manner. The City of Birmingham reserves the right to accept, reject, or negotiate the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase. This clause also enables the City of Birmingham to seek de-escalation on the same terms.

UNIQUE ENTITY ID

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.

SPECIFICATIONS

Use of specific brand names and numbers is not intended to restrict the bidding of any seller and/or manufacturer but is solely for the purpose of indicating the type, size and quality of materials, products, service, or other equipment considered best adapted to the City's intended use. All materials are to be new: no used, remanufactured or refurbished materials will be considered acceptable.

Proprietary specifications may be waived for functional equivalents offered. Functional equivalents are subject to the approval of the Purchasing-Central Stores Department.

The specifications of this product to provide information relating to HVAC Air Filters.

DETAILED SPECIFICATIONS

The quantities on the bid form are **strictly estimates for evaluation purposes 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.

The City has limited storage space so timely delivery shall be a consideration. The successful bidder shall guarantee full delivery within fourteen (14) working days of receipt of order. Consistent failure by a successful vendor to meet the stated delivery time 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

The City may require samples of any product before an award is made. Any sample(s) requested must be made available to the City within five (5) working days of request. Failure to provide the sample(s) within this time frame will result in the rejection of the product(s) from award consideration.

All HVAC Air Filters supplied under this contract are to be new, first line, first quality, industrial grade air filters. Do not quote economy/home grade air filters.

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INVITATION TO BID (cont'd)

DETAILED SPECIFICATIONS (cont'd)

Only established firms, located within the City of Birmingham or contiguous to Jefferson County, who are engaged in the active stocking and selling of HVAC products and supplies will be eligible for consideration of award. The successful bidder will be required to maintain an adequately staffed sales counter open for business between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday for product pick up by City personnel.

Bidder must be an authorized distributor for any product line offered to the City for consideration.

Filter lines bid must be filter lines supplied for the life of the contract. The City will accept fill-in substitutes on a limited basis. Any such substitute offered must receive approval from the City prior to delivery.

The City reserves the right to inspect any potential inventories, personnel, location(s), etc., before an award is made, to verify that potential vendor has the ability to properly service the City's requirements.

Bidders are to supply with their bid printed literature on any filter line being offered for consideration. Said literature should detail such information as, filter construction, media type, media support, performance & rating data, etc. Such information will be a consideration of award.

Disposable Pleated Filters

Disposable pleated filters are to be industrial grade, framed with heavy, moisture resistant beverage board paper. All adhesives used in the construction are to be water repellant. Filters are to be supplied in 1" and 2" & 4" thickness. All 2" & 4" filters are to be framed as such. Do not bid 1" filters taped or otherwise attached together. Media is to be cotton/synthetic reinforced fibers, evenly spaced radial pleating one hundred percent (100%) secured to the frame perimeter with adhesive and supported by a diamond cut frame on both sides as well as a metal retainer of expanded metal or welded wire on one side. Any substitute for a metal media retention system must be sufficient to prevent vacuum collapse of media. Media is to have a minimum efficiency rating of approximately 40-50% (MERV 8 rating). Filters are to be designed for use in systems with filter face velocities of up to approximately 625 fpm. All filters are to be plainly marked on the frame with the manufacture's name, size and direction of air flow.

Bag Type Filters: Metal Frame

Metal framed bag filters are to be industrial grade, metal framed, high efficiency (approx. 60%) filters. Media is to be ultra-fine spun glass. Metal frame is to be rust & corrosion resistant. Media is to be physically attached to the frame and all support rods. Media is to be bonded along all edges and seams with adhesive to prevent bypass. Each filter is to be clearly identified with the size, efficiency, CFM, air flow direction, etc.

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.

(bid form begins on following page)

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

RYAN FOUST, SENIOR BUYER
CARMEN JONES, PURCHASING AGENT

MAY 17, 2023
ITB: 23-57

BID FORM

Carmen Jones
Purchasing Agent
Birmingham, Alabama

Submitted below is my firm bid for HVAC Air Filters, for the City of Birmingham. Per Section 3-3-7(7) of the General City Code for the City of Birmingham, the proposed contract shall be in effect for a minimum of one (1) year. Upon approval of both parties, the life of this contract shall exist with the provision that no price increase in the original bid prices shall be allowed, in accordance with your Invitation to Bid and Specifications dated May 17, 2023. Prices quoted are f.o.b. Birmingham, AL, and I am bidding in exact accordance with the specifications except as listed below.

GROUP ONE: PLEATED FILTERS

#	DESCRIPTION	QTY	UOM	MFR & MODEL NUMBER	UNIT PRICE	EXTENDED TOTAL PRICE
1	Filter, pleated disposable 8" x 26" x 1". As per specifications	48	EA		\$	\$
2	Filter, pleated disposable 8" x 38" x 1". As per specifications	48	EA		\$	\$
3	Filter, pleated disposable 10" x 40" x 1". As per specifications	48	EA		\$	\$
4	Filter, pleated disposable 10" x 46" x 1". As per specifications	48	EA		\$	\$
5	Filter, pleated disposable 12" x 12" x 1". As per specifications	12	EA		\$	\$
6	Filter, pleated disposable 12" x 14" x 1". As per specifications	60	EA		\$	\$
7	Filter, pleated disposable 12" x 17" x 1". As per specifications	60	EA		\$	\$
8	Filter, pleated disposable 12" x 20" x 1". As per specifications	60	EA		\$	\$
9	Filter, pleated disposable 12" x 20" x 2". As per specifications	12	EA		\$	\$
10	Filter, pleated disposable 12" x 24" x 1". As per specifications	12	EA		\$	\$

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CARMEN JONES, PURCHASING AGENT

MAY 17, 2023
ITB: 23-57

BID FORM (cont'd)

GROUP ONE: PLEATED FILTERS (cont'd)

#	DESCRIPTION	QTY	UOM	MFR & MODEL NUMBER	UNIT PRICE	EXTENDED TOTAL PRICE
11	Filter, pleated disposable 12" x 24" x 2". As per specifications	36	EA		\$	\$
12	Filter, pleated disposable 12" x 25" x 1". As per specifications	48	EA		\$	\$
13	Filter, pleated disposable 14" x 14" x 2". As per specifications	120	EA		\$	\$
14	Filter, pleated disposable 14" x 17" x 1". As per specifications	120	EA		\$	\$
15	Filter, pleated disposable 14" x 20" x 1". As per specifications	120	EA		\$	\$
16	Filter, pleated disposable 14" x 20" x 2". As per specifications	12	EA		\$	\$
17	Filter, pleated disposable 14" x 24" x 2". As per specifications	120	EA		\$	\$
18	Filter, pleated disposable 14" x 25" x 1". As per specifications	12	EA		\$	\$
19	Filter, pleated disposable 14" x 25" x 2". As per specifications	48	EA		\$	\$
20	Filter, pleated disposable 15" x 20" x 1". As per specifications	60	EA		\$	\$
21	Filter, pleated disposable 15" x 20" x 2". As per specifications	120	EA		\$	\$
22	Filter, pleated disposable 15" x 24" x 1". As per specifications	12	EA		\$	\$
23	Filter, pleated disposable 15.5" x 15.5" x 2". As per specifications	12	EA		\$	\$
24	Filter, pleated disposable 16" x 16" x 2". As per specifications	60	EA		\$	\$

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**RYAN FOUST, SENIOR BUYER
CARMEN JONES, PURCHASING AGENT**

**MAY 17, 2023
ITB: 23-57**

BID FORM (cont'd)

GROUP ONE: PLEATED FILTERS (cont'd)

#	DESCRIPTION	QTY	UOM	MFR & MODEL NUMBER	UNIT PRICE	EXTENDED TOTAL PRICE
25	Filter, pleated disposable 16" x 18" x 2". As per specifications	48	EA		\$	\$
26	Filter, pleated disposable 16" x 20" x 1". As per specifications	12	EA		\$	\$
27	Filter, pleated disposable 16" x 20" x 2". As per specifications	120	EA		\$	\$
28	Filter, pleated disposable 16" x 20" x 4". As per specifications	48	EA		\$	\$
29	Filter, pleated disposable 16" x 24" x 1". As per specifications	48	EA		\$	\$
30	Filter, pleated disposable 16" x 24" x 2". As per specifications	48	EA		\$	\$
31	Filter, pleated disposable 16" x 25" x 1". As per specifications	12	EA		\$	\$
32	Filter, pleated disposable 16" x 25" x 2". As per specifications	72	EA		\$	\$
33	Filter, pleated disposable 16" x 25" x 4". As per specifications	60	EA		\$	\$
34	Filter, pleated disposable 17" x 30" x 1". As per specifications	48	EA		\$	\$
35	Filter, pleated disposable 18" x 18" x 1". As per specifications	60	EA		\$	\$
36	Filter, pleated disposable 18" x 18" x 2". As per specifications	48	EA		\$	\$
37	Filter, pleated disposable 18" x 20" x 1". As per specifications	144	EA		\$	\$
38	Filter, pleated disposable 18" x 20" x 2". As per specification	72	EA		\$	\$

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ITB: 23-57**

BID FORM (cont'd)

GROUP ONE: PLEATED FILTERS (cont'd)

#	DESCRIPTION	QTY	UOM	MFR & MODEL NUMBER	UNIT PRICE	EXTENDED TOTAL PRICE
39	Filter, pleated disposable 18" x 24" x 1". As per specifications	48	EA		\$	\$
40	Filter, pleated disposable 18" x 24" x 2". As per specifications	36	EA		\$	\$
41	Filter, pleated disposable 18" x 24" x 4". As per specifications	12	EA		\$	\$
42	Filter, pleated disposable 18" x 25" x 2". As per specifications	48	EA		\$	\$
43	Filter, pleated disposable 18" x 30" x 1". As per specifications	48	EA		\$	\$
44	Filter, pleated disposable 20" x 20" x 1". As per specifications	96	EA		\$	\$
45	Filter, pleated disposable 20" x 20" x 2". As per specifications	240	EA		\$	\$
46	Filter, pleated disposable 20" x 20" x 4". As per specifications	72	EA		\$	\$
47	Filter, pleated disposable 20" x 22" x 1". As per specifications	72	EA		\$	\$
48	Filter, pleated disposable 20" x 24" x 1". As per specifications	24	EA		\$	\$
49	Filter, pleated disposable 20" x 24" x 2". As per specifications	96	EA		\$	\$
50	Filter, pleated disposable 20" x 24" x 4". As per specifications	12	EA		\$	\$
51	Filter, pleated disposable 20" x 25" x 1". As per specifications	36	EA		\$	\$

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**MAY 17, 2023
ITB: 23-57**

BID FORM (cont'd)

GROUP ONE: PLEATED FILTERS (cont'd)

#	DESCRIPTION	QTY	UOM	MFR & MODEL NUMBER	UNIT PRICE	EXTENDED TOTAL PRICE
52	Filter, pleated disposable 20" x 25" x 2". As per specifications	144	EA		\$	\$
53	Filter, pleated disposable 20" x 25" x 4". As per specifications	60	EA		\$	\$
54	Filter, pleated disposable 20" x 30" x 1". As per specifications	60	EA		\$	\$
55	Filter, pleated disposable 20" x 30" x 2". As per specifications	12	EA		\$	\$
56	Filter, pleated disposable 24" x 24" x 1". As per specifications	120	EA		\$	\$
57	Filter, pleated disposable 24" x 24" x 2". As per specifications	96	EA		\$	\$
58	Filter, pleated disposable 24" x 24" x 4". As per specifications	12	EA		\$	\$
59	Filter, pleated disposable 24" x 28" x 1". As per specifications	24	EA		\$	\$
60	Filter, pleated disposable 24" x 28" x 2". As per specifications	36	EA		\$	\$
61	Filter, pleated disposable 24" x 30" x 1". As per specifications	24	EA		\$	\$
62	Filter, pleated disposable 25" x 25" x 1". As per specifications	48	EA		\$	\$
63	Filter, pleated disposable 25" x 25" x 2". As per specifications	12	EA		\$	\$
64	Filter, pleated disposable 25" x 29" x 2". As per specifications	12	EA		\$	\$

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MAY 17, 2023
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BID FORM (cont'd)

GROUP ONE: PLEATED FILTERS (cont'd)

#	DESCRIPTION	QTY	UOM	MFR & MODEL NUMBER	UNIT PRICE	EXTENDED TOTAL PRICE
65	Filter, pleated disposable 25" x 29" x 4". As per specifications	12	EA		\$	\$
66	Filter, pleated disposable 28" x 30" x 2". As per specifications	48	EA		\$	\$
67	Filter, pleated disposable 28" x 30" x 4". As per specifications	12	EA		\$	\$
68	Filter, pleated disposable 30" x 25" x 1". As per specifications	48	EA		\$	\$
69	Filter, pleated disposable 30" x 28" x 1". As per specifications	48	EA		\$	\$
70	Filter, pleated disposable 24 $\frac{3}{8}$ " x 28 $\frac{3}{8}$ " x 3 $\frac{5}{8}$ ". As per specifications	72	EA		\$	\$
71	Filter, pleated disposable 27 $\frac{3}{8}$ " x 29 $\frac{3}{8}$ " x 3 $\frac{5}{8}$ ". As per specifications	72	EA		\$	\$
72	Filter, plastic backed foam, washable. Self-supporting. For use with window units. Approx. 15" x 24". Kwik Kut 1,000P or fully equal	24	EA		\$	\$
73	Filter, universal. Approx. 20" x 30" x 1". Washable, cut to fit. "Hog-Hair" Self-supporting, no frame required. Kwik Kut #700 or fully equal	12	EA		\$	\$
GROUP ONE TOTAL:						\$

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BID FORM (cont'd)

GROUP TWO: BAG FILTERS

#	DESCRIPTION	QTY	UOM	MFR & MODEL NUMBER	UNIT PRICE	EXTENDED TOTAL PRICE
1	Filter, bag Metal frame. Approx. 60% efficiency, six (6) pocket. 12" x 24" x 15". As per specifications	48	EA		\$	\$
2	Filter, bag Metal frame. Approx. 60% efficiency, six (6) pocket. 24" x 24" x 15". As per specifications	48	EA		\$	\$
3	Filter, bag. Metal frame. Approx. 60% efficiency, six (6) pocket. 24" x 24" x 18". As per specifications	48	EA		\$	\$
4	Filter, bag. Metal frame. Approx. 60% efficiency, six (6) pocket. 24" x 24" x 21". As per specifications	24	EA		\$	\$
5	Filter, bag. Metal frame. Approx. 60% efficiency, six (6) pocket. 24" x 24" x 25". As per specifications	48	EA		\$	\$
6	Filter, bag. Metal frame. Approx. 60% efficiency, six (6) pocket. 24" x 24" x 30". As per specifications	120	EA		\$	\$
GROUP TWO TOTAL:						\$

GROUP ONE TOTAL =	\$
GROUP TWO TOTAL =	\$
GRAND TOTAL =	\$

Estimated Delivery timeframe after receipt of order =

Guaranteed Discount off submitted bid pricing if bid is renewed for 2 nd year =	%
Guaranteed Discount off submitted bid pricing if bid is renewed for 3 rd year =	%

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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) **DATA UNIVERSAL NUMBERING SYSTEM (DUNS)**
Duns 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 DUNS number may visit <https://www.dnb.com/duns-number/get-a-duns.html> for more information.
The City of Birmingham does not provide DUNS numbers.

AUTHORIZED SIGNATURE

TITLE

PRINTED NAME

DATE

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

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.

EXCEPTIONS TO SPECIFICATIONS: (use extra pages if necessary)

Bidder acknowledges receipt of _____ addenda
(addenda numbers)

This page must be returned with bid.

UEID # _____

Date of Bid

Name (Print legibly or Type)

Company

Title

Street Address

Signature

City State Zip

Tax ID Number

Post Office Box

E-Mail Address

City State Zip

Telephone Number

Terms of Payment

Fax Number

Delivery Date

***IF AVAILABLE, PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE, AND E-VERIFY DOCUMENTATION 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) _____
