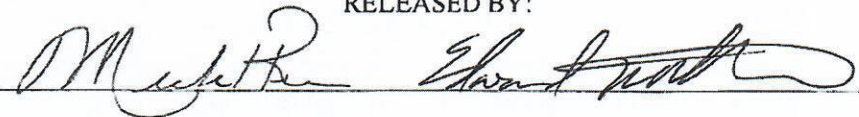


**CITY OF BIRMINGHAM-PURCHASING DIVISION**  
**710 NORTH 20<sup>TH</sup> STREET**  
**P-100 CITY HALL**  
**BIRMINGHAM, AL 35203-2227**  
**OFFICE: (205) 254-2265 / FAX: (205) 254-2484**

**MICHELLE RICE BUYER**  
**EDWARD WILLIAMS, ASSISTANT PURCHASING AGENT**

**MARCH 14, 2025**  
**ITB: 25-52**

<b>TO:</b>	Prospective Bidders
<b>INVITATION TO BID NUMBER:</b>	Bid # 25-52(A complete copy can be downloaded at <a href="http://www.birminghamal.gov">www.birminghamal.gov</a> )
<b>SEPARATE SEALED BIDS FOR:</b>	TOYOTA AUTOMOTIVE PARTS
<b>INVITATION TO BID RESPONSES WILL BE RECEIVED BY:</b>	Michelle Rice, Buyer Purchasing Division 710 North 20 <sup>th</sup> Street, P-100 City Hall Birmingham, AL 35203-2227
<b>***IMPORTANT SOLICITATION DATES***</b>	
<b>BID DUE DATE:</b>	<b>BID OPENING DATE:</b>
MONDAY, APRIL 4, 2025 by 5:00 PM (Central Standard Time)	TUESDAY, APRIL 5, 2025 at 11:00 AM (Central Standard Time)
<p>Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at <a href="http://www.birminghamal.gov">www.birminghamal.gov</a> (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.</p> <p style="text-align: center;">BID OPENING WILL BE HELD AT:  Purchasing Division  710 North 20<sup>th</sup> Street  P-100 City Hall  Birmingham, AL 35203-2227</p>	
<b><u>TELEPHONE INQUIRIES – NOT ACCEPTED</u></b>	
<p>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 Michelle Rice at <a href="mailto:michelle.rice@birminghamal.gov">michelle.rice@birminghamal.gov</a>.</p> <p>Submissions may be withdrawn, modified, and resubmitted prior to the formal bid opening due date.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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Published-Alabama Messenger 03-15-2025	
<p>RELEASED BY:</p> 	

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MICHELLE RICE BUYER  
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MARCH 14, 2025  
ITB: 25-52

INVITATION TO BID

Sealed bids marked "ITB: 25-52- Toyota Automotive Parts" will be received by the Purchasing Agent, P-100 First Floor of City Hall, 710 North 20<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 Monday, March 31, 2025  
Bids submitted after these dates and times will not be considered.

Sealed bids will be publicly opened at 11:00 a.m. on Tuesday, April 1, 2025, at room P-100, First Floor of City Hall, 710 North 20<sup>th</sup> Street, Birmingham, Alabama 35203.

The City has resumed having public bid openings. You may also participate 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).

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 and execution of the contract documents 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**

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 that the bidder submits with the 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 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 "Bid # 25-52 Toyota Automotive Parts", 5:00 PM, 03/31/2025." 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.

  
Edward Williams, Assistant Purchasing Agent

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EDWARD WILLIAMS, ASSISTANT PURCHASING AGENT**

**MARCH 14, 2025  
ITB: 25-52**

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

**ADDITIONAL PURCHASES**

The City has attempted to list all items required for "ITB 25-52 Toyota Automotive Parts" during the term of the contract., If mutually agreed upon, additional contracts may be executed, 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 the 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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EDWARD WILLIAMS, ASSISTANT PURCHASING AGENT**

**MARCH 14, 2025  
ITB: 25-52**

**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 the bid or no later than with 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 the Purchasing Division, Michelle Rice, phone (205) 254-6576, fax, (205) 254-6353, 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 City reserves the option to award or negotiate for a lower price with the rejected Bidder and other Bidders by means of sealed quotes, upon department approval. 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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**MARCH 14, 2025  
ITB: 25-52**

**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 the bid or no later than within 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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EDWARD WILLIAMS, ASSISTANT PURCHASING AGENT

MARCH 14, 2025  
ITB: 25-52

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  
DEPARTMENT 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 45-day written notification to the Purchasing and General Accounting Division of the City of Birmingham.

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**MICHELLE RICE BUYER  
EDWARD WILLIAMS, ASSISTANT PURCHASING AGENT**

**MARCH 14, 2025  
ITB: 25-52**

**BID FORM**

Submitted below is my firm bid for TOYOTA AUTOMOTIVE PARTS, 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 in accordance with your Invitation to Bid and Specifications dated MARCH 14, 2025. Prices quoted are f.o.b. Birmingham, AL, and I am bidding in exact accordance with the specifications except as listed below.

#	Description	Approx. Qty	Part Number	OEM Price	Extended Total	Aftermarket Price	Extended Total
1.	Front Brake Pads	15	04465-0E080	\$	\$	\$	\$
2.	Rear Brake Pads	15	04466-0E070	\$	\$	\$	\$
3.	Front Brake Rotors	14	43512-06200	\$	\$	\$	\$
4.	Rear Brake Rotors	14	42431-06180	\$	\$	\$	\$
5.	Front Right Calipers	6	47730-60110-84	\$	\$	\$	\$
6.	Front Left Calipers	6	47750-52060-84	\$	\$	\$	\$
7.	Rear Right Calipers	6	47850-06170	\$	\$	\$	\$
8.	Rear Left Calipers	6	47850-06160	\$	\$	\$	\$
9.	Front Right & Left Hub Bearing Assembly	5	43550-AQ010	\$	\$	\$	\$
10.	Rear Right & Left Hub Bearing Assembly	5	42450-AQ010	\$	\$	\$	\$
11.	Front Left Strut Complete Assembly	6	SU003-10191	\$	\$	\$	\$
12.	Front Right Strut Complete Assembly	6	SU003-10190	\$	\$	\$	\$
13.	Front Strut Mount Right & Left Assembly	6	48619-AQ010	\$	\$	\$	\$
14.	Rear Shocks Right & Left	6	48530-8Z316	\$	\$	\$	\$
15.	Master Cylinder	5	47050-06040	\$	\$	\$	\$
16.	Front Right Tie Rod End	5	45460-09280	\$	\$	\$	\$
17.	Front Left Tie Rod End	5	45470-09180	\$	\$	\$	\$
18.	Rear Right Upper Control Arm Assembly	5	48770-06010	\$	\$	\$	\$
19.	Rear Left Upper Control Arm Assembly	5	48790-06010	\$	\$	\$	\$
20.	Rack & Pinion	2	44200-48090-84	\$	\$	\$	\$
21.	Front Stabilizer Link Assembly	6	48820-06100	\$	\$	\$	\$
22.	Thermostat	6	16031-25040	\$	\$	\$	\$
23.	Water Pump	4	16100-61012	\$	\$	\$	\$

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

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**MARCH 14, 2025  
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**BID FORM (cont'd)**

#	Description	Approx. Qty	Part Number	OEM Price	Extended Total	Aftermarket Price	Extended Total
24.	Radiator Assembly	3	16400-F0021	\$	\$	\$	\$
25.	Condenser Assembly	3	884A0-0R040	\$	\$	\$	\$
26.	Ac Compressor	5	88310-52551	\$	\$	\$	\$
27.	Cabin Air Filter	5	87139-0E040	\$	\$	\$	\$
30.	Spark Plugs	32	909191-01289	\$	\$	\$	\$
31.	Ignition Coils	32	90919-A2010	\$	\$	\$	\$
34.	Belt V Alternator	8	90916-02158-77	\$	\$	\$	\$
35.	Engine Mount	5	12371-F0020	\$	\$	\$	\$
36.	Engine Mount	5	12361-F0020	\$	\$	\$	\$
37.	Engine Mount	5	12305-F0020	\$	\$	\$	\$
38.	Wiper Blade Right	20	85212-AQ010	\$	\$	\$	\$
39.	Wiper Blade Left	20	85222-AQ010	\$	\$	\$	\$
40.	Wiper Motor Assembly	3	85110-AQ010	\$	\$	\$	\$
41.	Catalyst Converters	2	17400-38040	\$	\$	\$	\$
<b>Hourly Labor Rate (Repair)</b>						\$	
<b>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 replacement service &amp; etc.)</b>						<b>Diagnostics Hourly Rate</b>	
<b>PERCENTAGE DISCOUNT OFF PARTS NOT LISTED</b>							<b>%</b>
<b>GRAND TOTAL</b>						\$	

**DISCOUNT:**

Guaranteed discount off parts not listed: \_\_\_\_\_ %

**MAXIMUM DISCOUNT:**

Guaranteed discount if bid is renewed for 2<sup>nd</sup> year: \_\_\_\_\_ %

Guaranteed discount if bid is renewed for 3<sup>rd</sup> year: \_\_\_\_\_ %

**EXCEPTIONS TO SPECIFICATIONS:**

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

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

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MARCH 14, 2025  
ITB: 25-52

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) **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

**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**

**MICHELLE RICE BUYER  
EDWARD WILLIAMS, ASSISTANT PURCHASING AGENT**

**MARCH 14, 2025  
ITB: 25-52**

*City of Birmingham Transparency in City Government Disclosure and Certification Form*

**TRANSPARENCY IN CITY GOVERNMENT DISCLOSURE AND CERTIFICATION FORM**

**INSTRUCTIONS:**

This form must be fully completed by any individual or entity (hereinafter referred to as "Vendor") seeking to enter into a contract or appointment, provide services, obtain funding or otherwise do business with the City of Birmingham with the express exclusion of persons or entities exclusively providing grant funding to the City, General Services Administration (GSA) vendors, national cooperatives approved by the Alabama Department of Examiners of Public Accounts and governmental entities to include City boards and agencies.

Submit completed forms to the appropriate City Department. All questions must be answered. Respond "Not applicable" or "NA" if a question does not apply. Attach additional pages if needed. Completed forms will be submitted to the Birmingham City Council or the appropriate Council Committee along with the Applicant's proposed contract, appointment and/or funding request.

For purposes of this Form, the following definitions apply:

Family Member of a Public Employee. The spouse, domestic partner or a dependent of the public employee.

Family Member of a Public Official. A spouse, domestic partner, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse, of the public official.

Public Employee. Any person employed by the City of Birmingham or its instrumentalities, including governmental corporations and authorities.

Public Official. Any person elected to public office of the City of Birmingham, whether or not that person has taken office, by the vote of the people, and any person appointed to a position at the City of Birmingham or its instrumentalities, including governmental corporations and authorities.

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This Form is a:

**New Submission**

**Update to a Previous Submission**

**Section 1: VENDOR NAME AND CONTACT:**

Vendor's Legal Name:

Physical Street Address:

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Mailing Address:

Phone Number:

Contact Person:

**Section 2: DISCLOSURES**

(a) Identify all officers, directors, owners, members, partners and executive management of the Vendor.

(b) (PUBLIC OFFICIAL)

Are any of the persons identified in paragraph (a) above a Family Member of a Public Official of the City of Birmingham or do they have an employment or other business relationship with a Public Official of the City of Birmingham or a Family Member of a Public Official? If "yes", describe any family, employment or business relationship with the Public Official.

Yes                       Not Applicable

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**(c) (PUBLIC EMPLOYEE)**

Are any of the persons identified in paragraph (a) above a Family Member of a Public Employee of the City of Birmingham or do they have an employment or other business relationship with a Public Employee of the City of Birmingham or a Family Member of a Public Employee? If "yes", describe any family, employment or business relationship with the Public Employee.

- Yes                       Not Applicable

**SECTION 3. LOBBYISTS, CONSULTANTS & ATTORNEYS:**

During the past three (3) years, has Vendor retained, hired or paid any person or entity including, but not limited to, a lobbyist, consultant or attorney, to assist Vendor in obtaining a City contract, appointment or funding? If "yes", identify by individual name, firm name, address and telephone number any such person or entity.

- Yes                       Not Applicable

**SECTION 4: DISCLOSURE OF CONTRIBUTIONS:**

During the past three (3) years, has the Vendor provided a campaign contribution, a contribution to a political action committee that provides funding to a Public Official's campaign or other funding to or performed services for a Public Official, or provided funding to or performed services for an individual or entity, including a charitable entity, at the request of a Public Official or Public Employee? If yes, identify the amount, date and recipient of any campaign contribution or other funding and/or the date, contract amount and nature of services performed.

- Yes                       Not Applicable

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**SECTION 5: CONTRACTS WITH THE CITY OF BIRMINGHAM:**

Does the Vendor have any existing contracts with the City of Birmingham or contracts which have expired or been terminated within the past three (3) years?

Yes                       No

**SECTION 6: CLAIMS AGAINST THE CITY OF BIRMINGHAM:**

Does the Vendor have any pending claims against the City of Birmingham.

Yes                       No

**SECTION 7: GOOD STANDING:**

By signing this *Transparency in City Government Disclosure and Certification Form* Vendor affirms that it is current in regard to all required federal, state, and local business, tax and other filing requirements and licensure.

**CERTIFICATION:**

I, the undersigned, certify that I am authorized to execute this *Transparency in City Government Disclosure and Certification Form* on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the City of Birmingham is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the City to notify the City in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the City, permitting the City to declare any contract(s) resulting from this certification void and unenforceable.

**VENDOR SIGNATURE:**

\_\_\_\_\_

**NAME:**

**DATE:**

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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.

This page must be returned with bid.

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

U.E.I.D. # \_\_\_\_\_

\_\_\_\_\_  
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

\_\_\_\_\_  
Cell Phone

**\*IF AVAILABLE, PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE, W9 FORM 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) \_\_\_\_\_

\_\_\_\_\_