


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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

TO:	Prospective Proposer	
REQUEST FOR PROPOSAL NUMBER:	RFP #25-04 (A complete copy can be downloaded at www.birminghamal.gov)	
SEPARATE SEALED PROPOSAL FOR:	PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS	
RFP RESPONSES WILL BE RECEIVED BY:	Artelia C. Macon, Principal Buyer Purchasing Division 710 North 20 th Street, P-100 City Hall Birmingham, AL 35203-2227	
IMPORTANT SOLICITATION DATES		
QUESTIONS DUE DATE	PROPOSAL DUE DATE:	PROPOSAL OPENING DATE:
Monday, May 12, 2025 by 5:00 PM (Central Standard Time)	Tuesday, May 27, 2025 by 5:00 PM (Central Standard Time)	Wednesday, May 28, 2025 by 2:00 PM (Central Standard Time)
<p>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.</p> <p style="text-align: center;">BID OPENING WILL BE HELD AT: Purchasing Division 710 North 20th Street P-100 City Hall Birmingham, AL 35203-2227</p>		
<u>TELEPHONE INQUIRIES – NOT ACCEPTED</u>		
<p>Telephone inquiries with questions regarding clarification of any and all specifications of the proposal will not be accepted. All questions must be e-mailed to Artelia Macon at artelia.macon@birminghamal.gov.</p> <p>Submissions may be withdrawn, modified, and resubmitted prior to the formal proposal opening due date. Any submission modification(s) submitted after the “Proposal Opening Due Date” may not be considered.</p> <p>The City of Birmingham reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any informalities or irregularities in the proposal. The City of Birmingham may award a 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 Proposer. All copies and contents of the proposal, attachments, and explanations thereto submitted in response to this proposal, except copyrighted material, shall become the property of the City of Birmingham regardless of the Proposer selected. Response to this solicitation does not constitute an agreement between the Proposer 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 proposer. Similarly, the City of Birmingham is not responsible for, and will not open, any proposal responses which are received later than the date and time indicated above. Late proposal responses will be retained in the proposal file, unopened.</p>		
Published-Alabama Messenger – 05/03/2025		
RELEASED BY:		
 <hr style="width: 50%; margin: auto;"/>		

CITY OF BIRMINGHAM



PUTTING PEOPLE FIRST

Request for Proposal (RFP) #25-04 for Pre-Employment & Random Drug Screening

RFP Release Date: May 1, 2025
Proposer Questions Due: May 12, 2025
RFP Submittal Deadline: May 27, 2025 by 5:00 P.M. (CST)
RFP Opening Date: May 28, 2025
Plan Effective Date: November 1, 2025

**ARTELIA MACON
PRINCIPAL BUYER
PURCHASING DIVISION – CITY HALL
710 NORTH 20TH STREET, SUITE: P-100
BIRMINGHAM, AL 35203
(205) 254-2265 EXT: 2263**

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

**PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
REQUEST FOR PROPOSAL**

Sealed proposals marked “Pre-Employment & Random Drug Screenings”, will be received by the Purchasing Agent, P-100 First Floor City Hall, 710 North 20th Street, Birmingham, Alabama 35203. The Proposed Vendor must provide an original and three (3) copies of its proposal as well as one (1) digital copy of their proposal.

All questions are due by **MONDAY, MAY 12, 2025, BY 5:00 PM.** Proposals will be accepted until 5:00 P.M. central time (standard or daylight savings time, as applicable) on **TUESDAY, MAY 27, 2025.** **Proposals submitted after these dates and times will not be considered.**

Proposals will be publicly opened on **WEDNESDAY, MAY 28, 2025, AT 2:00 P.M.**

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 Proposer. 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.

TELEGRAPHIC/ELECTRONIC RESPONSES

Proposal responses sent via electronic devices (i.e. facsimile machines and email) are not acceptable and will be rejected upon receipt.

TERM OF CONTRACT

Any contract resulting from this RFP will become effective upon proposal award. 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 period of one (1) year, renewable annually subject to the availability of funding for a term of three (3) years. The life of this contract shall exist with the approval of both parties with the provision that no price increase in the original RFP prices shall be allowed.

ADDENDA

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


The City follows a policy of nondiscrimination. No proposer with the City should discriminate on the basis of race, sex, religion or national origin. Failure by the Proposer 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 proposal may be withdrawn for a period of sixty (60) days after the date of the proposal opening.

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

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

Bids must be submitted in a sealed envelope marked **RFP #25-04 “Pre-Employment & Random Drug Screenings”, by 5:00 P.M., 05/27/2025.** Proposals 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. Proposals mailed in (i.e. USPS, Federal Express, UPS, Airborne, etc.) **must specify hand delivery to Room P-100, 1st Floor-City Hall.**


Edward Williams, Asst. Purchasing Agent

**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**

**ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT**

**MAY 1, 2025
RFP: 25-04**

**PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
REQUEST FOR PROPOSAL**

INTRODUCTION

The city is soliciting proposals from qualified providers for drug screening services to help ensure an alcohol and drug free work environment for its employees by contracting the best service offered at a competitive rate. The selected provider must have the capability to invoice for services in provider's own name and the City will not accept invoicing by a third party. The City of Birmingham is seeking proposals from qualified firms to provide professional services for Pre-Employment & Random Drug Screenings. The required services and performance conditions are described in the Scope of Work (or Services).

BACKGROUND

Birmingham is the largest city in the state of Alabama with a population estimated at 242,820 and a metro population of 1,079,089.

Nestled at the foothills of the Appalachian Mountains at the cross-section of two major railroads, the city was once the primary industrial center of the southern United States. At the height of the nation's manufacturing age, the city grew so fast in population, that it was called the "Magic City." Today, Birmingham has transformed into a medical research, banking and service-based economy, making it one of the nation's most livable cities with a vibrant downtown, a burgeoning loft community, a world-class culinary scene, outstanding colleges and more green space per capita than any other city in the nation.

Birmingham also boasts 99 historic neighborhoods and is often referred to as the cradle of the civil rights movement. The city is centrally located in the southeast and easily accessible to major hubs in the region. Birmingham is 151 square miles.

SCOPE OF SERVICES

Proposer shall assist the City with an approximate of 1,350 random drug screens, 800 physicals, 1,800 safety sensitive and 350 Department of Transportation physicals annually. The management of this program will be for employees of the City (collectively, the "Services") to include but not limited to: (i) Pre-employment physicals and examinations that include but are not limited to drug and alcohol screening testing; (ii) Random drug and alcohol screening testing; (iii) Perform compliance audits and immunization reviews; (iv) Department of Transportation Compliance Audits; (v) Receipt and tracking of files and analysis of employee's testing; (vi) Ensure full HIPAA compliance during implementation and administration of program; (vii) The provider must be able to provide services 24 hours a day, 7 days a week and 52 weeks per year including holidays. (viii) Such other tests assigned by the City's Director of Human Resources from time to time. Proposer shall represent that it has, or will secure at its own expense, all personnel required in its performance of the Services. Such personnel shall not be employees of nor have any contractual relations with the City. In addition, such personnel shall have the skills, expertise, licenses and certification necessary to perform the services.

PRE-EMPLOYMENT DRUG SCREENING SCOPE OF SERVICES

- Pre-employment Physicals and Urinalysis
- Audiogram
- Bomb Squad Exams (every two (2) years)
- Dental X-ray (bomb squad only)
- DOT Physicals
- EKG
- Employee Education
- Fire Academy Physicals (as required by NFPA)
- Police Academy Physicals (as required by APOST)
- Lifeguard Physicals
- Hazmat/ERT Physicals
- Hepatitis A Vaccination
- Hepatitis B Vaccination
- Hepatitis Titer Lab

**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**

**ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT**

**MAY 1, 2025
RFP: 25-04**

**PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
REQUEST FOR PROPOSAL**

PRE-EMPLOYMENT DRUG SCREENING SCOPE OF SERVICES

- Litigation Appearance
- Medical Review/Consultation
- Spirometry/Pulmonary Function

RANDOM DRUG SCREENING SCOPE OF SERVICES - URINALYSIS

- THC (Marijuana): Detects the primary psychoactive component of cannabis
- Cocaine (COC): Detects cocaine and its metabolites
- Opiates (OPI): Detects opiate like heroin, codeine, and morphine
- Amphetamines (AMP): Detects amphetamine and methamphetamine
- Phencyclidine (PCP): Detects PCP, also known as angel dust
- List any other offers

MINIMUM QUALIFICATIONS

The successful provider must meet the following minimum qualifications:

1. Certification by the U.S. Department of Health and Human Services (HHS) under the National Laboratory Certification Program. Provide copies of certification documents with your proposal.
2. DOT approved HHS laboratory certification standards for all testing required by 49CFR Part 40. Provide documentation with your proposal.
3. At least five (5) years of experience performing the types of drug testing services specified.
4. Ability to provide services 24 hours a day, 7 days a week and 52 weeks per year including holidays as scheduled by the City of Birmingham. Collectors shall be available on a 24/7 basis to cover scheduled and unscheduled tests. The successful provider shall outline how they will meet this requirement.
5. Vendors must ensure that all applicable federal, state, and local laws are followed. Additionally, vendors must use reputable and certified collection sites, verify the donor's identity with photo identification, secure collections to prevent tampering or substitution (separate collection rooms), and use tamper-evident seals and labels with unique identifiers. Lab results must be provided within 24 -72 hours.
6. Must provide reporting on negative test within 24 hours.
7. The provider shall be able to provide results under normal circumstances within three (3) calendar days (72 hours).
8. Ability to provide priority service to any employee brought in for reasonable suspicion testing. Describe your process. Provider must be within a 15-mile radius.
9. The collection site(s) shall be local and convenient to most city facilities, employees and local applicants. Site(s) shall be clean and orderly in appearance, Identify and describe site(s).
10. Ability to provide on-site services during and outside regular business hours.
11. Parking is to be adequate for large volume clients and easily accessible for large vehicles (i.e. fire engines, dump trucks, etc.) provide detailed description of available parking capability. Include topics to be covered, frequency, and target audience.
12. Ability to provide substance abuse training for supervisors and employees in safety sensitive positions. The City currently uses Lawson but migrating to Oracle effective January 1, 2026. The provider is to outline how this requirement will be accomplished and be prepared, if requested, to give a demonstration.
13. Electronic data transmission capability is essential. Describe your current capabilities.
14. Provider must be able to provide detailed, itemized billing for all services rendered. Provide sample invoice and describe billing process features.
15. Describe the type of information provided in standard reports and custom report capability.
16. All conditions shall remain in effect for at least 90 days after the submittal deadline. The City reserves the right to request further proposal extensions after the initial 90 days.
17. Please quote both bundled Pre-Employment and Random rate as well as individual rates.
18. Detailed fee schedule for services should be outlined in proposal.
19. All proposals should include a 3-year contract.

**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**

**ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT**

**MAY 1, 2025
RFP: 25-04**

**PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
REQUEST FOR PROPOSAL**

QUALITY ASSURANCE

- o Briefly describe your quality assurance process and procedures.

KEY ATTRIBUTES AND DIFFERENTIATORS

- o Briefly describe and define any abilities or attributes that distinguish your services from other tools and proposers in the marketplace.
- o Provide KPIs including: 1) Turnaround time for test results 2) Accuracy rate of test results 3) Client satisfaction, and 4) Response time to inquiries – on block of business level reporting.

REFERENCES

- o Provide references of 3 current and 2 former clients who are similar to the City of Birmingham. Include company name, address and contact name, title, and phone number. Identify the number of lives served for each, and the length of the contract. Inclusion of this information shall grant permission to contact listed individuals for a reference.

REVIEW AND SELECTION PROCESS

City staff will evaluate the proposals provided based on the following criteria:

- o Quality and completeness of proposal;
- o Proven ability to provide a quality program to organizations with similar demographics: 4,052 lives, multi-location, municipality;
- o Proven participant satisfaction;
- o Cost and effectiveness to the city

All responses will be reviewed and evaluated by the City for completeness, service capabilities and financial offer. The Purchasing Agent and a representative from Legal will serve as advisors only. The results of the proposal evaluation will be presented and shortly after, a decision will be made to select no more than three (3) Proposers to participate in finalist presentations.

ORAL AND SITE INTERVIEWS

Selected Proposers may be required to participate in an oral interview as well as participate in a site visit. The oral interview will be a panel comprised of members of the selection committee. Proposers may only ask questions that are intended to clarify the questions to which they are being asked to respond. Each Proposer's time slot for oral interviews will be determined randomly. Proposers who are selected shall make every effort to attend. If representatives of the City experience difficulty on the part of any Proposer in scheduling a time for the oral interview, it may result in disqualification from further consideration. The selection committee will also conduct a site visit of all selected proposers. A time for the site visit will be established by the City.

QUESTIONS

Questions concerning this RFP and the specifications are to be submitted in written form to artelia.macon@birminghamal.gov or by fax (205) 254-2484. All questions must be received by 5:00 p.m., Monday, May 5, 2025. Questions received and the City's response to each question will be posted on the internet as an addendum www.birminghamal.gov (go to link titled **Work**, then click on **Bidding Opportunities**). **No Verbal Communication Shall Be Considered or Construed as the City official response.**

At the discretion of the City, one or more Proposed Vendors may be asked for more detailed information or an interview before final award is made. The City is not required to schedule any such interviews.

AWARD

The award will be made on an all or none basis. Proposer will quote on all items. Contract will be awarded to the lowest, most responsive and responsible proposer who meets all proposal requirements and has a history of successfully completing like work.

**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**

**ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT**

**MAY 1, 2025
RFP: 25-04**

**PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
REQUEST FOR PROPOSAL**

INTENT

It is the intent of this proposal to select a proposer to provide “Pre-Employment & Random Drug Screenings” Coverage Provider for the City of Birmingham. Award will be made to the lowest priced responsive and responsible proposal submitted based meeting specifications.

PUBLIC DISCLOSURE

Subject to applicable law or regulations, the content of each proposer’s proposal shall become public information upon the effective date of any resulting contract.

PROPRIETARY INFORMATION

All information concerning the program and participants is solely the property of the City and that information will remain confidential and will not be used or transmitted to others for any purpose whatsoever, except as required to conduct operations or as required by law.

PURCHASE ORDERS

The City will issue purchase order(s) to the successful proposer for the goods and/or services (proposed items) that are the subject of the proposal. The successful proposer shall execute an Agreement, signed by both parties, which together with the terms, conditions, specifications and requirements state in (a) the contemplated purchase order(s), (b) this Request for Proposal and Specifications and (c) your proposal (collectively, the “Contract Requirements”) shall represent the entire agreement between the parties and shall not be amended unless agreed upon in a legally authorized writing that is signed by both parties.

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 proposed items in compliance with the Contract Requirements.

Successful proposer 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 proposer who was rejected because he was not a responsive or responsible proposer.

ADDITIONAL PURCHASES

The City has attempted to list all service under **PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS**. If mutually agreed upon, additional contracts may be executed, based upon this Request for Proposal for the same or additional coverage.

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. Any violation of this agreement shall constitute a breach and default of the contract. Should termination occur, the holder of the contract may be declared a “non-responsible proposer” This declaration may result in the rejection of any future proposals submitted by the proposer, for a period of time, to be determined by the

Irrespective of any default hereunder, either party may also, at any time in their discretion, terminate this Agreement, in whole or in part, by giving the other party sixty (60) days written notice thereof and in such event, Proposer shall be entitled to receive compensation specified herein for all work completed prior to such sixty (60) days notice of termination or cancellation, delivered or not yet delivered to the City. Proposer shall also be entitled to compensation for all subsequent work requested by the City and delivered by Proposer, after notice of termination. For any work partially completed at the date of termination, such work will be compensated on a prorated basis, as mutually agreed upon.

GOVERNING LAW/DISPUTE RESOLUTION

Contract awards to purchase the materials covered in this proposal 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.

**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**

**ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT**

**MAY 1, 2025
RFP: 25-04**

**PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
REQUEST FOR PROPOSAL**

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 proposals requiring C.O.D. payments.**

FORM W-9

Any successful proposer 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 proposal or no later than seven (7) business days of receipt of notice of intent to award.

REDUCTION IN COST

Proposer agrees that the City of Birmingham will be charged no more for item(s) proposed 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 proposer acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful proposer under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties, and other amounts due the City from the successful proposer.

CONFLICT OF INTEREST

Proposer 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. Proposer 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, Proposer shall promptly notify the City in writing of the existence of such conflict of interest.

NON- DISCRIMINATION POLICY

During the performance of this contract, the Proposer/Vendor agrees as follows:

1. "The proposer" shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender identity, sexual orientation, disability, familial status, or national origin. "The proposer" will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, gender identity, sexual orientation, disability, familial status, or national origin. Such action shall include but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. "The proposer" agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. In the event of "the proposer's" noncompliance with the nondiscrimination clauses of this Agreement, this Agreement may be canceled, terminated or suspended in whole or in part and "the proposer" may be declared ineligible for further municipal contracts.

(THIS PORTION LEFT BLANK INTENTIONALLY)

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
REQUEST FOR PROPOSAL

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Proposer 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.

The City encourages minority and women owned business participation. As a matter of public policy, the City makes opportunities available to the maximum extent possible, to actively include Historically Underutilized Business Enterprises (HUBE's).

BUSINESS LICENSE

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

PUBLIC DISCLOSURE

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

TELEGRAPHIC/ELECTRONIC PROPOSAL RESPONSES

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

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

Proposer shall participate in the E-Verify program as required under the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Proposer agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Proposer shall provide documentation establishing that the Proposer is enrolled in the E-Verify program, or a signed, written statement that the Proposer does not have a presence (one or more employees) in the State of Alabama. Proposer may submit applicable documentation with his/her proposal or no later than seven (7) business days of receipt of notice of intent to award.

The successful proposer agrees that signing this Contract, the contracting parties affirm, for the duration of the Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of the provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

SINGLE PROPOSAL

If a single response is received for this proposal, the proposal will be rejected in accordance with Title 41-16-50-(a) of the Code of Alabama. The proposal will be opened but **will not** be read publicly. We will proceed with negotiations for a lower price with the rejected Proposer and other Proposers by means of sealed quotes. The rejected Proposer's initial offer will not be disclosed to other Proposers, 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.

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

**PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
REQUEST FOR PROPOSAL**

NEGOTIATIONS

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

PROHIBITION AGAINST BOYCOTTING

By signing this contract, the Proposer 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.

INVOICING

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

THIRD-PARTY "REMIT-TO"

If a Proposer has a third-party "remit-to" company, that information must appear on the Proposer's response. The City of Birmingham will send payment to the company designated by the Proposer on its response but will not be responsible for resolving payment issues should the Proposer change payment processing companies after a payment has been mailed or without a 45-day written notification to the Human Resource Department and Accounts Payable Division of the City of Birmingham.

NON-COLLUSION

Proposer covenants and declares that it has not employed any person to solicit or procure this Agreement and that Proposer 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.

CONFIDENTIALITY

Proposer 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. Proposer shall exercise reasonable precautions to prevent the unauthorized disclosure and use of the City information whether deemed confidential or not.

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.

COST OF PREPARATION

The cost of preparing a proposal to this RFP will not be reimbursed to the proposers.

(THIS PORTION LEFT BLANK INTENTIONALLY)

**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**

**ARTELIA C. MACON, PRINCIPAL BUYER
 EDWARD WILLIAMS, ASST. PURCHASING AGENT**

**MAY 1, 2025
 RFP: 25-04**

**PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
 REQUEST FOR PROPOSAL**

EVALUATION CRITERIA

The City may modify or cancel this proposal at any time and waive any defect or technicality. The City may conduct discussions and negotiations with any qualified Provider in any manner necessary to serve the best interests of the City. The City also may, at its sole discretion, award a contract based upon the written proposals received without prior discussions or negotiations.

The City may request additional information or more detailed information from any Provider at any time. All material submitted becomes the property of the City

The City will award the contract to only one responsive and responsible proposer submitting the most advantageous proposal. Consideration will be given, but not limited to, the proposals' (1) cost, including value of the services (2) services and resources, (3) provider networks access and disruption, (4) reporting and access to claims data, (5) adherence to the proposal, (6) experience and qualifications of proposer, (7) member tools/website/mobile app, (8) HIPAA/PHI/Data protection, and (9) administrative support services. The following criteria will be taken into consideration in evaluating responses to this proposal:

Evaluation Criteria		Weight Factor %
1	Technical	15%
2	Site Location(s)	25%
3	Account Management/Administration	25%
4	Cost	30%
5	Employee Experience	5%
		100%

WAIVER OF SUBROGATION

RFP 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, proposer hereby waives any rights of subrogation against the City. All general or automotive liability coverage provided herein shall not prohibit the proposer or its employees, agents or representatives from waiving the right of subrogation prior to loss or claim.

(THIS PORTION LEFT BLANK INTENTIONALLY)

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

**PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS
REQUEST FOR PROPOSAL**

INSURANCE

Throughout the term of this Agreement, Proposer shall maintain, keep in force and pay premiums on a policy or policies of comprehensive public liability and property insurance relating to all activities of proposer allowed under this Agreement hereunder in limits not less than: (i) \$1,000,000.00 for any occurrence resulting in bodily or personal injury to, or death of, one person; (ii) \$3,000,000.00 for any occurrence resulting in bodily or personal injury to or death of, more than one person; (iii) \$1,000,000.00 for any occurrence resulting in damage to, or destruction of, any property; (iv) the Alabama statutory limits for Worker's Compensation; and (v) \$3,000,000 per claim and in the aggregate for professional liability insurance for proposer's negligence in the rendering of its professional services, (vi) the City's RFP number (25-04) must appear on any/all copies of the certificate of insurance. Proposer shall provide the City with a certificate of insurance evidencing such coverage, if requested, and a copy of the actual insurance policy. With respect to each such policy (except for Worker's Compensation) proposer shall provide at least thirty days (30) notice if the policy is altered or cancelled before the expiration date thereof in advance of such alteration or cancellation. In the event any such policy is canceled or terminated or if the limits are reduced, proposer shall promptly obtain a new policy or policies in the same limits. Such policy shall name the City of Birmingham as an additional insured.

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. Proposer is to provide written documentation of the company's rating with their proposal.

The Proposer 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 Proposer 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 insureds with respect to liabilities that arise out of and result from the operations of the Proposer or the performance of its work.

The additional named insureds 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.

(A) 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.

(B) Waiver of Subrogation: Proposer shall require the carriers of the above-required insurance coverage to waive all rights of subrogation against the City, and its officers, employees, agents, proposers and sub-proposers. Further, Proposer hereby waives any rights of subrogation against the City. All general or automotive liability coverage provided herein shall not prohibit the Proposer or its employees, agents or representatives from waiving the right of subrogation prior to loss or claim.

(THIS PORTION LEFT BLANK INTENTIONALLY)

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS

BEST AND FINAL OFFER (BAFO)

The City reserves the right to make an award without conducting negotiations. However, if negotiations are deemed necessary, they will be conducted with all proposers who have at least a minimally acceptable proposal as determined by the proposal evaluation committee. Once all negotiations are complete, if conducted, the City will give each proposer the opportunity to submit a revised proposal in the form of a Best and Final Offer.

The Proposed Vendor acknowledges that responses to this proposal must be complete and fully comply with this Request and the Specifications set forth herein in order to be considered. The Proposed Vendor acknowledges that the City reserves the right to reject incomplete or non-compliant responses.

By submitting a response to this proposal, the Proposed Vendor offers to furnish and deliver **Pre-Employment & Random Drug Screenings** in strict accordance with the terms set forth in this Request and the Specifications, all of which are made a part of the Proposed Vendor's offer. The Proposed Vendor acknowledges that any offer it makes in response to this RFP is valid for 60 days from the date it submits its offer.

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).

REQUIRED LICENSES

All proposers shall be licensed to do business in the State of Alabama and possess a current City of Birmingham business license. Should a foreign corporation be selected to provide services in accordance with this ITB, it must be qualified to transact business in the State of Alabama in accordance with Section 10-2B-15.01 et seq., Code of Alabama (1975), and possess a Certificate of Authority issued by the Secretary of State at the time a contract is executed. City of Birmingham must have a copy of the successful proposer's current City of Birmingham business license prior to formal award of the contract. Each proposer may submit a copy of his/her license along with his/her pricing portion of the RFP. However, proposers must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.

TELEGRAPHIC/ELECTRONIC RFP RESPONSES

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

The proposal must be accompanied by a transmittal letter on the organization's official letterhead, signed by an authorized representative of the organization. The transmittal letter should identify the name of individuals authorized to represent the prime Provider in discussing the proposal, response, and negotiating the contract. This letter should include the prime Provider's employer identification number and indicate that the offer will remain open for a period of six months.

Provide the entire copy of your response to the City of Birmingham on a USB Flash drive, in searchable PDF format. *If submitting an encrypted device, provide instructions for accessing the response.*

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

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.

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

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.

This Form is a:

New Submission

Update to a Previous Submission

Section 1: VENDOR NAME AND CONTACT:

Vendor’s Legal Name:

Physical Street Address:

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

City of Birmingham Transparency in City Government Disclosure and Certification Form

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

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

City of Birmingham Transparency in City Government Disclosure and Certification Form

(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

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

City of Birmingham Transparency in City Government Disclosure and Certification Form

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:

_ _ / _ _ / _ _ _ _

**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**

**ARTELIA C. MACON, PRINCIPAL BUYER
 EDWARD WILLIAMS, ASST. PURCHASING AGENT**

**MAY 1, 2025
 RFP: 25-04**

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.

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.

Bidder acknowledges receipt of _____ addenda(s).
 (addendum numbers)

This page must be returned with RFP.

UEI # _____

 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 (ARO)

 Cell Phone

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

INDICATE THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:

1. RFP AWARD NOTICE ADDRESS _____
 2. PURCHASE ORDER ADDRESS _____
 3. REMITTANCE ADDRESS (and name if different than above) _____
- _____

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

ARTELIA C. MACON, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

MAY 1, 2025
RFP: 25-04

NOTIFICATION OF INTENT
FOR
“PRE-EMPLOYMENT AND RANDOM DRUG SCREENINGS”

- () On behalf of myself/company/institution, I hereby certify that I/we intend to submit a response.
- () On behalf of myself/company/institution, I hereby certify that I/we **do not** intend to submit a response.

**All potential vendors seeking to do business
with the City of Birmingham should visit
<https://www.birminghamal.gov/work/bidding-opportunities/>**

Authorized Signature

Individual/Company/Institution

Title

Date

*****NOTE*****

Your notification of intent to respond can be emailed to artelia.macon@birminghamal.gov or via fax at (205) 254-2484.