

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

**RYAN FOUST, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT**

**JULY 23, 2025
ITB: 26-03**

TO:	Prospective Bidders
INVITATION TO BID NUMBER:	Bid #26-03 (A complete copy can be downloaded at www.birminghamal.gov)
SEPARATE SEALED BIDS FOR:	TEMPORARY EMPLOYEE SERVICES
INVITATION TO BID RESPONSES WILL BE RECEIVED BY:	Ryan Foust, Principal Buyer Purchasing Division 710 North 20 th Street, P-100 City Hall Birmingham, AL 35203-2227

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

BID DUE DATE:	BID OPENING DATE:
Wednesday, August 13, 2025 by 5:00 P.M. (Central Standard Time)	Thursday, August 14, 2025 at 11:00 A.M. (Central Standard Time)

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.birminghamal.gov (go to link titled Work, then click on Bidding Opportunities), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265 and requesting a copy be mailed to you.

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

TELEPHONE INQUIRIES – NOT ACCEPTED

Telephone inquiries with questions regarding clarification of any and all specifications of the ITB will not be accepted. All questions must be e-mailed to Ryan Foust at ryan.foust@birminghamal.gov.

Submissions may be withdrawn, modified, and resubmitted prior to the formal bid due date.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

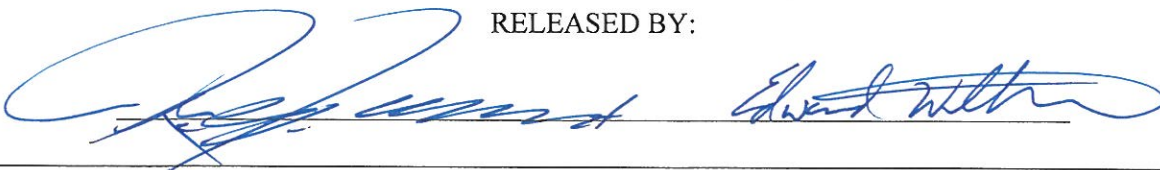
The City of Birmingham reserves the right to accept or reject any or all bids, or any part of any bid, and to waive any informalities or irregularities in the bid. The City of Birmingham may award contract in whole or in part based on the needs of the City of Birmingham.

All costs incurred by the company to respond to this solicitation will be wholly the responsibility of the Bidder. All copies and contents of the bid, attachments, and explanations thereto submitted in response to this ITB, except copyrighted material, shall become the property of the City of Birmingham regardless of the bidder selected. Response to this solicitation does not constitute an agreement between the Bidder and the City of Birmingham. The successful bidder(s) is sometimes referred to herein as the “Vendor”.

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

Published-Alabama Messenger - 07/23/2025

RELEASED BY:



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INVITATION TO BID

Sealed bids marked “**Temporary Employee Services**”, will be received by the Purchasing Agent, P-100 First Floor City Hall, 710 North 20th Street, Birmingham, Alabama 35203.

Bids will be accepted until 5:00 P.M. central time (standard or daylight savings time, as applicable) on **Wednesday, August 13, 2025**. **Bids submitted after these dates and times will not be considered.**

Bids will be publicly opened at 11:00 A.M. on Thursday, August 14, 2025.

Bid openings will be held in person and virtually via WebEx. Login information can be found on the City’s website at www.birminghamal.gov (click on the link titled **Work** then click on **Bidding Opportunities**).

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

TERM OF CONTRACT

Any contract resulting from this ITB will become effective upon bid award, not to exceed (3) three years. 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 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 bidders who were provided a copy in person or by mail.

CERTIFIED CHECK/BID BOND/CASHIER’S CHECK

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

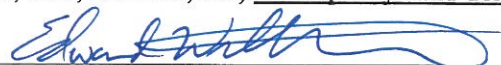
NON-DISCRIMINATION POLICY

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. 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.

BID SUBMISSION

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening. All bids are to be submitted on the bid form provided and all bids are to be delivered FOB, Birmingham, Alabama. The City reserves the right to reject any or all bids submitted, in whole or part, and to waive any informalities.

Bids must be submitted in a sealed envelope marked “**Temporary Employee Services, 5:00 P.M., 08/13/2025.**” 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 hand delivery** to Room P-100, 1st Floor-City Hall.



Edward Williams, Assistant Purchasing Agent

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INVITATION TO BID – cont'd

GENERAL

The City of Birmingham is seeking bids for Temporary Employee Services. The basis of the bid shall consist primarily of any and all Temporary Employee Services needs deemed necessary by the requesting City department. The City of Birmingham expressly reserves the right to reject any or all bids, or parts of bids, or to re-bid and to make the award in the best interest of the City of Birmingham. For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by State of Alabama Code, Section 41-16-50, in determining the low bidder.

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. Bidders will be expected to allow adequate time for delivery of their bid responses either by airfreight, postal services, or by other means.

CANCELLATION

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

AWARD

Contract will be awarded to the lowest, most responsive and responsible bidder who meets all bid requirements.

PURCHASE ORDERS

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

SUBCONTRACTING

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

TERMINATION OF CONTRACT

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

WARRANTY

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

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INVITATION TO BID – cont'd

NON-COLLUSION

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

PRICES

Include transportation (including fuel surcharge, if applicable).

QUANTITIES

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

PRE-PAYMENTS

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

TAX

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

ADDITIONAL PURCHASES

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

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 to the City from the successful bidder.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

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

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.

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INVITATION TO BID – cont'd

FORM W-9

Please submit a completed, current year W-9 tax form with your bid submission. **Bidder W-9 tax form must be submitted with your sealed bid.**

BUSINESS LICENSE

Please submit a copy of your current year City of Birmingham business license with your bid submission. **Bidder City of Birmingham business license must be submitted with your sealed bid.**

E-VERIFY

Successful Bidder (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an “unauthorized alien”, as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the “Act”) and that, during the performance of this contract, Bidder shall participate in the E-Verify program as required under the term of the Act. The bidder agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Bidder shall provide documentation establishing that the Bidder is enrolled in the E-Verify program, or a signed, written statement that the Bidder does not have a presence (one or more employees) in the State of Alabama. **Bidder E-Verify documentation must be submitted with your sealed bid.**

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.

HOLD HARMLESS AND INDEMNIFICATION

Bidder(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 Bidder, hereinafter (Bidder Representative”) that arises out of, relates to, results from, or is attributable to any of the following: (a) Bidder’s performance or failure to perform its obligations hereunder; (b) any conditions in or about the work sites that the Bidder or any Bidder Representative may encounter; or (c) the use or occupancy of the work sites by Bidder or any Bidder Representatives. This indemnification obligation includes Claims that are caused in part by the negligence of an Indemnitee(s); provided nothing herein shall obligate Bidder to indemnify any of the Indemnitee(s) for Claims resulting from the sole negligence or from the willful misconduct of the Indemnitee(s).

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INVITATION TO BID – cont'd

GOVERNING LAW/DISPUTE RESOLUTION

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

CONFLICT OF INTEREST

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

GUARANTEE

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

CONFIDENTIALITY

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

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 **(26-03)** must appear on any/all copies of the certificate of insurance. All such insurance shall be provided by a policy or policies issued by a company or companies qualified by law to engage in the insurance business in the State of Alabama with a rating of B+ or better according to the most current edition of Best's Insurance reports. Bidder is to provide written documentation of the company's rating with their bid.

The 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.

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INVITATION TO BID – cont'd

INSURANCE REQUIREMENTS (cont'd)

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.

THIRD-PARTY “REMIT-TO”

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

PRICING ESCALATION/DE-ESCALATION

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

INVOICING

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.**

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
OFFICE OF THE CITY CLERK
710 20TH STREET NORTH
BIRMINGHAM, AL 35203**

*If invoice does not agree with purchase order, credits or a corrected invoice will be required in order for the City to process payment. **Invoices that do not reference an authorized Purchase Oder will be returned to the bidder.**

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INVITATION TO BID – cont'd

GENERAL SPECIFICATIONS

I. Overview

The City of Birmingham is seeking competitive bids to establish **hourly rates** for **temporary staffing services** across multiple classifications. This agreement will be on an **as-needed basis**, and no minimum or maximum number of personnel or hours is guaranteed.

II. Specifications

1. Wage Requirements

- Each classification has a **minimum hourly rate**, noted in the job descriptions.
- Bidders must agree to provide **payroll documentation** upon request (e.g., certified payroll journal signed by an officer).
- No price increases will be permitted during the **first year** of the contract.
- After the first year, if a **minimum wage adjustment** occurs, contractors must:
 - Adjust employee wages accordingly.
 - Provide documentation justifying the adjustment (before and after wage records).

2. Estimated Usage

Based on historical data, projected usage for one year is:

- **City Clerk's Office Support:** ~1,000 – 2,000 hours
- **Waiter/Waitress (Event Support):** ~800-1,000 hours
- **General Labor (Event Support):** ~500-1,000 hours

Note: The figures listed above are estimates only and are **not guaranteed**.

3. Insurance & Bonding

Contractors must maintain the following coverage:

- **Workers' Compensation Insurance**
- **General Liability Insurance:**
 - Bodily Injury: Minimum \$500,000
 - Property Damage: Minimum \$250,000
 - The City must be named as an **additional insured** (excluding Workers' Comp)

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INVITATION TO BID – cont'd

- **Fidelity Bond:** Minimum \$25,000
- ❖ Certificates must include **Bid Number 26-03**.
- ❖ All policies must be issued by insurers licensed in Alabama.

4. General Conditions

- The City pays only for actual hours worked at the agreed rate.
- The contractor is responsible for all taxes, insurance, and benefits for temporary personnel.
- The City reserves the right to:
 - Request replacement personnel.
 - Interview candidates to assess suitability.

III. Contractor Qualifications

To be eligible, bidders must meet the following:

- A minimum of three (3) consecutive years in business in the Birmingham area.
- At least 70% of business must be in the labor and service sector.
- Provide documentation showing:
 - Primary market segment is labor/service.
 - Existence of standard screening/testing procedures for all personnel.
 - Ability to supply personnel with the minimum required qualifications.

Failure to meet minimum skill level requirements may result in contract cancellation.

IV. Position Classifications & Requirements

1. City Clerk's Office

- **Schedule:** Monday–Friday, 8:00 AM – 5:00 PM
- **Wage:** Minimum \$15.00/hour
- **Breaks:** Two 15-minute breaks and one 1-hour unpaid lunch
- **Contract Period:** Approx. August 1 – October 11, 2025 (subject to needs)

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INVITATION TO BID – cont'd

- **Staff Needed:** 3–5 individuals
 - 2 for front desk check-in
 - 1–2 for prep & documentation
 - 1 as a floating assistant

Key Duties:

- Assist with inquiries and processes
- Verification processes
- Documentation processes
- Data entry (Microsoft Access or similar)
- Monitoring and reporting

Qualifications:

- High school diploma required; college preferred
- Clerical/data entry/customer service experience
- Attention to detail and ability to manage sensitive information
- Familiarity with Government/Municipal work
- Basic computer skills

Training Provided:

- Training to be provided.

Physical Requirements:

- Ability to sit, stand, and move throughout the day

2. Waiter/Waitress (Event Support)

- **Wage:** Minimum \$12.00/hour
- **Schedule:** Variable, typically 2–8 hours/day, 1–5 days/week (Tues–Sun)

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RYAN FOUST, PRINCIPAL BUYER
EDWARD WILLIAMS, ASST. PURCHASING AGENT

JULY 23, 2025
ITB: 26-03

INVITATION TO BID – cont'd

- **Attire:** Black pants/skirt, white shirt/blouse, clean appearance
- **Contract Period:** As needed

Requirements:

- Experience in informal dining service
- Professional, courteous demeanor
- Good personal hygiene
- Flexibility to work during special events throughout the year

3. General Labor (Event Support)

- **Wage:** Minimum \$10.00/hour
- **Schedule:** Varies – may include daytime, late nights, and early mornings
- **Contract Period:** As needed

Primary Duties:

- Move furniture/equipment (Must possess the ability to lift up to fifty (50) pounds.)
- Set up and break down chairs, tables, and stage components
- Perform general manual labor tasks

Requirements:

- Good personal hygiene
- Professional, courteous demeanor
- Ability to lift/move items and work variable hours

(bid form begins on following page)

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BID FORM

Edward Williams
 Assistant Purchasing Agent
 Birmingham, Alabama

Submitted below is my firm bid for Temporary Employee Services, for the City of Birmingham. Per Section 3-3-7(7) of the General City Code for the City of Birmingham, the proposed contract shall be in effect for a minimum of one (1) year. Upon approval of both parties, the life of this contract shall exist with the provision that no price increase in the original bid prices shall be allowed, in accordance with your Invitation to Bid and Specifications dated July 23, 2025. Prices quoted are FOB Birmingham, AL, and I am bidding in exact accordance with the specifications, except as listed on the provided exceptions form.

#	DESCRIPTION	HOURLY RATE PAID TO TEMP EMPLOYEE	PERCENTAGE MARK UP	FINAL HOURLY RATE BILLED BY PROVIDER
1	City Clerk's Office Support, per specifications.	\$	%	\$
2	Waiter/Waitress (Event Support), per specifications.	\$	%	\$
3	General Labor (Event Support), per specifications.	\$	%	\$

MAXIMUM DISCOUNT:

Guaranteed discount if bid is renewed for 2nd year: _____%

Guaranteed discount if bid is renewed for 3rd year: _____%

Name of Your Company: _____

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DEBARMENT STATEMENT

CERTIFICATION REGARDING DEBARMENT, SUSPENSIONS,
AND OTHER RESPONSIBILITY MATTERS

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

Vendor/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 statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction or records, making false statements, or receiving stolen property;
- (c) Are are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or Local) with commission on any of the offenses enumerated in Paragraph (b) above; and
- (d) Have have not within a three-year period preceding award of this contract had one or more public transactions (Federal, State or Local) terminated for cause of default.
- (e) **Unique Entity ID (UEI)**
UEI number must be provided on the signature page of this document before an award can be made to facilitate System Award Management (SAM) certification
<https://www.sam.gov/SAM/>. Companies that do not have a free UEI number may visit <https://.dnd.com/duns-number/get-a-duns.html> for more information. *The City of Birmingham does not provide UEI numbers.*

AUTHORIZED SIGNATURE

TITLE

PRINTED NAME

DATE

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

Name of your company _____

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ITB: 26-03**

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:

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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 OFFICAL)

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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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

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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:

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**JULY 23, 2025
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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. Bids submitted without a Signature page will not be considered for award.

Bidder acknowledges receipt of _____ addenda(s). U.E.I.D # _____
 (addenda number)

 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 Time Frame A.R.O.

 Cell Phone

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)** _____

(continues on following page)

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ITB #26-03 SUBMISSION CHECKLIST

Prior to sealing and submitting your bid to the City of Birmingham Purchasing Office, please ensure that the following items are complete and included in your submission:

- **Bid Bond** (*If applicable. Bond must be Cashiers Check, Certified Check or Bid bond payable to the City of Birmingham. Any other form of bond submitted will result in the rejection of the submitted bid.)
- **Current year City of Birmingham Business License**
- **Current year company W9**
- **Company E-Verify documentation**
- **General Liability Insurance documentation** (*Per specifications.)
- **Warranty documentation**
- **Signed and completed Signature Page**
- **Signed and completed debarment statement**
- **Signed and completed City of Birmingham Transparency document**
- **Bid form** (Please ensure all notation is clean and legible. Any bid or proposal submitted using a form other than the bid form provided will be rejected.)
- **Signed contract agreement document** (*if applicable.)
- **Samples** (*if applicable per the provided specifications.)
- Please review the general specifications beginning on page #08, for any other requirements that will be due at bid submission.

Any questions concerning the specifications or requirements of ITB #26-03 should be addressed to the assigned Principal buyer, Ryan Foust at:

- PHONE: (205) 254-2269
- E-MAIL: ryan.foust@birminghamal.gov
- FAX: (205)254-2484