



Mobile Area Water and
Sewer System
4725 Moffett Road
Mobile, AL 36618-2236
PO Box 180249
Mobile, AL 36618-0249

INVITATION FOR BID February 4, 2026

INVITATION FOR BID NUMBER	IFB 26-013	
NAME OF BID	Annual Contract for Water Quality Reports	
BIDS WILL BE RECEIVED AT	MAWSS Bid Box Donaghey Business Entrance 4725 Moffett Road Mobile, AL 36618	If sending bids by UPS/Fed Ex, deliver to the Warehouse: 1610 Shelton Beach Rd. Ext., Mobile, AL 36618 Attn: Purchasing Bids/IFB 26-013
MANDATORY PRE-BID MEETING	9:00 am on February 12, 2026 in the Operations Center Board Room	
BID OPENING DATE	February 19, 2026	
BID CLOSING TIME	10:30 am Central Time	
AWARD WILL BE MADE BY	Total Cost	
CONTRACT PERIOD	1/1/26 through 12/31/26 with two 1-year extension options	
MATERIAL DELIVERED TO	As specified in bid documents	
ADDITIONAL INFORMATION CONTACT	Markus Moore (251)721-0828 or Email: mamoore@mawss.com Monica Allen (251)694-3113 or Email: mallen@mawss.com	
APPLICABLE SDP POLICY	NONE	

Sealed bids must be in the Purchasing Department no later than the time specified in order to be considered. Submissions received after the deadline will not be considered. Envelopes must bear the name of the supplier, company address and the words "IFB 26-013 Water Quality Reports" or "IFB 26-013 NO QUOTE." Facsimile or email bids will not be accepted.

All bids must be submitted on the attached forms, or your bid will be disqualified. Bidder shall furnish all the information required by the solicitation. The bidder's name must be typed or printed on the bid sheet and signed by the bidder or appropriate authorized executive officer of the bidder's company. Bidders must initial any changes or erasures. Bidders should retain a copy of bids for their records.

Bidders shall acknowledge receipt of all addenda to this solicitation by signing and returning each addendum or by identifying the addendum number and the date on the bid form. Failure to acknowledge receipt of any addendum by a bidder will result in rejection of the bid if MAWSS determines that the addendum contains information that materially changes the requirements.

All bids shall be quoted FOB Destination, freight prepaid with no additional charges. Unless otherwise specified in the bid, all prices will be on a firm-fixed price basis and are not subject to adjustments based on costs incurred. MAWSS reserves the right to reject any or all bids submitted, to waive any informality in any bid or in the bid process, or to terminate the bid process at any time, if deemed by MAWSS to be in MAWSS's best interest.

A Purchase Order and this "Invitation for Bid" with "Specifications," "Conditions," "Bid Form," signed by the successful bidder's authorized representative, and all attached drawings and other documents furnished by MAWSS to the bidders with the Invitation for Bid in order to illustrate the contract requirements, will constitute a contract for the goods and/or services to be purchased.


Joyce Sawyer, Buyer II
Board of Water and Sewer Commissioners

IFB 26-013 WATER QUALITY REPORTS CONDITIONS

The Board of Water and Sewer Commissioners of the City of Mobile will accept bids for the **Water Quality Reports** in our Purchasing Department Bid Box located at the Business Entrance at 4725 Moffett Road, Mobile, AL 36618 **no later than 10:30 a.m.** local time on **February 19, 2026**. Bids will be opened immediately after bid closing time in the Operations Center Board room located at the Customer Service entrance. Award will be by **Total Cost based upon approximated quantities given**. The bidder offers and agrees, if this bid is accepted, to furnish the items as defined in the specifications for the unit price set opposite each item. Pricing shall be FOB Mobile, Alabama.

A **mandatory Pre-Bid meeting** will be held between representatives of Contractor and representatives of MAWSS prior to the bid opening. The mandatory Pre-Bid is scheduled for **9:00 a.m. on February 12, 2026**, in the MAWSS Operations Center Board Room located at 4725 Moffett Road at the Customer Service entrance.

All items provided shall be for commercial use and for the purposes reflected in the contract documents. No bid on closed out or discontinued item(s) will be accepted. Item(s) that have a determinable shelf life must be disclosed at the time of bid submittal.

Bidder understands that his/her bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

Bidder understands and agrees that quantities will be purchased by MAWSS on an “as needed” basis to replenish inventory. MAWSS shall not be committed to the purchase of a pre-established minimum quantity for any one item.

A bidder may not modify its bid after bid opening. Errors in the extension of unit prices stated in a bid or in multiplication, division, addition or subtraction in a bid may be corrected by the MAWSS Purchasing Buyer prior to award. In such cases, unit prices shall not be changed.

It is the responsibility of the bidder to determine prior to the bid opening whether any amendment, additions, deletions or changes of any type have been made to this Invitation for Bid, Conditions, Specifications, Bid Form or any of the other bid documents. Bid documents and any amendments made to this bid will be posted on our website at www.mawss.com.

Invoicing Requirements: MAWSS requires additional information for all work performed and services provided. On the vendor’s invoice for payment should be a detailed listing of work performed, services provided, dates completed, locations involved, and any other pertinent information needed to verify the work and/or services were completed in accordance to the bid specs. This additional information can be supplied in the form of detailed invoices, work orders, checklists or any other documents used to track the work performed or services provided but details must be included on the actual invoice. A copy of the invoice and these additional details must be sent to the “**ADDITIONAL INFORMATION CONTACT**” found on Page 1 of the bid documents and a copy emailed to Accounts Payable at AcctsPayable@mawss.com.

END OF CONDITIONS

**IFB 26-013 WATER QUALITY REPORTS
SCOPE/SPECIFICATIONS**

Water Quality Report Design, Sorting, and Mailing Contract

Purpose:

The general purpose of this contract is for a reliable and responsible contractor to provide turn-key support in the production and distribution of the ADEM-required water quality report for Mobile Area Water and Wastewater Systems (MAWSS). The report is currently done once per year, but is anticipated to increase to twice per year in 2027. Contractual dates listed within this document are firm.

A mandatory Pre-Bid meeting will be held between representatives of Contractor and representatives of MAWSS prior to the bid opening. The mandatory Pre-Bid is scheduled for **9:00 a.m. on February 12, 2026**, in the **MAWSS Operations Center Board Room** located at 4725 Moffett Road at the Customer Service entrance.

General Specifications:

Design – Contractor will be sent tables of values, pictures, and text to fill a tri-fold mailer. Contractor will design and lay out the material in an aesthetically pleasing way with MAWSS approval of the design. Bid value is to assume final layout will be accomplished through 10 or fewer revisions with MAWSS Public Relations staff. Revisions due to errors introduced from the designer will not be counted towards the revision total. Printing materials are to conform to the following specifications:

Size: 25.5 x 11; 8.5 x 11; 8.5 x 5.5

Ink: 4/4

Stock: 60# Offset Text

Bindery: Design, Trim, Fold, Tab, Package for distribution with labels, Mail Prep

Addresses will be provided via spreadsheet. Contractor will need to label all water quality reports according to the spreadsheet.

Sorting – Mailers need to be addressed to all of MAWSS user base. Addresses will be provided for customers who receive the mailer mailed directly to them. Addresses and quantities will be given for group mailers as well. Quantities listed will need to be bundled, boxed, addressed, and mailed with an explanatory letter on top. Explanatory letter will be provided by MAWSS in pdf format and will have to be printed on 8.5 x 11

Saraland Water Report – A small portion of the MAWSS customer base receives the water quality report from Saraland Water instead of the one designed as part of this bid. That water quality report will be provided to the contractor separately as a pdf along with a separate list of customers who receive this report. Printing, sorting and mailing will follow all specifications listed herein and should be included in the overall bid cost. No design is required for these reports.

Mailing – Postage rates will be billed without markup and will require proof of charges included with the invoice. Direct to the customer water quality reports are to be tri-fold single sheet mailers sent without envelopes. Multiple reports sent to a singular address may require envelopes and/or boxes to mail. Those items will not be billable and should be included within the price given. All Mailers must be post marked by June 1st.

**IFB 26-013 WATER QUALITY REPORTS
SCOPE/SPECIFICATIONS**

Liquidated damages will be applied at a rate of \$100 per day for each calendar day past the deadline. Contract will be terminated without pay if items are not mailed within 7 days of final due date.

Note: Starting in 2027, a second design and mailing period is anticipated. The firm mailed off deadline is December 1st.

Approximately 90,000 reports will be mailed directly to the customer and approximately 25,000 copies will be separated into approximately 700 envelopes or boxed parcels for multiple resident addresses. Multiple resident boxes typically vary in amount of reports required, with a typical range of 2-500 reports sent per address.

Deliverables – 50 Printed copies to MAWSS, Confirmation of Post Mark Date from Post Office, and a PDF version of the finalized Water Quality Report.

END OF SCOPE/SPECIFICATIONS

**IFB 26-013 WATER QUALITY REPORTS
BID SHEET**

Line #	Item	Qty (Approx.)	Unit of Measure	Unit Cost	Ext. Cost
1	Mailer Design	1	LS	\$	\$
2	Mailer Printing	115,00	EA	\$	\$
3	Mailer Sorting	1	LS	\$	\$
TOTAL COST (not including postage)					\$

Postage rates will be billed separately without markup and will require proof of charges included with the invoice.

NOTE: Award based on approximations given. There are no guaranteed quantities of mailers that will be purchased for this contract. Purchases will be made on an as needed basis. Purchase Order numbers are required for all purchases. No additional charges above the bid pricing will be allowed. This includes but is not limited to Fuel Surcharges.

Company Name _____ Payment Terms _____

Address _____

City, State, Zip _____

Submitted By _____ Title _____
Please Print

Phone _____ Email Address _____
Please Print

The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to all terms and conditions of this agreement.

Signature _____ Date _____