



**CITY OF ST. LOUIS  
DEPARTMENT OF FINANCE  
OFFICE OF THE SUPPLY COMMISSIONER**

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**ATTENTION BIDDERS**

Please carefully review all information requested in this bid package.

Failure to submit required samples, literature, unit pricing, or any other requested information may result in disqualification of your bid or any portion of your bid.

***This form must be returned with your bid.***

- Two or more bids submitted for one item, unless instructed to do so. (Item rejected)
- Signature missing on bid or **any** required form.
- Buy American Form not completed or returned (may be rejected).
- M/WBE Form not completed or returned (may be rejected).
- Altered or erased unit prices (must be initialed).
- Faxed bid, unless specifically requested (will be rejected).
- FOR CONTRACTS ONLY: Please provide your DUNS # \_\_\_\_\_
- FOR CONTRACTS ONLY: Failure to submit required Bond by the date indicated.

***I certify that I have read and understand the information above.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date