

**ADVERTISED BID  
CITY OF ST. LOUIS**

OFFICE OF THE SUPPLY COMMISSIONER  
1200 MARKET ST RM 324  
ST LOUIS MO 63103-2842



REQUEST FOR QUOTE  
**41512Q1456**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO

... We agree to furnish the following articles to the City of St. Louis, free of any extra charges, in the quantity named and at the prices respectively stated:

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PUB UTILITIES/WATER DIVISION  
1640 S KINGSHIGHWAY  
ST LOUIS MO 63110

SEE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS QUOTATION SHEET.

DATE PRINTED <b>03/07/12</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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REPLY DUE BY: **04/03/12 12:00 O'CLOCK NOON**

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	1	EACH	CITY	415LVPCB		
<p>REQ LINE NUMBER : 0001</p> <p>GE AK-1-50 LOW-VOLTAGE POWER CIRCUIT BREAKER</p> <p>INSPECTED, CLASS 1 RECONDITIONED, AND TESTED WITH RETROFIT DIGITAL TRIP ELEMENT, PER ATTACHED SPECIFICATIONS.</p> <p>BIDDING: -----</p> <p>BIDS OF ALTERNATE BRAND/MODEL MUST INCLUDE MFG. SPECIFICATIONS. NO EXCEPTIONS.</p> <p>DEPT. CONTACT: NIRAJ PATE 314-592-8204</p> <p>STATE BEST GUARANTEED DELIVERY: ----- A.R.O.</p> <p>IMPORTANT REQUIRED BID FORM(S) ATTACHED: VENDOR MUST COMPLETE; SIGN &amp; RETURN THE ENCLOSED BUY AMERICAN FORM WITH THEIR BID.</p> <p>IT IS THE POLICY OF THE SUPPLY DIVISION THAT ALL BIDS/ CONTRACTS AWARDED IN THE AMOUNT OF \$500.00 AND ABOVE ADHERE TO THE MAYOR'S EXECUTIVE ORDER #28 WHICH REQUIRES MINIMUM UTILIZATION OF MINORITY OWNED BUSINESSES OF 25% AND WOMEN OWNED BUSINESSES OF 5%. ALL VENDORS MUST COMPLY WITH THIS POLICY AND ALL OTHER PROVISIONS OF EXECUTIVE ORDER NO. 28.</p>						
<b>TOTAL →</b>						

NAME OF FIRM	STATE DELIVERY:	COMPTROLLER	Date
ADDRESS	CALENDAR DAYS		
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER Date
PHONE	Area Code ( )		

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ALL BIDS MUST INCLUDE COMPLETED "BUY AMERICAN" AND "MINORITY/WOMEN UTILIZATION STATEMENT" FORMS, AND ANY SUPPLEMENTAL INFORMATION REQUIRED. ANY QUESTIONS SHOULD BE DIRECTED TO THE BUYER.</p> <p>.....</p> <p>BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDED BY SUPPLY DIVISION ONLY &amp; ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER:                      SHARON COLEMAN - COLEMANS@STLOUISCITY.COM                      FAX# 314-622-4141 PHONE# 314-622-4596</p> <p>.....</p> <p>PLEASE TYPE NAME OF CONTACT PERSON FOR THIS BID:                      NAME: _____                      FAX: _____                      E-MAIL: _____</p> <p>IF FREIGHT OR DELIVERY CHARGE TO BE BILLED, IT MUST BE INCLUDED IN THIS QUOTE OR IT WILL NOT BE PAID.                      ( ) FREIGHT IS INCLUDED IN THE QUOTED UNIT PRICE.                      ( ) WE WILL CHARGE FREIGHT/DELIVERY IN THE AMOUNT OF:                      \$ _____</p>						
					<b>TOTAL →</b>	

NAME OF FIRM	STATE DELIVERY: CALENDAR DAYS	COMPTRROLLER	Date
ADDRESS			
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER
PHONE	Area Code ( )		Date

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REPLY DUE BY: **04/03/12 12:00 O'CLOCK NOON**

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ALL BIDS MUST BE RETURNED IN SEALED ENVELOPE. FAXED BIDS, UNLESS SPECIFICALLY REQUESTED BY CITY, WILL BE REJECTED. IF UNCERTAIN, CONTACT BUYER NAMED HEREIN. ENVELOPE SHOULD BE MARKED WITH BID # &amp; OPENING DATE.</p> <p>***** WEBSITE INFORMATION *****</p> <p>* * TO DOWNLOAD SUPPLY BIDS GO TO: * * HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM * * * CLICK ON BID NOTICES * *****</p>						
<b>TOTAL →</b>						

NAME OF FIRM		<b>STATE DELIVERY:</b>		COMPTRROLLER	Date
ADDRESS		CALENDAR DAYS			
CITY	STATE	SIGNED BY:		SUPPLY COMMISSIONER	Date
PHONE Area Code ( )					

**SPECIFICATIONS FOR A GE AK-1-50 Power Circuit Breaker**

GE AK-1-50 Low-Voltage Air Power Circuit Breaker that has had a Class 1 reconditioning and has been retrofitted with a digital trip unit.

This circuit breaker shall have a 1600 Amp Frame and a 1200 Amp digital trip unit. The breaker shall be electrically operated. The control voltage of the circuit breaker is to be 125 VDC. The digital trip unit shall have Long Time Pick-Up, Long Time Delay, Short Time Pick-Up, Short Time Delay and an Instantaneous Setting.

**RECONDITIONING:**

All breakers to be tested as follows:

- Each primary pole insulator shall be tested for dielectric integrity by applying 1000 Vac between each conductor and ground and between line and load
- With the breaker closed, measure the contact resistance using a 10-ampere ductor tester (Digital low ohm resistance meter).
- Measure the trip bar force using a force gauge
- Measure the trip button/actuator device force using a force gauge
- Verify continuity of current limiting fuses (if equipped) and measure the resistance using a 10-ampere ductor tester. Check blown fuse indicators' integrity

Electrically operated breakers shall receive the following additional tests:

- Charge the breaker. Close and trip electrically
- Check auxiliary switch operation and condition .

The circuit breaker shall be completely disassembled to its component parts. All parts shall be inspected for wear and physical damage.

All heavily carbonized components shall be cleaned and degreased in a wet or dry blast system to produce a smooth finish without degrading the component's surface.

All current-carrying parts, main/arcing contacts, ground contacts and primary disconnects shall be cleaned, burnished, and polished in a vibratory system loaded with a medium specifically designed to clean silver plating.

All pole piece moldings and insulating components shall be cleaned in a ceramic polisher that cleans and polishes the components' surface without scratching. After cleaning, each component shall be dried to obtain 1000 megohms when megger tested at 1000 Vdc. They shall be sealed with a dielectric grade sealant.

All frames shall be stripped to bare metal in preparation for plating.

After cleaning, all ferrous metal frames, mechanism parts, and linkages shall be yellow-zinc dichromate plated to provide superior rust resistance to exposed and hidden surfaces. Painting of covers, handles and indicators is acceptable.

A detailed inspection shall be performed of all mechanism components and linkages to detect stress fractures and excessive wear that can cause premature failure. Magnification shall be used on small components if necessary.

Arc chutes shall be hand-wiped and cleaned with a clean dry cloth. They shall be megger tested at 1000 Vdc. If the megger value is less than 1000 megohms, the arc chute assembly shall be dried and retested. If the retest value is greater than 1000 megohms, then arc chute surface shall be sealed with the manufacturer's recommended dielectric grade clear sealant. If the retest value is still less than 1000 megohms, then the arc chute shall be replaced.

Charging motor shall be removed. The drive shaft bushings shall be inspected and replaced if worn. The motor shall be cleaned and reconditioned. All ratchet pawls and springs shall be inspected and replaced or repaired if necessary.

Gearbox (if equipped) shall be removed, disassembled, and fully inspected. Any defective or leaking components shall be repaired and cleaned.

The circuit breaker frame shall be reassembled using new yellow zinc dichromate plated hardware.

The reconditioner shall have a database of instruction books that list the original manufacturer's information on recommended lubricants. When the recommended lubricants are no longer available or have been changed, the reconditioner's new breaker design group may analyze and recommend newer, high technology lubricants as a substitute.

The operating mechanism shall be reassembled, lubricated and reinstalled on the circuit breaker frame.

The reconditioner shall reassemble and install the main and arcing contact components and lubricate as recommended by the original manufacturer's information.

Reassemble, lubricate, install, and align the racking mechanism and the electrical and/or mechanical charging mechanism (if applicable). Install all electrical components and secure wiring harness (if applicable).

Install all electrical components and secure wiring harness

Align the contacts for proper surface wipe and mating. Perform a contact wipe test. Verify that the percent contact wipe and the wipe width are per the original manufacturer's information. Adjust the main contacts for proper gap, pressure, and contact resistance and adjust arcing contacts for proper gap per the original manufacturer's Information.

Install a new microprocessor based trip system as requested in the purchase order.

For the new digital trip device, an additional nameplate shall be installed in accordance with IEEE/ANSI C37.59-1996 Section 8.3 and shall include the unique serial/identification number.

Internal wiring, materials, and bolted connections shall conform to the current requirements of the National Electric Code.

**DIGITAL TRIP UNIT RETROFIT:**

Each circuit breaker shall be equipped with a solid-state tripping system consisting of three (3) current sensors, microprocessor-based trip device and flux-transfer shunt trip. Current sensors shall provide operation and signal function. The trip unit shall use microprocessor-based technology to provide the basic adjustable time-current protection functions. True RMS sensing circuit protection shall be achieved by analyzing the secondary current signals received from the circuit breaker current sensors, and initiating trip signals to the circuit breaker trip actuators when predetermined trip levels and time-delay settings are reached.

Interchangeable rating plugs shall establish the continuous trip ratings of each circuit breaker. Rating plugs shall be fixed-type as indicated. Rating plugs shall be interlocked so they are not interchangeable between frames, and interlocked such that a breaker cannot be closed and latched with the rating plug removed.

Complete system selective coordination shall be provided by the addition of the following individually adjustable time/current curve shaping solid-state elements:

- All breakers shall have adjustment for long delay pick-up and time
- All breakers shall have individual adjustments for short delay pickup and time, and include selective  $I^2t$  curve shaping
- All breakers shall have adjustable instantaneous pickup
- Breakers, where indicated on the drawings, shall have individually adjustable ground fault current pickup and time, and include selective flat or  $I^2t$  curve shaping

The microprocessor-based trip unit shall have both powered and unpowered thermal memory to provide protection against cumulative

overheating should a number of overload conditions occur in quick succession.

Trip units shall include zone interlocking capability for the short-time delay and ground fault delay trip function for improved system coordination. The zone interlocking system shall restrain the tripping of an upstream circuit breaker and allow the circuit breaker closest to the fault to trip with no intentional time delay. In the event that the downstream breaker does not trip, the upstream breaker shall trip after the pre-set time delay.

The trip unit shall have an information system that utilizes battery backed-up LEDs to indicate mode of trip following an automatic trip operation. The indication of the mode of trip shall be retained after an automatic trip. A trip-reset button shall be provided to turn off the LED indication after an automatic trip. A test pushbutton shall energize an LED to indicate battery status.

The trip unit shall be provided with a representation of the time-current curve on the trip unit that indicates the protection function settings. The unit shall be continuously self-checking and provide LED indication that the internal circuitry is being monitored and is fully operational.

The trip unit shall contain an integral test panel with a test selector switch and a test push-button. The test selector switch shall enable the user to select the values of test current within a range of available settings. The basic protection functions shall not be affected during test operations. The breaker shall be capable of being tested in either the "Trip" or "No Trip" test mode. Provide a keyed receptacle for use with an auxiliary power module. The auxiliary power module shall allow the breaker trip unit to be tested with a 120-volt external power source.

**TESTING:**

Each reconditioned LV power circuit breaker shall be tested to the applicable sections of IEEE/ANSI C37.50 Section 6 and UL-1066 if the breaker was originally UL labeled. The testing shall include but not be limited to:

- Measuring and recording trip bar force
- Setting of the microprocessor trip
- Performing control and secondary wiring and device check tests
- Performing dielectric withstand tests
- Performing no-load operations tests
- Verifying interlock and cell interface
- Test position dielectric withstand (original UL labeled breakers only)

Measure and record the circuit breaker's trip bar force.

Direct-acting trip devices shall be tested/calibrated to determine their conformance to published trip characteristic curves. Each breaker shall be primary injection tested using a sinusoidal-wave-shape, single-phase 60 Hz current at a convenient voltage. The primary injection test device shall be computer controlled to assure accuracy in the applied currents. The primary injection test device shall be capable of direct output of the test results to a printer or storage device. The following applicable tests shall be performed:

- Long-time-delay-element pickup
- Short-time-delay-element pickup
- Instantaneous-element pickup
- Time delay of long-time-delay-element
- Time delay of short-time-delay-element

Perform control, secondary wiring, and devices checks per IEEE/ANSI C37.50.6.3 to verify that all connections are correct per the wiring diagram. Those circuits for which operation or testing is not feasible shall be checked for continuity.

Perform dielectric withstand tests per IEEE/ANSI C37.50.6.4. The applied test voltages shall be essentially sinusoidal (within 20% of the rated frequency of the circuit breaker being tested) and shall have a minimum crest value equal to 1.414 times the specified test voltage potentials. The potential shall be increased gradually from zero so as to reach the required test value in 5 to 10 seconds, and shall be held at that value for one minute. The following test values are applied to Class 1 reconditioned LV power circuit breakers.

- 2200 Vac for the primary circuit of a completely assembled circuit breaker
- 1500 Vac for secondary control wiring and control devices, including current sensors and magnetic latch
- 1000 Vac for new or reconditioned motors

Perform no-load operation test per IEEE/ANSI C37.50.6.5.1.

- Five (5) closing and five (5) opening operations at minimum control voltage
- Five (5) closing, five (5) opening, and five (5) trip-free operations at maximum control voltage
- Two (2) operations to check anti-pumping which shall be performed in the following manner:
  - Apply uninterrupted control power to the closing circuit of the open circuit breaker as the closing signal.
  - Trip the circuit breaker. The circuit shall remain open until closing circuit power has been interrupted and then restored.
- Check all other devices, both electrical and mechanical, for proper operation.

Verify the functional operation of all circuit breaker interlocks and cell interfaces in a cell structure, preferably a cell in the reconitioner's facility.

Original UL listed breakers shall have their dielectric withstand verified by placing the breaker in the test position, closing the breaker, and applying 2200 Vac across the cell's primary conductors for one minute. No dielectric breakdown shall occur.

Test the trip device mechanically or by application of proper voltage to the device to establish positive tripping of the fused circuit breaker.

**DOCUMENTATION:**

All breaker information, unique identification number, and reconitioner testing results shall be recorded in a test form. A copy of the test form, with the test results shall be delivered with each circuit breaker.

All instructional documentation on the breaker and the retrofit digital trip unit shall be delivered with each circuit breaker.

**WARRANTY:**

Each Class 1 reconitioned LV power circuit breaker shall include a three-year factory warranty.

**DELIVERY:**

The breaker shall be delivered to the Chain of Rocks Water Treatment Plant Distributive Station South Dock between 8:00 a.m. and 3:00 p.m. Monday through Friday. Delivery should be scheduled with the Water Division project engineer.

**CITY OF ST LOUIS, MISSOURI**  
**INSTRUCTION TO BIDDERS (for request for quotations - RFQs)**

VENDORS SHOULD CAREFULLY READ THE FOLLOWING INSTRUCTIONS AND TERMS AND CONDITIONS, BEFORE SUBMITTING QUOTATION. **CAUTION: THIS IS NOT AN ORDER**

- Quotations will only be accepted on this form which must be returned in a **sealed envelope**. *The upper left corner of the envelope must include the following information: Vendor Name, Quotation Number and the Due By Date.* This information is also required on any mail delivered next day or overnight.
- Quotations should be typewritten or in ink. Altered or erased unit price(s) must be initialed. One copy of Quotation Sheet must be submitted, please retain a copy for your files.
- The Supply Commissioner reserves the right to reject any or all bids.
- The Supply Commissioner reserves the right to make awards on an item basis or on a total basis.
- Bidders must quote Unit Price(s) and Extension on each item. When an error appears on an extension, the Unit Price(s) will govern.
- When Quotation Sheet requests item(s) by brand name and your quote is for an alternate brand – show brand name(s) with model number(s) and attach full specifications.
- When Quotation Sheet has only a general description(s) of item(s) required – show brand name with model number(s) and attach full specifications.
- Suppliers shall not offer more than one bid on each item. Two or more quotations on the same item may cause a rejection of the bid. Suppliers must determine which one of their many styles or types fully meet the specification.
- Freight or delivery charges must be included in quote, or shown separately on quote, so bid can be evaluated.
- **Bids must arrive no later than NOON** on the date stated or will be rejected. Faxed or E-mailed bids are not accepted unless specifically requested.
- Bids will be publicly opened on the date specified beginning at NOON.
- Prices quoted will be considered firm.
- Bids having an acceptance limit of less than 30 days after opening date may be rejected.
- Time of proposed delivery must be stated in definite terms.
- Failure of Bidder to understand the item(s) requested or any part of the specifications will not be a valid reason for bidding on the wrong item(s). Any questions regarding description of item(s) requested should be cleared with the Buyer listed in the bid document.
- **Samples** when requested must be delivered before actual time of bid opening with each sample plainly tagged showing the name of Bidder, Quotation Number, Brand Name and lot number or quality. Submission of samples does not relieve bidder from meeting the specifications as outlined in the Bid Documents unless the bidder specifically states they are bidding on an alternate.
- All samples are to be submitted to the address listed below unless otherwise stated in Bid Documents.
- Deliveries must be accompanied by a packing slip or invoice, listing the Department, Quotation Number, and the exact quantities of each item included in the shipment.
- ONLY U.S.P., N.F., OR N.N.D. DRUGS ARE ACCEPTABLE. ALL DRUGS MUST COME IN MANUFACTURER'S ORIGINAL PACKAGES, PROPERLY SEALED.
- In the event the successful bidder fails to make delivery of any item or items that meet the conditions and requirements as outlined in this proposal within 7 days of time stated by bidder on face of this quotation sheet, the City reserves the right to purchase said item or items on the "OPEN MARKET" and charge any costs above the BID PRICE to the bidder.
- The laws of the State of Missouri provide that the City of St. Louis pay no State Sales or Use Tax or Federal Excise Taxes and these taxes should be excluded from your bid price. Federal Excise Tax Exemption Certificates will be furnished to successful bidder.
- Suppliers shall save harmless the City of St. Louis from the payment of any and all claims or demands arising out of any infringement, alleged infringement, or use of any patent or patented device, article, system, arrangement, material or process used by him in the execution of this contract.
- Supply Division hours are Monday through Friday – 8:00 A.M. to 5:00 P.M. Main Number: 314-622-4580.

**All bids must be submitted in a SEALED ENVELOPE and mailed to:**

SUPPLY COMMISSIONER  
1200 MARKET ST RM 324  
ST LOUIS MO 63103-2842



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

**FREDDIE L. DUNLAP**  
SUPPLY COMMISSIONER

**FRANCIS G. SLAY**  
MAYOR

CITY HALL  
1200 MARKET ST., ROOM 324  
ST. LOUIS, MO. 63103-2819  
(T): (314) 622-4580  
(F): (314) 622-4141

**ATTENTION**

**Please carefully review all information requested in this bid package. Failure to submit required samples, literature, unit pricing, extended pricing, and any other requested information may result in disqualification of your bid or any portion of your bid.**

- Two or more bids submitted for one item (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).
- Failure to submit required Bond (for Contracts only) by the date indicated.

The reasons indicated above may disqualify your bid. If you have any questions, call the buyer indicated on the RFQ.

This form must be returned with your bid. I certify that I have read and understand the information above.

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Manual Signature

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Date

# ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

The City of St. Louis has enacted an ordinance relating to the purchase of domestic products by City government, with penalty provisions. The ordinance amends Section 5.58.010 Revised Code of the City of St. Louis, 1986, as amended by adding thereto new subsections dealing with the requirement that the Supply Commissioner or his designee give preference to goods or commodities manufactured in the United States of America, stating exceptions to said policy. Sections one through six are reprinted below.

**Section One.** Section 5.58.010 Revised Code of the City of St. Louis is hereby amended by adding the following language: Each solicitation to bid and the method of describing the items to be bid upon of any goods or commodities sought to be purchased by the Office of Supply Commissioner, and any contract entered into by and on behalf of the City of St. Louis and executed by the Mayor and/or the Comptroller of the City of St. Louis wherein the construction, alteration, repair or maintenance of any public works is the subject of the contract so executed, shall contain a provision that the goods or commodities furnished or used in the furtherance of said project by any contractor or subcontractor, manufacturer or supplier as the case may be, shall be manufactured, assembled or produced in the United States, and said requirement as defined above shall be stated in said bid.

**Section Two.** The provision of Section One of this Ordinance shall not apply in the following instances:

- (i) Where the item purchased as the contract entered into for repairs or renovation is less than One Thousand (\$1,000.00) Dollars.
- (ii) Where no line of a particular good or product is manufactured, assembled or produced in the United States.
- (iii) Where the acquisition of United States manufactured or produced goods would increase the cost by more than (10%) percent.

**Section Three.** The certificate required by this section shall specify the nature of the contract, the product being purchased or leased, the names and addresses of the United States manufacturers and producers contracted by the Commissioner or the project architect or engineer, and an indication that such manufacturers or producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten percent.

**Section Four.** No public agency may authorize, provide for, or make any payment to any vendor or contractor upon any contract in violation of section 2 of this act. Prior to the awarding of the bid and before any public agency authorizes, provides, or makes payment to any vendor or contractor upon any contract to which section 2 or 6 of this act applies, the vendor or contractor shall provide proof of compliance with section 2, and, if applicable, section 6 of this act. Any vendor or contractor who knowingly misrepresents any material fact to the public agency concerning the origin of any manufactured goods or commodities shall be guilty of a Class A misdemeanor.

**Section Five.** Sections 1 to 6 of this act shall apply only to contracts and subcontracts entered into after the effective date of this act, and shall not limit the use or supply of manufactured goods or commodities purchased or leased prior to the effective date of this act.

**Section Six.** Nothing in sections 1 or 6 of this act is intended to contravene any existing treaty, law, agreement, or regulation of the United States. All contracts under section 1 or 6 of this act shall be entered into in accordance with existing treaty, law, agreement, or regulation of the United States including all treaties entered into between foreign countries and the United States regarding export-import restrictions and international trade and shall not be in violation of sections 1 to 6 of this act to the extent of such accordance.

## Interpretations and Guidelines

**Section One:** "Shall be manufactured" is interpreted to mean to make or process a raw material into a finished product or to turn-out in a mechanical manner. "Assembled" is interpreted to mean to fit or to join together the parts, gather, or to congregate in a manufacturing environment. "Produced" is interpreted to mean to create by manual or physical effort, to make or yield to customary product or products.

**Section Two (I)** This is interpreted to mean less than one thousand dollars in aggregate (total purchases).

(iii) When applying this subsection, multiply the cost of the foreign product by ten percent and compare the cost to the American product. If the American product cost is less than the sum of the cost of the foreign product plus ten percent, the award will be made to the vendor bidding the American product. The price paid by the City of St. Louis will be the actual price bid by the winning bidder.

**Section Three:** "Could not supply sufficient quantities" is interpreted to mean in order to meet the using agency's delivery schedule and in quantity specified.

**Section Four:** The vendor's authorized representative must complete a self-certification form, as required by the existing procedures previously indicated. These certification forms will be used to determine whether the manufacturer or producers could, or could not supply sufficient quantities, or the cost of the products would increase the contract by more than ten percent.

Prior to the City awarding the bid, the vendor shall provide certification that the product being bid is manufactured, assembled or produced in the United States or there is an existing treaty, law or regulation whereby the product bid shall be treated the same as product manufactured, assembled or produced in the United States. The procuring agency shall accept the self certification in order to apply the percentage differential that is applicable under this law. Failure to provide certification shall cause the city to presume that such product is not American made and preference shall not be considered for that product.

# CERTIFICATION FORM ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)

Bidders are advised of legislation enacted by the City of St. Louis which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured, assembled or produced in the United States, unless obtaining American made products would increase the cost of this contract by more than ten percent.

Section Four requires the vendor or contractor to certify his compliance with this legislation and if applicable, Section Six, if preference is claimed.

This legislation does not apply if the total bid is less than one thousand dollars (\$1,000.00).

Bids received will be evaluated on the basis of this legislation. Certificates of compliance must be completed and returned to be considered for preference. Failure to provide certification shall cause the City to presume that such product is not American made.

**CERTIFICATION**

If **all** the specified goods or products are manufactured, assembled or produced in the United States, check box at left and complete certification at the bottom of this form.

**SECTION SIX CERTIFICATION**

If any or all of the specified goods or products are manufactured, assembled or produced in a country other than the "United States", and exemption is requested because such product is Fair Trade Product: (a) list the country, other than the United States, where each good or product you propose to furnish is manufactured, assembled or produced; (b) check box at left of this paragraph and list corresponding commodities and (c) complete Section Six Documentation portion below.

**Item Number(s)**

**Location Where Item Manufactured, Assembled or Produced**


**SECTION SIX DOCUMENTATION**

The specified goods or products are treated as manufactured, assembled or produced in the United States under an existing treaty, law, agreement or regulation of the United States regarding export-import restrictions and international trade. List item Number(s) and Treaties covering item below.

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**DEFINITIONS**

- MANUFACTURED** - to make or process a raw material into a finished product; create, or to produce or to turn-out in a mechanical manner.
- ASSEMBLED** - to fit or join together the parts in a manufacturing environment.
- PRODUCED** - create by manual or physical effort, to make or yield the customary product or products.

**MUST BE COMPLETED AND SIGNED**

I hereby certify that the above information is true and correct and further certify that this statement complies with all provisions of Section 5.58.010 Revised Code of the City of St. Louis, 1985, as amended.

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**BY:** \_\_\_\_\_

(SIGNATURE and TITLE)

**CITY OF ST. LOUIS/SUPPLY DIVISION  
MINORITY/WOMEN BUSINESS ENTERPRISES FORM  
(M/WBE FORM)**

**A. Mayor's Executive Order #28, Section Six - Supply Contracts**

1. The goal of the City of St. Louis is that 25% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Minority Business Enterprises (MBEs) and that 5% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Women's Business Enterprises (WBEs).
2. All contracts let by the Supply Division for the purchase or lease of materials, equipment, supplies, commodities or services, the estimated cost of which exceeds \$500, shall be subject to this goal.
3. The methods by which the Supply Commissioner shall pursue this goal shall include but not be limited to the following:
  - a. The Supply Commissioner shall solicit bids from minority business enterprises and women's business enterprises certified to supply the required materials, equipment, supplies or services;
  - b. St. Louis Airport Authority (SLAA) shall provide the Supply Commissioner with a list of minority business enterprises and women's business enterprises qualified to provide each of those commodities that the Supply Commissioner indicates are required by the City;
  - c. The Supply Commissioner shall notify SLAA prior to solicitation of bids whenever no such qualified businesses are available;
  - d. SLAA shall attempt to identify such qualified businesses, and if successful, shall notify the Supply Commissioner of their availability; and
  - e. The Supply Commissioner shall provide such minority business enterprises and women's business enterprises every practical opportunity to submit bids.
4. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
5. Participation of MBE and WBE firms located outside the St. Louis Metropolitan Statistical Area (SMSA) shall not count toward the goals established in this order.

**B. SUPPLY DIVISION POLICY**

It is the policy of the Supply Division that all bids/contracts awarded adhere to the Mayor's Executive Order #28. All vendors are encouraged to comply with this policy and all other provisions of Executive Order #28. A copy of Executive Order #28 is available upon request. Each Vendor/Contractor (bidder) must complete, sign and return this M/WBE Form. Failure to complete, sign and return the M/WBE Form will result in the bid being declared non responsive and your bid may be eliminated.

**C. OBLIGATION**

The bidder agrees to make a good faith effort to ensure that M/WBE businesses have an opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with City funds. The bidder will take all necessary and reasonable steps to ensure that said businesses have an opportunity to compete for and perform under this bid/contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award and performance of bids/contracts. The Directory of Disadvantaged, Minority and Women Owned Business Enterprises certified by the City of St. Louis, can be viewed at [www.mwdb.org](http://www.mwdb.org).

**CITY OF ST. LOUIS/SUPPLY DIVISION  
MINORITY/WOMEN BUSINESS ENTERPRISES FORM  
(M/WBE FORM)**

**D. BID/CONTRACT IDENTIFICATION**

Bid #: \_\_\_\_\_ or Contract Name: \_\_\_\_\_

Opening Date: \_\_\_\_\_ Your Bid Total: \$ \_\_\_\_\_

If your bid is \$500 or higher, please complete Section 'E'. We are NOT requesting information on how your company currently supports M/WBE suppliers. We want to know if there are opportunities you might consider to work with M/WBE suppliers for THIS SPECIFIC bid/contract.

**E. ASSURANCE**      **MBE/WBE Goal: 25% MBE and 5% WBE (Minimum Participation)**

I, acting in my capacity as an officer of the undersigned bidder(s) if a joint venture, hereby assure the City of St. Louis that on this bid/contract my company will: **(CHECK ONLY ONE)**

**Meet or exceed the M/WBE goal with: \_\_\_\_\_ % MBE and \_\_\_\_\_ % WBE Participation**

Proposed MBE Vendor Name: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Item or materials to be supplied by MBE Vendor: \_\_\_\_\_

Proposed WBE Vendor Name: \_\_\_\_\_ Amount\$ \_\_\_\_\_

Item or materials to be supplied by WBE Vendor: \_\_\_\_\_

**Fail to meet the M/WBE goal, but made a good faith effort to meet the goals as follows:**

\_\_\_\_\_ % MBE and \_\_\_\_\_ % WBE Participation (Enter Proposed Vendor information above.)

**Not meet the M/WBE goal for the following reasons(s):(Check All That Apply)**

<input type="checkbox"/>	Our Company is an MBE certified by the State of: _____
<input type="checkbox"/>	Our Company is a WBE certified by the State of: _____
<input type="checkbox"/>	We have contacted suppliers listed in the SLAA Directory but have received no reply
<input type="checkbox"/>	There are no subcontracting opportunities for this bid/contract
<input type="checkbox"/>	We are a Dealer and the order will be drop-shipped from the manufacturer to the user
<input type="checkbox"/>	We are the manufacturer and the order will be drop-shipped from the factory to the user
<input type="checkbox"/>	A letter of explanation is attached
<input type="checkbox"/>	Other reason: _____
	_____

FIRM NAME: \_\_\_\_\_ FEDERAL ID NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_