

ADVERTISED BID  
**CITY OF ST. LOUIS**

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



REQUEST FOR QUOTE  
**41513Q1099**

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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PUBLIC UTILITIES-WATER  
 CHAIN OF ROCKS SERV. BLDG.  
 10450 RIVERVIEW DRIVE  
 ST LOUIS MO  
 63137

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

DATE PRINTED 08/02/12	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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REPLY DUE BY: 09/05/12 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	1	EACH	CITY	415BL		
REQ LINE NUMBER : 0001  BACKHOE/LOADER HAVIG 107 HP, TURBOCHARGED DIESEL  ENGINE, POWERSHIFT TRANSMISSION, FOUR WHEEL DRIVE WITH MECHANICAL LIMITED SLIP FRONT AXLE. THIS UNIT SHALL BE A JOHN DEERE 410 K OR APPROVED EQUAL. PLEASE SEE ATTACHED SPECIFICATION SHEETS AND PLAINLY INDICATE COMPLIANCE WITH EACH ITEM. DEVIATIONS SHALL BE PLAINLY MARKED AND LISTED. BIDDERS MUST MEET OR EXCEED EACH SPECIFIED ITEM OR FEATURE.  BUDGET ITEM REGULAR REQUISITION ITEM TO BE DELIVERED TO CHAIN OF ROCKS WATER TREATMENT PLANT. 10450 RIVERVIEW DR. ST. LOUIS, MO. 63137. QUESTIONS: CONTACT DAVE GRECO @ 314-592-8211 DELIVERY TIMES: 7:00AM-3:00PM MON-FRI EXCEPT HOLIDAYS. REPLACEMENT FOR 462-415 TRADE IN VALUE TO BE DETERMINED.  ***** WEBSITE INFORMATION ***** * * TO DOWNLOAD SUPPLY BIDS GO TO: * * HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM * * CLICK ON BID NOTICES *****						
<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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	OR ACCEPTABLE CLEARLY STATE	EQUAL MFG.,	NO. & BRAND			
	VENODR MUST SUBMIT DETAILED INFORMATION WITH BID ON PRODUCT OFFERED					
	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: \$ _____					
	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.					
	IMPORTANT REQUIRED BID FORM(S) ATTACHED: VENDOR MUST COMPLETE, SIGN & RETURN THE ENCLOSED BUY AMERICAN FORM WITH THEIR BID.					
	**BID REQUEST AND ATTACHED FORM/S MUST BE COMPLETELY FILLED OUT AND SIGNED. IF NOT, BID MAY BE REJECTED.** PLEASE QUOTE PRICES ON THIS FORM AND SIGN BID.					
					<b>TOTAL →</b>	

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<p><b>* VENDORS SHOULD NOTE IF THEY ARE MINORITY OR WOMEN OWNED BUSINESS (CHECK)</b>                      MBE ----- WBE-----</p> <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>*** BID RESULTS MAY BE AVAILABLE 30 DAYS AFTER OPENING DATE. IF YOU DESIRE BID RESULTS, PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE WITH YOUR BID. ***</p> <p>NOTICE RE: ORDINANCE #60643</p> <p>A CITY OF ST. LOUIS BUSINESS LICENSE IS REQUIRED IF YOU MEET ANY OF THE FOLLOWING (CHECK AS APPROPRIATE):                      ----- BUSINESS IS LOCATED WITHIN THE CITY LIMITS                      ----- DELIVERY WITHIN CITY LIMITS IS BY COMPANY TRUCK                      ----- SALES CALLS MADE WITHIN THE CITY LIMITS</p> <p>PLEASE TYPE NAME OF CONTACT PERSON FOR THIS BID:                      NAME: -----                      FAX: -----                      E-MAIL: -----</p>						
<b>TOTAL →</b>						

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ADDRESS			
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER
PHONE	Area Code ( )		Date

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
..... BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDED BY SUPPLY DIVISION ONLY & ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER: BILL FULKERSON - FULKERSONB@STLOUISCITY.COM FAX# 314-622-4141 PHONE# 314-622-4250 .....						
<b>TOTAL</b> →						

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

**Bid Specifications for 2012 or Current Production Model Industrial Backhoe Loader**

Compliance		Specification
<b>Engine</b>		
yes	no	The engine shall be a four cylinder, turbocharged, isolation mounted diesel engine and shall be designed and built by the tractor manufacturer
yes	no	Engine shall be certified to EPA Interim Tier 4 / EU Stage III B emissions
yes	no	Engine shall have a individually replaceable, wet-sleeve cylinder liner design to dissipate heat for reduced ring wear and oil breakdown.
yes	no	Engine displacement shall be no less than 4.5 liters (276 cu. in.)
yes	no	Engine rated net peak power (ISO9249) shall be no less than 107 hp (80 kW) @ 2000 rpm
yes	no	Engine shall develop at least a 35% torque rise and should have at least 317 lb-ft (430 Nm) net torque at 1400 rpm
yes	no	Daily check points shall be accessible from the right side of the engine and shall be done from ground level
yes	no	Engine shall have a serpentine belt with automatic belt tensioner reducing required maintenance
yes	no	Under-hood engine air cleaner shall be dry type, dual element with evacuator valve, restriction sensor and in-cab restriction warning light
yes	no	All exhaust emission control, aftertreatment equipment (DOC/DPF) and muffler shall be completely contained under the hood. The tractor shall be supplied with a curved-end exhaust stack.
yes	no	The backhoe shall have a tilt hood for easy engine access
yes	no	Engine shall have no more than 30-micron rated primary fuel filter with water separator
yes	no	Engine shall have no more than 2-micron rated secondary fuel filter
yes	no	Engine bore shall be a minimum 4.19 inches (106.5 mm)
yes	no	Engine stroke shall be a minimum 5 inches (127 mm)
yes	no	Engine will be equipped with a water-in-fuel sensor and indication
<b>Cooling</b>		
yes	no	Engine coolant shall be rated to -40 degrees (-40C)
yes	no	The backhoe shall be equipped with an oil-to-water engine oil cooler
yes	no	Unit shall have a coolant recovery tank provided
yes	no	Unit shall have an electronically-controlled, variable rate suction-type fan with guard for reduced Hp draw, reduced fuel consumption and quieter operation
yes	no	The cooling package design shall be hinged and allow each cooler to be seperated for easy cleaning. Transmission and hydraulic coolers shall be remote mounted to offer better air exchange and fewer stacked cores.
yes	no	The hydraulic and transmission circuits will be water cooled for fast winter warm-up for increased productivity
yes	no	The AC condensor shall be swing-out for efficient radiator clean-out.
<b>Power Train</b>		
yes	no	The transmission shall be powershift with torque converter with maximum transport speed of 25 mph; clutch-free; fully-synchronized five forward (automatically shifts between 4th and 5th gears), three reverse speeds
yes	no	Machine will have the option of having an Autoshift Transmission available from the factory
yes	no	The axle will be mechanical -front-wheel-drive (MFWD) with traction control limited-slip differential with electric on/off control
yes	no	The axle will be sealed with no breather to protect against contamination
yes	no	The clutch engaged MFWD can be engaged on the fly during operation.
yes	no	The machine will disengage MFWD in 4th gear to allow for longer life of tires and drive train and reduced fuel consumption
yes	no	Machine will automatically engage MFWD when brakes are applied for four wheel braking

**Bid Specifications for 2012 or Current Production Model Industrial Backhoe Loader**

<b>Compliance</b>		<b>Specification</b>
yes	no	The transmission shall be isolation mounted to the mainframe to minimize shock load stress
yes	no	The rear axle shall have a differential lock, electric foot-actuated as standard equipment
yes	no	The operator can enable a differential lock protection in the monitor, which will not allow the differential lock to be engaged above 1000 rpm to prevent damage to components
yes	no	The single electric Transmission Control Lever will have gear selection fully integrated in the lever
yes	no	Transmission oil cooler shall be provided as standard equipment
yes	no	The backhoe shall have hydrostatic power steering with emergency manual mode
yes	no	The machine will have a dial throttle that will allow the operator to road the machine on cruise control. Upon engagement of the brake pedal, the engine RPMs return to idle
yes	no	The final drives shall be heavy-duty outboard planetary distributing loads over four gears sealed in cooling oil bath for long-life and trouble free service.
yes	no	The front axle shall have remote grease bank for front axle for easy access.
yes	no	The rear axle bearings shall be self-lubricating and shall not need to be greased
yes	no	The service brakes shall be inboard, wet-multiple disk, self-adjusting and self equalizing and hydraulically actuated for a long and trouble-free life, sealed from water, mud and dust contamination
yes	no	The parking brake shall be independent of service brakes, spring applied, hydraulically released, wet multi-disk, and sealed from water, mud and dust contamination.
yes	no	Park brake will automatically apply when engine is shut off
<b>Hydraulic System</b>		
yes	no	The hydraulic fittings shall have "O"-ring face seal connectors to secure a tight, leak-free seal
yes	no	Hydraulic cooler will have an independent reservoir for continuous running of attachments at high ambient outside air temperatures
yes	no	The hydraulic filter shall be no more than 6 micron and will be vertically mounted, spin on design for ease of installation and leak-free replacement.
yes	no	Machine shall be equipped with Auto Idle to lower rpm when hydraulics are not active to conserve fuel and reduce noise levels
yes	no	Machine shall be equipped with Economy Mode that can be activated in the monitor, to provide the maximum productivity at the maximum fuel efficiency in 1st & 2nd gears
yes	no	An automatic bucket return-to-dig control will be standard
yes	no	Hydraulic pump shall be 42 gpm (159L/min.) at 2,200 rpm at 3,625 psi (24 993 kPa). The axial piston pump, pressure compensating, load sensing
<b>Electrical</b>		
yes	no	The backhoe shall have a 12 volt system with 120 amp alternator
yes	no	Dual batteries shall be included, 12 volt, 950 CCA, 190-min. rated reserve
yes	no	The machine shall have blade type, multi-fused circuits
yes	no	The starter shall have a bypass start safety cover
yes	no	Cab shall include two low profile rotating or strobe type LED beacons one front and one rear. These beacons shall be mounted on the top of the cab on opposite corners.
yes	no	Cab shall include am-fm-weather band radio
yes	no	Unit shall be equipped with 10 halogen driving/working lights, (4) front driving/working; (4) rear; (2) side docking lights. The front lights shall be adjustable and the bulbs shall be no less than 32, 500 candlepower each.
yes	no	Unit shall be equipped with two front and two rear turn signal/flashers, two rear stop and tail lights and two rear reflectors
<b>Operator Station</b>		
yes	no	Unit shall be equipped with isolation mounted modular design ROPS/FOPS deluxe cab and molded roof

**Bid Specifications for 2012 or Current Production Model Industrial Backhoe Loader**

Compliance		Specification
yes	no	Access to the cab shall be from the right and left side with protected, wide, rigid, self-cleaning steps and ergonomically located hand-holds
yes	no	3" retractable seat belt shall be provided
yes	no	Coat hook, built-in beverage holder, operator manual storage compartment, interior rearview mirror and two 12 volt outlets shall be provided
yes	no	Unit shall be equipped with illuminated electronic gauges with audible warning for: engine coolant temperature, transmission oil temperature and fuel level.
yes	no	The monitor system shall have audible and visual warnings: engine air restriction, low alternator voltage, engine oil pressure and temperature, hydraulic filter restriction, parking break on/off, aftertreatment temperature, transmission oil temperature, fuel, hour meter and low brake pressure. The seat belt will have a digital warning.
yes	no	The key start will have an electric fuel shut-off and ability to have auto shutdown setup in monitor
yes	no	Machine will be equipped with a Sealed Switch Module for easy location of controls on the right hand console and increased durability
yes	no	The monitor will have a multi-language (English, French and Spanish) digital monitor for diagnostics (including diagnostic messages and fault code readings), calibrations and machine information.
yes	no	Machine shall be enabled with Machine Security, enabled through the monitor.
yes	no	Unit shall have digital display for: engine rpm, engine hours, system voltage.
yes	no	The foot throttle shall be suspended
yes	no	The machine shall have tilt steering wheel, am/fm/weatherband radio, sunvisor, headliner and dome light. The cab shall be supplied with tinted safety glass, front and rear windshield wipers, and front windshield washer. Factory installed cab airconditioner, fresh air intake, and heater/defroster rated for 40,000 Btu/h (11.7 KW).
yes	no	Machine will have lockable storage on the right-hand side of the cab
yes	no	The machine will be supplied with factory installed mechanical wobble stick controls.
yes	no	The seat shall be deluxe fabric swivel, with fully adjustable armrests and lumbar support.
<b>General Specifications</b>		
yes	no	Vandal protection shall cover the instrument panel. Engine hood, toolbox, hydraulic reservoir, and fuel filler shall be lockable.
yes	no	The tilt hood shall have two service positions for easy operation
yes	no	An easy to read periodic maintenance and grease chart shall be posted at eye level prominently displayed on the frame.
yes	no	Fuel tank capacity shall be no less than 41 gallons (155.2 L) and shall be accessible from the ground.
yes	no	Operating weight with Full Fuel Tank, 79-kg (175 lb.) Operator, cab, MFWD and extendable dipperstick shall be 19,061 lb (8644 kg). Excessive weight causes excess wear on transport and towing vehicles and can cause problems in soft ground conditions.
yes	no	Fluid levels shall be easily checked by sight gauges, dipsticks or overflow tank
yes	no	Factory installed fluid sampling valves will be available from the factory
<b>Overall Vehicle</b>		
yes	no	The mainframe shall be a one-piece unitized construction for maximum strength
yes	no	Unit shall have four built-in vehicle tiedowns, two in front and two in rear for safe transport between jobs
yes	no	The side plate thickness on the loader boom, backhoe boom and mainframe shall be 4.5 mil or greater
yes	no	Machine shall be equipped with an exterior mounted, ground level accessed and lockable storage compartment

**Bid Specifications for 2012 or Current Production Model Industrial Backhoe Loader**

<b>Compliance</b>		<b>Specification</b>
yes	no	Optional, replaceable, bolt-on rubber bumpers will be supplied to protect the grille frame for severe loading applications
yes	no	This unit shall be equipped with reverse warning alarm.
yes	no	This unit shall have 567 kg (1,250 lb) front counter weight.
<b>Backhoe</b>		
yes	no	The backhoe shall be supplied with an extensible dipperstick. Reach from center of swing pivot shall be no less than 23 ft. 8 in. when fully extended.
yes	no	Lift capacity at ground level with standard dipperstick shall be no less than 3136 lb (1422 kg)
yes	no	The lift capacity at full height with standard dipperstick shall be no less than 3454 lbs (1567kg)
yes	no	Optional extendible dipperstick shall extend no less than 4 ft (1.22 m)
yes	no	Maximum SAE dig depth with optional extendable dipperstick extended shall be no less than 20ft (6.1m)
yes	no	The swing lock pin shall be stored in the operator's station
yes	no	The stabilizers will be equipped with anti-drift in both directions
yes	no	The stabilizer shall have reversible pads
yes	no	The backhoe boom design shall be a power curve for loading into the center of the truck bed.
yes	no	The backhoe boom shall be an hourglass shape for maximum strength and optimized visibility to the work tool.
yes	no	Digging force with standard backhoe, bucket cylinder shall be at least 14,801 lb (65.8 kN)
yes	no	The backhoe shall be equipped with a rubber bumper/linkage style boom locks to keep the backhoe from vibrating on the swing frame
yes	no	Unit shall be equipped with two lever mechanical (ISO) backhoe "wobble stick" controls
yes	no	The swing casting shall have dual yokes: on top and on the bottom
yes	no	The backhoe shall be equipped with hydraulics to operate a breaker or tamper
yes	no	The backhoe shall be equipped with quick connect John Deere style bucket attachment.
<b>Loader</b>		
yes	no	Lift Capacity with 1.3 cu yd (1.0 m <sup>3</sup> ) bucket at full height shall be at least 7,200 lbs (3266 kg)
yes	no	Dump Clearance with bucket at 45 deg. shall be no less than 8 ft 10 in (2.69 m)
yes	no	Digging depth below ground, 1.3 cu yd (1.0 m <sup>3</sup> ) bucket level shall be no less than 6.7 in. (170 mm)
yes	no	Bucket breakout force shall be no less than 10,300 lb (45.8 kN)
yes	no	The loader shall have hydraulic self-leveling and bucket-level indicator.
yes	no	The loader shall have divergent loader arms for excellent visibility to the bucket
yes	no	A single lever with integrated proportional electrohydraulic control of auxiliary loader operation shall be available from the factory when machine is equipped with auxiliary hydraulics. Lever is also equipped with clutch disconnect, momentary MFWD and MFWD on/off.
yes	no	For truck loading, the loader arms will have a curved-knee design for loading into the center of the truck bed
yes	no	The loader shall have a non-removable, hinged loader boom service lock.
yes	no	The loader shall be equipped with a 4 in 1 "multipurpose bucket" and all necessary hydraulics to operate the bucket
yes	no	The tractor shall be equipped with "Ride Control"
<b>Optional Accessoris</b>		

**Bid Specifications for 2012 or Current Production Model Industrial Backhoe Loader**

<b>Compliance</b>		<b>Specification</b>
yes <input type="checkbox"/>	no <input type="checkbox"/>	The tractor shall be supplied with mounted spare tires and rims 12.5 X 80-18 (front) and 21L-24 (rear)

**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

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

**ATTENTION BIDDERS**

*Please carefully review all information requested in this bid package.*

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

*Also the reasons indicated below may disqualify your bid. If you have any questions, call the buyer indicated in this bid package.*

**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.***

\_\_\_\_\_  
Manual Signature

\_\_\_\_\_  
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**

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**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.mwdbe.org](http://www.mwdbe.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.
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**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: _____
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**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)**

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

FIRM NAME: \_\_\_\_\_ FEDERAL ID NUMBER: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 TITLE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_