

ADVERTISED BID  
**CITY OF ST. LOUIS**

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



REQUEST FOR QUOTE  
 41514Q1015

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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SEE BELOW FOR DELIVERY SITE

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

DATE PRINTED 08/21/13	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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REPLY DUE BY: 09/04/13 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001					
	2	EACH	CITY	415F350FORD		
	FORD F350, 4X2, OPEN CRANE BODY					
	WITH REAR MOUNTED FUEL TANKS OR APPROVED EQUAL MUST BE DIESEL ENGINE - WHITE ONLY ***SEE ATTACHED SPECIFICATIONS***					
	REQ LINE NUMBER : 0002					
	2	EACH	CITY	415CRANE9FT		
	9 FT WITH CRANE (SEE ATTACHED SPECIFICATIONS) OR APPROVED EQUAL					
	REQ LINE NUMBER : 0003					
	2	EACH	CITY	415COMPRESSOR		
	AIR COMPRESSOR (SEE ATTACHED SPECIFICATIONS) OR APPROVED EQUAL					
	REQ LINE NUMBER : 0004					
					<b>TOTAL</b> →	

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

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REQUEST FOR QUOTE  
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REPLY DUE BY: **09/04/13 12:00 O'CLOCK NOON**

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	2	EACH	CITY 415	REELCRAFT		
	REELCRAFT (SEE ATTACHED SPECIFICATIONS) OR APPROVED EQUAL					
	REQ LINE NUMBER : 0005					
	2	EACH	CITY 415	INVERTER		
	POWER INVERTER (SEE ATTACHED SPECIFICATIONS) OR APPROVED EQUAL					
	DELIVER TO: EQUIPMENT SERVICES DIVISION 1900 HAMPTON AVE., ST. LOUIS, MO 63110 314-768-2898					
	CONTACT: MR. VINCE FOGGIE 314-633-9022					
	STATE BEST GUARANTEED DELIVERY:				A.R.O.	
	ALL ITEMS SHALL BE F.O.B. DESTINATION					
	* VENDORS SHOULD NOTE IF THEY ARE MINORITY OR WOMEN OWNED BUSINESS (CHECK)					
	MBE		WBE			
					<b>TOTAL</b> →	

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

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--------------------------	---------------	----------	--------	---------------

REPLY DUE BY: **09/04/13** 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>LIST ITEMS MANUFACTURED, ASSEMBLED OR PRODUCED IN A FOREIGN COUNTRY ON THIS FORM.</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> <p>PLEASE TYPE NAME OF CONTACT PERSON FOR THIS BID:                      NAME: _____                      FAX: _____                      E-MAIL: _____</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>*****NEW BIDDING INFORMATION*****                      FOR ALL BIDS, THE CITY RESERVES THE RIGHT TO MAKE A SPLIT AWARD. IF A BIDDER DOES NOT WISH TO ACCEPT A SPLIT BID AWARD, HE/SHE MUST STATE "ALL OR NONE" ON BID OFFER, SEE BELOW. BIDDER MUST CHECK ONE OF FOLLOWING:                      ----- BIDDING "ALL OR NONE"</p>						
					<b>TOTAL</b> →	

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

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REPLY DUE BY: **09/4/13 12:00 O'CLOCK NOON**

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	-----			SPLIT AWARD ACCEPTABLE		
	<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>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>***** WEBSITE INFORMATION *****</p> <p>*                      * TO DOWNLOAD SUPPLY BIDS GO TO:                      *                      * HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM                      *                      * CLICK ON BID NOTICES                      *****</p> <p>+++++</p> <p>BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDES BY SUPPLY DIVISION ONLY &amp; ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER:</p> <p>JOHN CASSIDY - CASSIDYJ@STLOUIS-MO.GOV                      FAX# 314-622-4141 PHONE# 314-622-4596</p> <p>+++++</p>					
					<b>TOTAL →</b>	

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

New standard equipped 2013 Newer Model 1 Ton 4WD Regular Chassis-Cab with DRW and 60" CA

ACCEPTABLE MAKES AND MODELS:

Standard Ford F-350 with 141" Wheelbase Cab Axle 60"

Standard Chevrolet 3500HD/GMC 3500HD 137" Wheelbase Cab Axle 60.4"

Standard Dodge 3500 143.8" Wheelbase Cab Axle 60"

All units bid must contain the following options:

1. Standard diesel engine with the highest engine capacity Size 6.7L Horsepower 300
2. Manufacturer's standard rear end axle ratio (Ratio: 3.43)
3. Automatic transmission (Speeds 6)
4. Air conditioning
5. LH & RH manual mirrors
6. Tires: (4) manufacturer's standard all season, plus full size spare and wheel (Size LT 245/75R17E)
7. Minimum GVWR 11,000 lb
8. Brakes, 4-wheel anti-lock braking system (ABS)
9. Speed control and tilt wheel
10. Rubber flooring
11. Back up alarm
12. Vinyl seats

DEALER COMPLETE IN DETAIL:

2013 MAKE Ford MODEL F350 GVWR 13300 EACH Fuel Capacity 40 Oil Capacity 15.4T OR REGMA

OPTIONAL EQUIPMENT PRICES, Item #10:

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

1. All units 9' platform body meeting Specification E1320  
 EACH \_\_\_\_\_ MAKE KNAP MODEL E1320 Specs  
ALT. KNAP PCNB-93 W BULKHEAD & LIGHTS

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2. Permanently installed bulkhead (to fit truck application, minimum requirement to top of cab)  
 EACH \_\_\_\_\_

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3. Mounted 9' platform dump body meeting Specification E1327  
 EACH \$ \_\_\_\_\_ MAKE KNAP MODEL E1327 Specs ADD HYDRAULICS

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4. Mounted 9' dump body meeting Specification E1335  
 EACH \$ \_\_\_\_\_ MAKE KNAP MODEL E1335 Specs ADD HYDRAULICS  
ALT.

---

5. Provide five hydraulics with under hood clutch pump, tank with built in filter, 20 GPM 3 section valve assembly with power beyond, dual knob spreader valve and hoses for mounted dump body in specification E1335 or mounted platform body in specification E1327. This package shall be capable of driving the auger, spinner motor in a salt spreader, and power to raise angle plow. All hoses shall be provided from front to rear of truck  
 EACH \$ \_\_\_\_\_

6. Mounted standard utility tool body

Acceptable makes and models are:

Knapheide 6108D54J,  
Reading CLASSIC II 108A D.W.  
Omaha 108D54V,

Stahl CHALLENGER II 108VVD-54,  
RKI L60DW94.

Body to include flush mounted tail, stop, turn, backup and clearance lights as required per FMVSS 108 standards. Unit must include a tread plate step bumper with pin tie hook recess

Submit descriptive literature and specifications showing exact service body you propose to furnish

EACH \$ \_\_\_\_\_

MAKE

KNAP

MODEL

6108D54J

7.

Six - 2" deep full width 250 lb. capacity, free-sliding tool drawers mounted approximately 1 1/2" from top of compartment with approximately 2 1/4" between trays in lieu of two shelves and dividers in one of the full height vertical compartment

EACH \$ \_\_\_\_\_

8.

Two full length 250 lbs. capacity free sliding tool trays with metal dividers with slots on 4" centers with first tray mounted 5 1/4" from bottom of compartment with approximately 1 1/4" between trays with second tray mounted above first in lieu of shelf and dividers in one of the horizontal compartments

EACH \$ \_\_\_\_\_

9.

Flip top for Utility Body: Top of compartment opens for storage. Can be either side or both sides. Telescopic roof and crane mounting kit will impact flip top application. Latch is located in center horizontal compartment.

EACH \$ \_\_\_\_\_

PER SIDE.

10.

One - double bottle gas drop well and retainers in lieu of three shelves and dividers in one of the full height vertical compartments, maintaining an interior height of 48"

EACH \$ \_\_\_\_\_

11.

Minimum 25" high panel extension cover with minimum 42" locking rear doors which will provide a minimum 48" interior height for storage and work area

EACH \$ \_\_\_\_\_

12.

Body to have 3 section, tempered steel telescopic sliding roof and two piece, rigid aluminum, endgate cover to protect cargo area from weather and theft. A mechanical type seal will be placed on the telescopic sliding roof and endgate cover

EACH \$ \_\_\_\_\_

13.

Raise Telescopic Roof to get 36" clearance for the above option

EACH \$ \_\_\_\_\_

14. Crane mount reinforced rigidly while maintaining full compartment space on top rear corner of body either left or right for a 3500 lbs. capacity crane (with no mounting holes or bolt holes, we will drill to suit ourselves)

EACH \$ \_\_\_\_\_

15. Heavy-duty 5 or 6 speed manual transmission in lieu of automatic transmission

EACH \$ \_\_\_\_\_

16. Heavy-duty, Class V (2-1/2" square tube) receiver trailer hitch. Includes an adapter to reduce to 1" (Class III/IV) and a seven-wire RV style trailer plug

EACH \$ \_\_\_\_\_

17. Exterior color WHITE

EACH \$ \_\_\_\_\_

SPECIFY ADD

FOR BODY.

18. Standard CHASSIS gasoline engine in lieu of diesel engine with the highest cooling capacity (state size and horsepower)

DEDUCT

EACH \$ \_\_\_\_\_

SIZE 6.2 HORSEPOWER 385 DIESEL ONLY

19. Snow plow package

EACH \$ \_\_\_\_\_

20. Automatic transmission power take-off provision

EACH \$ \_\_\_\_\_

21. 2 Full length cab steps or running boards. (one on drivers side, one on passenger side.)

EACH \$ \_\_\_\_\_

22. Hydraulic system to run body, plow and spreader, shall be all electric power line control design. In cab control modules to plug into cigar lighter for power, no wiring shall connect the in cab modules to the hydraulic valve assembly, which will be in an enclosure. The only common wiring shall be power and ground

EACH \$ \_\_\_\_\_

23. Provide hydraulics and controls for dump hoist only

EACH \$ \_\_\_\_\_

24. Optional Rear Axle Ratio Axle Ratio N/A

EACH \$ \_\_\_\_\_

25. Limited Slip Rear Axle Axle Ratio 4.30 GAS  
4.10 DIESEL

EACH \$ \_\_\_\_\_

26. Commercial grade spray on bed lining to be applied in the cargo area of the utility body, to include floor, sides tailgate, front, and horizontal surface of bumper

EACH \$ \_\_\_\_\_

27

Electric Trailer Brake Controller

EACH \$ \_\_\_\_\_

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Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

% discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

For an underdeck air compressor to operate properly, the truck must be able to accept the hydraulic system.

One Vanair Model 185 UD underdeck air compressor package.  
1310 ser 2-1/2 driveline, PTO, air line moisture filter, lubricator, de-icer, plumbed to rear of body on driver's or passenger side. Includes hose reel in service body.

Vanair Manufacturing, Inc V-TEC Controller Specification

Electronic Control and Diagnostic System

Air compressor system to be equipped with V-TEC 16 bit Microchip micro-controller and diagnostic system consisting of infinitely variable speeds, two preset speeds, load sensing feature via pressure transducer and SAE J1939 communication to monitor vehicle and compressor parameters for proper control and diagnostic information.

Control system to automatically modulate engine rpm according to air demand ensuring optimal engine speed to save fuel and reduce noise.

PTO on/off switch to be integral part of the digital display panel allowing programming the micro-controller to automatically disengage the PTO after a predetermined set time has elapsed returning vehicle to engine idle to comply with environmental laws and save fuel, emissions, and noise. System also to have second remote PTO on/off switch capable of being mounted in rear of the vehicle.

V-TEC system to be capable of recording compressor diagnostic for all out-of-spec conditions. Unit will also provide preventative maintenance indicators for, oil, filter and coalescing element changes. Unit to contain Five (5) bar LED graph for displaying oil level. Main display to contain (4) line (20) character LED display for compressor air pressure, hour meter and oil temperature. Display to provide compressor engagement instructions to operator to ensure accurate startup. Control panel to display fault status LED with Green/Red indicators.

Safety features to include compressor over temperature, high temperature and low oil shutdown systems.

Complete, installed-----\$-----

Model Year 2013 **ORNEWER** VEHICLE DESCRIPTION:  
Model: Equal to Ford  
Wheelbase: 140/137 GVWR: 11,400 min  
CAB-TO-AXLE: 60"

\$ TOTAL:

DESCRIPTION / SPECIFICATIONS:

Omaha Std 108  
Total width 89", floor width 49", compartment depth 20", compartment height 40"  
Lighting and reflectors to comply with FMVSS  
Flush mount lights in rear compartment panels (light guards installed)  
LED Stop/Tail/Turn, rear side marker lights, and Incandescent backup & license lights  
LED Lighted compartments, wired to parking lights  
Master locking system  
Grip punch rear bumper w/pintle hook recess  
Alum fuel fill recess w/fuel hose guards  
12" slammable tailgate  
Two (2) rubber, black rear mud flaps  
Painted white to match cab - service body exterior and bumper  
3/16" treadplate floor  
4 cargo tie downs  
Chrome grab handles, s/s and c/s  
Grip strut-cable steps  
7-prong round plug with round pin - metal type w/lid wired according to SAE J562  
8 ton DPH w/2" ball and chain eyes  
Backup alarm  
5 lb. ABC fire extinguisher  
Orr M-1371 first aid kit  
Reflector flare kit  
"Vehicle Makes Frequent Stops" decal  
First aid kit & Fire extinguisher decals on s/s front vertical compt. door  
Silver reflective tape on vertical compartments even with bottom of horz compt door and across bumper  
Proximity alert warning system Model 2000  
Reelcraft Model L4545-123-7 with 45' of 12ga and 3 cord duplex outlet, 1st compt c/sw/inverter  
Dimension's AMW-12X30U Inverter, 12 VDC input, 3000 Watt, Quasi sine, 120 VAC@60Hz  
Whelen Arrow Board (Lights on top of truck)  
Crane (cannot be ordered with Canopy Roof)  
Corner mount crane reinforcement  
IMT Crane Model 3203-i-15, 10,000 foot/pound rating 360 degree continuous power rotation double acting cylinders w/integral holding and/or counterbalance valves 12V DC electric control pendant with a 25' control cable crane hook snatch block installation kit. One hyd/on man ext to 15' boom support reinforced at base, jackleg outrigger, spring work



**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**


**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.

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

**ORDINANCE #69431**  
**Board Bill No. 295**  
**Committee Substitute**  
**As Amended**

An Ordinance repealing Section One, part 86.040 of Ordinance 56716, pertaining to the opening of bids, codified as Section 5.58.040 of the Revised Code of the City of St. Louis, and enacting a new provision on the same subject matter which allows a local bidder to match the lowest bid when the lowest bid is from a non-local bidder; enacting a new provision on the same subject matter; containing severability clause.

WHEREAS, local businesses which seek to enter into contracts with the City of St. Louis are at a competitive disadvantage with businesses from other areas because of the higher administrative costs of doing business in the City;

WHEREAS, the City of St. Louis desires to encourage businesses to remain in the City and to relocate to the City;

WHEREAS, by enacting a local preference law that allows a local firm to match the lowest bid when its bid is within 2% percent of the lowest bid, the City hopes to encourage and stimulate local business.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** Section One, part 86.040, Ordinance 56716 is hereby repealed.

**SECTION TWO.** Enacted in lieu thereof is the following new section.

**5.58.040 - Opening of bids.**

A. Proposals shall be opened at the time and place fixed by the advertisement, in the presence of such bidders as desire to be present, and shall be open to the inspection of bidders.

B. The bids shall not be materially modified or amended as to price, specification or otherwise, nor substitutions placed thereon, after opening except when the lowest bid is from a non-local bidder. When the lowest bid is from a non-local bidder, any local bidder within two percent of the lowest bid may match the lowest bid. If a local bidder matches the lowest bid, then the Supply Commissioner may select the bid from the local bidder. If more than one local bidder is within two percent of the lowest bid, then only the lowest local bidder may match the bid. In all other circumstances, modification, supplementation or amendment shall cause rejection of the bid. For purposes of this chapter, local bidder means a bidder whose principal place of business is within the City of St. Louis, has had a valid business license for at least one year, and is current in payment of local taxes. Principal place of business shall be defined as the business's physical office, plant, or site where a majority (51%) of the full-time employees, chief officer, and managers of the business regularly work and conduct business, or where the plant or office and equipment required for the furnishing of the goods or performance of the services provided to the City, as required by the contract, are physically located in the City of St. Louis for at least one taxable year immediately prior to the date of the bid.

C. Bids may be for one or more or all the articles advertised for, but there shall be a specific bid on each article. The award may be made to the lowest bidder for any article, or to the lowest bidder for the entire requisition or any part thereof, but the Board of Standardization may reject any or all bids or any part of any bid.

**SECTION THREE. Severability.**

The provisions of this section are severable. If any provision of this ordinance is declared invalid, that invalidity shall not affect other provisions of the ordinance which can be given effect without the invalid provision.

Approved: April 29, 2013

**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