

ADVERTISED BID
CITY OF ST. LOUIS

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



REQUEST FOR QUOTE
41516Q1063

PAGE
2

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 10/26/15	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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REPLY DUE BY: 11/18/15 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	GREGALIS@STLOUIS-MO.GOV/P:314-622-4250/FX:314-622-4141 CHECK HERE IF YOU WANT A BID TABULATION: ALLOW 30 DAYS FOR RESULTS ----- STATE BEST GUARANTEED DELIVERY: A.R.O. ----- ALL ITEMS SHALL BE F.O.B. DESTINATION FREIGHT OR DELIVERY CHARGES MUST BE INCLUDED IN QUOTE OR INDICATED BELOW IN ORDER TO RECEIVE PAYMENT! () FREIGHT IS INCLUDED IN THE QUOTE PROVIDED - OR - () WE WILL CHARGE \$ _____ FREIGHT/DELIVERY ----- THE CITY RESERVES THE RIGHT TO SPLIT AWARDS, VENDOR MUST INDICATE (SPLIT) OR (ALL OR NONE) FOR MULTI LINE BIDS. ----- BIDDING "ALL OR NONE" ----- SPLIT AWARD ACCEPTABLE PLEASE PROVIDE CONTACT INFORMATION FOR THIS BID: NAME: ----- E-MAIL: -----					
					TOTAL →	

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

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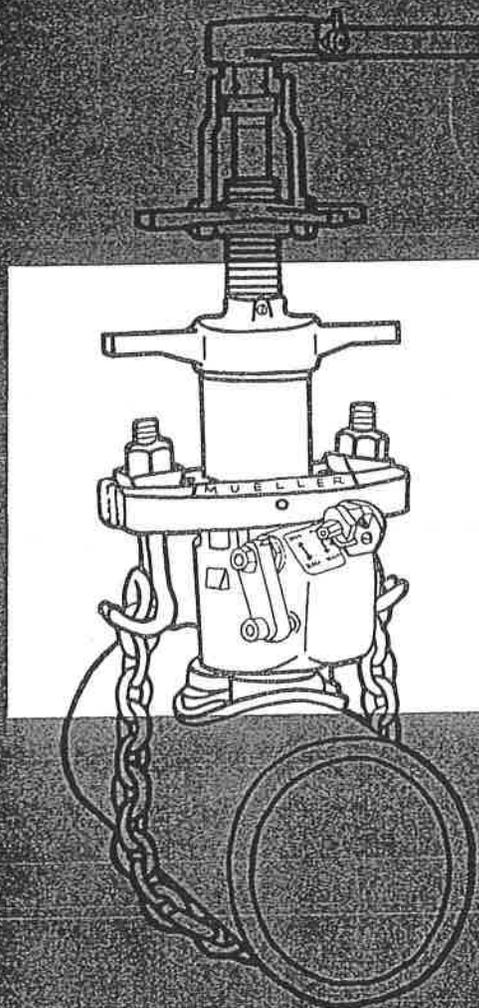
NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PHONE : -----</p> <p>ORDINANCE #60643 - A CITY OF ST LOUIS BUSINESS LICENSE IS REQUIRED IF YOUR COMPANY MEETS ANY OF THE FOLLOWING: (CHECK AS APPROPRIATE) :</p> <p>----- BUSINESS IS LOCATED WITHIN THE CITY LIMITS</p> <p>----- DELIVERY WITHIN CITY LIMITS IS BY COMPANY TRUCK</p> <p>----- SALES CALLS ARE MADE WITHIN THE CITY LIMITS</p> <p>* VENDORS SHOULD NOTE IF THEY ARE MINORITY OR WOMEN OWNED BUSINESS (CHECK)</p> <p>MBE ----- WBE-----</p> <p>LIST ITEMS MANUFACTURED, ASSEMBLED OR PRODUCED IN A FOREIGN COUNTRY ON THE ENCLOSED (BUY AMERICAN) FORM FOR BIDS TOTALING \$1,000 OR HIGHER</p> <p>***** WEBSITE INFORMATION *****</p> <p>* TO DOWNLOAD SUPPLY BIDS GO TO: *</p> <p>* HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM *</p> <p>* CLICK ON BID NOTICES *</p> <p>*****</p>						
TOTAL →						

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PHONE Area Code ()			

OPERATING INSTRUCTIONS

for the

MUELLER®



B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

FORM 8910 REVISED



MUELLER CO.

Dependable Since 1857

MAIN OFFICE & FACTORY, DECATUR, ILLINOIS

www.muellercompany.com

MUELLER®

OPERATING INSTRUCTIONS FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE



WARNING

1. Read and follow instructions carefully. Proper training and periodic review regarding the use of this equipment is essential to prevent possible serious injury and/or property damage.
2. Do not exceed the pressure ratings of any components or equipment. Exceeding the rated pressure may result in serious injury and/or property damage.
3. Safety goggles and other appropriate protective gear should be used. Failure to do so could result in serious injury.

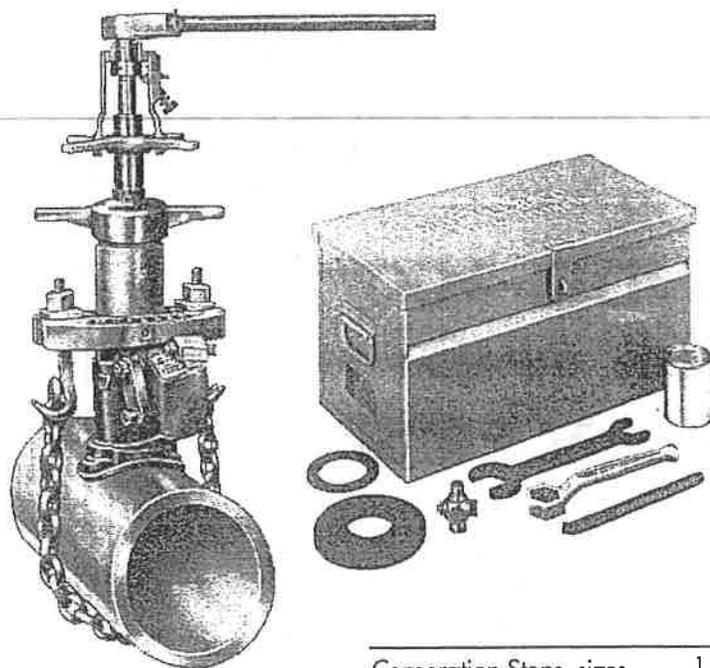
MUELLER® Drilling Machines and Equipment have been carefully designed and engineered to work together as a unit. The use of equipment manufactured by someone other than Mueller Co. may cause excessive wear or a malfunction of the MUELLER Machines.

Mueller Co. will assume no responsibility or liability, either expressed or implied, for any malfunction or damage caused by or to a MUELLER machine when the use of shell cutters or equipment manufactured by someone other than Mueller Co. is involved.

Mueller Co.

MAIN OFFICE and PLANT
500 West Eldorado Street
Decatur, Illinois 62522
www.muellercompany.com

B-101™ AND B-100™ DRILLING AND TAPPING MACHINE



CAPACITY AND USE:

The B-101 drilling and tapping machine drills and taps mains, and inserts stops, tees or plugs into the tapped hole in the main under pressure.

The B-101 machine has a special mechanism that permits the boring bar to be locked to the feed nut and yoke to prevent the drill from spiraling into the hole before the hole is completely drilled. It also prevents the drill from dropping to the threaded section of the combined drill and tap. This design eliminates unnecessary tool damage and is recommended for low pressure drillings.

Tools and equipment for the B-101 and earlier B-100 machines are the same. The following items can be inserted with the B-101 or B-100 machine.

See notice on page 14 regarding use of Blow-off Valve.

Corporation Stops, sizes	1/2"	5/8"	3/4"	1"				
Gas Main Stops, sizes	1/2"		3/4"	1"				
NO-BLO Machine Inserted								
Valve Tees, size			3/4"					
Pipe Plugs, sizes	1/2"	5/8"	3/4"	1"	1 1/4"	1 1/2"	2"	2 1/2"

B-101 AND B-100 MACHINE AND EQUIPMENT FURNISHED

Shipped in Metal Case.

Total Shipping Weight 113 Pounds.

EQUIPMENT FURNISHED WITH EACH MACHINE:

Ratchet Handle	Chain Hook Nut and Tool
Small Saddle Gasket	Retaining Screw Wrench
Large Saddle Gasket	E-Z Release
Round Link Chain	Screw Plug Wrench
Chain Hooks and Nuts	Body Cleaning Chisel
Chain Washers	Cutting Grease
Blow-off Valve	

Tools and saddles are offered for use with cast iron, steel, and asbestos-cement pipe in sizes from 2" to 48" inclusive.

RECOMMENDED MINIMUM SIZE OF CAST IRON MAIN FOR EACH SIZE OF TAPPING FOR SERVICE CONNECTION*

Size of Tapping	1/2"	5/8"	3/4"	1"	1 1/4"	1 1/2"	2"	2 1/2"
Smallest Size of Main	3"	3"	3"	4"	6"	6"	8"	10"
Approximate Number of Full Threads	5"	4 3/4"	4 1/2"	4 1/2"	4 1/4"	4"	4"	4"

MAXIMUM WORKING PRESSURE

90 p.s.i. without power clevis

250 p.s.i. with power clevis

* Corporation Stops, Service Tees, and Gas Main Stops with MUELLER Compression Joint Inlet may be used with smaller sizes of pipe.

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

MAINTENANCE INSTRUCTIONS

NOTICE: The machine used to illustrate this manual may differ somewhat in appearance from currently produced machines. If one of these differences is of significance, it will be referred to in the instructions.

BEFORE USE

Clean and lubricate all wearing and bearing surfaces and threads EXCEPT the boring bar thrust collar which requires no lubrication.

NOTE: If lubricated, service life of boring bar thrust collar may be shortened.

Boring bar is lubricated between upper and lower "O" ring seal in feed sleeve and cap by a reservoir containing light machine oil. Remove oil plug in feed sleeve near lower end and occasionally fill with light oil.

Inspect and clean all tools, particularly the shank ends, and remove any burrs or scale which would prevent proper alignment with the boring bar.

Inspect and clean the socket in the end of the boring bar and remove any burrs or scale which would prevent the tool from seating properly.

AFTER USE

Thoroughly clean the entire machine and all tools, and lubricate all machined surfaces.

Remove all chips from inside of body, including the flop valve recess. A special body cleaning chisel is furnished for this purpose. If chips are permitted to accumulate in the machine, they will rust and become caked and will interfere with the operation of the flop valve.

NOTE: Do not bump machine on hard surface to shake chips out of body. Saddle gasket surface is damaged by this type of operation.

The machine and all tools and equipment should be stored in the machine chest. Carefully, place tools in their individual compartments to prevent damage to threads or cutting edges.

BORING BAR PACKING

Machine is equipped with "O" ring packings, which are nonadjustable. When leakage occurs, replacement is necessary.

These packings are replaced in the following manner:

1. Remove ratchet handle and feed nut and yoke from boring bar.
2. Punch out boring bar thrust collar retaining pin. Slide collar off bar.
3. Unscrew feed sleeve and cap from cylinder and slide feed sleeve and cap off bar.
4. Remove wiper ring and "O" rings from recess in top and bottom of feed sleeve and cap.

5. Check wiper ring and "O" ring packing recesses to be sure they are clean before placing new rings in these grooves. New wiper ring and "O" ring packings should be lubricated with machine oil or light cup grease before they are placed in the feed sleeve and cap.
6. Be sure the top end of boring bar at squared end has no rough edges or burrs that would damage the new wiper ring and "O" ring packings as the feed sleeve and cap are replaced on the boring bar. Screw feed sleeve and cap back on cylinder.
7. Replace boring bar thrust collar and replace retaining pin.
8. Remove oil hole plug in feed sleeve and fill recess between "O" rings with light machine oil. Move bar up and down while filling to remove air pockets.
9. Replace oil hole plug.

AUTOMATIC FEED DRILLING ATTACHMENT

The only maintenance required for the automatic drill feed gear case (furnished with the H-603 Electric Power Operator, or H-604 Air Power Operator) is the occasional check to see that it has sufficient lubrication.

The gear case contains one pint or one pound of SAE 90 gear oil (multipurpose grease). The oil level may be checked by removing the small oil plug located on the side of the gear case when the gear case is positioned level with the driving sockets on the bottom. Oil should be level with this plug hole. Oil may be added through the plug located on top of the gear case.

MAINTENANCE INSTRUCTIONS

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

BY-PASS VALVE – FIGURE 1

A push-pull type valve is used on B-101 Machines for by-passing and relieving pressure. (The valve is available as a separate part to replace the ground-key style valve used on older B-101 and B-100 machines.)

The valve is attached to the machine by two screws and can be removed easily for cleaning the valve or machine body passages.

A. OPERATION

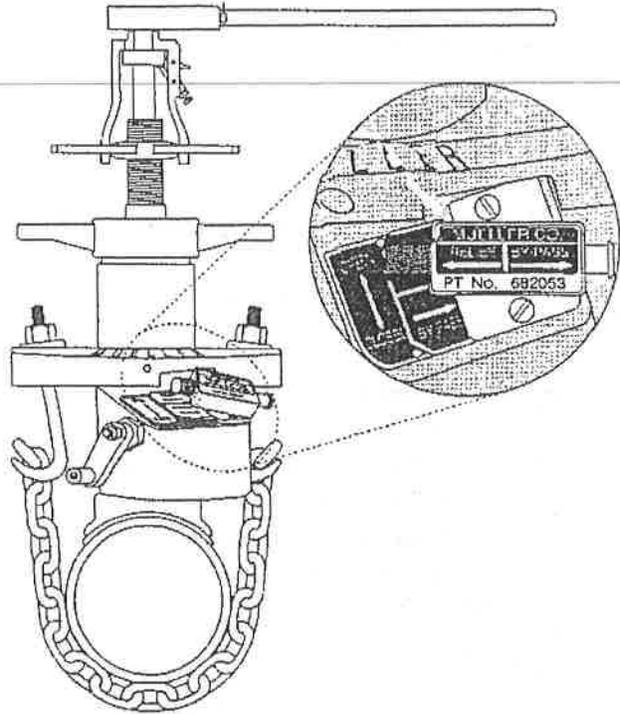
1. Bypass: push the knurled knob in all the way against the by-pass valve body.
2. Relief: pull the knob out all the way until it stops, away from the valve body.

B. MAINTENANCE

The spool should be periodically removed and cleaned

1. Remove retaining ring.
2. Pull spool out of by-pass valve body.
3. Clean the spool and O-rings of old lubricant and foreign matter.
4. Clean the bore inside the valve body and examine for deep scratches that could cause leakage or abrade the O-rings. Replace the entire valve and its sealing gasket if necessary. (Gasket is supplied attached to valve body.)
5. Examine the O-rings for damage and replace if necessary. Lubricate the O-rings with a silicone grease.
6. Reassemble the spool and retaining ring.

NOTE: It is recommended that a spare Repair Kit, part number 682078, be kept available for timely repairs.



FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

OPERATING INSTRUCTIONS

A. SELECT THE EQUIPMENT REQUIRED

1. Select the proper combined drill and tap according to:
 - a. Size and type of inlet thread on stop, tee, or plug to be inserted.
 - b. Material from which the pipe to be tapped is made.
 - c. Size and class of pipe to be tapped.
2. Select the proper saddle according to the size and type of pipe to be tapped.
3. Select the proper screw plug.
 - a. For corporation stops according to the size and type of outlet.
 - b. For tees according to the size of the outside thread at the top of the tee.
 - c. For plugs according to the size.
4. Select the proper extracting tool.
 - a. For corporation stops according to the size and type of outlet.
 - b. For tees according to the size of the outside thread at the top of the tee.
 - c. For plugs according to the size.
5. Select the items of special equipment which may be required because of special operating conditions.

B. ATTACH THE MACHINE TO THE PIPE

1. Thoroughly clean the pipe at the location for the tap; include an area greater than the large saddle gasket.
2. Place the large saddle gasket on top of the pipe even with the location for the tap, with the raised projection up away from the pipe.
3. Place the saddle on the large saddle gasket.
4. Place the small saddle gasket in the recess in the top of the saddle. FIGURE 2.
5. Unscrew the feed sleeve and cap containing the boring bar assembly from the cylinder of the machine (2½ turns).

NOTE: This can be done more conveniently if the boring bar is in the retracted position.
6. Place the body and cylinder of the machine on top of the small saddle gasket. Position the machine so that the by-pass valve is on the upper side, if the machine is to be operated in any position other than vertical. Flop valve lever handle will be on the lower side of machine.
7. Unscrew nuts on chain hooks until nuts are flush with end of threaded stem.
8. Hang chain hooks and washers in chain yoke.

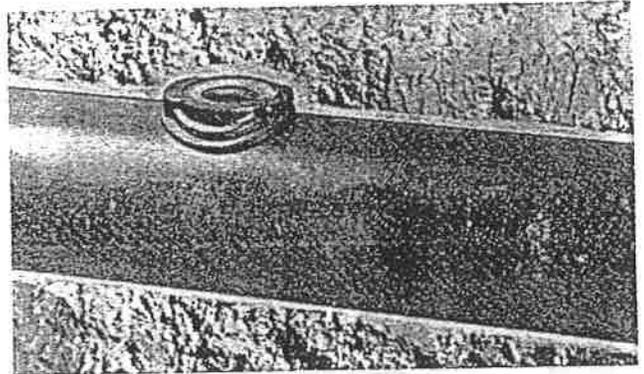


FIGURE 2

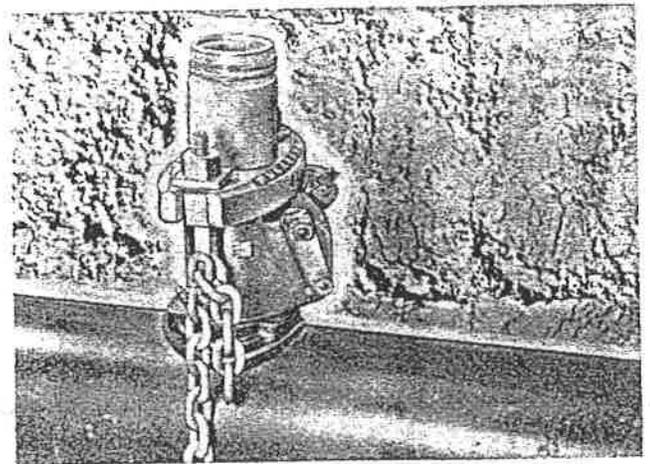


FIGURE 3

9. Attach chain to chain hooks. Hook chain into one hook and bring under the pipe and hook to nearest link. FIGURE 3.
10. Tighten chain hook nuts evenly hand tight.
11. Slide machine on pipe to desired position or angle.
12. Tighten the chain hook nuts evenly, using wrench furnished with machine. A "cheater" or extension handle should not be used on this wrench. Hammer the chain around the pipe to remove any twist in the chain and continue tightening both chain hook nuts until the machine is bearing solidly against the pipe. New type chain hooks and washers prevent rotation of chain hooks and provide a better grip for round link chain.

IMPORTANT: Do not tighten chain hook nuts after starting to drill as it will throw the machine out of alignment.

OPERATING INSTRUCTIONS

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

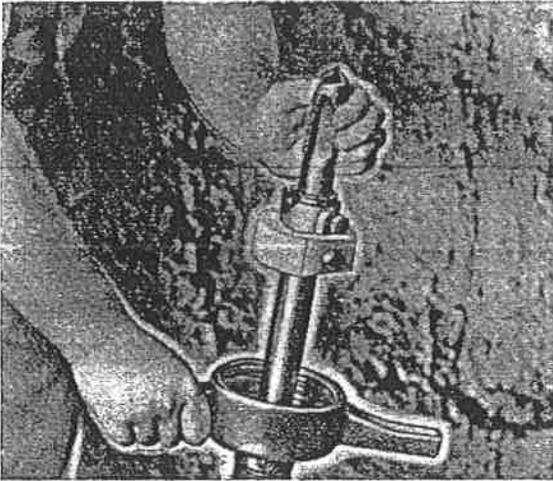


FIGURE 4

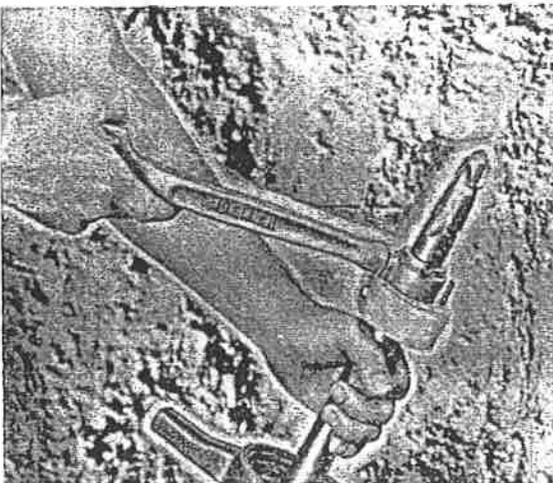


FIGURE 5

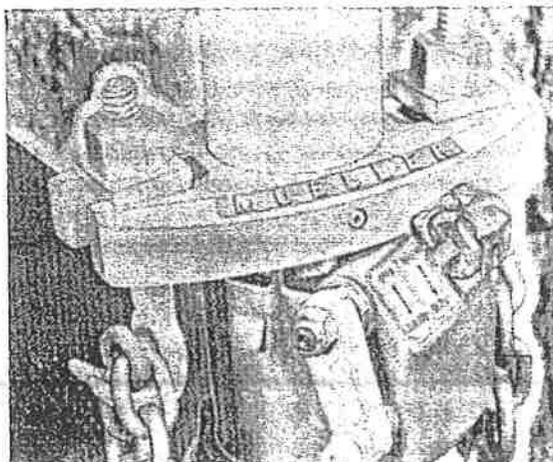


FIGURE 6

NOTE: Use chain spreader (Part No. 40321) when tapping pipe 3" in size and smaller to spread the chain so that it will clear the lower edge of the body of the machine.

B-101 and B-100 Machine chain is for use on pipe up to 12" in size.

Use the proper length and type of extension chain when tapping pipe in larger sizes.

C. ATTACH TOOL TO BORING BAR

1. Slide knockout pin in boring bar socket to its outward position using pin extending through bottom of boring bar bearing as a handle.
2. Insert shank end of combined drill and tap into boring bar socket aligning driving pins on tool with slots in end of boring bar. FIGURE 4.
3. Strike tool on drill end with a block of wood to be sure it fits tightly in socket.
4. Tighten tool retaining screw in boring bar using small socket end of chain hook nut and tool retaining screw wrench. FIGURE 5.
5. Retract boring bar to its rearmost position in feed sleeve and cap.
6. Coat drill end and tap threads with Mueller cutting grease. Do not use cutting grease when drilling or tapping asbestos-cement or concrete pipe.

D. ASSEMBLE THE MACHINE

1. Open flop valve to its wide open position by pushing lever handle down. If desired, handle screw may be engaged into socket on side of body to retain flop valve in open position during this operation. FIGURE 6.
2. Attach boring bar, feed sleeve and tool assembly to cylinder of machine and tighten cap securely (2 1/2 turns).
3. Push boring bar down by hand until tool contacts pipe.
4. When using B-100 machine, adjust feed nut and yoke on feed sleeve and cap so that the yoke engages thrust collar on boring bar. When using B-101 machine, adjust feed nut and yoke in the same manner and raise the pivot arm of locking mechanism on side of yoke so that it is positioned under the collar, then lock in place with operating screw and lock nut.

NOTE: Spring loaded detents in yoke will keep yoke from falling away from the bar.

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

OPERATING INSTRUCTIONS

5. Push by-pass valve to "by-pass" position. Arrow on by-pass valve body indicates valve position. See FIGURE 1.
NOTE: The socket in the end of the chain hook nut and tool retaining screw wrench may also be used to turn the handle on the by-pass valve.

E. DRILL AND TAP THE MAIN – HAND OPERATED METHOD

1. Place ratchet handle on boring bar and set for clockwise rotation by pulling outward on ratchet detent knob and adjusting it for clockwise rotation.

NOTE: The standard ratchet handle length is 18 ¹¹/₃₂". When making cuts larger than 1" an optional handle bar is available which increases the length to 30 ¹¹/₃₂".

2. Drill the main by operating the ratchet handle clockwise and turning the feed nut and yoke clockwise a little at a time. Use a light even feed at the start. If possible pull the ratchet handle in an arc parallel the the axis of the pipe thereby reducing the tendency of the machine to slip on the pipe. It will be found convenient to turn the feed nut as the boring bar is being turned. FIGURE 7.

NOTE: See instructions and illustration on page 14 for removing drilling chips from the main while drilling and tapping.

3. Continue the drilling operation until the boring bar feeds easily and rotates easily, indicating the drill portion of the tool is through the pipe.
4. Rotate ratchet handle clockwise and rotate feed nut clockwise to engage tap part of tool into main. Continue to rotate feed nut until tap is securely started into main and feed yoke is no longer needed to take thrust of boring bar. At this point, the feed yoke may be removed from contact with the thrust collar and allow the tool to feed itself. When using the B-101 machine, turn the operating screw on locking mechanism counter-clockwise to unlock the pivot arm and remove the feed yoke from contact with the thrust collar.

NOTE: Feed yoke should remain in contact with boring bar thrust collar and follow the thrust collar when machine is being used on high pressure mains, thin wall steel pipe, or asbestos-cement pipe.

DO NOT OVERFEED FASTER THAN THE TAP IS CUTTING BECAUSE THIS WILL STRIP THE

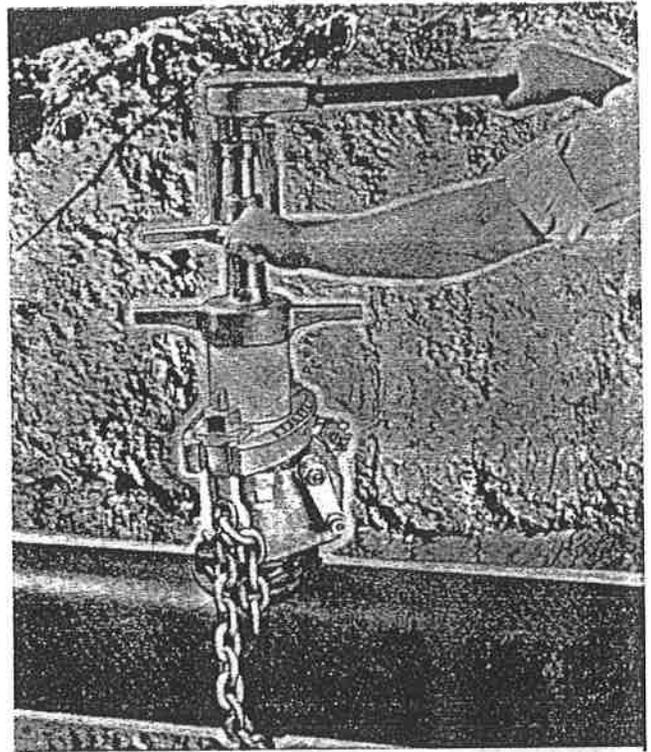


FIGURE 7

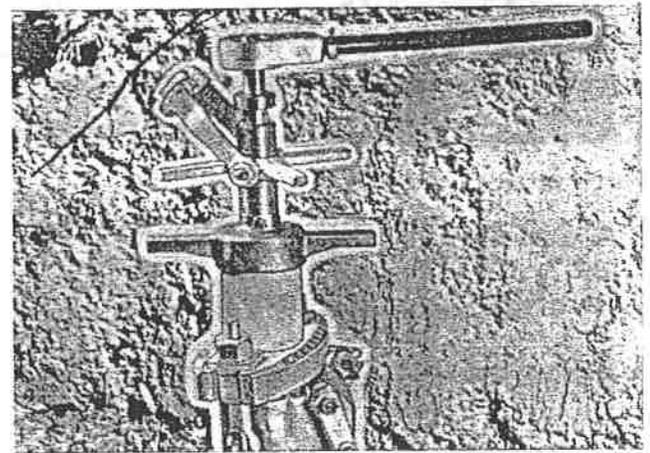


FIGURE 8

THREADS BEING TAPPED IN THE MAIN.

5. Continue tapping operation until tapping line on boring bar is flush with the top of the feed sleeve part of the cap. FIGURE 9. When tapping asbestos-cement pipe, it may be advisable to tap about 1/8" beyond the tapping line to provide more engagement of corporation stop threads when using one piece Cem-Res® tools.

OPERATING INSTRUCTIONS

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

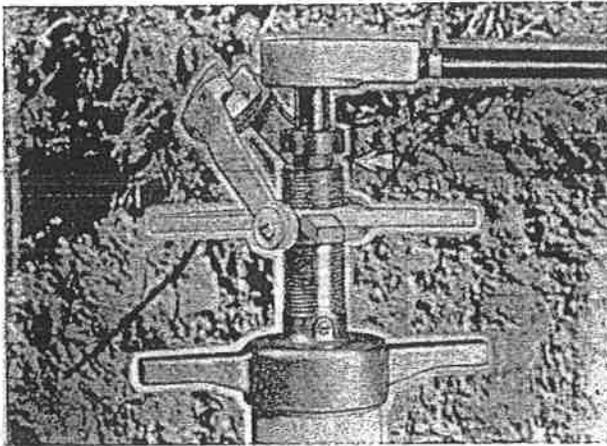


FIGURE 9

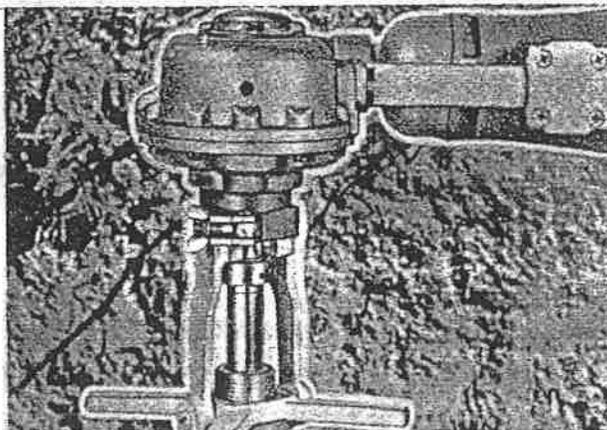


FIGURE 10

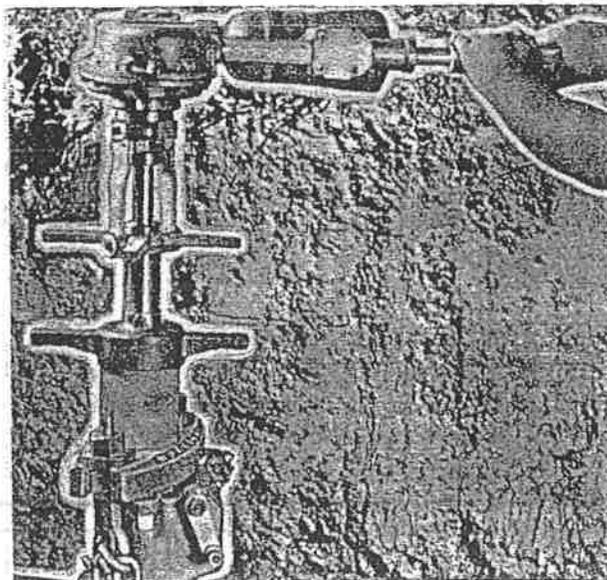


FIGURE 11

E-A. DRILL & TAP THE MAIN - POWER OPERATED METHOD USING MUELLER H-603 ELECTRIC POWER OPERATOR, OR H-604 AIR POWER OPERATOR

The B-101 and B100 drilling and tapping machines have been designed to permit the addition of a power operator with no modification of the standard machine. The power operator will drive the combined drill and tap and provide automatic feed during the drilling operation.

Extra precautions are required when using a power operator with the B-100 machine and working on a pipe which is not under pressure. The power operator weighs approximately 35 pounds. Its weight bears directly on the boring bar tending to push the bar downward. Normally, the pressure in the machine counter balances this downward thrust caused by the extra weight and therefore does not adversely affect the operation of the machine.

This precaution is not necessary on the B-101 machine when the special locking mechanism is engaged with the boring bar, as this locking mechanism controls the downward motion of the boring bar.

The power operator consists of a gear case and motor using either an electric or air motor for the power source.

IMPORTANT - WHEN USING H-604 AIR MOTOR POWER OPERATORS-MAINTAIN PRESSURE OF 90 P.S.I. WE RECOMMEND THE USE OF A GAUGE AT THE THROTTLE TO DETERMINE THE ACTUAL PRESSURE OF AIR AT THE AIR MOTOR.

NOTE: Either unit is suitable for:

Power drilling with automatic feed $1/2''$ through $1 1/4''$ inclusive with combined drill and tap.

Power cutting with automatic feed $1 1/4''$ through $2 1/2''$ inclusive with shell cutter and tap.

Power tapping by hand feed.

The gear case attaches to the machine by the means of two sockets. The inner or small socket drives the boring bar. The outer or large socket drives the feed yoke through a gear reduction as the boring bar is rotated. The resulting feed on the drill is $.010''$ per revolution of the boring bar.

The operator takes the torque of the motor resulting from the drilling operation, so the motors are equipped with a squeeze type trigger throttle. If for some reason a drill should stick, the motor can be shut off quickly.

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

OPERATING INSTRUCTIONS

1. Place the gear case and motor on the drilling and tapping machine aligning the sockets with the square shanks on the boring bar and feed yoke. Socket which contacts feed yoke should be closed and wing nut tightened securely. FIGURE 10.

2. Set position of air or electric motor switch to give clockwise rotation of boring bar.

NOTE: See instructions and illustration on page 14 for removing drilling chips from the main while drilling and tapping.

3. Start drilling operation (FIGURE 11 shows the H-603 Electric Power Operator and FIGURE 12 shows the H-604 Air Power Operator) and continue drilling until drilling operation is completed. Completion of drilling operation can be easily detected by torque required to resist power unit and sound of power unit.

NOTE: The tapping line is located just below the thrust collar on the boring bar. A distance of 1 1/4" below the tapping line is limit for use of automatic feed. Actual drilling is always completed before this distance is reached.

When using the B-100 machine and drilling metal pipe, use extra precaution to control the downward movement of the boring bar just before the drilling operation is completed. This is necessary to prevent the drill point from breaking through into the pipe just before the hole is completely drilled. This is particularly important when drilling pipe with low pressure or no pressure. When using the B-101 machine, the locking mechanism will automatically control this downward movement.

4. Loosen wing nut on feed yoke drive socket and swing open socket. FIGURE 13.

5. Start motor and rotate feed nut clockwise by hand to engage top part of tool into main. Continue to rotate feed nut until tap is securely started into main and feed yoke is no longer needed to take thrust of boring bar. At this point, the feed yoke may be removed from contact with thrust collar (on the B-101, turn the operating screw counter-clockwise to unlock the pivot arm and remove the feed yoke) allowing the boring bar to move downward and the tool to feed itself. FIGURE 14.

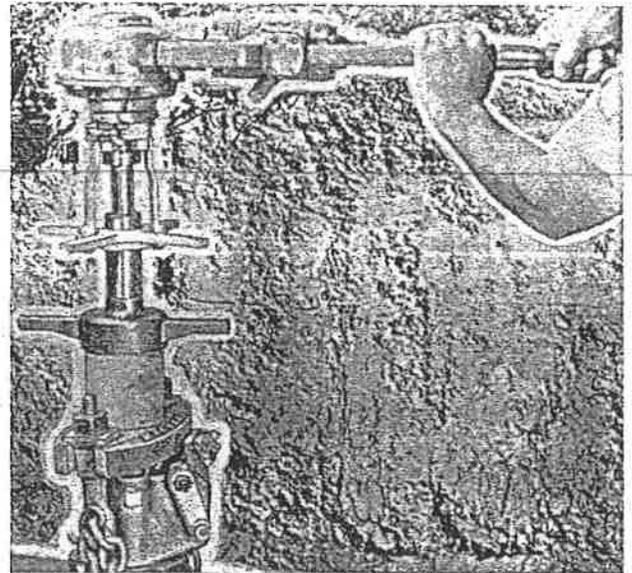


FIGURE 12

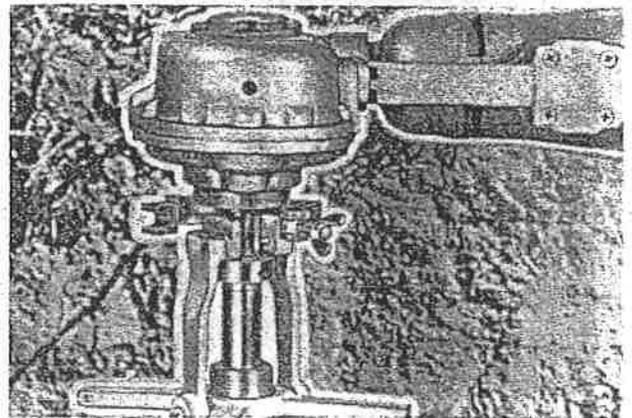


FIGURE 13

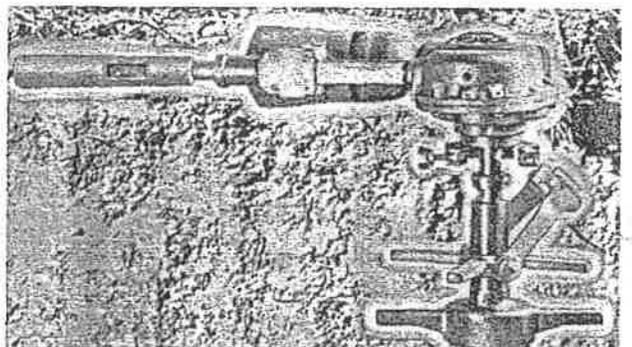


FIGURE 14

OPERATING INSTRUCTIONS

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

NOTE: Feed yoke should remain in contact with the boring bar thrust collar and follow the thrust collar when machine is being used on high pressure mains, thin wall steel pipe, or asbestos-cement pipe. **DO NOT OVERFEED FASTER THAN THE TAP IS CUTTING BECAUSE THIS WILL STRIP THE THREADS BEING TAPPED IN THE MAIN.**

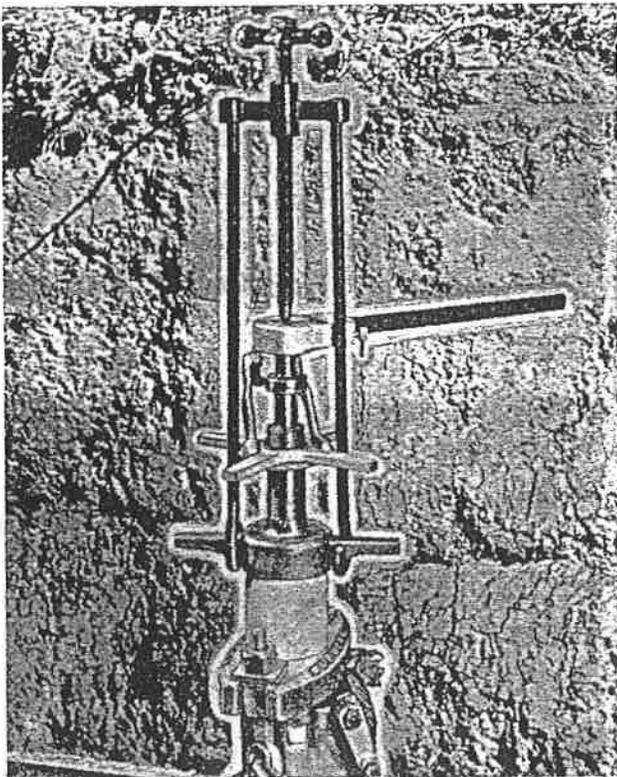


FIGURE 15

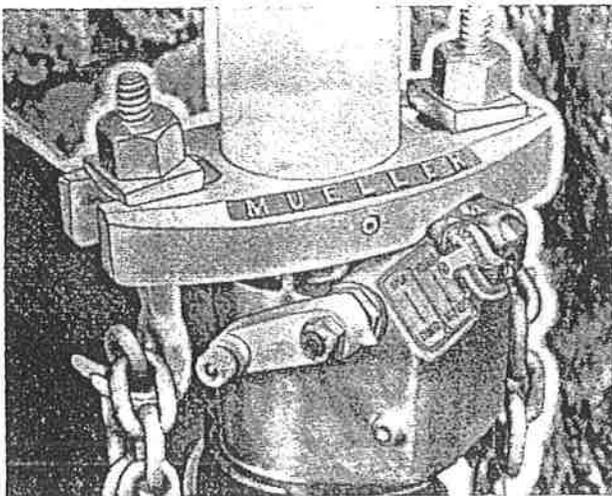


FIGURE 16

During the tapping operation with either the B-101 or B-100 machines, extra precaution is required because the additional weight of the power operator tends to cause overfeeding of the tap resulting in stripped threads. This is more serious when tapping asbestos-cement pipe - dry. **IMPORTANT:** We recommend only hand operation of the B-101 or B-100 machines during the tapping operation of asbestos-cement pipe which is not under pressure.

6. Continue tapping until tapping line on boring bar is flush with the top of the feed sleeve part of the cap See FIGURE 9. When tapping asbestos-cement with one piece Cem-Res® combined drills and taps, it is advisable to exceed the tapping line enough to allow corporation stops to be inserted with only one to three threads exposed. The exact amount may be determined by making a "shop-tap" ahead of time. Use 50 to 80 foot pounds of torque to tighten stop into main after removal of machine.

F. REMOVE THE TOOL FROM MAIN

1. If hand ratchet was used to make the tap, reverse ratchet handle by pulling outward on ratchet detent knob and adjusting it for counter-clockwise rotation. Rotate the ratchet handle counter-clockwise carefully and back-out the tool. do not force the tool when removing it, as this may cause breakage of the tap teeth.

CAUTION: When this machine is under pressure, control the piston action of the boring bar to prevent bodily injury or damage to machine.

2. If power operation has been used to make the tap, reverse the motor and back out the tool. Control the upward movement of the boring bar by maintaining a firm hold on the gear case and motor for the same reason described above under the Caution Note.
3. When the tap is entirely free from the pipe, withdraw the boring bar to the uppermost position again applying some downward pressure to prevent uncontrolled withdrawal of the boring bar.

If the pressure in the main is 90 p.s.i. or over, a power clevis, H-10802, may be used to control the upward movement of the boring bar. FIGURE 15.

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

OPERATING INSTRUCTIONS

A power clevis is used as follows to allow the upward movement of the boring bar to be done under controlled conditions. If a power drive unit has been used to tap the main, the power unit is removed and a hand ratchet used to replace the gear case.

- a. Hook the bent hook ends of the standard over the cap handles of the machine.
 - b. With the ratchet handle in place on the boring bar, bring the center point of the control screw down into contact with the center hole in end of boring bar.
 - c. Rotate the ratchet handle **counter-clockwise** and the control screw on the power clevis at the same rate. As the tap backs out of the pipe, the power clevis controls the upward movement.
 - d. When the tap threads are out of the main, rotation of the ratchet handle can stop while the control screw is rotated to raise the boring bar to its uppermost position.
4. With the boring bar in its uppermost position, close flop valve by loosening handle screw (if lever handle was locked open) and raising upward on lever handle. If machine is being operated on low pressure, it is advisable to retain flop valve in closed position by use of handle screw on lever handle. The handle screw in lever handle is tightened against wedge on side of body. FIGURE 16.
5. With flop valve closed, pull by-pass valve to "relieve" position. See FIGURE 1. This relieves the pressure above the flop valve and allows the line pressure to keep flop valve closed, which is assisted by handle screw if it is used.
6. Retain boring bar in its uppermost position, while feed sleeve and cap and boring bar assembly is removed from cylinder of machine.
7. Remove combined drill and tap from boring bar by first loosening the tool retaining screw with the socket end of the chain hook nut and tool retaining screw wrench, but do not remove screw.
8. Strike the head of the knockout pin a light blow which loosens the combined drill and tap. FIGURE 17.
9. Remove combined drill and tap from boring bar socket.

G. ATTACH STOP, TEE, OR PLUG TO BORING BAR

IMPORTANT: Check to be sure that the stop or tee to be inserted is full closed.

1. Screw together the proper screw plug and the stop, tee, or plug to inserted. See instruction

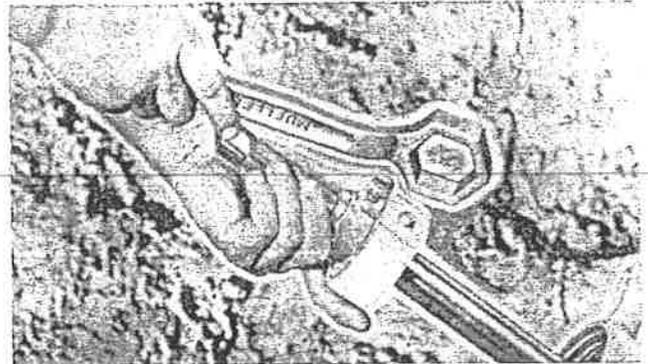


FIGURE 17

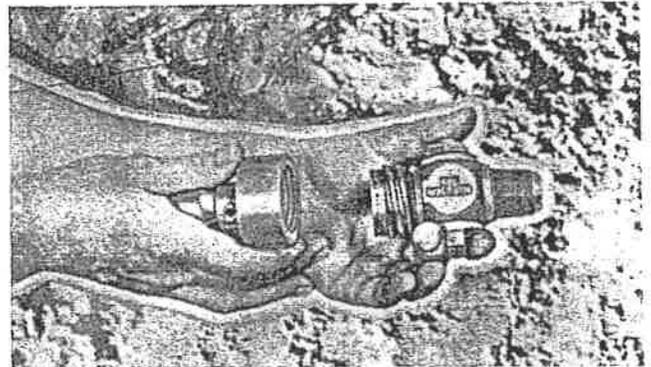


FIGURE 18

"A-3" page 5. Lubricate these threads and check to be sure these threads screw together freely without binding.

When using an E-Z Release screw plug, also lubricate and check the acme threads between the two parts of the screw plug. FIGURE 18 and 18A.

2. Slide knockout pin in boring bar socket to its outward position using pin extending through bottom of boring bar bearing as a handle.
3. Insert shank end of screw plug into boring bar socket aligning driving pins on tool with slots in end of boring bar and firmly push screw plug and stop or tee assembly to its rearmost position.
4. Tighten tool retaining screw in boring bar using small socket end of chain hook nut and tool retaining screw wrench.

OPERATING INSTRUCTIONS

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

5. Push the cap down on the boring bar as far as possible.
6. Coat the inlet threads of the corporation stop or tee with heavy grease or nonhardening pipe "dope" FIGURE 19 and 19A.
7. Replace feed sleeve and cap and boring bar assembly onto cylinder of machine and tighten cap securely so that a pressure tight joint is formed.

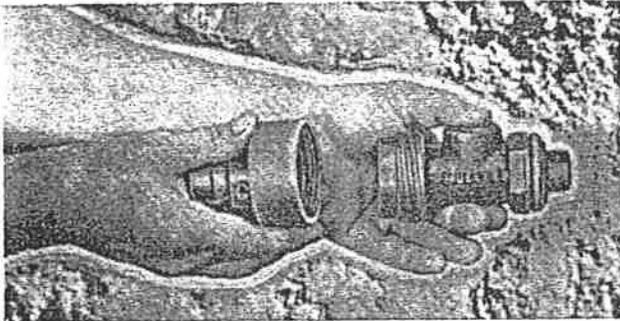


FIGURE 18A

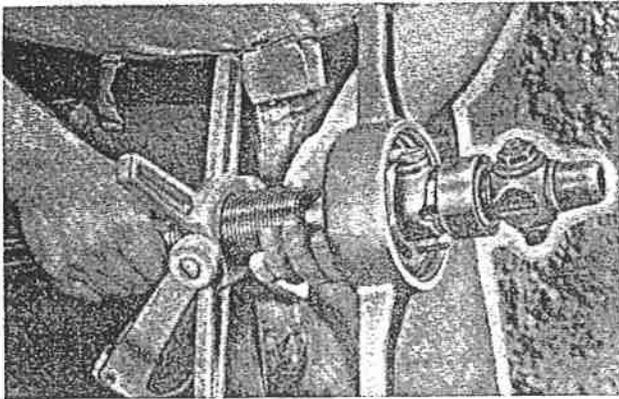


FIGURE 19

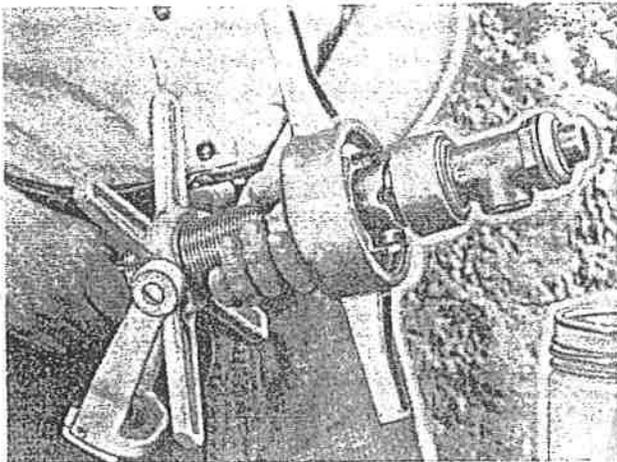


FIGURE 19A

H. INSERT THE STOP, TEE OR PLUG

1. Hold boring bar assembly in uppermost position and push by-pass valve to "by-pass" position. See FIGURE 1.
2. Attach ratchet handle and set for **clockwise** rotation.
3. Open flop valve by loosening handle screw, if it was tightened, and pushing lever handle all the way down.
If desired, handle screw may be engaged into socket on side of body to retain flop valve in open position during this operation. See FIGURE 6.
4. Push the boring bar down until the inlet threads of stop, tee, or plug contact the pipe. For pressures greater than 90 p.s.i. use a power clevis to force the boring bar down. Refer to instruction F-3.
5. Adjust feed nut and yoke and slip yoke over thrust collar on boring bar.
6. Rotate boring bar clockwise while feed nut is also carefully rotated clockwise.
After the threads on the stop, tee or plug have engaged the tapped hole in the main, rotation of the feed nut may be stopped and the yoke removed from contact with the thrust collar, while the fitting is screwed into its seat. When the stop, tee or plug is being inserted in thin wall or asbestos-cement pipe or into pipe under high pressure, the feed yoke should be used to follow the collar all the way down.
7. Screw the stop, tee, or plug into the tapped hole until it feels solid. **DO NOT ATTEMPT TO FORCE IT TO ITS PERMANENT TIGHTNESS WITH THE MACHINE.**

I. RELEASE THE SCREW PLUG

1. Pull out on ratchet detent knob and adjust it for **counter-clockwise** rotation.
2. Turn the ratchet handle **counter-clockwise** to take out the play and strike the end of the handle a sharp blow **counter-clockwise** with palm of the other hand. FIGURE 20. This will release the threaded connection between the screw plug and the stop, tee, or plug. If using an E-Z Release screw plug, this will release the threaded connection between the two parts of the screw plug.
3. Rotate ratchet handle **counter-clockwise** until screw plug is completely free.
4. Pull the by-pass valve to "relieve" position which will release the pressure from the machine and indicate the tightness of the connection between

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

OPERATING INSTRUCTIONS

the stop, tee, or plug and the pipe. If there is full pressure flow from the by-pass valve, the screw plug has not released and the stop, tee, or plug should be screwed in again a little tighter than before and another attempt be made to release the screw plug.

J. REMOVE THE MACHINE

1. Loosen the chain hook nuts.
2. Unhook the chain and remove hooks and chain.
3. Remove machine, saddle and gaskets.
4. Tighten stop, tee, or plug to final tightness with a suitable wrench on the inlet side. **FIGURE 21.**
NOTE: If the fitting being installed is a machine inserted valve tee or corporation stop with compression type inlet gasket, clean chips from under gasket before tightening compression nut to a pressure tight joint on the main using wrench (Part No. 37137).
5. If using an E-Z Release screw plug, remove the nut part from the stop or tee with the E-Z Release screw plug wrench furnished with the machine.

K. TO REMOVE A STOP, TEE, OR PLUG INSTALLED IN PIPE UNDER PRESSURE

1. Shut off the stop or tee.
2. Disconnect service line piping.
3. Slightly loosen the stop or tee using a wrench on the inlet side.
4. Separate the two parts of the extracting tool.
5. When using an extracting tool having inside threads, screw the nut into the outside threads of stop or tee very securely using the right hand thread. **FIGURE 22.** When using an extracting tool having outside threads, screw the plug into the inside threads of stop or plug very securely using the right hand threads.
6. Unscrew the feed sleeve and cap containing the boring bar assembly from the cylinder of the machine (2 1/2 turns).
7. Open flop valve to its wide open position by pushing lever handle down. If desired, handle screw may be engaged into socket on side of body to retain flop valve in open position during this operation.
8. Assemble large saddle gasket, saddle, small saddle gasket, and the body and cylinder of the machine centrally over the installed stop, tee or plug.
9. Place chain hooks and washers into chain yoke and attach chain.
10. Tighten chain hook nuts hand tight. See instruction "B," page 5.

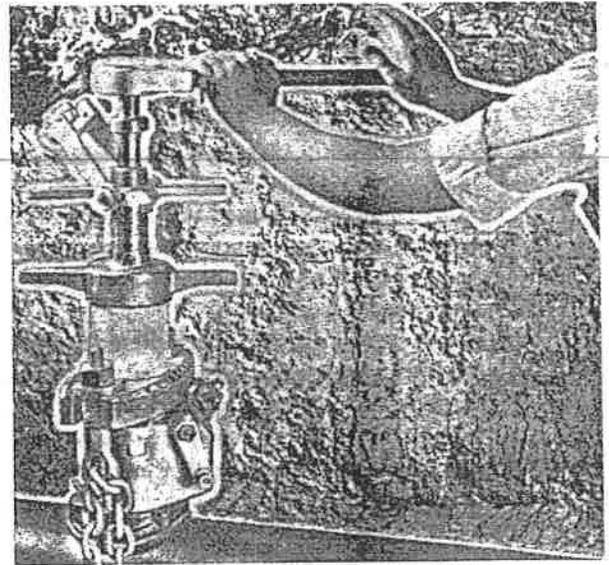


FIGURE 20

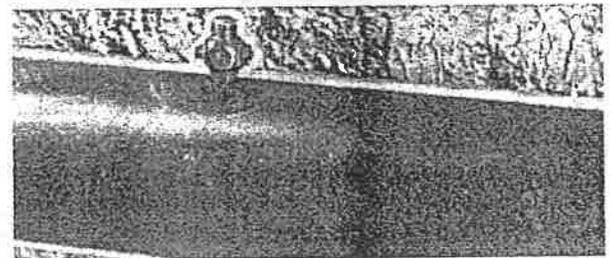


FIGURE 21

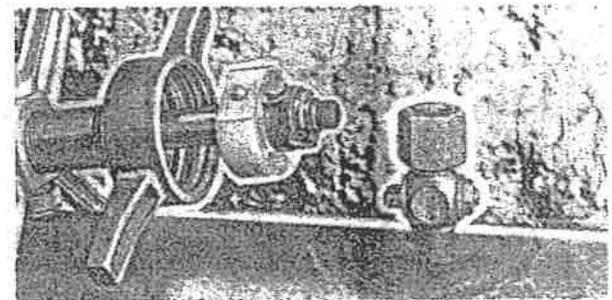


FIGURE 22

11. Attach the shank part of the extracting tool into the boring bar socket being sure the knockout pin is in its outward position and the drive pins align with slots in the boring bar. See **FIGURE 22.**
12. Tighten tool-retaining screw in boring bar using small socket end of chain hook nut and tool retaining screw wrench.
13. Push the feed sleeve and cap down on the boring bar as far as possible.

OPERATING INSTRUCTIONS

FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

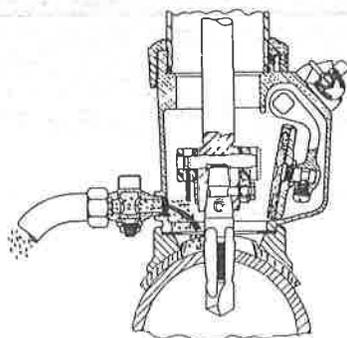
14. Attach boring bar, feed sleeve and tool assembly to cylinder of machine and tighten cap securely (2 1/2 turns). Be sure boring bar is held in its upper position while cap is being attached.
15. Slowly move boring bar downward to engage left hand thread of extracting tool shank with mating thread in nut part attached to corporation stop or tee. Attach ratchet handle to boring bar, pull outward on ratchet detent knob and adjust it for **counter-clockwise** rotation.
16. As soon as the extracting tool shank contacts the nut part on corporation stop or tee, slowly rotate the ratchet handle **counter-clockwise** to engage the left hand threads. This is a very sensitive operation and extreme caution must be taken to be sure threads properly engage. It is very likely it will be necessary to slightly shift the machine during this operation to get proper alignment.
17. As soon as boring bar is permanently attached to extracting too, chain hook nuts can be tightened, but her also, considerable caution is required to bring the machine down evenly on the pipe. If machine is tightened down unevenly, a strain will be placed on boring bar and if old corporation stop or tee is removed under these conditions, the new one will not start in the old hole.
18. Push by-pass valve to "by-pass" position and rotate ratchet handle **counter-clockwise** to extract the stop or tee. Raise boring bar to upper position as soon as old stop or tee becomes disengaged from main.
19. Close flop valve and pull by-pass valve to "relieve" position.
20. Proceed with the use of the machine as described in previous instructions.

NOTICE

The tapping machine body has a boss with 1/2" I.P. tapping and is shipped with a brass plug installed. A blow-off valve is also shipped with each machine. The blow-off valve provides a means to prevent pipe chips and other drilling and tapping residue from entering the main during pressure taps.

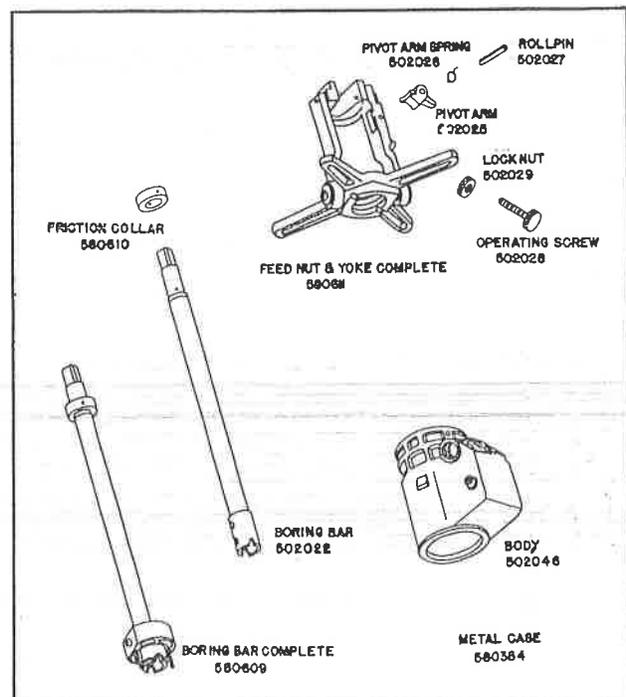
To properly use the blow-off valve, follow these instructions:

1. Remove the brass plug from the boss of machine body.
2. Apply non-hardening dope to the inlet threads of the blow-off valve and install the valve in the tapped boss of machine body. The valve should be tightened sufficiently to provide a pressure tight joint and then positioned so that the valve key does not interfere with the pipe saddle.
3. Attach a length of hose to the blow-off valve outlet. Valve outlet is 3/4" National Hose Thread (regular garden hose coupling size).



4. When starting to drill and tap the main, open the valve. Main pressure will flush the chips out through the hose outlet.
5. Close the valve after the tapping operation has been completed.

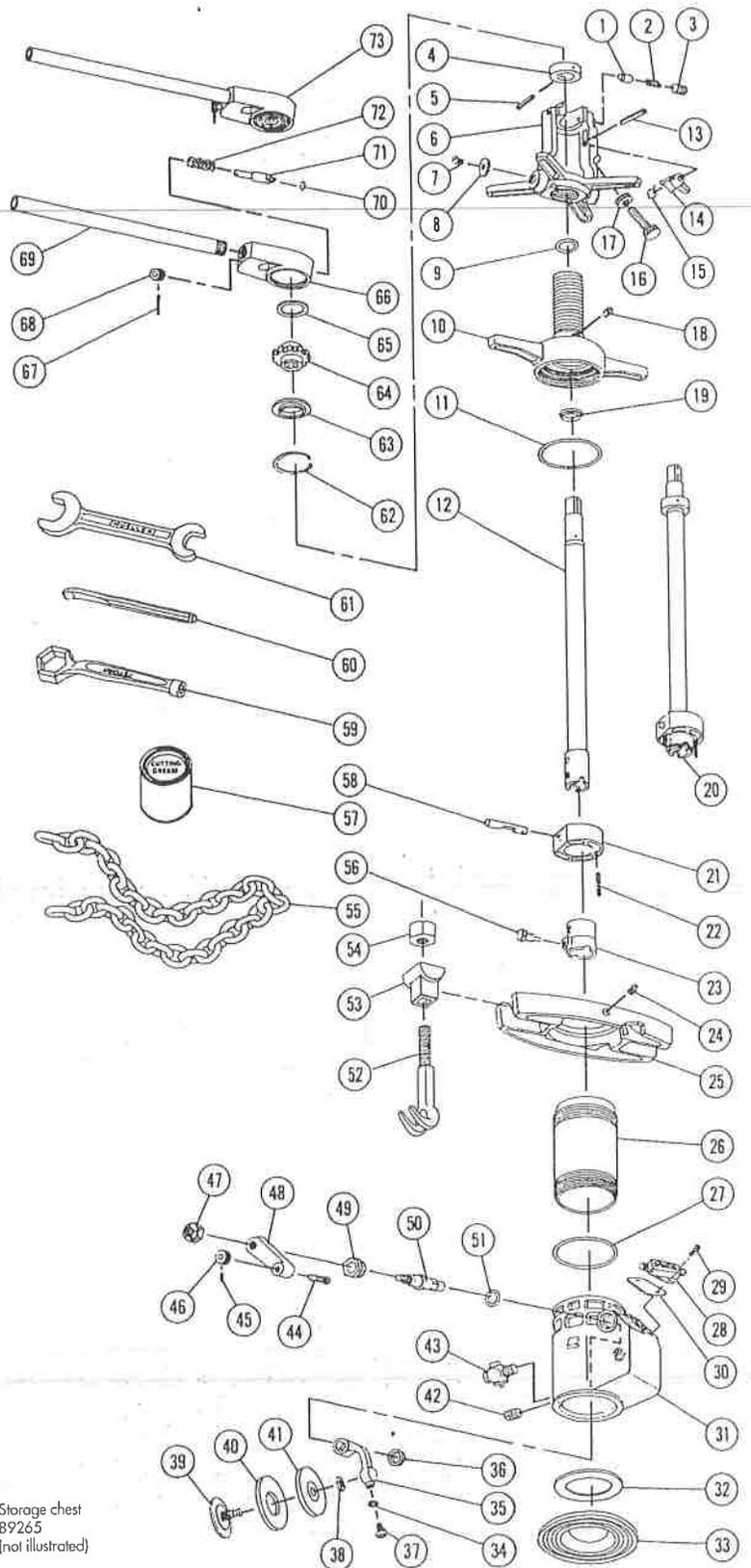
Parts for the B-101 machine (Model No. 1) are the same as the B-100 machine except for the parts shown below.



FOR B-101™ AND B-100™ DRILLING AND TAPPING MACHINE

PARTS

Item NO.	Part Number	Part Name
1	500851	Detent pin
2	59810	Spring
3	305006	Screw
4	580610	Friction collar
5	48130	Retaining pin
6	580611	Feed nut & yoke complete
7	79745	Yoke retaining screw
8	50133	Washer
9	79269	Boring bar O-ring
10	500685	Feed sleeve & cap
11	500687	Cap packing
12	502022	Boring Bar
13	502027	Rollpin
14	502025	Pivot arm
15	502026	Pivot arm spring
16	502028	Operating screw
17	502029	Lock nut
18	500686	Oil plug
19	500887	Wiper ring
20	581286	Boring bar complete
21	500692	Bearing
22	48130	Retaining pin
23	500691	Bearing sleeve
24	97795	Chain yoke retaining screw
25	500683	Chain yoke
26	500682	Cylinder
27	500670	Valve body O-ring
28	682053	By-pass valve complete (includes #29 & 30)
29	501373	By-pass valve screw
30	311812	By-pass valve gasket
31	502046	Valve body
32	40066	Small saddle gasket
33	40067	Large saddle gasket
34	52165	Lock washer
35	500672	Valve gate arm
36	72627	Spring
37	500675	Lock screw
38	500676	Lock nut
39	500674	Valve washer and stem
40	500673	Gate washer
41	500671	Valve gate
42	50369	Pipe plug
43	581646	Blow-off valve
44	501061	Handle screw
45	302575	Lock screw
46	46280	Handle knob
47	500669	Handle nut
48	500668	Lever handle
49	500667	Valve stem retaining nut
50	500666	Valve stem
51	41301	Valve stem O-ring
52	500709	Chain hook
53	500707	Chain hook washer
54	500706	Chain hook nut
55	500780	Chain
56	500694	Tool retaining screw
57	88366	Cutting grease
58	500693	Knock out pin
59	500708	Chain hook wrench
60	40050	Body cleaning chisel
61	501579	Inserting tool wrench
62	79490	Retaining ring
63	500703	Bushing
64	40137	Ratchet wheel
65	307978	Washer
66	500699	Ratchet handle body
67	500702	Operating pin
68	500701	Detent knob
69	500704	Ratchet handle bar
70	51427	Plug
71	500700	Ratchet dog
72	37883	Spring
73	83846	Ratchet handle complete
	682078	Key repair kit
	306991	Spare retaining ring



Storage chest
89265
(not illustrated)

NOTE: These illustrations are for parts identification only. DO NOT use these illustrations for assembly or disassembly of machine. MUELLER CO. offers a machine repair service, and field tapping service. Contact MUELLER® Customer Service Center for details.

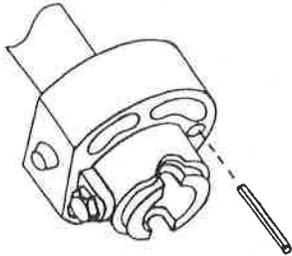
**TO ORDER SPECIFY QUANTITY, PART NUMBER AND PART NAME
(include catalog number and model number of machine)**

REMOVAL AND REPLACEMENT OF BORING BAR BEARING

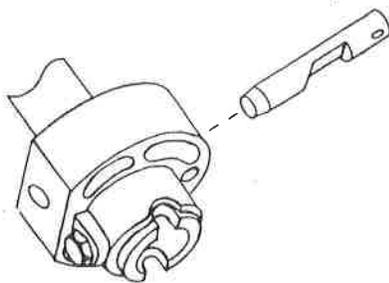
FOR B-101™ AND
B-100™ DRILLING
AND TAPPING MACHINE

TO REMOVE THE BEARING:

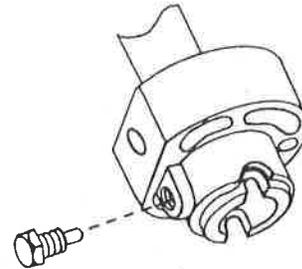
NOTE: It is not necessary to remove the Boring Bar from the Feed Sleeve and Cap.



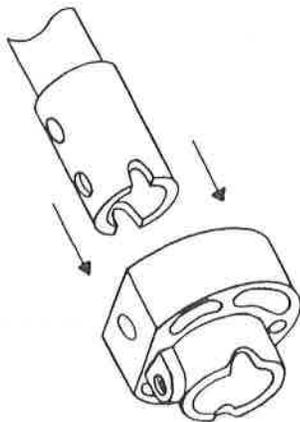
1. Punch or pull out the Retaining Pin (part no. 48130) from the Knockout Pin (part no. 500693).



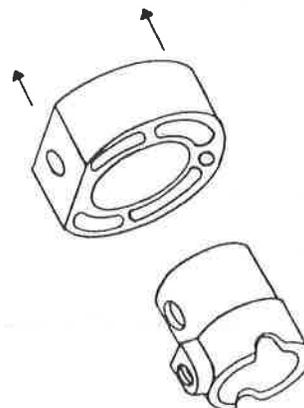
2. Remove the Knockout Pin.



3. Remove the Tool Retaining Screw (part no. 500694) from the Bearing Sleeve (part no. 500691).



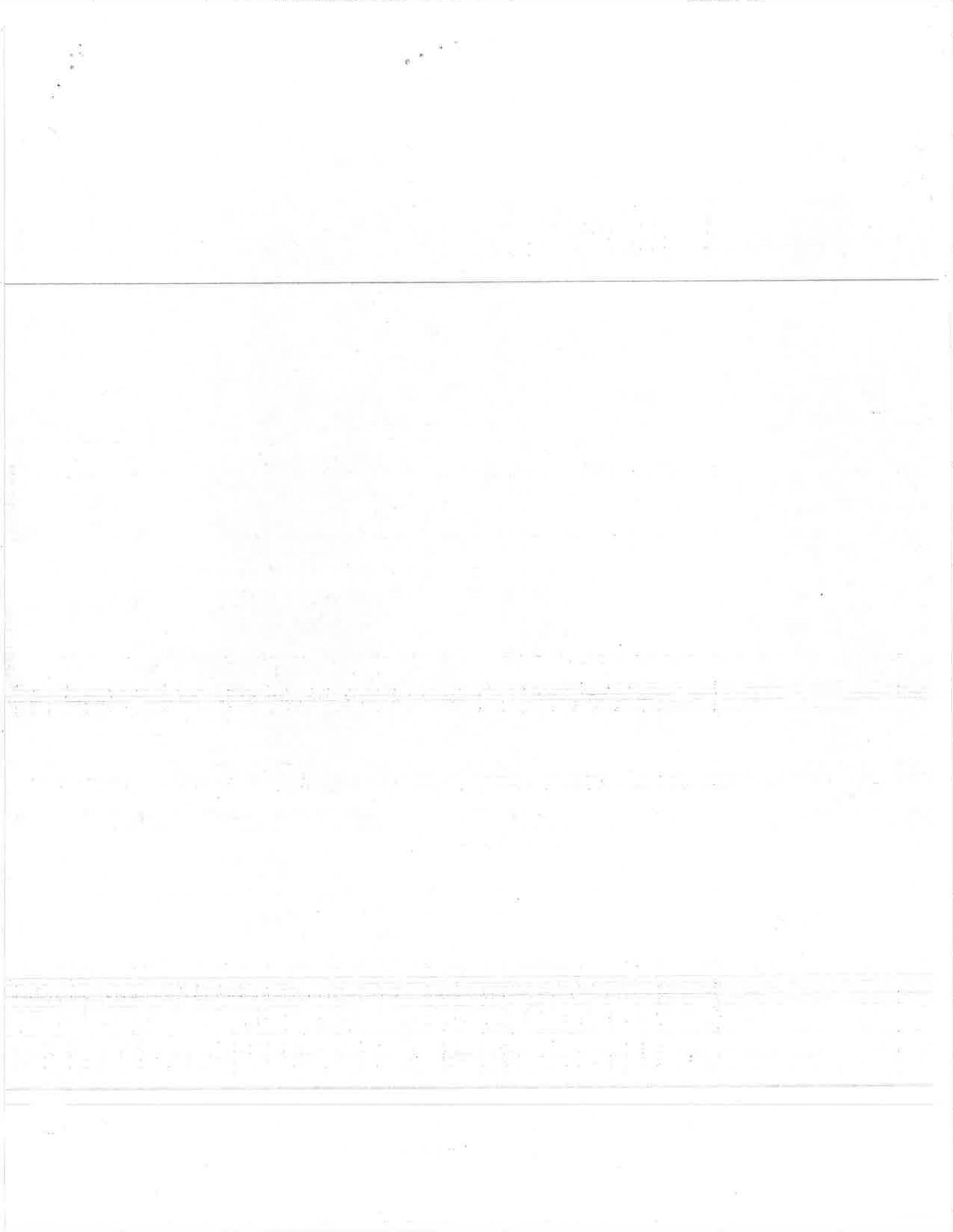
4. Slide the Bearing and Bearing Sleeve off the lower end of the Boring Bar.



5. Slide Bearing (part no. 500692) off the Bearing Sleeve (part no. 500691) with a twisting motion.

TO REPLACE THE BEARING:

1. Place Bearing on Bearing Sleeve. When the Bearing is placed on the Bearing Sleeve the bottom of the Bearing should rest on Bearing Sleeve Shoulder and the top of the Bearing should be flush with the top of the Bearing Sleeve. Knockout Pin holes in both Bearing and Bearing Sleeve will then be easily aligned.
2. Slide Bearing and Bearing Sleeve on Boring Bar, align holes and replace Tool Retaining Screw.
3. Align Knockout Pin holes in Bearing with holes in Bearing Sleeve and replace Knockout Pin – keep the flattened portion in the middle of the Knockout Pin facing the lower end of the Boring Bar.
4. Replace Retaining Pin through bottom hole in Bearing and into hole in the Knockout Pin.





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

CAROL L. SHEPARD, CPA
SUPPLY COMMISSIONER

FRANCIS G. SLAY
MAYOR

1200 MARKET ST RM 324
SAINT LOUIS MO 63103
PHONE 314-622-4580
FAX 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.

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.

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.

**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)

	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: _____

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