



ADVERTISED BID  
**CITY OF ST. LOUIS**

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



REQUEST FOR QUOTE  
**41516Q1138**

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 <b>03/23/16</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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REPLY DUE BY: **04/20/16 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: -----					
					<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: **04/20/16 12:00 O'CLOCK NOON**

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>						
<b>TOTAL</b> →						

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

1138

**SPECIFICATIONS FOR WHEELED EXCAVATOR, OPERATING WEIGHT WITH A TWO PIECE APPROXIMATELY 16' BOOM AND APPROXIMATELY 7' ARM, FRONT DOZER, REAR OUTRIGGERS, SHALL BE MINIMUM 35,715 LB**

Meets Specs  
Yes    No    Deviations

**BIDDERS ARE TO COMPLETE AND RETURN WITH THEIR BID**

Specifications are comparable to model DOOSAB-DX140W-5 or Caterpillar M313D  
Bidders must list any deviations from the following specifications:

**Basic Specifications**

Bidders must submit with their bid the latest printed specifications on the units they propose to furnish		
Lift capacity at 20' over the front at ground level shall be at least 12,190 lbs front dozer and rear stabilizers down		
Lift capacity at 20' over the side at ground level shall be at least 8,190 lbs front dozer and rear stabilizers down		
Ground clearance shall be at least 14 in		
Maximum boom shipping height shall be approx 9'8"		
Maximum shipping length shall be approx 26'3"		
Tail swing radius shall be no more than 7'3"		
Wheel base shall be at least 9'2"		
Transport width with blade and outriggers shall be less than 8'6"		
Maximum digging depth shall be no less than 16'6"		
Turbo charged, air to air intercooler, electronically controlled, common rail, cooled exhaust gas recirculation (CEGR). Engine shall meet US EPA Tier 4 final emission requirements. Catalytic action to be DOC/SCR/AOC with no DPF filter		
Engine flywheel horsepower shall be at least 132.1 hp @ 1900 RPM according to SAEJ1349		
Engine gross horsepower shall be no less than 137 hp @ 1900 RPM according to SAEJ1995		
Engine displacement shall be at least 359 cubic inches		
Engine bore shall be 3.9" and stroke shall be 4.9"		
Machine shall have auto idle feature		
To reduce fuel consumption, the machine shall be equipped with an SPC system that reduces engine speed by 100 rpm if a no load condition		
For ease of operation the machine shall have 4 power modes and 4 work modes		
Water separator in fuel line shall be factory installed standard equipment		
Alternator shall not be related at less than 80 amps		
Machine shall have a master electrical disconnect switch that cuts all electrical power to all circuits		
Machine shall have auxiliary mode for operation in case of machine computer failure		
Machine shall include two maintenance-free batteries having not less than 950 cold cranking amps		
Engine and hydraulic pumps shall be completely separated by a steel wall to reduce the possibility of oil contacting hot engine parts in the event of a hydraulic line rupture		
<b><u>Travel System/Hydraulic</u></b>		
Travel speed shall be at least 23 mph		
Maximum supply flow for the travel motor shall be minimum 44.9 gal/min		
Maximum pressure for the swing circuit shall be not higher than 3916 psi		
An accumulator shall be provided to allow the boom and stick to be lowered to the ground in the case of a dead engine		

**SPECIFICATIONS FOR WHEELED EXCAVATOR, OPERATING WEIGHT WITH A TWO PIECE APPROXIMATELY 16' BOOM AND APPROXIMATELY 7' ARM, FRONT DOZER, REAR OUTRIGGERS, SHALL BE MINIMUM 35,715 LB**

Meets Specs  
Yes No

Deviations

Factory installed combined function high pressure circuit with one or two way and one or two pump flow capability as well as a two way medium pressure circuit shall be available. Flow settings for up to 10 different hydraulic mechanical tools shall be capable of being programmed into the cab monitor to simplify tool selection/changes by the operator		
Machine shall be equipped with powershift transmission and have Creep, Low, High travel speeds or equivalent		
The hydraulic system shall be of open center type to provide excellent control and modulation		
System (work) pressure minimum 4,975 PSI		
Two main parallel, bent axis, axial piston pumps with max flow at least 44.9 gal/min @ 2,000 RPM each		
Hydraulic cushions shall be at the rod-end of boom cylinders and both ends of the stick cylinders to reduce shocks, reduce sound and increase cylinder life		
Travel motor shall be bent axial piston type with max flow at least 44.9 gal/min		
Front axle to be fully floating type with planetary drives and wet disc brakes. Steering angle minimum 35°.		
Oscillation angle ± 7.94° minimum		
Tires to be dual 8 x 10.00 - 20 - 16 PR		
Auxiliary attachment hydraulics to have 2 pump flow for attachments requiring higher flow		
Maximum tractive effort to be minimum 16,976 lbf		
A rotary dial shall be provided to control engine speed / or electronic controlled		
Machine shall have a monitor located in front of the operator with gauges indicating fuel level, engine coolant temperature, and hydraulic oil temperature		
Machine shall have a monitor with full color display located in front of the operator with ability to display text messages as well as symbols		

***Statements about monitor function***

Cab monitor written language shall include English		
Cab air conditioner shall have a primary and secondary filter		
Cab HVAC system shall allow the user the choice of recirculation air or filtered out air and the machine shall have a separate air filter for the outside air inducted in the cab		
Cab HVAC system shall have the capacity, with it fan on, to pressurize the cab sufficiently to keep dust out of the cab		
Machine shall have a windshield wiper mounted in the right front cab pillar to improve visibility and not require the wiper motor wires to be disconnected when raising the front window		
A transparent skylight shall be provided for improved overhead visibility and shall be supported by gas cylinders during opening and closing and require only one hand to open. Skylight shall have built-in sliding sunshade		
A fully enclosed climate controlled storage space shall be provided within the cab		
Machine shall not be capable of being started if the pilot controller is not in the On position		
Storage for the lower windshield shall be located behind the operator's seat		
Factory installed, automatic climate control air conditioning shall be standard		

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Meets Specs  
Yes No

Deviations

Factory installed AM/FM/MP3/CD radio shall be standard		
Windshield wiper shall have a choice of 2 intermittent settings (3 sec or 6 sec delay)		
Machine shall have wide seat belt 3"		
Seat and consoles shall slide forward and backward independently, so they can be adjusted to comfortably fit any operator		
A 12-volt power supply outlet shall be standard		
Machine shall be capable of accepting a bolt-on FOGS system without further cab reinforcement		
An air suspension seat shall be standard		
Two way auxiliary flow to be controlled by either joystick or floor pedal		

**Arm and Boom**

SAE Bucket force, pressure up, shall not be less than 22,487 lbf		
SAE arm force, pressure up, shall not be less than 17,064 lbf with a two piece approx 16' boom, approx 7' arm, and .77 y <sup>3</sup> bucket		
The standard machine shall have one way/two way auxiliary piping and hydraulic flow to the end of the arm		
Maximum reach at ground level shall be no less than 26'4"		
Maximum loading height shall be no less than 22'0"		

**Blade**

Machine shall be equipped with 8'2" blade on front, outriggers rear		
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**Swing System**

Swing torque shall be at least 34,718 lbf		
Swing speed shall be at least 11.4 RPM		

**Serviceability**

Fuse box shall be located inside the cab		
Anti-skid steel plates shall cover the entire normal walking surface of the upper structure		
Radial seal air filter with double layered filter core shall be provided for better filtration		
A clogged hydraulic oil return filter alert shall be provided through the monitor		
A clogged engine air filter alert shall be provided through the monitor		
The engine fan guard shall fully enclose (360°) the engine fan		
Engine shall be accessible from the upper structure or from under the machine		
The left rear service door shall allow easy access to the engine radiator and the oil cooler		
A hand-priming pump shall be offered as standard equipment to help purge air from the fuel system		
A service door on the right side of the upper structure shall allow ground level access to the pumps and the pilot and case drain filters		

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Meets Specs  
Yes    No    Deviations

**Minimum Service Fill Capacities**

Fuel tank capacity shall be no less than 74 gal		
Cooling system capacity shall be no less than 5.3 gal		
Engine oil capacity shall be no less than 5.8 gal		
Swing drive capacity shall be no less than .79 gal		
The hydraulic oil tank shall have a capacity of no less than 26.9 gal		

**Additional Features**

Rear view camera shall be standard		
Bucket coupler should be manual quick coupler WAIN-ROY coupler		
Hydraulic kit for breaker/thumb must be installed by dealer		
Must supply one 42" tooth bucket and one 42" smooth bucket - medium duty		
Bidders will supply machine for demo prior to awarding bid at customers yard 1900 Hampton Avenue; St. Louis, MO 63139		
Front glass should be removable for better visibility and safety i.e.. Retractable system if possible		
Machine must be capable of lifting no less than 4,100 lbs on the tires without the assistance of outriggers and blade		
Hydraulic piping for crusher, quick coupler, clamshell, tilting and rotating buckets		
Floating boom function		
Automatic lubrication system		
Hydraulic Rotating Grapple, Quik Connect, Coupler to match bucket. Plumbed and ready to install per factory standards by dealer		

**Undercarriage:**

Lockable tool box (right side)		
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**Training**

Supplier to provide 8 hours training in the operation, maintenance and repair of unit upon delivery		
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**Manuals**

Supplier to provide two each of Operators, Parts and Service Manuals		
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**Parts Inventory**

Supplier to furnish a list of wear out and preventative maintenance parts, including all oils and fluids, recommended for the first years' support of this unit. Oils and fluids list must contain acceptable equals other than O.E.M. brand		
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Meets Specs  
Yes No

Deviations

	Meets Specs	Deviations
	Yes	No
<b>Warranty</b>		
Must be able to furnish any needed part in 48 hours or provide acceptable rental		
Standard 12 months - unlimited hours		
Warranty starts when machine is put into service		
Copy of warranty to be included with bid		
<b>Purchase Quantity</b>		
One (1)		
<b>Delivery</b>		
Delivery Prepaid to: 1900 Hampton Avenue, St. Louis, MO 63139		
Between 8:00 AM and 2:30 PM, Monday - Friday		
Call Bob Gamache 647-3111 x1431 before delivery date		
State estimated date of delivery		
<b>Trade - In</b>		
City Unit # 283-514		
1998 Cat 938 Wheel Loader		
Serial # 4YS00694		
Trade-In Value: \$		
Contact Bob Gamache 647-3111 x1431		

List brand and model # \_\_\_\_\_ \$ \_\_\_\_\_

Additional Charges \$ \_\_\_\_\_

Less Trade-In Value \$ \_\_\_\_\_

Total cost of unit \$ \_\_\_\_\_

SPECIFICATIONS FOR WHEELED EXCAVATOR, OPERATING WEIGHT WITH A TWO PIECE  
APPROXIMATELY 16' BOOM AND APPROXIMATELY 7' ARM, FRONT DOZER,  
REAR OUTRIGGERS, SHALL BE MINIMUM 35,715 LB

Maybe obtained from:

Bobcat of St. Louis  
401 West Outer Road  
Valley Park, MO 63088  
John Dowd  
(636) 225-2900  
[jdowd350@bobcatofstl.com](mailto:jdowd350@bobcatofstl.com)

Fabick Cat  
One Fabick Drive  
Fenton, MO 63026  
Terry Hennessey  
(636) 343-5900  
[terry.hennessey@fabickcat.com](mailto:terry.hennessey@fabickcat.com)



**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](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