

ADVERTISED BID
CITY OF ST. LOUIS

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



REQUEST FOR QUOTE
 41516Q1144

PAGE
 1

ADDRESS CORRESPONDENCE TO

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

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SEE BELOW FOR DELIVERY SITE

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

DATE PRINTED 05/11/16	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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REPLY DUE BY: 06/02/16 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001					
	1	EA	CITY	415FM200PANEL		
	FM200 ADDRESSABLE FIRE SUPPRESSION SYSTEM PER SPECS					
	DESIGN, FURNISH, AND INSTALL A COMPLETE FM200 FIRE SUPPRESSION SYSTEM PER ATTACHED SPECS.					
	TO BE INSTALLED AT: CHAIN OF ROCKS WATER PLANT CITY OF SAINT LOUIS WATER DIVISION 10450 RIVERVIEW DR. SAINT LOUIS, MO 63137					
	CONTACT TOM SKILLMAN AT (314) 633-9084 TO MAKE AN APPOINTMENT TO INSPECT THE ROOM PRIOR TO BIDDING.					
	BRAND ----- PRODUCT NO. -----					
	OR ACCEPTABLE EQUAL; UNLESS "NO SUBSTITUTE" ALLOWED MANUFACTURER BRAND AND/OR CATALOG DESCRIPTION IN SPECIFYING ANY ITEM DOES NOT RESTRICT BIDDERS TO THAT MANUFACTURER, BRAND, OR CATALOG DESC. IDENTIFICATION THE BIDS SUBMITTED MUST BE OF SUCH CHARACTER, QUALITY, AND/OR EQUIVALENCE THAT IT WILL SERVE THE PURPOSE FOR WHICH IT IS TO BE USED EQUALLY WELL AS THAT SPECIFIED, AND BE ACCEPTABLE TO THE USING DEPARTMENT. BIDDER MUST FURNISH COMPLETE DATA AND INFORMATION FOR ITEMS BID THAT DO NOT MEET THE SPECIFICATIONS LISTED IN THE BID.					
					TOTAL →	

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

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>+++++ BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDED BY SUPPLY DIVISION ONLY & ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER: JOHN CASSIDY - CASSIDYJ@STLOUIS-MO.GOV FAX# 314-622-4141 PHONE# 314-622-4596 +++++</p> <p>CHECK HERE IF YOU WANT A BID TABULATION: ALLOW 30 DAYS FOR RESULTS -----</p> <p>STATE BEST GUARANTEED DELIVERY: _____ A.R.O.</p> <p>ALL ITEMS SHALL BE F.O.B. DESTINATION</p> <p>FREIGHT OR DELIVERY CHARGES MUST BE INCLUDED IN QUOTE OR INDICATED BELOW IN ORDER TO RECEIVE PAYMENT!</p> <p>() FREIGHT IS INCLUDED IN THE QUOTE PROVIDED - OR - () WE WILL CHARGE \$ _____ FREIGHT/DELIVERY</p> <p>THE CITY RESERVES THE RIGHT TO SPLIT AWARDS, VENDOR MUST INDICATE (SPLIT) OR (ALL OR NONE) FOR MULTI LINE BIDS.</p> <p>----- BIDDING "ALL OR NONE" ----- SPLIT AWARD ACCEPTABLE</p>						
TOTAL →						

NAME OF FIRM	STATE DELIVERY:	COMPTROLLER	Date
ADDRESS	CALENDAR DAYS		
CITY STATE	SIGNED BY:	SUPPLY COMMISSIONER	Date
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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE CONTACT INFORMATION FOR THIS BID: NAME: _____ E-MAIL: _____ PHONE: _____ ORDINANCE #60643 - A CITY OF ST LOUIS BUSINESS LICENSE IS REQUIRED IF YOUR COMPANY MEETS ANY OF THE FOLLOWING: (CHECK AS APPROPRIATE): ----- BUSINESS IS LOCATED WITHIN THE CITY LIMITS ----- DELIVERY WITHIN CITY LIMITS IS BY COMPANY TRUCK ----- SALES CALLS ARE MADE WITHIN THE CITY LIMITS * VENDORS SHOULD NOTE IF THEY ARE MINORITY OR WOMEN OWNED BUSINESS (CHECK) MBE ----- WBE----- LIST ITEMS MANUFACTURED, ASSEMBLED OR PRODUCED IN A FOREIGN COUNTRY ON THE ENCLOSED (BUY AMERICAN) FORM FOR BIDS TOTALING \$1,000 OR HIGHER						
					TOTAL →	

NAME OF FIRM		STATE DELIVERY:		COMPTROLLER	Date
ADDRESS		CALENDAR DAYS			
CITY	STATE	SIGNED BY:		SUPPLY COMMISSIONER	Date
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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	***** WEBSITE INFORMATION *****					
					*	
				* TO DOWNLOAD SUPPLY BIDS GO TO:	*	
				* HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM	*	
				* CLICK ON BID NOTICES	*	

					TOTAL →	

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

**CLEAN AGENT FIRE EXTINGUISHING SYSTEM
EMPLOYING DUPONT FM-200®
INTEGRATED WITH ADDRESSABLE CONTROL UNIT**

1. GENERAL

1.1 INTENT OF SPECIFICATIONS

This specification outlines the requirements for the installation of a total flooding clean agent fire extinguishing system employing FM-200 fire suppressant with an Addressable Releasing Control Panel. All requirements outlined in this specification must be completed in their entirety. These requirements, which are in accordance with the items listed in Section 1.3, combined with good engineering practices shall be followed in order to produce a safe and effective clean agent fire extinguishing system.

1.2 GENERAL DESCRIPTION

- A. The clean agent system shall be designed and installed to protect the **Server Room located at 10450 Riverview Dr, St. Louis, MO 63137.**
- B. The space above and below the raised floor shall be protected as a single hazard. There will be no false-ceiling in the Server Room. A single, dedicated HVAC system provides cooling for the Server Room. No HVAC dampers or ductwork will enter or exit the protected space.
- C. The addressable releasing control panel shall perform fire alarm, supervisory, and trouble event initiation; occupant notification; event annunciation; local control functions; fire extinguishing system release, and be capable of off premises transmission (for future use).
- D. The clean agent cylinder and control unit shall be located within the Server Room, as shown on the plans.

1.3 CODES AND COMPLIANCE

- A. The design, installation, testing and maintenance of the clean agent fire extinguishing system, shall be in accordance with the current edition of the following codes, standards and regulatory bodies:
 - 1. NFPA 2001: Clean Agent Fire Extinguishing Systems
 - 2. NFPA 70: National Electrical Code (NEC)
 - 3. NFPA 72: National Fire Alarm Code
 - 4. NFPA 75: Protection of Electronic Computer/Data Process Equipment
 - 5. NFPA 76: Fire Protection for Telecommunications Systems
 - 6. Local Codes: City of St. Louis Building, Mechanical and Electrical divisions.
- B. The system shall be designed and installed in accordance with the Manufacturer's Design, Installation, Operation & Maintenance Manual
- C. All components of the clean agent fire extinguishing system shall be the products of the same manufacturer or listed by that manufacturer as compatible with those devices, components and equipment. All devices provide shall be new.

1.4 SYSTEM DESIGN CRITERIA

- A. The total flooding clean agent fire extinguishing system, employing FM-200, shall be installed to meet a minimum design concentration of 7.0% by volume, and shall be discharged in all designated spaces to be protected within 10-seconds.

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1.5 QUALIFICATIONS

A. Manufacturer

1. The manufacturer/supplier of the system hardware and components shall have a minimum of ten (10) years experience in the design and manufacture of systems of similar type.
2. All devices, components and equipment shall be the products of the same manufacturer/supplier.
3. All devices, components and equipment shall be listed by the standardizing agencies (UL and/or FM).

B. Contractor

1. The contractor shall be trained by the manufacturer to calculate/design, install, test and maintain the clean agent fire extinguishing system employing FM-200.
2. The installing contractor shall employ a person who can show proficiency at least equal to a NICET level III certification in special hazards design.
3. The Contractor shall confirm in writing that he stocks a full complement of spare parts and offers 24-hour emergency service for all equipment being furnished.

1.6 WARRANTY

- A. The manufacturer shall warrant all system components from the date of installation for no less than twelve (12) months.

1.7 SUBMITTALS

- A. The City of St. Louis will review all submittals for conformance to the drawings and specifications. The contractor shall be required to resubmit any materials, with appropriate modifications, that are found to be in non-conformance with the requirements of the drawings and these specifications after review by the city. Approval of the submittals by the city shall not relieve the Contractor of their responsibility to meet the requirements of the drawings and specifications.
- B. Contractor shall apply for and secure all required installation permits.
- C. Engineered Design Drawings: The Contractor shall provide installation drawings per NFPA 2001 that shall include the following details:
1. Plan and Elevation drawings showing the location of the system Control Unit and the locations and necessary installation & mounting details of all field devices such as smoke detectors, manual-release stations and notification appliances. Conduit routings shall be shown, with number of conductors, type of wire, and wire sizes indicated for each conduit segment.
 2. Point-to-point wiring diagram showing the termination points for all field-wiring circuits to the Control Unit. All internal wiring and communications cabling shall be shown.
 3. A primary-power calculation that details the power requirements for the Control Unit and all field devices such as smoke detectors, notification appliances and releasing solenoids. A secondary power calculation that shows the quiescent (24-hours) and alarm (10-minutes) power requirements for the Control Unit and all field devices to determine the necessary standby battery capacity.
 4. Operational Matrix. A description of system functionality and a detailed matrix of all the initiating points, control modules, and field circuits that identifies and shows the relationships and activation sequences among the various initiating points and the control modules and/or field circuits.

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**CLEAN AGENT FIRE EXTINGUISHING SYSTEM
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D. Flow Calculation Reports

1. The contractor shall provide the following information in the flow calculation report.
 - i. Customer information and project data
 - ii. Hazard information. At a minimum, hazard information shall include the minimum design concentration and adjusted design concentration, minimum and maximum enclosure ambient temperature, minimum agent required, volume of enclosures and any corresponding non-permeable volume, and identify the quantity of discharge nozzles.
 - iii. Cylinder information. At a minimum, cylinder information shall include total agent required, cylinder capacity, cylinder part number, cylinder quantities and agent fill amount per cylinder.
 - iv. Pipe network information. At a minimum, pipe network information shall include pipe type, pipe diameter, pipe length, change in elevation, pipe equivalent length and any added accessory equivalent length.

E. Preliminary Design Review

1. Drawings shall not be submitted for Permits until approved by the engineer of record.
2. Four (4) sets of installation drawings and one (1) set of the calculation report, owner's manual and product data sheets shall be submitted to the engineer of record.

F. Test Plan

1. The distributor shall submit a test plan that describes how the system equipment and room integrity shall be tested. This shall include a step-by-step description of all tests and shall indicate type and location of test apparatus to be used. At a minimum, the tests to be conducted shall be per NFPA 2001 and any additional supplemental tests required by the AHJ. Tests shall not be scheduled nor conducted until the engineer of record approves the test plan.

G. Contractor shall provide all necessary equipment and labor to conduct room integrity testing, using the preferred "door-fan" test method. Conduct a minimum of (1) preliminary test and (1) final test.

H. All final-acceptance tests shall be performed in the presence of the architect and the authority having jurisdiction.

I. The contractor shall record all equipment, tests and system configurations in a format approved by the manufacturer and/or the local Authority Having Jurisdiction. A copy of the commissioning tests and results shall be provided to the architect, the authority having jurisdiction, and the end-user.

J. Customer Training

1. Customer shall be provide training on system operation and any maintenance necessary.

K. Close-Out Documentation

1. Upon completion of installation and commissioning acceptance, two (2) sets of "As-Built" installation drawings and One (1) set of the "As-Built" calculation report shall be given to the owner/end-user for use and reference.

1.8 ELECTRICAL WORK

- A. All electrical enclosures, raceways, and conduits shall be provided and installed in accordance with applicable codes and intended use, and shall contain only those electrical circuits associated with the fire-detection and control system. No circuit or circuits that are unrelated to the fire alarm or suppression system shall be routed through the enclosures, raceways, and conduits dedicated to the fire alarm or suppression system.

**CLEAN AGENT FIRE EXTINGUISHING SYSTEM
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- B. Splicing of circuits shall be kept to a minimum, and is only permitted in an electrical box suitable for the purpose. Appropriate hardware shall be used to make the wire splices. Wires that are spliced together shall have the same color insulation.
- C. White colored wire shall be used exclusively for the identification of the neutral conductor of an alternating-current circuit. Green colored wire shall be used exclusively for the identification of the earth-ground conductor of an AC or DC circuit. Appropriate color-coding shall be utilized for all other field wiring.
- D. All electrical circuits shall be numerically tagged with suitable markings at each terminal point. All circuits shall correspond with the installation drawings.

1.9 CONDUCTORS AND CONDUITS

- A. All conductors shall be enclosed in rigid or thin-walled, steel conduit unless open wiring is permitted by the local electrical code.
- B. Any conduit or raceway exposed to dampness or other similar conditions shall be properly sealed and installed to prevent moisture entrapment. Provisions for draining and drying shall be employed as required.
- C. All wiring shall be of the proper size to conduct the circuit current, but shall not be smaller than #16 AWG. Wiring for the signaling line circuit shall be in accordance with the manufacturer's Installation, Operation, and Maintenance Manual. Wire that has scrapes, nicks, gouges, or crushed insulation shall not be used. The manufacturer's minimum wire-bending radii shall be observed in all enclosures, raceways, and conduits. Aluminum wire shall not be used.

2. EXECUTION

2.1 SUPPRESSION SYSTEM INSTALLATION

- A. The system shall be supplied and installed, or overseen by a factory-authorized Contractor. The Contractor shall be trained and certified by the manufacturer to design, install and maintain the fire suppression system. The Contractor shall install the system in accordance with the manufacturer's design, installation, operation and maintenance manual.

2.2 ELECTRICAL SYSTEM INSTALLATION

- A. The contractor shall install the system in accordance with the appropriate systems installation, operation and maintenance manual.
- B. Locations of all electrical equipment, the Control Unit, and all system components are subject to the approval of the architect.

2.3 ROUTINE MAINTENANCE

- A. Routine maintenance on equipment shall be performed as recommended by the manufacturer's installation, operation and maintenance manual.
- B. Routine maintenance on the suppression system as a whole shall be performed as recommended by NFPA 2001, current edition.
- C. Contractor to include (2) semi-annual Inspections as part of this contract, with the first inspection 6-months following the date of initial system commissioning.

Approximately 13 foot

Column

Approximately 16 foot

Column

Column

Bookcase

RAMP



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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 any 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 producer 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