ADVERTISED BID

CITY OF ST. LOUIS

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

... 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:

REQUEST FOR QUOTE	PAGE
42016Q0174	1

ADDRESS CORRESPONDENCE TO

TO

SHIP TO

LAMBERT AIRPORT
CENTRAL STORES
4780 ST ANDREW LANE
BRIDGETON MO
63044

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/14/15				

REPLY DUE BY: 11/05/15 **12:00 O'CLOCK NOON**

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001					
	1	EA	AIRP	16R017401		
	FUEL SITE CONTROL SYSTEM TO INCLUDE PROVISIONS FOR					
	GASOLINE, DIESEL, CNG DISPENSERS & TWO (2) FUEL TRUCKS PER ATTACHED SPECIFICATIONS. ANY DEVIATIONS MUST BE STATED ON THE ATTACHED SPEC DEVIATION SHEETS.					
	BIDDERS PLEASE CHECK/COMPLETE BELOW:					
	( )FREIGHT IS INCLUDED IN THE QUOTED PRICE					
	( )WE WILL CHARGE FOR FREIGHT/DELIVERY IN THE AMT OF: $.					
	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 MANUFACUTERER,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:**	COMPTROLLER Date
ADDRESS	CALENDAR DAYS	
CITY STATE	SIGNED BY:	SUPPLY COMMISSIONER Date
PHONE Area Code ( )		

ADVERTISED BID

CITY OF ST. LOUIS

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

... 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:

REQUEST FOR QUOTE	PAGE
4201600174	2

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LAMBERT AIRPORT
CENTRAL STORES
4780 ST ANDREW LANE
BRIDGETON MO
63044

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10/14/15				

REPLY DUE BY: 11/05/15 **12:00 O'CLOCK NOON**

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

++

BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDED BY SUPPLY DIVISION ONLY & ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER:

JOHN CASSIDY - CASSIDYJ@STLOUIS-MO.GOV
FAX# 314-622-4141 PHONE# 314-622-4596

++

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

TOTAL →

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

ADVERTISED BID

CITY OF ST. LOUIS

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/14/15				

REPLY DUE BY: 11/05/15 **12:00 O'CLOCK NOON**

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
PHONE Area Code ( )		

ADVERTISED BID

CITY OF ST. LOUIS

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REQUEST FOR QUOTE	PAGE
4201600174	4

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/14/15				

REPLY DUE BY: 11/05/15 **12:00 O'CLOCK NOON**

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

AIRPORT AUTHORITY
LAMBERT ST. LOUIS INTERNATIONAL AIRPORT
SPECIFICATIONS FOR OPW FSC3000™ FUEL
SITE CONTROLLER-BASED SYSTEM
REQUISITION # 42016R0174

STATE ANY DEVIATIONS

It is the intent and purpose of these specifications for a fuel site controller, which is the hardware/firmware in control of the system, and the option of housing the fuel site controller in its own enclosure or with mounting ability inside a fuel island terminal (FIT) as specified in the following specifications.

Approval and Certification

The terminal shall comply with all applicable Federal Communications Commission (FCC) requirements, including FCC Part 15, Class A. The manufacturer shall maintain an ISO-9001 certification, ensuring quality management of design manufacturing. The terminal must be certified as PCI-compliant (bank-card security compliance) by an independent third-party certifier.

Testing

The fuel site controller shall be tested by an independent third-party in accordance with test procedures of the applicable national and/or local standards. Tests performed will include, but will not be limited to, applicable sections, standards and requirements of the following agencies:
Electronic Testing Labs (ETL), per Underwriter Laboratories UL 1238
Electronic Testing Labs Canada (ETLC), per CSA C22.2 No. 142 & 157
National Weights and Measures Certification

System Description

The following technical specifications provide the specific parameters, requirements and capabilities to which the fuel site controller and supporting system components and/or optional FITs, shall comply.
The purpose of the device shall be to control dispensing equipment and provide accurate accounting of all fuel and related products being dispensed.

Technical Specifications

Dimensions

The cabinet for the external fuel site controller shall have a height of 2.25 in. (5.7 cm), a width of 10 in. (25.4cm), and a depth of 8.25 in. (21.0cm).

Power Requirements
The power supply for the fuel site controller shall be between a range of 85-240 VAC, 50/60 Hz; 25 watts minimum.

Operating Temp Range
The controller shall operate at a temperature range of 32°F to 122°F (0°C to 50°C).

Communication Ports & Protocol
The fuel site controller shall include the following ports for communication:

USB
Ethernet
RS-485 (Petro-Net™)
Six (6) RS-232 (Terminal/Printer/Modem/Pass-through/two (2) auxiliary ports)

Controller Specifications

The fuel site controller shall have the capacity to control up to 12 FITs. A fully expanded system shall be able to control thirty-two (32) hoses simultaneously. Both mechanical and electronic pumps shall be controllable by the controller.
The communication protocol between the fuel site controller and the fuel island terminal shall be RS-485 (Petro-Net™). The maximum wiring distance between the controller and the terminal shall be 5,000 feet (1,524 meters).
A 900-MHz wireless option shall be available to facilitate communication between the controller and the terminal without running physical wires. The Radio Frequency link shall be encrypted to ensure data security.
The controller shall also have six (6) RS-232 communication ports for communication with the following:
Journal Printer (remote controller only)
Local Terminal or PC
Pass-through port for interfacing to a tank gauge (remote controller only)
Dial-out modem for network authorization
Two (2) auxiliary ports

Controller Specifications cont.

The controller shall have three (3) options to facilitate remote communications: wireless 3G modem, Bluetooth® modem and 802.11 Wi-Fi communication modem.
The controller shall have, as standard equipment, a USB flash drive that can be removed, allowing for transaction information to be downloaded to a separate PC for processing.
A 5 in. x 9 in. (12.7 cm x 22.9 cm) pin dot-matrix bi-directional journal printer located near the FSC to make hard copies of transaction data and reports is optional for a remote controller only. The printer shall be capable of operating at 180 cps (characters per second). The printer shall use standard 8.5 in. x 11 in. (21.6 cm x 27.9 cm) pin-feed paper and shall be capable of printing on 1, 2, or 3 part paper.

Memory

The controller shall be capable of storing the following data for each card record:
Card Number (19 digits)
Card Type - Single, Driver, Vehicle
Status - Valid or Invalid
Account Number (0 - 9999)
Expiration Date - MM/DD/YY
Monthly Allocation - $NNNNNN.NN
Daily Allocation - $NNNNNN.NN
Misc. Keyboard Entry - Off/On
Personal Identification Number PIN (0 - 6 digits)
Current Odometer (6 digits)
Odometer Reasonability Code (up to 15 different levels)
Pump Restriction (up to 15 different levels)
Quantity Restriction Level (up to 15 different levels)
Driver Name (9 characters)
Language Code (1 digit)

Memory cont.

The controller shall be capable of storing the following data for each account record:
Account Number (0 - 9999)
Status - Valid or Invalid
Account Discount (0 - 99%)
Expiration Date - MM/DD/YY
Monthly Allocation - $NNNNNN.NN
Daily Allocation - $NNNNNN.NN
Quantity Restriction Level (up to 15 different levels)
Pump Restriction (up to 15 different levels)
Account Name (9 characters)

Record Memory

The controller's card memory shall be expandable through memory upgrades to increase the number of card or account records that can be stored locally. The memory levels shall have the following capacity:

Memory Level	Number of Card or Account Records
CL2 (standard)	2,000
CL3	8,000
CL4	16,000 – 64,000 (depending on the options and card restrictions selected)
CL5	64,000+ (cards depending on configured options, requires second SIMM)

The controller shall be capable of storing the following data for each transaction record:
Sequential Transaction Number
Transaction Termination Code (i.e., Normal, Quantity Restriction, etc.)
Account Name
Driver Card Number
Vehicle Card Number (omitted for single card transactions)

Card/Account Record Memory cont.

Date and Time
Fuel Type
Pump Number
Quantity Dispensed
Unit Price
Total Transaction Extended Monetary Amount
Odometer Entry
Misc. Keyboard Number
Consumption Factor - Miles per Gallon or Liters/100 km
Receipt Status - Issued/Not Issued (if available from FIT)

Transaction Record Memory

The controller's transaction memory shall be expandable through memory upgrades to increase the number of transaction records that can be stored locally. The memory levels shall have the following transaction capacity:

Memory Level	Number of Card Records
TL2 (standard)	500
TL3	1,000
TL4	2,000

System Capabilities and Features

The following specifications provide the specific parameters and requirements to which the controller and supporting components shall comply.

General

The controller shall be capable of operating as a complete fuel management system without requiring a PC for normal fueling operations.

System Capabilities and Features cont.

For dial-out transactions, the controller shall maintain a connection if there is another user attempting to use a card issued by the same authorizer.

The controller shall be manufactured using current microprocessor technology, and be easy and inexpensive to expand and adapt to the changing needs of the fuel site.

The controller shall include the option of an integrated FSC (in the FIT) to reduce installation costs and allow for use at fueling sites where no building or enclosure is available to house the FSC.

The controller shall have toll-free telephone support available directly from the factory during normal business business hours (8 a.m. - 6 p.m. CST/CDT).

The controller shall be able to control multiple brands of dispensers with either mechanical or electronic registers.

The controller shall be upgradeable to a wireless, vehicle-mounted, RFID tag, non-intervention fueling systems.

The controller shall provide access by using various types of media including:

Magnetic stripe cards[1]

Proximity cards[1]

Proximity keys

Multi-programmable memory keys

Manual entry of numbers via the keyboard.

The controller shall be of a modular design making it inexpensive to maintain.

The controller's operating software shall be stored in flash memory providing the ability to download software upgrades remotely without requiring a person at the site.

The controller shall record data for each transaction in non-volatile memory (standard default), on a removable USB flash drive and include the option of a journal printer.

The controller shall allow data to be stored on a removable USB flash drive or accessed and downloaded via dial-up, Bluetooth®, Wi-Fi, IP authorization converter for high-speed Internet, or 3G cellular.

The controller shall be capable of recording a field of up to ten (10) digits entered at the keyboard by the user.

The configuration utility shall have the ability to save the configuration settings for one or more fueling sites. Common configuration data for all sites shall be saved in a common database and unique site data shall be stored in individual site databases.

---

[1] All references to "cards" in this document shall be interpreted to include any of these listed access methods.

Security

Card

Access to products shall be restricted to people holding valid cards and who perform a predetermined series of data entry operations. The controller shall allow for immediate invalidation of any user.
The controller shall be able to recognize major credit cards and dial-out for authorization before the transaction is allowed.
The internal card file shall have the capability of limiting each user to a specific amount of fuel per transaction.
For dial-out transactions, the controller shall transmit completed transactions to the authorizer the next time a connection is established to authorize a card. In the event no other card for that authorizer is used within a certain time, the controller shall dial out at a pre-determined interval specifically to transmit the completed transaction.
The fuel site controller's PCI-compliance shall ensure cardholder security.
The operator shall be able to program a six (6) character, alphanumeric password that must be entered correctly to gain access to the controller either directly or via phone modem. A site operator(s) shall be required to enter a password before gaining access to the system.
An authorized system administrator will have the ability to control any access to the controller by site operators (ability to change and maintain site operator passwords, etc.)
An authorized site operator shall be able to check and/or change controller operating parameters, as well as card and account data.

Administration

The operator shall be able to program a six (6) character, alphanumeric password that must be entered correctly to gain access to the controller either directly or via phone modem. A site operator(s) shall be required to enter a password before gaining access to the system.
An authorized system administrator will have the ability to control any access to the controller by site operators (ability to change and maintain site operator passwords, etc.)
An authorized site operator shall be able to check and/or change controller operating parameters, as well as card and account data.

Security cont.

Open/Close
The controller shall have the capability of being placed in either an "Open" or "Closed" mode by authorized personnel. Fueling is not allowed in the "Closed" mode.

Personal Identification Numbers (PIN)
An internal electronic card file within the fuel management system contains the user's Personal Identification (PIN) number and shall hold user-specific data for each local card authorized to use the console.

The controller shall have the ability to recognize and verify PINs of up to four (4) digits when entered at the FIT.
The following methods shall be available to select PIN's for each individual user:
Individually program a PIN number for each user
Automatically generate a random PIN number

Validation Status
The controller shall have the ability to allow authorized personnel to declare drivers, vehicles, or accounts invalid.
The controller shall be able to automatically invalidate a card after three (3) consecutive incorrect PIN entries.
The internal card file shall have the capability to restrict the type of product the user may obtain.

Inventory Control
The operator shall be able to program into controller memory up to eight (8) tank inventory balances. The inventory balance for each product shall be reduced automatically as each fueling transaction occurs. The operator shall be able to change this number to accommodate fuel deliveries. The controller shall be capable of displaying, on demand, the current inventory amount for each individual tank.

Fuel Type/Product

The operator shall be able to specify and store the price and description for up to 32 products.
The operator shall be able create a table of up to 15 combinations, or levels, of authorized products.

Fuel Type/Product cont.

The operator shall then be able to assign a level number to each individual user or account group.
The controller shall have the capacity to accumulate individual pump and product totals as well as track each pump's totalizer. The operator shall be able to enter an initial pump totalizer number into the controller for each pump. This number will be incremented by the controller when product is dispensed and can be checked against the pump's totalizer to determine the accuracy and working status of the pulser.

Dual Language
The controller shall have the capability of storing two (2) sets of fuel island terminal display messages in two (2) different languages or two (2) separate sets of display prompts (i.e., Enter odometer: as opposed to Enter hub meter). When a card is read, the system shall display all messages in the correct language for that user.

Mileage Reasonability
For use at a single site, the controller shall have the capability of checking an odometer entry against the last odometer entry stored locally in the card record, plus the authorized range allowed for that vehicle. The controller shall be able to either record an error or deny access to fuel for an odometer entry that is not within the correct range.
For use at multiple sites, vehicle mileage will be stored on a key, which will be automatically checked against the entered odometer value for reasonability. Multiple mileage ranges shall be available.

DPC
The controller shall have the optional capability to include direct pump control, allowing the fuel site controller to communicate serially to electronic Gilabarco, Wayne or Gasboy dispensers.

DTC
The controller shall have the optional capability to be able to communicate with dispensers containing in-pump readers, such as Wayne CATs and Gilbraco CRINDs. These devices shall be able to be used in place of or in combination with the FITs.

Configuration

The controller shall be designed to offer a wide variety of configurable operational modes and provide maximum versatility without special programming or engineering changes.
The controller shall be configurable and programmable using a Windows®-based software utility.
The configuration utility shall have on-screen "Help" support for explanation of all functions. A single-line command mode should also be available.
Configuration settings shall be available for editing in an off-line mode via the configuration utility, and downloaded to the sites automatically.

Clock/Calendar
The controller shall keep an accurate accounting time and date, even in the event of a power failure. The date and time formats shall be user selectable (i.e., MMDDYYYY and HHMM). The controller shall be able to automatically correct for daylight savings time.

Quantity Restriction
The operator shall be able to create a table of quantity restriction levels. The operator shall then be able to assign a level number to each individual user or account group to limit the amount of fuel dispensed for each transaction.

Single or Dual Card/Key Operation
The operator shall be able to program the controller for card-less (manual entry via keyboard), single and/or dual card/key operation.

Pump Configuration
The operator shall be able to program operating parameters for each of the 32 hose positions. These parameters shall include:
Pump Number - A two-digit pump number from 01 - 99 to be assigned to any available relay position.
Fuel Type Number –The two-digit fuel type number (01 - 32) and operator-selectable description of the product being dispensed by the pump.
Tank Number - The tank number (1 - 8) to be used by the inventory program.

Pump Configuration cont.

Quantity of Fuel per Transaction Limit.
Total Transaction Time-Out - The controller shall be able to monitor a total transaction time, programmable for each hose between 1 - 999 seconds (an entry of '0' shall allow unlimited time). The controller shall turn off the pump if that time is exceeded.
Pump Handle Time-Out - The controller shall monitor the time between authorization and activation of the pump handle which is programmable for each hose between 1 - 999 seconds (an entry of '0' shall allow unlimited time). If the device is selected but the pump handle not activated by the user before the end of this period, the transaction shall be terminated.
First Pulse Time-Out - The controller shall monitor the time between the activation of the pump handle and the receipt of the first pulse which is programmable for each hose between 1 - 999 seconds (an entry of '0' shall allow unlimited time). The transaction shall be terminated if that time exceeds the programmed parameter.
Missing Pulse Detector (MPD) Time-Out - A "Missing Pulse Detector" (MPD) shall be built into the circuit controlling each pump so that all power shall be removed from the pump if the pulses indicating fuel flow are not received at regular intervals. The length of the acceptable interval between pulses shall be programmable for each hose between 1 - 999 seconds (an entry of '0' shall allow unlimited time).
Pulser Divide Rate - The operator shall be able to program the controller to assign 1 - 9999 pulses per unit of fuel measure.
Pump Deactivation Sentry - The operator shall be able to program the controller to automatically place a pump "out of service" after three (3) consecutive "zero quantity" fueling transactions occurring from that pump (zero quantity transactions may be an indication of a pump or pulser hardware failure). An "out of service", or other operator defined message, pump shall be indicated on the FIT display. This feature may be disabled for a particular pump.

Site Name
The controller shall have the provision to program a 12-character site name into memory. This is used when the controller is accessed via modem.

Manual Operation
The controller shall allow the operator the ability to place pumps in a "manual" mode, allowing manual operation of the pumps (without entering a card). This can be done directly, through the programming terminal, or remotely by modem. (There are 3 "manual" modes. 1) Using the programming terminal or remotely, you can enter the card number and other data and authorize one transaction at a time and capture all the information. 2) You can flip the bypass switches (only on mechanical pumps) and completely bypass the system in an emergency or if the system is down. 3) The PCM versions of mechanical pump control (not K800) can optionally record the fuel transactions that occur in bypass without card numbers or other data.

Display Prompts
All terminal display prompts shall be programmable by the operator. The controller shall use a set of standard default prompts at start-up.

Pump Handle Monitor
The controller shall monitor the pump handle to insure that it was turned to the "OFF" (reset) position before the pump can be reactivated. The operator shall be able to disable this feature.

Pass-Through Port
The controller shall have the capability of passing modem communications through to another RS-232 device connected to this port.

Account Group Discount
The controller shall have the capability to assign a discount, either in percent (0% - 99%) or in cents per gallon to each account. That discount will be reflected on the price of each transaction.

Interface
The controller shall have the ability to interface with a variety of data processing equipment. The data processing equipment may be located on-site or remotely. In the remote mode, all commands and functions normally performed on-site through the local terminal shall be executable remotely via standard telephone lines using modems or through an Intranet connection via Ethernet.

PC Software Specifications

Three versions of optional PC software shall be available to poll, process and maintain data collected or managed by the FSC.
The PC software shall be available in tiered packages with differing levels of functionality, as follows.

Standard Software

The PC software shall be a 32-bit Windows® application with a GUI interface.
The minimum PC requirements are as follows:
Windows XP or Windows Vista® operating system
500 MHz processor speed
128mb of RAM
250MB hard disk space
CD-ROM Drive
800 x 600 monitor
An available serial port, modem or Ethernet connection depending on connection method to the FSC.
The PC software shall be able to communicate via direct serial connection, modem or Ethernet.
The PC software shall be available to automate the capture of data by establishing a connection to remote sites.
The capture process shall be initiated either manually or automatically at a predefined time for up to 99 sites.
The PC software shall clear the controller's memory automatically after the fueling transactions are polled.
The PC software shall have a backup/restore function that allows the user to backup and restore all card and account records and controller configuration data.
The PC software shall have a data export utility capable of exporting transaction data in the following formats:
Excel 5.0
HTML
dBase IV
FoxPro 2.5
Lotus 1-2-3 WK3
Paradox 4.x
ASCII CSV (comma separated variable width)
ASCII SDF (space delimited fixed width)

PC Software Specifications cont.

The PC software shall include a card-management feature. The card management feature shall allow card records to be edited in an off-line mode at the PC and the updates sent to each site automatically after the transactions are polled.
The PC software shall have the ability to run more than 50 different reports, including:
Department Usage History Report
Cardlock Product Usage History
Cardlock Site Usage History Report
Vehicle report including mpg and cost per mile Pump Reconciliation Report

Card Master File Listing
Vehicle Master File Listing
Account Master File Listing
Site Listing
Product Listing
Transaction History Report
Fuel Summary Report

Software PREMIER

A PREMIER version of PC software shall be available that adds additional features and capabilities to the PLUS version of software.
The PREMIER version of software shall have the ability to poll data from most automated tank gauging (ATG) systems. Only one phone line shall be required to communicate to both the ATG and fuel site controller by using the fuel site controller's pass-through port.
The PREMIER version of software shall have the ability to check fuel inventories and generate reports based on the ATG data.
The PREMIER version of software shall have the ability to compare the inventory and delivery data from the ATG with the transaction data from the fuel site controller and generate reconciliation reports.

SQL Software

An SQL version of the software shall be available, and it shall use the following versions of Microsoft® SQL Server Database for storing and managing transaction data.
SQL Server 2005 Express
SQL Server 2005 Standard and Enterprise Editions
SQL Server 2008 Express, Standard and Enterprise Editions
The SQL version of the software shall include complete site reconciliation on a browser-based system operating over a server. The content is delivered to users via browser.
The SQL version of the software shall be designed to poll multiple TCP/IP based fuel control systems and tank gauges simultaneously.
The SQL version of the software shall include terminal emulation and on-demand transaction polling for fuel control systems and tank gauges.
The SQL version of the software shall be browser enabled; supporting the following browsers:
Internet Explorer 7 & 8
Mozilla Firefox 3.5 & 3.6
The SQL version of the software shall provide simultaneous multi-user access.
The SQL version of the software shall provide centralized card database for multiple sites.
The SQL version of the software shall provide communications through modem, Ethernet or direct connection.
The SQL version of the software shall be compatible with multiple operating systems, including the following:
Windows® XP
Windows® Server 2003 (32/64-bit)
Windows® Server 2008 R2 (64-bit)
Windows® Server 2012
Windows® Vista
Windows® 7
Windows® 8
The SQL version of the software shall have the ability to export transactions in the following formats:
Excel
CSV
XML

SQL Software cont.

The SQL version of the software shall offer multi-level access and security features.
The SQL version of the software shall allow for the creation of lists, typically related to geographic areas assigned to cards. These lists shall define rules as to where a card can fuel, as well as control the amount of cards that are managed at a specific site.

Fuel Island Terminal Specifications

There shall be a different FIT option for each of the following three scenarios:
When a character-based display is needed and a receipt is not required. This will be referred to as "Option A".
When a monochrome graphic display, dual card readers and/or a receipt printer is required. This will be referred to as "Option B".
When a large color graphic display, and/or a receipt printer is required. This will be referred to as "Option C".
When a character-based display is needed and a receipt is not required, the FIT shall include the following standard features:
An easy-to-read, backlit, 32-character, 2-line, alphanumeric liquid crystal display (LCD). This display shall be readable in bright sunlight.
A 12-key metal keyboard with audible (tone) and tactile (keys move when pressed) feedback.
The ability to control up to four (4) mechanical dispensers simultaneously from each FIT.
The ability to program or reprogram memory keys.
A thermostatically controlled heater to ensure operation in extreme cold.
An optional see-through weather shield to protect the reader from blowing rain or snow.
The ability to allow for an integrated (internal) FSC.
A magnetic strip card reader.
An optional HID proximity card/key reader.

When a graphic display, dual card readers and/or a receipt printer is required, The FIT shall include the following standard features:
An easy-to-read, back-lit, graphics liquid crystal display to assist the user by showing instructions graphically as well as with text.

Fuel Island Terminal Specifications

A 12-key durable keyboard with audible (tone) and tactile (keys move when pressed) feedback.
An optional alphanumeric keyboard.
Each FIT shall be able to control up to eight (8) dispensers and be able to selectively access up to 32 hoses controlled by other FITs.
The FIT shall have the capability of being equipped with two (2) different card/key reading devices to facilitate a combination of cards and/or keys. Most any combination of the following devices shall be available:
Push/pull magnetic card reader
Proximity card/key reader
Multi-programmable read/write key reader
The FIT shall be capable of being equipped with an internal receipt printer. The receipt printer shall use thermal paper and have an integral paper cutter.
An electronically controlled weather shield device shall protect the readers and receipt printer from the elements.
The ability to allow for an integrated (internal) FSC.
When a large color graphic display, and/or a receipt printer is required, the FIT shall include the following standard features:
A sunlight readable VGA color graphics liquid crystal display to assist the user by showing instructions graphically as well as with text.
Ability to load customized graphic screen images from portable USB flash drives.
Dual keypads that support alphanumeric and 12-key durable keyboard with audible (tone) and tactile feedback (keys move when pressed).
Each FIT shall be able to control up to eight (8) dispensers and be able to selectively access up to 32 hoses controlled by other FITs.
The FIT shall be capable of being equipped with an internal auto-loading receipt printer. The receipt printer shall use thermal paper and have an integral paper cutter.
The FIT shall have a locking door for changing the receipt paper without allowing access to the other system components.
A dual-head magnetic strip card reader.
The ability to allow for an integrated (internal) FSC.

Fuel Island Terminal Specifications cont.

The FIT, in any case, shall be contained in a weatherproof cabinet. A pedestal for mounting the FIT shall be standard equipment.
Each "Option A" FIT is capable of controlling four (4) mechanical pumps. Each "Option B" FIT is capable of controlling eight (8) mechanical pumps, and each "Option C" FIT is capable of controlling eight (8) mechanical pumps. The system can be expanded to control additional mechanical pumps. These devices shall normally be located in the FITs.
A remote PCM enclosure shall be available in cases where the pump wiring is not in close proximity to the FITs. A remote enclosure shall be able to control up to four (4) pumps.
The system shall control electronic dispensers by connecting directly to the dispensers or to the distribution box provided by the dispenser manufacturer. No third-party interface shall be required.
For FITs that require a remote FSC, the system shall be able to interface to the following pump controllers for applications where transactions must be initiated either at the FIT or by an attendant via the pump controller. This interface shall be provided by means of a Universal Pump Controller (UPC).
Gilbarco TS-1000
Wayne HyperPIB or Fusion
Tokheim VX100 or DHC

Dispenser Terminal Controller

The controller shall include the ability to utilize Gilbarco CRIND and/or Wayne CAT in-dispenser card terminals in place of or in addition to a fuel island terminal.
The controller allows communication to a maximum of 12 in-dispenser card terminals or readers.

Manufacturers Support and Service

The manufacturer shall provide technical phone support to Authorized Warranty Service Organizations, Authorized Distributors and their service personnel.
The manufacturer shall require training and certification for all of its authorized distributors and installers.
The manufacturer shall provide certification information on authorized distributors and installers.

Manufacturers Support and Service cont.

The manufacturer shall offer re-certification training to keep authorized distributors and installers updated with current product information, installations and procedures.
The distributor or service organization shall be available to offer on-site training of company maintenance personnel on installation, programming and troubleshooting of the system.
The manufacturer shall offer replacement parts to authorized service organizations for servicing systems.
The manufacturer shall offer overnight shipping on replacement parts to minimize system downtime.
The manufacturer will supply, upon request, a formal list of all authorized and certified distributors and service contractors for sales, support and installation.

To include following hardware and installation for remote monitoring of two (2) fuel dispensing trucks:

K800 Hybrid

Two (2) K800 Hybrid Internal FSC3000 (part number 20-4291) includes USB Transaction Storage, Standard Card Record Software, downloadable software, ARTWare Windows-Based Configuration Utility Software, built-in 10base-T Ethernet port, 8 serial communication ports, direct-connect PC cable, Petro-net cable, plug-in memory module with Transaction Level 2 (500 transactions) and Card Memory Level 2 (2000 cards), CD System Documentation, printed installation manual.

Peripheral

Two (2) 600 Watt inverters
Two (2) USB Card Update Module (part number SF023)

Pump Control Modules (PCM)

Two (2) remote PCM Cabinet with PCM two hose master and power supply (part number 20-8225-PCM)

K800 Hybrid cont.

K800 Hybrid Fit

Two (2) Hybrid Fuel Island Terminal (HFIT) includes, 2x16 LCD display, heater, pedestal and choice of ChipKey or 20-4139-01 magnetic stripe card readers and FSC3000/System2 compatible software (part number K800-HFIT-0).

Warranty

OPW Fuel Management Systems warrants that all OPW Tank Gauge and Petro Vend Fuel Control systems supplied by OPW Fuel Management Systems to the Original Purchaser will be free from defects in material and/or workmanship under normal use and service for a period of 12 months from the date of installation or 15 months from the date of shipment from OPW. Additionally, OPW Fuel Management Systems warrants that all upgrades and replacement parts (new and remanufactured) supplied by OPW Fuel Management Systems will be free from defects in material and workmanship under normal use and serviced for a period of 90 days from the date of installation or for the remainder of the system's original warranty, whichever is greater, as set forth in the first sentence of this statement. The foregoing warranties will not extend to goods subjected to misuse, neglect, accident, or improper installation or maintenance or which have been altered or repaired by anyone other than OPW Fuel Management Systems or its authorized representative. The buyer's acceptance of delivery of the goods constitutes acceptance of the foregoing warranties and remedies, and all conditions and limitations thereof.

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