

ADVERTISED BID
CITY OF ST. LOUIS

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



REQUEST FOR QUOTE
51613Q0057

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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CITY OF ST LOUIS
 REFUSE-DEPARTMENT #516
 1900 HAMPTON AVENUE
 ST LOUIS, MO 63139

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

DATE PRINTED 10/12/12	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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REPLY DUE BY: 10/30/12 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001					
	6	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0002					
	6	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0003					
	6	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0004					
	1	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0005					
					TOTAL →	

NAME OF FIRM	STATE DELIVERY: CALENDAR DAYS	COMPTROLLER	Date
ADDRESS			
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER
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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	6	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0006					
	4	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0007					
	6	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0008					
	1	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0009					
					TOTAL →	

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	6	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0010					
	1	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0011					
	6	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0012					
	49	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0013					
					TOTAL →	

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	6	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0014					
	8	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0015					
	74	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0016					
	74	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0017					
					TOTAL →	

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	48	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0018					
	74	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0019					
	74	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	REQ LINE NUMBER : 0020					
	74	EA	STRT	96GAL CONTAINER		
	96 GAL CONTAINER					
	BID REQUISITION PURCHASE QTY 530 - 96 GALLON GREEN CARTS PER ATTACHED SPECIFICATIONS DELIVERED PREPAID TO 4100 S 1ST STREET, 63118 SPECIFICATONS CONTACT: RANDY BREITENFELD 353-8900 X34					
					TOTAL →	

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	<p>***** WEBSITE INFORMATION *****</p> <p>* * TO DOWNLOAD SUPPLY BIDS GO TO: * * HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM * * CLICK ON BID NOTICES *****</p> <p>OR ACCEPTABLE EQUAL CLEARLY STATE MFG., NO. & BRAND</p> <p>-----</p> <p>VENDOR MUST SUBMIT DETAILED INFORMATION WITH BID ON PRODUCT OFFERED</p> <p>IT IS THE POLICY OF THE SUPPLY DIVISION THAT ALL BIDS/ CONTRACTS AWARDED IN THE AMOUNT OF \$500.00 AND ABOVE ADHERE TO THE MAYOR'S EXECUTIVE ORDER #28 WHICH RE- QUIRES MINIMUM UTILIZATION OF MINORITY OWNED BUSINESSES OF 25% AND WOMEN OWNED BUSINESSES OF 5%. ALL VENDORS MUST COMPLY WITH THIS POLICY AND ALL OTHER PROVISIONS OF EXECUTIVE ORDER NO. 28.</p> <p>IMPORTANT REQUIRED BID FORM(S) ATTACHED: VENDOR MUST COMPLETE, SIGN & RETURN THE ENCLOSED BUY AMERICAN FORM WITH THEIR BID.</p> <p>**BID REQUEST AND ATTACHED FORM/S MUST BE COMPLETELY FILLED OUT AND SIGNED. IF NOT, BID MAY BE REJECTED.** PLEASE QUOTE PRICES ON THIS FORM AND SIGN BID.</p>					
					TOTAL →	

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<p>* VENDORS SHOULD NOTE IF THEY ARE MINORITY OR WOMEN OWNED BUSINESS (CHECK) MBE ----- WBE-----</p> <p>ALL BIDS MUST INCLUDE COMPLETED "BUY AMERICAN" AND "MINORITY/WOMEN UTILIZATION STATEMENT" FORMS, AND ANY SUPPLEMENTAL INFORMATION REQUIRED. ANY QUESTIONS SHOULD BE DIRECTED TO THE BUYER.</p> <p>*** BID RESULTS MAY BE AVAILABLE 30 DAYS AFTER OPENING DATE. IF YOU DESIRE BID RESULTS, PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE WITH YOUR BID. ***</p> <p>NOTICE RE: ORDINANCE #60643</p> <p>A CITY OF ST. LOUIS BUSINESS LICENSE IS REQUIRED IF YOU MEET ANY OF THE FOLLOWING (CHECK AS APPROPRIATE): ----- BUSINESS IS LOCATED WITHIN THE CITY LIMITS ----- DELIVERY WITHIN CITY LIMITS IS BY COMPANY TRUCK ----- SALES CALLS MADE WITHIN THE CITY LIMITS</p> <p>PLEASE TYPE NAME OF CONTACT PERSON FOR THIS BID: NAME: ----- FAX: ----- E-MAIL: -----</p>						
TOTAL →						

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<p>.....</p> <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:</p> <p>BILL FULKERSON - FULKERSONB@STLOUIS-MO.GOV FAX# 314-622-4141 PHONE# 314-622-4250</p> <p>.....</p>						
					TOTAL →	

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BID SPECIFICATIONS

96 Gallon Automated Curbside Carts

The specifications herein describe the minimum acceptable features and performance requirements for automated carts. All proposals shall be submitted on the form provided below. Bidders must review all specifications for compliance. By checking "No", the bidder states that its product does not conform to the written specification and therefore takes an exception. Any exceptions should be detailed on a separate page titled "Exceptions". If the City determines that exceptions do exist which were not identified by the bidder, then the proposal will be deemed non-responsive and the bidder disqualified. If no exceptions are taken, it will be inferred that the bidder's product meets all specifications.

1. CORPORATE INFORMATION

	SPECIFICATION	Yes	No
1.1	Manufacturer must be a wholly-owned and operated U.S. corporation.		
1.2	All container and lid manufacturing must be conducted within the United States.		

2. CONTAINER SPECIFICATIONS

	SPECIFICATION	Yes	No
2.1	ANSI COMPLIANCE: The universal carts must be compatible with standard American automated arm lifters (ANSI type G). All carts must meet the most current requirements of ANSI Z245.30-2008 and ANSI Z245.60-2008 for "Type B/G Containers". The bidder must submit independently certified copies of all ANSI test results with the proposal.		
2.2	PROCESS: All containers shall be manufactured utilizing the injection molding process. Blow molded and rotational molded products shall be deemed unacceptable.		
2.3	CAPACITY: Containers shall have a capacity of 95.5 gallons (+/-1%). State capacity in gallons _____ Bidders must include independent, certified test results in accordance with ANSI Z245.60-2008, Appendix A for "Volumetric Loading Capacity". (The exact capacities of the cart bodies will be shown to the nearest 0.1 U.S. gallon)		

BID SPECIFICATIONS

96 Gallon Automated Curbside Carts

2.4	<p>LOAD RATING: Container load ratings shall comply with ANSI standard Z245.60-2008. The container must meet the ANSI maximum standard of 3.5 pounds per gallon volumetric capacity. The load rating shall be stamped into the container lid.</p> <p>State container load rating: _____</p>		
2.5	<p>MATERIAL: Plastic resin for the cart body and lid shall be high-density polyethylene supplied by a national petrochemical producer. Low or medium-density polyethylene will be deemed unacceptable. The bidder must submit a technical data sheet from the resin producer.</p>		
2.6	<p>PCR CONTENT: Carts shall be manufactured using a minimum of 30% post-consumer resin (PCR).</p> <p>State percentage of PCR to be utilized in the manufacture of carts: _____%</p>		
2.7	<p>RECYCLABILITY: Cart and lid must be 100% recyclable.</p>		
2.8	<p>RESIN ADDITIVES & UV INHIBITOR: Resin must be enhanced with color pigment and UV inhibitor that is formulated to prevent color fading and ultraviolet damage for 10 years. Additives must be uniformly distributed throughout the container.</p>		
2.9	<p>COLOR: Container color shall be the City's current green color in use. Lid color shall be same.</p>		
2.10	<p>CART INTERIOR: The interior surface must be smooth and free from obstructions that would cause material to become trapped.</p>		
2.11	<p>WALL THICKNESS: The container must have a minimum wall thickness of .185" throughout the body of the container. The container must have a minimum wall thickness of .185" for the bottom of the container.</p>		
2.12	<p>DIMENSIONS: The exterior dimensions of the completely assembled containers from cart bottom to top of the lid shall be as follows (+/- 1%): 44" Height / 29.5" Width / 38" Depth</p> <p>Please state dimensions: _____" Height / _____" Width / _____" Depth</p>		
2.13	<p>ASSEMBLED WEIGHT: Assembled container shall weigh a minimum of 38 pounds.</p> <p>State assembled weight: _____</p>		
2.14	<p>CART STABILITY: Container shall be stable whether empty or loaded while in the upright position.</p> <p>All containers must be designed to withstand winds at a minimum of 40 mph from all directions when empty. Bidder must submit</p>		

BID SPECIFICATIONS

96 Gallon Automated Curbside Carts

	certified, independent wind tunnel testing with this document.		
2.15	ABRASION PROTECTION: The container must be designed with two integrally molded wear ridges on the container bottom to protect the bottom from abrasion wear through. Add on pads which require attention and replacement are not acceptable.		
2.16	LID SHAPE: The lid shall be domed shaped and will be of one piece construction overlapping the body to prevent rain water from entering the body of the cart.		
2.17	LID ROTATION: The lid must open 270 degrees to rest on the rear of the container without adding stress to the container body or lid.		
2.18	LID ATTACHMENT: The lid shall be attached to the container body by four (4) attachment points using two (2) internal lid pins. Lids may not be attached with metal hinges, brackets, bolts or other means. Lids shall be pre-assembled at the factory prior to shipment.		
2.19	LID HOOK: Each lid shall have an integrally molded hook on the underside for the hanging of literature and informational materials.		
2.20	HANDLES: All containers must be equipped with handles that are a minimum of 1” in diameter and molded as part of the container body. Handle or handle mounts that are bolted onto the container body are unacceptable.		
2.21	WHEELS: Wheels shall be a minimum of 10” in diameter and shall be of a snap-lock, rust-proof design and attached without the use of pal nuts, end-caps or any extraneous parts or tools. The wheel shall have a spacer incorporated onto the hub to minimize components.		
2.22	AXLE: Axle must be a minimum of .844” diameter, steel construction, plated to protect against corrosion and must be mounted through a minimum of four integrally molded journals in the cart body. Axles shall not be exposed to the internal cart body.		

3. MARKINGS

	SPECIFICATION	Yes	No
3.1	SERIAL NUMBER: Each container shall have a serial number hot-stamped on the front face of the container below the top rim. All serial numbers must be visible when the carts are stacked.		
3.2	CONTAINER LOGO: The container shall be hot stamped on the two sides with the City logo.		
3.3	CART USE INSTRUCTIONS: Instructions for the safe use and care of the container shall be molded into the lid.		
3.4	IN-MOLD LID LABELING: The outside, top of the lid must contain a permanent, full color in-molded instruction label. The image shall not fade, discolor, or disfigure, and shall not peel or wear off under normal use. The label shall carry a 10 year warranty and must be a minimum of 9.5” x 14.5”.		

BID SPECIFICATIONS

96 Gallon Automated Curbside Carts

4. RFID & BARCODE INTEGRATION

	DESCRIPTION	Yes	No
4.1	RFID & BAR CODE INTEGRATION: Cart may be required to be equipped with a bar code and UHF RFID tag that have been pre-associated at the manufacturing facility. The RFID tag must be installed within the cart body, with no exposure to the outside elements. The bar code must also contain an 8-9 digit serial number that has been branded on the front of the container. The serial number bar code must be the same number as what is used to identify the container for warranty purposes. Adhesive or sticker RFID tags and/or bar codes will not be acceptable. To avoid interference with the container contents/materials, RFID tags placed inside of the container are unacceptable.		
4.2	RFID TAG & BAR CODE ASSOCIATION: It is the responsibility of the container manufacturer to provide and maintain a data base for the city which includes the association information for warranty. The data base must include each container's RFID Tag, Serial Number, Date of Manufacture, Location of Manufacture, Cart size and Cart Type. It is expected that the manufacturer will maintain this data base for the life of the contract and provide additional association information for future container purchases.		
4.3	RFID TAG SPECIFICATIONS: The RFID tag must be passive UHF and have an optimal operating frequency of 860 - 960 MHz and have an operating temperature of -40°F to +149°F. The RFID tag must meet ISO/IEC 18000-6C and EPC global C1G2 protocol. The rugged RFID tag must have an inlay encapsulated in a one piece, injection molded, plastic housing with an ingress protection rating of 68 certified by an A2LA Accredited Laboratory.		
4.4	RFID TAG TESTING: The RFID tag must be tested at the manufacturing facility to ensure it is working properly prior to shipment.		
4.5	SERIAL NUMBERS: Each container must have a serial number branded in white on the front face of its body. The final serial number shall be determined by the city and will contain 8-9 alphanumeric digits. Adhesive or sticker serial numbers are not acceptable. The serial number must be pre-associated with an ultrahigh radio frequency identification (UHF RFID) tag at the container manufacturer's facility. The bidder will maintain a file that will identify the date of manufacture by the serial number.		

5. WORK ORDER MANAGEMENT AND REPORTING SYSTEM

	DESCRIPTION	Yes	No
5.1	SOFTWARE: As part of the collection program and throughout the term of this contract, the Contractor shall provide asset and work order management services via a web based software as outlined.		

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5.2	<p>WEB BASED ASSET TRACKING SOFTWARE: The software must be web based and customized. The only elements required for this software is a web browser and live internet access.</p>		
	Does system have customizable tiered levels of access?		
	State number of users included for system proposed: _____		
5.3	<p>DATA MANAGEMENT: Software must manage the initial container delivery, any work orders generated and/or completed, and any additional information changes made during the course of the program including size swaps, new deliveries, pickups, broken container, warranty containers, etc. The system must be a full customizable work order and inventory management system. The data will be monitored daily to ensure accuracy and consistency in reporting.</p>		
5.4	<p>CUSTOM REPORTS: Software must have the ability to generate reports daily, weekly, or monthly based on container activity, such as inventory reports, maintenance reports, and any others requested by the City. Reports should be able to be viewed in PDF format or downloadable in an Excel format.</p>		
5.5	<p>HAND HELD SCANNER INTEGRATION: The asset tracking software must include two (2) handheld scanners (for City use) that run the software in order to manage cart inventories, repairs, deliveries, pickups, size swaps, and other service requests in the field. These handhelds would sync with the software in order to maintain an accurate inventory/account database that will be integrated with possible future collection data tracking systems.</p>		
5.6	<p>ONLINE WEB REPORTS: The asset tracking software must have the ability to enter work orders, close out work orders, run work order reports, run inventory reports, access and enter data, adjust inventory, and run future collection tracking reports from RFID enabled systems.</p>		
5.7	<p>EXPERIENCE: The Contractor must have an operational system in place for a minimum of 3 years with a minimum of 5 municipalities. Note which communities are using scanners and software on the reference sheet provided.</p>		
5.8	<p>CART WORK ORDER SOFTWARE: The city requires a comprehensive cart work order and inventory program for the new carts that will be delivered for a Citywide program. Please provide a detailed description of how your software would implement and manage this service in compliance with the specifications listed below.</p>		
	<p>Each cart action shall be tracked using the serial number and RFID tag in the cart. The captured data from all cart deliveries, swap-outs, repairs, or any cart maintenance transactions must be electronically transferred into the web-based asset and inventory tracking software, which must be accessible to the City at any time.</p>		

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	The City will generate a service work order through the proposed web based software for processing. City must have the ability to enter work orders and close work orders online through this system and hand held device. City must be able to move inventory either online or via hand held devices at any point in time.		
	Completions of work orders shall be documented using cart ID's, household address, date, time work is completed via the hand held device.		

6. EXPERIENCE

	SPECIFICATION	Yes	No
6.1	<p>MANUFACTURING EXPERIENCE: Bidder must have demonstrated container manufacturing experience in the United States a minimum of 15 years.</p> <p>State years of experience: _____ years</p>		
6.2	<p>REFERENCES: Bidder must submit a reference list of ten (10) references currently using the exact product(s) being bid. Reference shall have used products for no less than five (5) years. Failure to include references will result in immediate disqualification of bid.</p>		

7. WARRANTY

	SPECIFICATION	Yes	No
7.1	<p>TERMS: Bidder must warrant its refuse carts from functional failure due to defects in plastic materials or faulty workmanship or insufficient resistance to weathering while in normal use for a period of ten (10) years (120 months) from the date of shipment from the manufacturing facility to any purchaser.</p> <p>For purposes of this warranty, "normal use" of a cart is considered to be the collection of residential solid waste in conjunction with any semi-automated or fully automated mechanical lifting device manufactured to ANSI Z245.60-2008-2008 and/or ANSI Z245.30-2008-2008.</p>		
7.2	<p>OWNERSHIP: If bidder is owned by another business entity, the owning entity must also accept full financial responsibility for the warranty of the bidder. If owned by another business entity, the bidder must submit with its bid, a letter from the owning entity which clearly states its obligation and commitment to honor the warranty of the bidder should the bidder ever be in a position to not do so. Such letter will be signed by the owning entity's top officer and notarized.</p>		
7.3	<p>WARRANTY STATEMENT: Bidder shall submit a copy of the exact warranty offered with the bid.</p>		

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8. PRICE ADJUSTMENTS

	SPECIFICATION	Yes	No
8.1	RESIN ADJUSTMENTS: Prices quoted in response to this bid solicitation shall be firm for the first ninety (90) days of the contract period. After ninety (90) days, prices may be subject to revision and such changes will be based on resin fluctuation during that period as published in the CMAI index for general purpose injection molded HDPE. The index published as of the bid date will be used as the baseline and the pursuant quarterly adjustments will be based on the average index for the previous quarter. Requests for price adjustments must be submitted in writing at least 15 days prior to the effective date.		
8.2	CONTRACT EXTENSIONS: Contract extensions will be based on the mutual written agreement between the successful bidder and the City.		

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



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

FREDDIE L. DUNLAP
SUPPLY COMMISSIONER

FRANCIS G. SLAY
MAYOR

1200 MARKET STREET
ROOM 324
ST LOUIS, MO 63103-2819
(T): (314) 622-4580
(F): (314) 622-4141

ATTENTION BIDDERS

Please carefully review all information requested in this bid package.

Failure to submit requested samples, literature or any other requested information may result in disqualification of your bid or any portion of your bid.

Also the reasons indicated below may disqualify your bid. If you have any questions, call the buyer indicated in this bid package.

This form must be returned with your bid.

- Two or more bids submitted for one item, unless instructed to do so. (item rejected)
- Signature missing on bid or any required form.
- Buy American Form not completed or returned. (may be rejected)
- M/WBE Form not completed or returned. (may be rejected)
- Altered or erased unit prices must be initialed.
- Faxed bid, unless specifically requested (will be rejected).
- FOR CONTRACTS ONLY: Please provide your DUNS # _____
- FOR CONTRACTS ONLY: Failure to submit required Bond by the date indicated.

I certify that I have read and understand the information above.

Manual Signature

Date

ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

The City of St. Louis has enacted an ordinance relating to the purchase of domestic products by City government, with penalty provisions. The ordinance amends Section 5.58.010 Revised Code of the City of St. Louis, 1986, as amended by adding thereto new subsections dealing with the requirement that the Supply Commissioner or his designee give preference to goods or commodities manufactured in the United States of America, stating exceptions to said policy. Sections one through six are reprinted below.

Section One. Section 5.58.010 Revised Code of the City of St. Louis is hereby amended by adding the following language: Each solicitation to bid and the method of describing the items to be bid upon of any goods or commodities sought to be purchased by the Office of Supply Commissioner, and any contract entered into by and on behalf of the City of St. Louis and executed by the Mayor and/or the Comptroller of the City of St. Louis wherein the construction, alteration, repair or maintenance of any public works is the subject of the contract so executed, shall contain a provision that the goods or commodities furnished or used in the furtherance of said project by any contractor or subcontractor, manufacturer or supplier as the case may be, shall be manufactured, assembled or produced in the United States, and said requirement as defined above shall be stated in said bid.

Section Two. The provision of Section One of this Ordinance shall not apply in the following instances:

- (i) Where the item purchased as the contract entered into for repairs or renovation is less than One Thousand (\$1,000.00) Dollars.
- (ii) Where no line of a particular good or product is manufactured, assembled or produced in the United States.
- (iii) Where the acquisition of United States manufactured or produced goods would increase the cost by more than (10%) percent.

Section Three. The certificate required by this section shall specify the nature of the contract, the product being purchased or leased, the names and addresses of the United States manufacturers and producers contracted by the Commissioner or the project architect or engineer, and an indication that such manufacturers or producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten percent.

Section Four. No public agency may authorize, provide for, or make any payment to any vendor or contractor upon any contract in violation of section 2 of this act. Prior to the awarding of the bid and before any public agency authorizes, provides, or makes payment to any vendor or contractor upon any contract to which section 2 or 6 of this act applies, the vendor or contractor shall provide proof of compliance with section 2, and, if applicable, section 6 of this act. Any vendor or contractor who knowingly misrepresents any material fact to the public agency concerning the origin of any manufactured goods or commodities shall be guilty of a Class A misdemeanor.

Section Five. Sections 1 to 6 of this act shall apply only to contracts and subcontracts entered into after the effective date of this act, and shall not limit the use or supply of manufactured goods or commodities purchased or leased prior to the effective date of this act.

Section Six. Nothing in sections 1 or 6 of this act is intended to contravene any existing treaty, law, agreement, or regulation of the United States. All contracts under section 1 or 6 of this act shall be entered into in accordance with existing treaty, law, agreement, or regulation of the United States including all treaties entered into between foreign countries and the United States regarding export-import restrictions and international trade and shall not be in violation of sections 1 to 6 of this act to the extent of such accordance.

Interpretations and Guidelines

Section One: "Shall be manufactured" is interpreted to mean to make or process a raw material into a finished product or to turn-out in a mechanical manner. "Assembled" is interpreted to mean to fit or to join together the parts, gather, or to congregate in a manufacturing environment. "Produced" is interpreted to mean to create by manual or physical effort, to make or yield to customary product or products.

Section Two (i) This is interpreted to mean less than one thousand dollars in aggregate (total purchases).

(iii) When applying this subsection, multiply the cost of the foreign product by ten percent and compare the cost to the American product. If the American product cost is less than the sum of the cost of the foreign product plus ten percent, the award will be made to the vendor bidding the American product. The price paid by the City of St. Louis will be the actual price bid by the winning bidder.

Section Three: "Could not supply sufficient quantities" is interpreted to mean in order to meet the using agency's delivery schedule and in quantity specified.

Section Four: The vendor's authorized representative must complete a self-certification form, as required by the existing procedures previously indicated. These certification forms will be used to determine whether the manufacturer or producers could, or could not supply sufficient quantities, or the cost of the products would increase the contract by more than ten percent.

Prior to the City awarding the bid, the vendor shall provide certification that the product being bid is manufactured, assembled or produced in the United States or there is an existing treaty, law or regulation whereby the product bid shall be treated the same as product manufactured, assembled or produced in the United States. The procuring agency shall accept the self certification in order to apply the percentage differential that is applicable under this law. Failure to provide certification shall cause the city to presume that such product is not American made and preference shall not be considered for that product.

CERTIFICATION FORM ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)

Bidders are advised of legislation enacted by the City of St. Louis which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured, assembled or produced in the United States, unless obtaining American made products would increase the cost of this contract by more than ten percent.

Section Four requires the vendor or contractor to certify his compliance with this legislation and if applicable, Section Six, if preference is claimed.

This legislation does not apply if the total bid is less than one thousand dollars (\$1,000.00).

Bids received will be evaluated on the basis of this legislation. Certificates of compliance must be completed and returned to be considered for preference. Failure to provide certification shall cause the City to presume that such product is not American made.

CERTIFICATION

If **all** the specified goods or products are manufactured, assembled or produced in the United States, check box at left and complete certification at the bottom of this form.

SECTION SIX CERTIFICATION

If any or all of the specified goods or products are manufactured, assembled or produced in a country other than the "United States", and exemption is requested because such product is Fair Trade Product: (a) list the country, other than the United States, where each good or product you propose to furnish is manufactured, assembled or produced; (b) check box at left of this paragraph and list corresponding commodities and (c) complete Section Six Documentation portion below.

Item Number(s)

Location Where Item Manufactured, Assembled or Produced

SECTION SIX DOCUMENTATION

The specified goods or products are treated as manufactured, assembled or produced in the United States under an existing treaty, law, agreement or regulation of the United States regarding export-import restrictions and international trade. List item Number(s) and Treaties covering item below.

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: _____