

**ADVERTISED BID
CITY OF ST. LOUIS**

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



REQUEST FOR QUOTE
61114Q0012

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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FIRE DEPARTMENT HEADQUARTERS
1421 NO JEFFERSON
ST LOUIS MO 63106

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

DATE PRINTED 09/04/13	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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REPLY DUE BY: 09/26/13 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001					
	1	EACH		CITY PID DETECTORS PPBRAE PLUS DETECTORS		
	BID FOR (1) PHOTOIONIZATION DETECTOR SEE ATTACHED SPECS PLEASE CONTACT CYNTHIA DIXON AT 314-289-1950 OR CAPTAIN DERRICK PHILLIPS FOR QUESTIONS					
	1 EACH ACCESSORIES KIT: INCLUDES:HARD TRANSPORT CASE WITH PRE-CUT FOAM 5 POROUS METAL FILTERS AND O-RINGS GAS OUTLET PORT FITTING AND TUBING UNIT PRICE: \$-----					
	1 EACH CALIBRATION KIT: INCLUDES: 10 PPM ISOBUTYLENE CALIBRATION GAS, 34L REGULATOR 90.5 LPM) AND TEFLON TUBLING UNIT PRICE: \$-----					
	2 EACH CANISTERS OF CALIBRATION GAS: UNIT PRICE: \$-----					
	REPRESENTATIVE TO PERFORM FIRST CALIBRATION AND EDUCATE THE USERS ON THE OPERATION OF THE DEVICE PRICE: \$-----					
					TOTAL →	

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

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BRAND ----- PRODUCT NO. ----- STATE BEST GUARANTEED DELIVERY: ----- A.R.O. ----- ALL ITEMS SHALL BE F.O.B. DESTINATION * 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 THIS FORM. IF FREIGHT OR DELIVERY CHARGE TO BE BILLED, IT MUST BE INCLUDED IN THIS QUOTE OR IT WILL NOT BE PAID. () FREIGHT IS INCLUDED IN THE QUOTED UNIT PRICE. () WE WILL CHARGE FREIGHT/DELIVERY IN THE AMOUNT OF: \$ ----- PLEASE TYPE NAME OF CONTACT PERSON FOR THIS BID: NAME: ----- FAX: ----- E-MAIL: -----						
TOTAL →						

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

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>-----</p> <p>NOTICE RE: ORDINANCE #60643</p> <p>-----</p> <p>A CITY OF ST. LOUIS BUSINESS LICENSE IS REQUIRED IF YOU MEET ANY OF THE FOLLOWING (CHECK AS APPROPRIATE):</p> <p>----- BUSINESS IS LOCATED WITHIN THE CITY LIMITS</p> <p>----- DELIVERY WITHIN CITY LIMITS IS BY COMPANY TRUCK</p> <p>----- SALES CALLS MADE WITHIN THE CITY LIMITS</p> <p>*****NEW BIDDING INFORMATION*****</p> <p>FOR ALL BIDS, THE CITY RESERVES THE RIGHT TO MAKE A SPLIT AWARD. IF A BIDDER DOES NOT WISH TO ACCEPT A SPLIT BID AWARD, HE/SHE MUST STATE "ALL OR NONE" ON BID OFFER, SEE BELOW. BIDDER MUST CHECK ONE OF FOLLOWING:</p> <p>----- BIDDING "ALL OR NONE"</p> <p>----- SPLIT AWARD ACCEPTABLE</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>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>***** WEBSITE INFORMATION *****</p> <p>* * * * *</p> <p>* TO DOWNLOAD SUPPLY BIDS GO TO: * * * * *</p> <p>* * * * *</p> <p>* HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM * * * * *</p> <p>* * * * *</p>						
TOTAL →						

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

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	* CLICK ON BID NOTICES				*	

	+++++					
	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					
	+++++					
					TOTAL →	

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

Specifications

RFQ#: 61114Q0012

The bid request is for a single ppbRae plus PID for use in Arson Investigations as outlined in Application Note AP-207. The only acceptable equivalents are updated or more suitable Rae systems alternatives.

The unit should be calibrated for detection of hydrocarbons, and include accessory and calibration kits with 2 additional canisters of calibration gas.

In addition to the equipment, the awarded vendor will supply a representative to perform the first calibration and to educate the users on the operation of the device.



PIDs As Arson Investigation Tools

Flammable hydrocarbons, including gasoline, kerosene, and paint solvents, are often used as accelerants in starting intentional fires. Investigation of these fires can be greatly aided if the presence and locations of residual accelerants can be determined at the site as soon as possible after a fire is extinguished. Because of their ability to sense low levels of accelerant (parts per billion to 10,000 parts per million); photoionization detectors (PIDs) are a valuable tool in arson investigations. PIDs can help detect areas of higher hydrocarbons that may indicate the presence of an accelerant, so samples for further lab analysis may be taken. PIDs can be used to confirm that samples are “hot” and worth sending out for lab analysis.

What is a PID?

Photoionization detectors are sensitive total hydrocarbon sensors that measure hydrocarbon vapors in low concentrations of from less than ppb (parts per billion) to 10,000 ppm (parts per million). A PID is a very sensitive broad-spectrum monitor, not unlike a low-level LEL monitor.

Are PIDs Better Than a Dog for Arson Investigation?

Trained dogs are a benchmark against which all other arson investigation tools are judged. Dogs can be trained to detect residual accelerants at the parts per billion level. In addition, dogs can be trained to distinguish between the smell of accelerants and other hydrocarbons that are present as a result of a fire. However, dogs have the following disadvantages:

- They are expensive to train and maintain.
- Like humans, dogs suffer from olfactory fatigue. After a period of time on a scene they become accustomed to chemical smells and can no longer identify accelerants without a period of rest away from the scene.
- Dogs can become distracted by the commotion of overhaul and investigation activities.
- Dogs often bond to a particular handler, making their use more difficult in larger agencies with multiple arson investigators.

PIDs Aren't Specific to Accelerants

Unlike a dog, PIDs cannot distinguish accelerants from the other hydrocarbons present after a fire. But in the hands of a skilled investigator they can help to locate high concentrations of accelerant for lab samples.

Using a PID for Arson Investigation

Hold the end of the PID probe at the point where accelerant may be present and watch or listen to the PID for any sign of hydrocarbons. Check at joints or cracks between boards, under baseboards or plates in contact with flooring. Pry up boards to form a small crack where the PID probe can be inserted. Also check under unburned portions of rugs or upholstery, or at any point where accelerant may have soaked in and remained. Concrete floors can also hold a high amount of residual accelerant. If elevated levels of hydrocarbon contamination are detected, trace the source to the point of maximum reading. This is the point where samples should be taken for further lab analysis.

PIDs can Accurately Trace the Extent of Accelerant

One user took a photograph of the extent of the gasoline spilled on a carpet over a concrete floor in a burn room. After the room was burned, the carpet remnants were removed, and the PID was able to precisely trace the extent of the gasoline spill without the aid of the photo that was taken before the burn.

Using PIDs for Testing Samples

Once samples are collected the PID can be used to confirm the samples that have a high concentration of accelerant (hot) and weed out the samples with low concentrations (cold). “Headspace Sampling” is a term from the environmental clean-up industry. Once samples are collected, the sealed sample container should be stabilized at room temperature (approximately 68° F, or 20° C). Then the lid should be cracked open and the PID used to sniff the “headspace” above the sample. “Hot” samples give high readings on the PID and “cold” samples read substantially lower. Stabilizing the samples to room temperature is important. Cold samples do not release the accelerant they contain, and hot samples might exaggerate the amount of accelerant they contain.

Why not use a MOS Sensor?

Semiconductor, or Metal Oxide, Sensors (MOS) are among of the oldest and least expensive measurement technologies used in portable instruments for arson investigation. While MOS sensors can detect a broad band of chemical contaminants, they are prone to a number of shortcomings that limit their effective use in arson investigation. While typically found in inexpensive arson investigation monitors, MOS sensors are not particularly accurate, plus they respond positively to moisture and can be poisoned.

Why PIDs Aren't More Common

In the 1970s, PIDs moved from the lab to the field for surveying sites for chemical contamination. The ability of PIDs to identify the presence of hydrocarbons without costly and time-consuming laboratory testing made PIDs invaluable to many environmental clean-up firms. But the high cost of purchase and maintenance, lack of durability, bulky size, heavy weight, sensitivity to humidity and radio-frequency interference (RFI) limited the use of early PIDs. Breakthroughs in PID technology have addressed these shortcomings and now provide arson investigators with a powerful yet affordable measurement technology.

RAE PIDs for Arson

Because arson investigations require a fast "sniffer," RAE recommends that only our PIDs with pumps be used for forensic investigations. All RAE PIDs can charge on 12 volts DC, making them uniquely suited to storage on emergency vehicles.

ppbRAE Plus PID

The ppbRAE Plus is a 0 to 200 ppm PID with resolution down to *parts per billion* (ppb). The ppbRAE provides unsurpassed accuracy, capable of continuous detection down to 1 ppb. For arson investigations, the ppbRAE can detect accelerants below the olfactory threshold. Its quick 3-second response makes it uniquely suited to arson investigations because it can quickly locate accelerants. When in survey mode, the "Geiger counter" feature of the ppbRAE, the unit beeps at a higher frequency as the concentration increases. If a burn pattern is suspicious, its audible and visual alarms increase as concentrations of accelerants increase. This allows the ppbRAE Plus to accurately narrow down suspected areas of accelerant for laboratory analysis.



MiniRAE 2000 PID

A less expensive alternative to the ppbRAE Plus, the MiniRAE 2000 is a 0 to 10,000 ppm PID with resolution of 0.1 ppm.



ppbRAE Plus

VOC Detector Monitor

Portable continuous ppb VOC Detector Monitor

The rugged **ppbRAE Plus** is the most sensitive handheld volatile organic compound (VOC) monitor in the world. Its photoionization detector (PID) provides true parts-per-billion (ppb) detection for applications from Indoor Air Quality (IAQ) to HazMat/Homeland Security.



Key Features

New extended range from 1 ppb to 2,000 ppm

Proven PID technology

The patented dual-channel 3D sensor provides a 5-second response time and sets a new standard for resistance to moisture and dirt while the super-bright 10.6eV lamp provides extra sensitivity for low-ppb measurements.

Exclusive zeroing tube

Assures repeatability at low-level measurements with a disposable VOC zeroing tube.

Self-cleaning lamp and sensor

RAE Systems' patented self-cleaning lamp and sensor minimizes the need for maintenance and calibration.

The ppbRAE Plus lamp and sensor can be taken apart in seconds for easy maintenance without tools!

Measure more chemicals than with any other PID

With over 100 Correction Factors built into the **ppbRAE Plus** memory and the largest printed list of Correction Factors in the world (300+), the **ppbRAE Plus** offers the ability to accurately measure more ionizable chemicals than any other PID. When a gas is selected from the **ppbRAE Plus** library, its alarm points are automatically loaded into the meter.

User-friendly screens make it easy to use for simple applications and flexible enough for sophisticated operations.

Drop-in battery

When work schedules require putting in more than the 10 hours supplied by the standard NiMH battery, the drop-in alkaline pack supplied with every **ppbRAE Plus** lets you finish the job.

Rugged Rubber Boot

The standard rubber boot helps assure that the **ppbRAE Plus** survives the bumps and knocks of tough field use.

Strong, built-in sample pump

Draws up to 100 feet (30m) horizontally or vertically.

Tough flexible inlet probe

Large keys

Operable with 3 layers of gloves

Easy-to-read display with backlight

Stores up to 267 hours of data

One-minute intervals for downloading to a PC (with the datalogging option)

Applications

HazMat/Homeland Security

- Searching for Toxic Industrial Chemicals (TICs) and Chemical Warfare Agents (CWAs)
- 5-second response enables quick assessment of patients in decon lines

Indoor Air Quality (IAQ) surveys

- Outgassing of new building materials (carpet and fabrics)
- Searching for mold and mildew by measuring microbial VOCs (mVOCs)
- Identifying sources of odors

Industrial Hygiene/Safety

- Worker exposure studies for very toxic chemicals

Environmental

- Perimeter fence line monitoring
- Low-level leak detection

ATEX



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Tel: 877.723.2878 • Fax: 408.952.8480
Email: raesales@raesystems.com • www.raesystems.com

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RAE Systems Europe
Orestads Boulevard 69, 2300 Copenhagen S • Denmark
Tel: +45.8652.5155

RAE Systems (Hong Kong) Ltd.
Room 8, 6/F, Hong Leong Plaza, 33 Lok Yip Road, Fanling, N.T. • Hong Kong
Tel: 852.2669.0828



Specifications *

Range, Resolution & Response Time

Gas Monitor	Range	Resolution	Response Time (T90)
VOCs	0 - 9999 ppb	1 ppb	< 5 sec
	10.0 - 99.9 ppm	0.1 ppm	< 5 sec
	100 - 2000 ppm	1 ppm	< 5 sec

Detector Specifications

Size	8.2"L x 3.0"W x 2.0"H (21.8 x 7.62 x 5.0 cm)
Weight	19.5 oz with battery pack (553g) w/o rubber boot
Sensor	Patented, planar, dual-channel, photoionization sensor with super-bright 10.6 eV lamp
Battery	<ul style="list-style-type: none"> Rechargeable, external, field replaceable Nickel-Metal-Hydride (NiMH) battery pack Alkaline battery holder (for 4 AA batteries)
Operating Period	10 hours continuous operation
Display	Large LCD, backlight activated manually, with alarms or by darkness
Keypads	1 operation and 2 programming keys
Direct Readout	<ul style="list-style-type: none"> VOCs as ppb or ppm by volume High and low values STEL and TWA (in hygiene mode) Battery and shutdown voltage
Alarms	90dB buzzer and flashing red LED to indicate exceeded preset limits <ul style="list-style-type: none"> High: 3 beeps and flashes per second Low: 2 beeps and flashes per second STEL and TWA: 1 beep and flash per second Alarms with automatic reset or latching with manual override Optional plug-in pen-size vibration alarm User-adjustable alarm limits
Calibration	Two-point field calibration of zero and standard reference gas. Calibration memory of 8 calibration gases, alarm limits, span values and calibration date
Datalogging	Optional 267 hours (at one-minute intervals) with date/time. Header information includes monitor serial number, user ID, site ID, date and time
Sampling Pump	<ul style="list-style-type: none"> Internal, integrated flow rate 400 cc/min Sample from 100' (30m) horizontally or vertically
Low Flow Alarm	Auto shut-off pump at low-flow condition
Communication	Download data and upload instrument set-up from PC through RS-232 link to serial port
Temperature	14° to 104°F (-10° to 40°C)
Humidity	0% to 95% relative humidity (non-condensing)
EM/RFI	Highly resistant to EMI/RFI. Compliant with EMC Directive 89/336/EEC
IP-rating	IP-55: protected against dust, protected against low-pressure jets of water from all directions
Hazardous Area Approval	<ul style="list-style-type: none"> US and Canada: UL and cUL, Classified for use in Class I, Division 1, Groups A, B, C and D hazardous locations Europe: ATEX II IG EEx ia IIC T4
Attachments	Durable black rubber boot w/belt clip & wrist strap
Warranty	Lifetime on non-consumable components (per RAE Systems Standard Warranty), 1 year for 10.6.V PID lamp, 1 year for pump and battery

*Ongoing projects to enhance our products mean that these specifications are subject to change

Monitor-only includes:

- RAE Systems 10.6 eV UV lamp
- 5" Flex-I-Probe
- External filter
- Rubber boot with belt clip
- Alkaline battery adapter
- Tool kit
- Lamp-cleaning kit
- VOC Zeroing Tubes (1 box)
- Tube adapter
- Tedlar® bag for calibration
- Nickel-Metal-Hydride battery
- 120/230 V AC/DC wall adapter (if specified)
- Operation and maintenance manual

Flex-I-Probe w/exclusive disposable zeroing tube



ppbRAE Plus

Monitor with accessories kit adds:

- Hard transport case with pre-cut foam
- 5 porous metal filters and O-rings
- Gas outlet port fitting and tubing

Optional calibration kit adds:

- 10 ppm isobutylene calibration gas, 34L
- Regulator (0.5 LPM) and Teflon® tubing

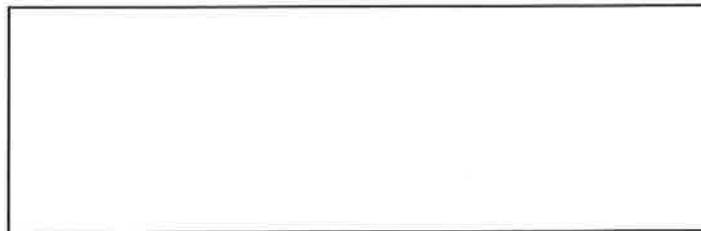
Datalogging monitor adds:

- ProRAE Suite software package for Windows 98, NT, 2000 and XP
- Computer interface cable

Optional Guaranteed Cost of Ownership Program:

- 4-year repair and replacement guarantee
- Annual maintenance service

DISTRIBUTED BY:



RAE Systems Inc.
3775 North First Street, San Jose, CA • 95134 • USA
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Tel: 852.2669.0828





**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. To request a Directory of Disadvantaged, Minority and Women Owned Business Enterprises certified by the City of St. Louis, contact Ms. Jackie Taylor, Certification Manager, at (314) 551-5002. Certified businesses 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