

REQUEST FOR QUOTE

For
FURNITURE



11-1996.00

**Mandatory Pre-bid Meeting Friday, 2-17-12
At 10:00 AM Central Standard Time (CST)
1520 Market Street, First Floor
St Louis, MO 63103**

**All pre-bid questions are due by Noon (CST) Tuesday, 2-14-12
Submit to colemans@stlouiscity.com**

**Sealed Bids are due Thursday, 3-1-12 by Noon (CST)
1200 Market Street, Room 324
St Louis, MO 63103**

Request for Quote

February 1, 2012

This Request for Quote (RFQ) contains the following information:

Dealer Qualifications

Program and Goals

Schedule

Instructions to Bidders/Deliverables - Refurbished/Used Furniture

LEED Information

Services (Warranty, Terms & Conditions, Customer Service, Installation)

Furniture Parameters for base bid

Furniture Reference Drawings – Typical and Overall Floor Plan

Spreadsheet for pricing summary

Dealer Qualifications

- Ability to receive AutoCAD shop drawings and CAP library symbols
- Ability to provide plan drawings and 3Ds of all proposed workstation solutions.
- Ability to provide a list of major projects completed in the last 2 years including scope, project cost, owner contract, and phone number, etc.

Program and Goals

St. Louis Development Corporation (SLDC) Agencies are relocating their office to 1520 Market St., 2nd floor.

SLDC will be reusing a portion of their existing furniture in the new space. SLDC's goal is to furnish the rest of their new space by purchasing all refurbished or reused furniture. New furniture should only be proposed and will only be purchased if no refurbished/reused pieces that meet the parameters are proposed & available on the market when bids are reviewed. The selection process will be based on the most overall price and best value as determined by the Board of Public Service (BPS) on behalf of SLDC.

The City of St. Louis' first goal is to procure the best furniture possible based upon their sole determination of best price/best value. The City of St Louis reserves the right to award by section, or any combination of sections, or as an entire project. The City of St Louis is requesting bid pricing be submitted with the following breakdown of sections:

- Systems furniture
- Filing/Storage
- Seating, Tables & Conference Furn
- Miscellaneous
- Modular Casework
- Lounge Furniture

Schedule

It is anticipated that furniture orders will be finalized and entered in March with the expectation of a second week of May installation completion. The installation is expected to commence at the completion of construction with a week overlap. Exact date is To Be Determined (TBD). SLDC currently expects to move into the new space during the third week of May. Finalized construction schedule from selected GC will be reviewed upon furniture bid award.

Instructions to Bidders/Deliverables

When indicated below. "REFURBISHED" shall refer to used furniture that has been repaired, restored, resurfaced, repainted, and so forth to meet SLDC's needs; "USED" shall refer to used furniture that shall be sold 'as is'; "NEW" shall refer to previously unused, brand new furniture.

- **Provide a Refurbished Option (Option A) and a Used Option (Option B- if available), for each item listed below in Furniture Parameters. Only supply a proposed New Furniture Option (Option C) if there are no Refurbished or Used options available. New furniture will only be purchased if no refurbished/used pieces are proposed that meet the requirements needed for the project.**

- **Provide Total Quantity available for each option proposed if total quantities of item shown on plan cannot be met.**
- Provide all information requested below, in hard copy format, with a Table of Contents in the following order:
 - a. Drawings – Floor plans, typicals, 3Ds
 - b. Pricing – Pricing spreadsheet (Hard copies and electronic), bill of materials, detailed furn. specs & itemized pricing
 - c. Product illustration – literature, cut sheets, shop drawings
 - d. Services Narrative
- Provide the proposed costs for the systems furniture and ancillary furniture as shown/labeled in the attached furniture drawings. Furniture labels in drawings coordinate with sections labels shown below in furniture parameters.
- Identify by item the name of every manufacturer of all proposed products.
- Provide plan drawings and 3Ds of all proposed system solutions as configured in the specification.
- Prepare a furniture installation drawing based on the base bid in CAD from attached base plan.
- ***Provide photographic images of all products proposed. Color photo required for all used (as is) furniture.***
- Please do not include any images or renderings of furniture that is not being proposed or priced.
- Include standard laminate, metal and fabric material samples for system furniture for SLDC to review, only in specified Grade.
- Submit detailed, itemized list of all components in product specifications which include the quantity, list price, percent discounted on a line item basis, and sell price. Utilize the enclosed bid spreadsheet.
- Include lead times and information regarding any reasonably expected circumstance that could cause a delay in the delivery of product or the inability of vendor(s) to meet the requested delivery date. i.e. labor contacts, vacation schedules, supply chain issues, other contractual obligations, financial wherewithal of the manufacturer or dealer, etc.
- Do not show any furniture items that are over a 6 week lead time.
- Provide a detailed schedule outlining order, delivery, and installation.
- All ordered furniture to be shipped to warehouse facility as close to installation date as possible so as to not incur storage costs. Furniture to be delivered to site at time of installation. Exact installation schedule to be coordinated at a later date between dealer and BPS.
- All pricing to be submitted and formatted as shown in excel spreadsheet (freight and other charges to be shown as separate line items).

LEED Information

- We are seeking LEED certification for this project. Please submit all LEED information on each product proposed (specifically for Systems Workstations and Seating) that would contribute to any of the following credits as needed and required by USGBC for achieving the following credits:

Materials & Resources

- c.3.2 Materials Reuse – Furniture and Furnishings
- c 4 Recycled Content
- c 5 Regional Materials
- c 7 Certified Wood

Indoor Environmental Quality

- c 4.5 Low-Emitting Materials – Systems Furniture & Seating

Services

a) Warranty:

Furniture vendor to issue in writing as part of this RFP a standard warranty on all products and any additional warranty that may apply to SLDC. Indicate how dealer will have an incentive to provide service on warranty issues. Please state which components in all workstations do not maintain a lifetime warranty. Provide additional information regarding any special dealer or extended warranties that are available for proposed products, installation and other services to be provided.

b) Terms & Conditions:

Provide detailed information regarding terms and conditions, terms of payment, cash discounts for prompt payment and any other similar information regarding the initial proposal and on-going business, if different from the initial order(s).

c) Supply Chain/Customer Service:

Please elaborate individually on each of the following

Services

1. Please provide an overview of your dealership. Include a current census of personnel by department, the names and some brief biographical information of the people who will be assigned to handle the initial order(s) if you are awarded a contract, and the name of the individual who will be responsible for managing the account on an ongoing basis.
2. List the names of contractors, sub-contractors or contract (or temporary) employees that you expect to use on this project. What role(s) will they plan in the project?
3. Who will handle the installation of your product? What processes do you have in place to ensure quality service by your installers?
4. Discuss the procedure available in the event of poor performance or non-delivery. What is the targeted timeframe to have resolution to the problem? What solutions will you provide?
5. What are the critical items that could delay delivery?
6. Define how you will handle all service calls for furniture related problems and dispatch the appropriate personnel to assess, repair, and restore to proper working condition. Furniture vendor is expected to handle all such calls in keeping with the stated warranties into the future as long as their product is in service by SLDC or as per written warranty.

Product

1. Define standard product lead-times for the proposed furniture.
2. SLDC expects to be protected from obsolescence for new furniture only. Outline any new product proposed that will not remain in the product offering of your company for as long as SLDC purchases such products. (Not less than five (5) years from initiation of this contract.)

Other

1. Please provide any additional information you feel would help us in our selection process.
2. Has dealership ever failed to complete a project/default on a contract?
3. Has the dealership been engaged in litigation over a contract or is there a possibility of any pending litigation?
4. Provide a list of major projects completed in the last 2 years including scope, project cost, owner contact, and phone number, etc.

d) Installation:

1. Contact Brian Earley of BPS to receive the rules and regulations for 1520 Market Street regarding building delivery and installation. Brian's number is: 314-613-7475. Please confirm that you have received and acknowledge these requirements with your bid.
2. Furniture installation contractor is responsible for all final clean up of the site once installation is complete Dealer shall be responsible for the cost and repair of damages incurred during installation to final paint, door frames, doors, floor covering, wall covering or ceiling finish. .
3. Furniture dealership awarded workstation and dealership awarded table portion of RFP is responsible for coordinating final core drill locations with contractor on-site and verifying locations with SLDC. Furniture dealership will need to chalk off workstation panels once drywall partitions are in place and meet with the architect, contractor and electrical contractors on final locations of the poke-thrus.

Furniture Parameters for Base Bid

The following are the parameters to be utilized for the base bid, typical layouts and overall furniture plan are provided. If requested standard is not available for workstations, please note the modification in the deliverables. **ALL PROPOSED FURNITURE TO BE REFURBISHED OR REUSED. New furniture pieces to be proposed only when there are no refurbished or reused options available.**

***Please Note:** Basis of Design given as a reference for design intent/preference only to help guide which refurbished furniture piece to propose. It is understood that proposed pieces may vary greatly from the basis of design listed, depending what is available.

Section A: Not Used

Section B: System Workstation Standards

***Provide (2) separate prices for the workstations listed below. One price for refurbished furniture (Option A) and one price for reused furniture (Option B).**

***Please Note:** The below criteria should be used as guidelines for the layout and finishes of workstations. Please follow as closely as possible. If any alterations need to be made to the typical, please note what changes had to be made and show in a 3D image. SLDC understands that there may be significant changes to the layout for the used furniture (price option B) due to what is available in the used furniture market at the time the bid go out. Please provide images of all used workstations proposed.

B-1: 8'-0" x 8'-0" Workstation "B-1" – WS Typical

- See attached layout Workstation "B.1" for components
- Wire management at worksurface (i.e. 1" reveal at back of worksurface)
- All items to be lockable and to require one key per work station

B-2: 8'-0" x 8'-0" Workstation "B-2" – WS Typical

- See attached layout Workstation "B.2" for components
- Wire management at worksurface (i.e. 1" reveal at back of worksurface)

B-3: Workstation "B-3" – AH reception desk

- See attached layout Workstation "B.3" for components
- Wire management at worksurface (i.e. 1" reveal at back of worksurface)
- All items to be lockable and to require one key per work station

B-4: Hotel Station Typical "B.4" – Hoteling Typical

- See attached layout Workstation "B.4" for components
- Wire management at worksurface (i.e. 1" reveal at back of worksurface)

B-5: 8'-0" x 8'-0" Workstation "B-5" – LRA reception desk

- See attached layout Workstation "B.2" for components
- Wire management at worksurface (i.e. 1" reveal at back of worksurface)
- All items to be lockable and to require one key per work station

B-6: 8'-0" x 8'-0" Workstation "B-6" – Printer WS Typical

- See attached layout Workstation "B.6" for components

Finishes

- Note: all painted metal to be metallic/grey finish, grade 1 (or manufacturer's equal)
- Work surfaces: plastic laminate, solid color (Grade 1)
- Edge finish: impact resistant to match work surface
- Base Trim: painted metal
- End Trim: painted metal
- Top caps: painted metal
- Under work surface storage: painted metal
- Fabric Panels: base bid to be Grade 1 fabric. (*Please provide total project upgrade for Grade 2)
- Provide material samples that illustrate both grade levels.

Panels

- Provide monolithic, tackable and acoustic fabric wrapped panels to 54" and 65" high (or equal). See typical for height locations
- All panels to be monolithic with metal base at floor:
 - A. Painted panels below worksurface.
 - B. Above the worksurface provide fabric wrapped panels that are also tackable. (Tack boards are not acceptable).

Electrical System/Data

- Electrical/Data to be located within spine and at critical locations only. Power to be located in a separate channel from Data. The panel systems must be able to support (3) cables per station in a divided raceway.
- Baseline power is requested, both power and data, see typical for specific location.
- (2) duplex electrical outlets and (1) data outlet per work station (SLDC will utilize voice over IP)
- See plan for core drill quantity. Final locations may be revised with selected manufacturer but quantities will remain the same.

Section C: Filing/Storage/Worktop Enclosure Standards

C-1: Lateral File Cabinets

- Option A: Provide total project cost for all lateral files labeled on plan in open office and workstation ends to be **refurbished** files. **Separately include unit list and sell prices of each file.*
- *Please note if there are not enough refurbished files of a certain size available as shown on plan. Please note how many total were priced.*
- Option B: Provide a separate unit price and sell price for each size file below for USED product. List available color and quantity.
 - A. **Refurbished** 42" wide, 4 high and 18" deep lateral file cabinet.
 - B. **Refurbished** 42" wide, 3 high and 18" deep lateral file cabinet.
 - C. **Refurbished** 42" wide, 2 high and 18" deep lateral file cabinet.

C-2: Workstation End Typ. C-2

- (4) Two High lateral files
- (1) 42"d x 36"h x 168" Inside width file enclosure. Laminate top, sides, and self-edges.
- File enclosure basis of design: SimoCorp. Custom worktop/Haworth Planes file enclosures
- See attached elevation

C-3: Workstation End Typ. C-3

- (4) Three High lateral files
- (1) 22"d worksurface top to run length of files. Laminate top, sides, and self-edges.
- Laminate: Grade 1
- See attached elevation

C-4: Open Office Files/Worktop Typical C-4

- (8) Three High lateral files
- (1) 36"d worksurface top to run length of files. Laminate top, sides, and self-edges.
- Laminate: Grade 1
- See attached elevation C-4

C-5: Open Office Worktop

- 18"D worktop to attach to files below
- Worksurface top to run length of files. Laminate top, sides, and self-edges.
- Laminate: Grade 1

C-6: Open Office Worktop

- 36"D worktop to attach to files below
- Worksurface top to run length of files. Laminate top, sides, and self-edges.
- Laminate: Grade 1

Section D: Seating

D-1: NOT USED

D-2: Conference Task Chair

- Required Ergonomic adjustability Features: Pneumatic lift, 5-Star base
- Carpet casters
- Upholstered seat (Grade 1/A) & upholstered or mesh back
- Neutral fabric color (black/charcoal preferred)
- Arm Finish: black plastic cap
- Base finish: black
- Mid Back
- Basis of Design: 9 to 5 Seating, Strata

D-3: Not Used

D-4: Break Room Barstools

- plastic seat preferred
- With Back/Armless
- Seat height: 29 5/8"H stool or equal (To be used at 3'-6" high counter)
- Silver/grey painted base finish preferred
- Neutral seat color preferred
- Metal Legs/Frame
- Basis of Design: Brayton, Enea or equal

D-5: Board Room Stack Chair & Open Team Meeting Chair

- Plastic Back/Upholstered seat or upholstered seat/back preferred (Grade 1/A)
- Neutral plastic & fabric color preferred
- Metal Legs/Frame
- Painted metal leg finish
- Armless
- Glides appropriate for carpet
- Preferred to stack 10 High on floor
- Basis of Design: Haworth, Very Stack wire chair

D-6: Board Room Side Chair Dolly

- Painted metal
- Basis of Design: Haworth, Very wire Stack Chair doll

D-7: Team Meeting Lounge Chair (tablet arm if available)

- 30 1/2"OW x 27"OD x 29" OH (approx. size preferred)
- One Fabric for seat and back (Grade 1)
- Neutral fabric color preferred
- Cushions to be attached
- (1) tablet on right arm (optional)
- Optional Tablet finish: laminate (Grade 1)
- Silver powder coat legs
- Basis of Design: Steelcase, Sidewalk Mobile Low back Chair with Tablet

Section E: Tables & Conferencing Furniture

E-1: Teaming Area Table A

- 60" Dia. x 27 3/4"H (or Equal)
- Base: Metal Column X-Base
- Top: Plastic Laminate; Grade 1 solid white preferred
- Edge: flat profile, PVC edge to match top
- Base finish: Standard Silver Powder Coat
- Metal Glides
- Basis of Design: Berco, Voyager Table

E-2: Teaming Area Table B

- 72" Dia. x 27 3/4"H (or Equal)
- Base: Metal Column X-Base
- Top: Plastic Laminate; Grade 1 solid white preferred
- Edge: flat profile, PVC edge to match top
- Base finish: Standard Silver Powder Coat
- Metal Glides
- Basis of Design: Berco, Voyager Table

E-3: NOT USED.**E-4: 16 Person Conference Room Table**

- 48" x 216" Rectangle (Or Multiple table ganged to accommodate overall size)
- Base: Metal 4-Post Base
- Base Finish: Standard Silver Powder Coat
- Top: Plastic Laminate; solid color Grade 1 solid white preferred
- Edge: Flat profile, PVC edge to match top
- Power Trough in table top for AV equipment & 2 outlets/2 data
- Table interface to support HDMI and VGA (analog) laptop connections. Coord. With AV consultant may be necessary for further information.
- Wire management up metal leg and under table
- Basis of Design: Berco, Titan Table

E-5: NOT USED**E-6: 10 Person Conference Room Table**

- 48" x 120" or 144" Rectangle (Or Multiple table ganged to accommodate overall size)
- Base: Metal 4-post base
- Base Finish: Standard Silver Powder Coat
- Top: Plastic Laminate; solid color Grade 1 solid white preferred
- Edge: Flat profile, PVC edge to match top
- Power Trough in table top for AV equipment & 2 outlets/2 data OR grommet in center of table, finish: grey/silver if avail.
- Wire management up metal leg and under table
- Basis of Design: Berco, Titan Table

E-7: 6 Person Conference Room Table

- 36" x 66" Rectangle
- Base: Metal post base
- Base Finish: Standard Silver Powder Coat
- Top: Plastic Laminate; solid color Grade 1 solid white preferred
- Edge: Flat profile, PVC edge to match top
- Basis of Design: Berco, Bid On It Table with Sense Base

E-8: 4 Person 42" Dia. Conference Room Table

- 42" diameter x 27 3/4" H (or equal)
- Base: Metal post base
- Base Finish: Standard Silver Powder Coat
- Top: Plastic Laminate; solid color Grade 1 solid white preferred
- Edge: Flat profile, PVC edge to match top
- Basis of Design: Berco, Bid On It Table with Sense Base

E-9: Not Used.**E-10: Not Used.****E-11: Board Room Table**

- (4) Total 36"d x 120"w (possibly (2) 72"w table ganged together to make each 12' long table)
- *See plan for reference on table layout
- (2) grommets in each 72"w table (equally spaced) for microphones (16 Total)
- Base: four post leg base (shared legs where possible)
- Base finish: Standard Silver Powder Coat
- Top: Plastic Laminate; Grade 1 solid white preferred
- Edge: Flat profile, PVC edge

- Wire management under table top and up table legs to conceal microphone wires and polycom wires when used.
- Basis of Design: Knoll, Propeller Table

Section F: Marker Boards & Tack Boards

F-1: Mobile Marker Board

- Size: approx. 30"w x 74"h x 21"d
- Full-length marker tray
- Accepts magnetic accessories
- Frame: Aluminum finish
- Board Finish: Porcelain, White
- Basis of Design: Egan, A-Frame Versa Mobile (Or Equal)

F-2: Wall-Mounted Fabric Tack Board

- Size: 36"h x 48"w (or comparable)
- Frame: Anodized Aluminum finish
- Edge: Square mitered
- Board Fabric: Grade 1, neutral color preferred
- Mounting brackets included
- Basis of Design: Egan, Tackboard (Or Equal)

F-3: Wall-Mounted Fabric Tack Board

- Size: 36"h x 108"w (or comparable)
- Frame: anodized Aluminum finish
- Edge: Square mitered
- Board Fabric: Grade 1, neutral color preferred
- Mounting brackets included
- Basis of Design: Egan, Tackboard (Or Equal)

F-4: Hospitality Service Cart

- 36"H x 19"D x 35 ¼"W
- Laminate: Grade 1, solid white color preferred
- Edge Trim: grade 1
- Metallic trim
- Basis of Design: Haworth, Planes catering cart GAKG-1935-LJ SNNC6 (or Equal)

Section G: Modular Casework Furniture

G-1: Copy Room # 224

- One 72" long run of 25"d worksurface with 36"w of open shelving and 36" of open foot area – (1) open base cabinet w/ (1) adjustable shelf 36"w x 24"d x 35"h. (2) leg panels 24"d x 35"h. (1) back panel 36"w x 15"h.
- 11'-10" long run of 31"d worksurface and all closed shelving below- (4) base cabinets w/ doors, & (1) Adjustable shelf each, (2) work surfaces 71"w x 31"d each.
 - See furniture plan for location and more information
 - standard laminate finish on countertop and base fronts
 - Formica, Natural birch 7481-58 (cabinet base) & Formica, Storm Solidz 3505-58 (countertops) – if standard price
 - Basis of Design: Hamilton Sorter, Caseworks (or Equal)

G-2: Copy Room # 255

- One 13'-6" long run of 37"d worksurface consisting of 9'-6" of open shelving and 48" of open below worksurface. Back panel and Leg panel 36"d x 35"h at end of open below worksurface. Worksurface to be multiple pieces as req., butted together.
- Island – (1) worksurface 109"w x 50"d, (6) base cabinets w/ two doors each and one adjustable shelf each 36"w x 24"d x 35"h.
 - See furniture plan for location and more information
 - standard laminate finish on countertop and base fronts
 - Formica, Natural birch 7481-58 (cabinet base) & Formica, Storm Solidz 3505-58 (countertops) – if standard price
 - Basis of Design: Hamilton Sorter, Caseworks (or Equal)

Section H: Not Used

Section I: Not Used

Section J: Lounge Furniture

J-1: Pre-Event & Lobby Lounge Chairs

- 30 ½" OH x 34 ½" OW x 31" OD (approx. size)
- Attached cushions
- Upholstered in Grade 3 Fabric
- Neutral fabric color preferred
- Metal or painted metal base if available
- Basis of Design: HBF, Bianco Lounge Chair

J-2: NOT USED

J-3: Pre-Event Reception Coffee Table

- 60"OW x 24"OD x 15" OH (approx. size)
- Table Top: glass or laminate preferred
- Base: Metal Legs preferred
- Basis of Design: HBF, Miter Table (Or Equal)

Section EX: Furniture to be Refinished

Existing File Cabinets

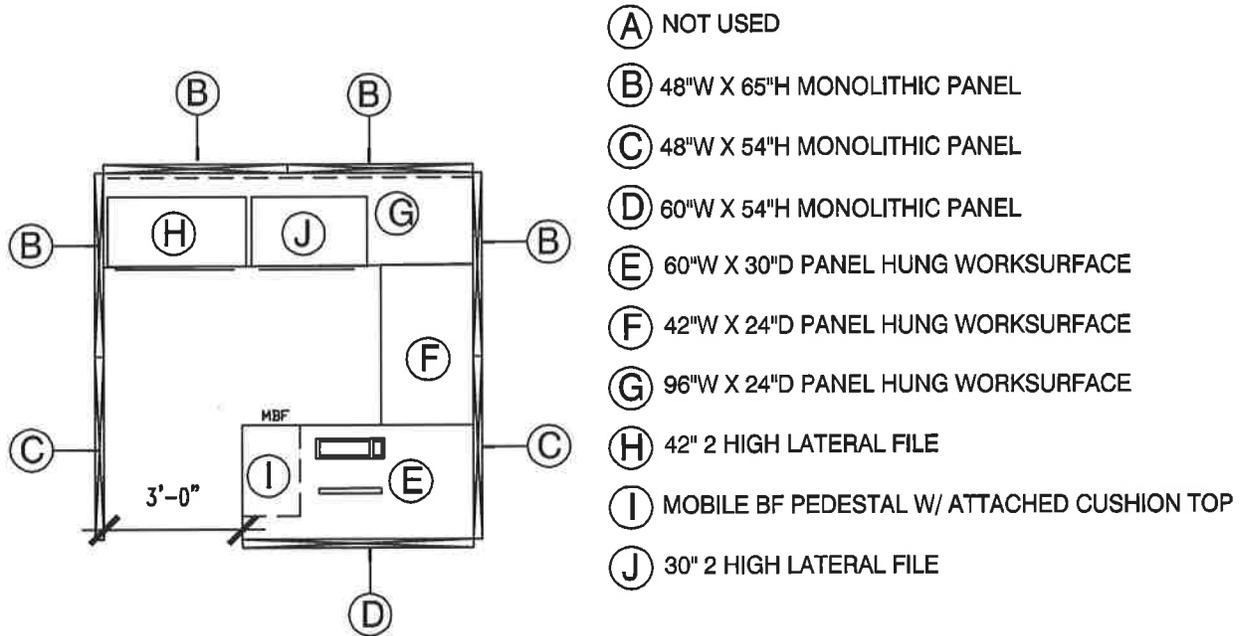
- Provide unit price to re-paint (1) 4 high lateral file with total of 50 and total of 100 (if quantity affects unit pricing.)
- Re-Paint entire outside and top drawer edges

Coordination

All questions to be directed to Ms. Sharon E. Coleman, colemanc@stlouiscity.com. The City of St. Louis is requesting the final submittal by Noon CST on Thursday, 2012. Please submit sealed bids in TRIPLICATE to The City of St. Louis at 1200 Market Street, Room 324, St Louis, MO 63103. Indicate SLDC FURNITURE BID on the left, top corner of your envelope.

Thank you for your participation in this exciting project. We look forward to receiving your information.

ST. LOUIS DEVELOPMENT AGENCIES
 WORKSTATION TYPICAL
 1/4" = 1'-0"



QUANTITY:

NOTE: SEE PLAN FOR PANEL INFORMATION AND COUNTS.

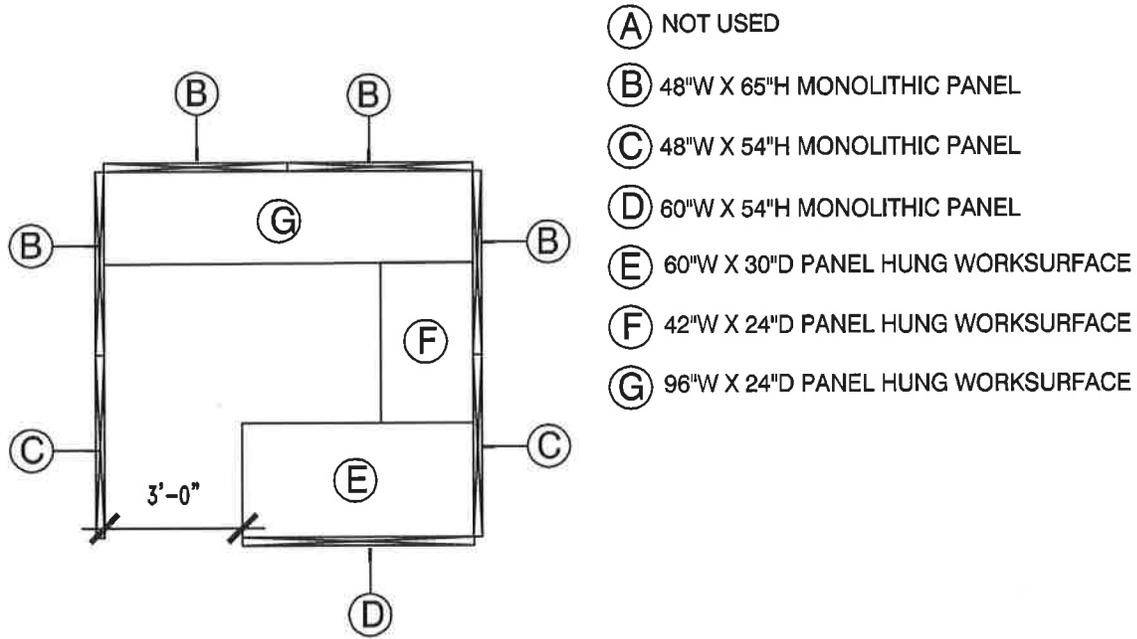
WORKSTATION "B.1"

64 SF
 8'-0" X 8'-0"
 WS TYPICAL

ARCTURIS
 Planning Architecture Interiors

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 T 314 206 7100 F 314 231 9801

ST. LOUIS DEVELOPMENT AGENCIES
FURNITURE RFP
1/4" = 1'-0"



QUANTITY:

NOTE: SEE PLAN FOR PANEL INFORMATION AND COUNTS.

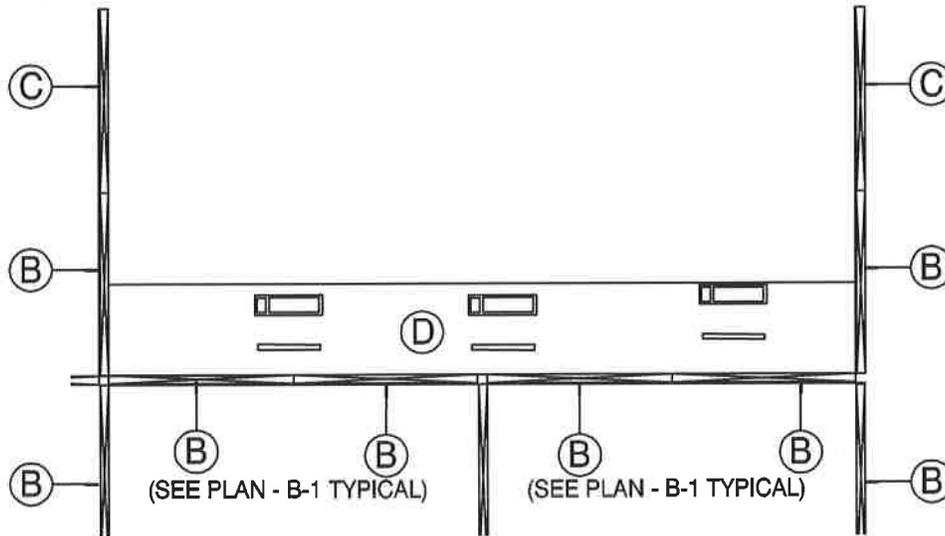
WORKSTATION "B.2"

64 SF
8'-0" X 8'-0"
WS TYPICAL

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Planning Architecture Interiors

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ST. LOUIS DEVELOPMENT AGENCIES
FURNITURE RFP
1/4" = 1'-0"



- (A) NOT USED
- (B) 48"W X 65"H MONOLITHIC PANEL
- (C) 48"W X 54"H MONOLITHIC PANEL
- (D) 24"D PANEL HUNG WORKSURFACES
*USE MULTIPLE OR SPECIAL SIZED WORKSURFACES AS NEEDED

QUANTITY:

NOTE: SEE PLAN FOR PANEL INFORMATION AND COUNTS.

WORKSTATION "B.4"

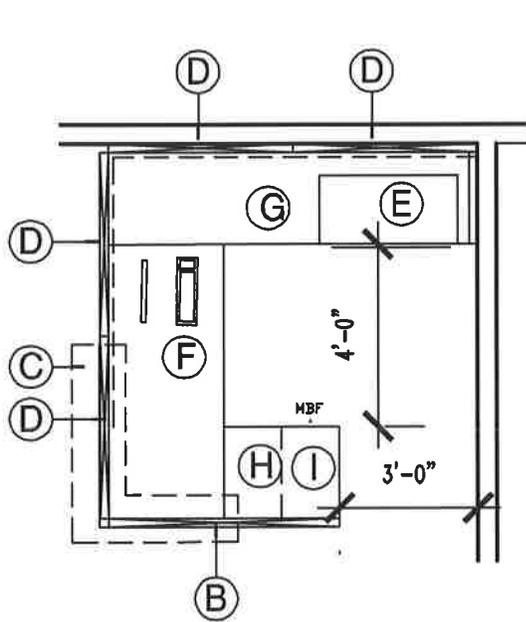
64 SF
8'-0" X 8'-0"

HOTELING WORKSTATION TYPICAL

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ST. LOUIS DEVELOPMENT AGENCIES
 FURNITURE RFP
 1/4" = 1'-0"



- (A) NOT USED
- (B) 60"W X 42"H MONOLITHIC PANEL
- (C) "L" SHAPED WORKSTATION TRANSACTION TOP
- (D) 48"W X 42"H MONOLITHIC PANEL
- (E) 36" 2 HIGH LATERAL FILE (OR) BOOKCASE - TBD
- (F) 72"W X 30"D PANEL HUNG WORKSURFACE
- (G) 96"W X 24"D PANEL HUNG WORKSURFACE
- (H) 24"W X 24"D PANEL HUNG WORKSURFACE
- (I) 15"W MOBILE BF PEDESTAL W/ ATTACHED CUSHION TOP

QUANTITY:

NOTE: SEE PLAN FOR PANEL INFORMATION AND COUNTS.

WORKSTATION "B.5"

64 SF
 8'-0" X 8'-0"

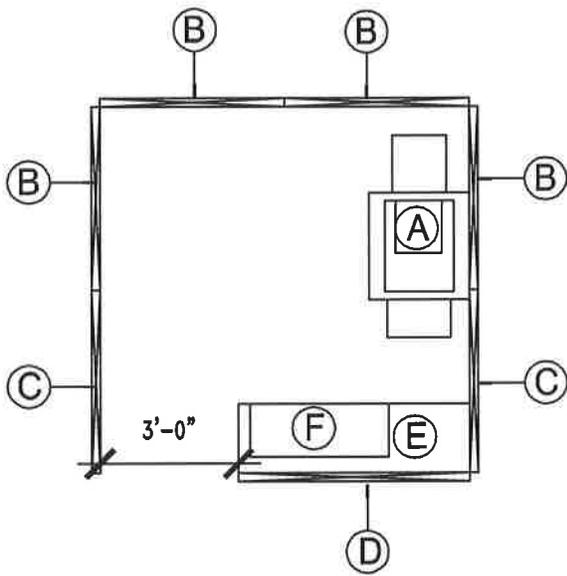
LRA RECEPTION WORKSTATION TYPICAL

ARCTURIS

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ST. LOUIS DEVELOPMENT AGENCIES
FURNITURE RFP
1/4" = 1'-0"



- (A) OWNER FURNISHED PRINTER/COPIER
- (B) 48"W X 65"H MONOLITHIC PANEL
- (C) 48"W X 54"H MONOLITHIC PANEL
- (D) 60"W X 54"H MONOLITHIC PANEL
- (E) 60"W X 18"D PANEL HUNG WORKSURFACE
- (F) 36"W 2 HIGH BOOKCASE UNDER WORKSURFACE

QUANTITY:

NOTE: SEE PLAN FOR PANEL INFORMATION AND COUNTS.

WORKSTATION "B.6"

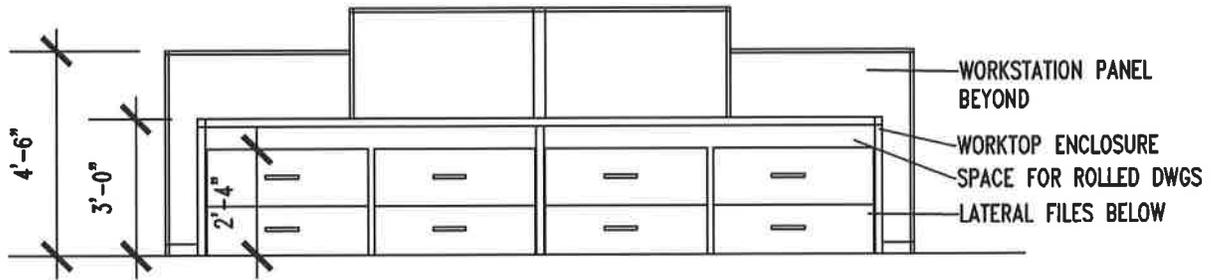
64 SF
8'-0" X 8'-0"
PRINTER WS TYPICAL

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ST. LOUIS DEVELOPMENT AGENCIES
FURNITURE RFP

1/4" = 1'-0"



C-2 WORKTOP/STORAGE @ WORKSTATION ENDS

42"D X 36"H X 168"

(4) 2 HIGH FILES BELOW WORKTOP ENCLOSURE &
6" GAP/STORAGE FOR ROLLED
DRAWINGS

WORKSTATION END
FILES/WORKTOP ENCLOSURE TYPICAL

C-2

ARCTURIS

Planning Architecture Interiors

720 OLIVE ST. SAINT LOUIS, MO 63103
T 314 206 7100 F 314 231 9801

ST. LOUIS DEVELOPMENT AGENCIES
FURNITURE RFP
1/4" = 1'-0"



C-3 WORKTOP/STORAGE @ WORKSTATION ENDS

22"D X 40-42"H WORKTOP
(4) 3 HIGH FILES BELOW

WORKSTATION END
FILES/WORKTOP TYPICAL

C-3

ARCTURIS

Planning Architecture Interiors

720 OLIVE ST. SAINT LOUIS, MO 63103
T 314 206 7100 F 314 231 9801

ST. LOUIS DEVELOPMENT AGENCIES
FURNITURE RFP

1/4" = 1'-0"



C-4 OPEN OFFICE WORKTOP/STORAGE

36"D X 40-42"H WORKTOP
(8) TOTAL 3 HIGH FILES BELOW

OPEN OFFICE FILES/WORKTOP TYPICAL

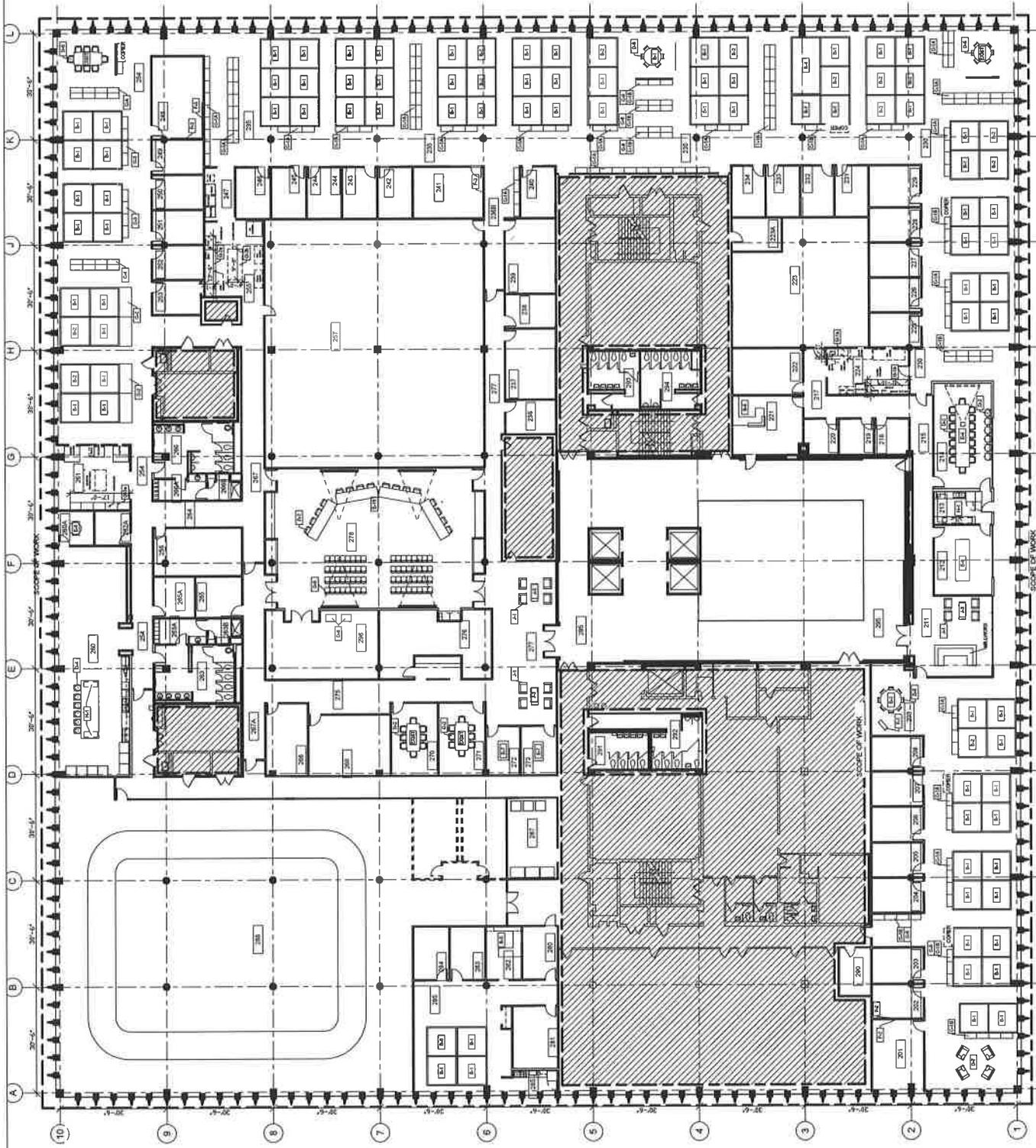
C-4

ARCTURIS

Planning Architecture Interiors

720 OLIVE ST. SAINT LOUIS, MO 63103
T 314 206 7100 F 314 231 9801

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ST. LOUIS AGENCIES DEVELOPMENT
1620 MARKET STREET,
ST. LOUIS, MO 63103

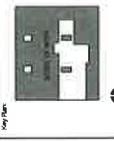
ARCTURIS
Planning, Architecture, Interior, Technology, Furniture
3000 N. 7TH STREET, ST. LOUIS, MO 63103
PH: 314.433.8800
WWW.ARCTURIS.COM

K&A BUILD
CONSTRUCTION
1111 MARKET STREET, ST. LOUIS, MO 63103
PH: 314.433.8800
WWW.K&ABUILD.COM

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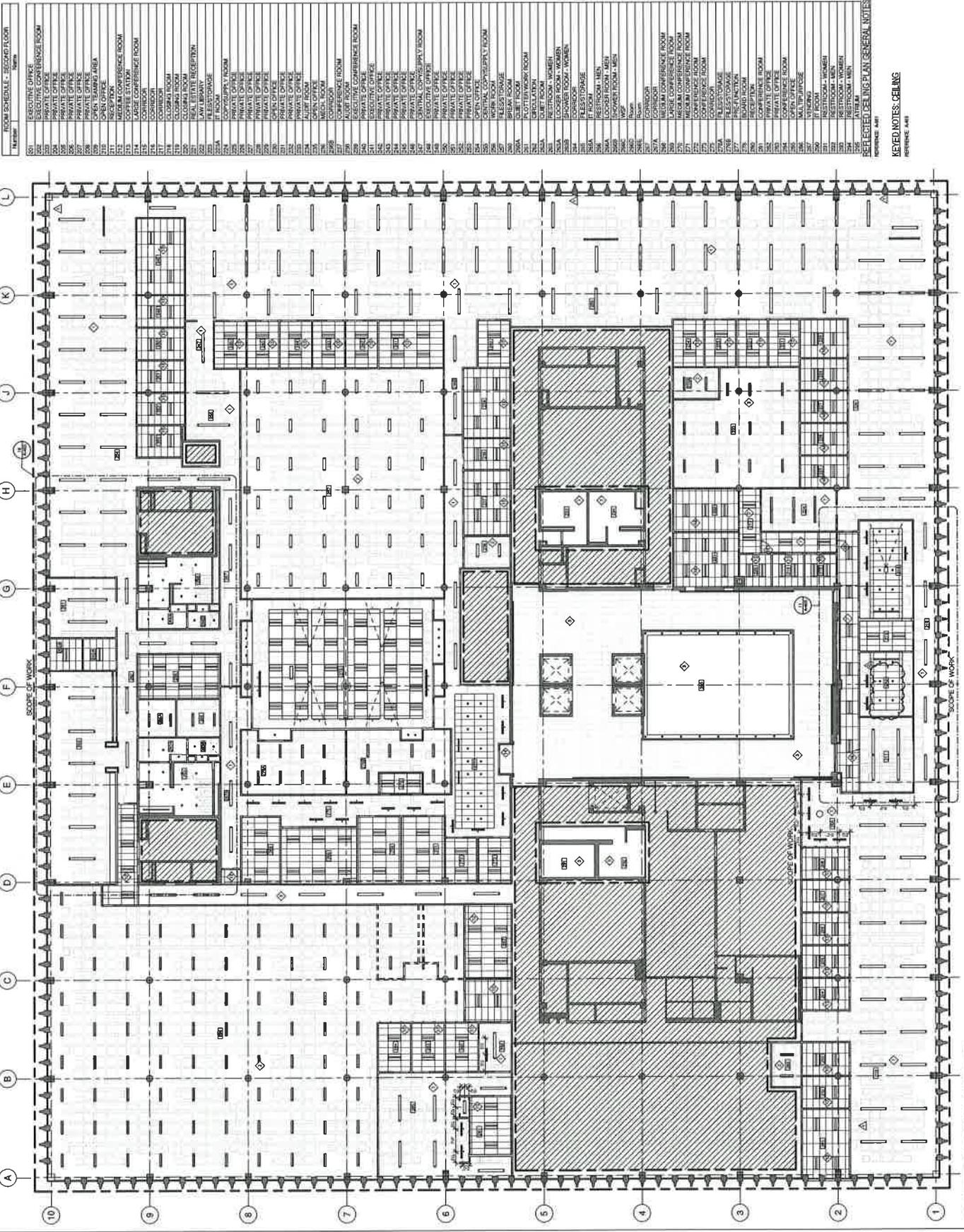
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Key Plan
Project Name: ST. LOUIS AGENCIES DEVELOPMENT
Sheet No.: A-402
Scale: AS SHOWN

A-402



ROOM SCHEDULE - SECOND FLOOR

NUMBER	DESCRIPTION
201	EXECUTIVE OFFICE
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SELECTED CEILING PLAN - GENERAL NOTES
REFERENCE A-401

KEYED NOTES: CEILING
REFERENCE A-401

SELECTED CEILING PLAN - SECOND FLOOR
A-402



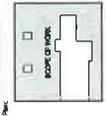
ST. LOUIS DEVELOPMENT
OFFICE RELOCATION
1520 MARKET STREET,
2ND FLOOR
ST. LOUIS, MO 63103

ARCTURIS
 ARCHITECTURAL DESIGN
 1520 MARKET STREET
 ST. LOUIS, MO 63103



KAI
 KAI BUILD
 2100 MARKET STREET
 ST. LOUIS, MO 63103

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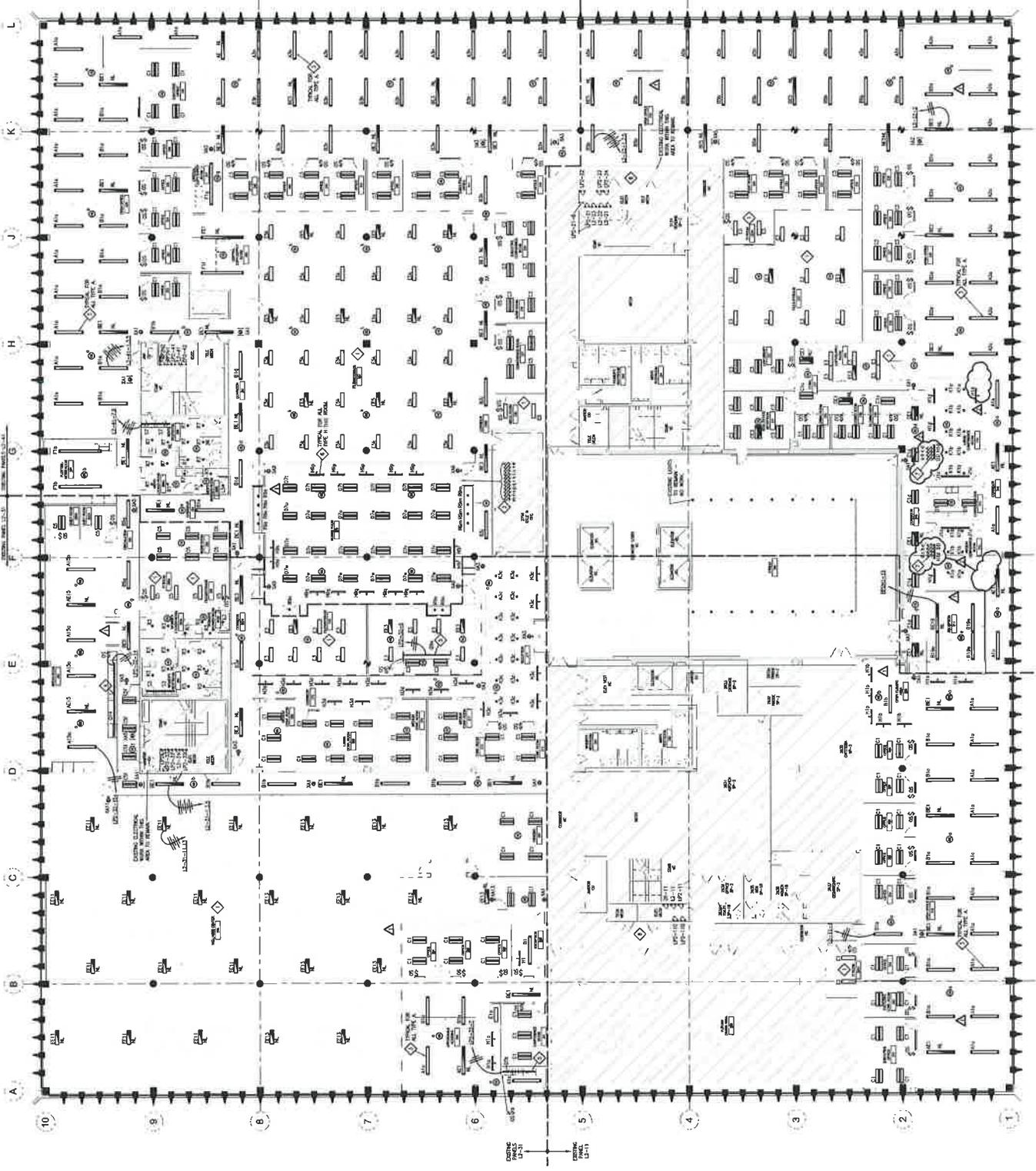


Project Name: 1520 MARKET STREET
 Draw Title: ELECTRICAL LIGHTING
 SECOND FLOOR PLAN

E-101

- GENERAL NOTES**
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- KEYED NOTES**
- ALL NEW LIGHTING SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE ILLINOIS ELECTRICAL CODE (IEC).
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1 ELECTRICAL LIGHTING - SECOND FLOOR PLAN



ST. LOUIS DEVELOPMENT
OFFICE RELOCATION
1520 MARKET STREET,
ST. LOUIS, MO 63103

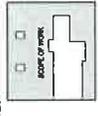
ARCTURIS
 ARCHITECTURE INTERIORS
 1520 MARKET STREET, SUITE 200
 ST. LOUIS, MO 63103
 PHONE: (314) 433-1000
 WWW.ARCTURIS.COM



KAI BUILD
 1520 MARKET STREET, SUITE 200
 ST. LOUIS, MO 63103
 PHONE: (314) 433-1000
 WWW.KAIBUILD.COM

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2	11/15/11	REVISIONS
3	12/15/11	REVISIONS

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 Checked By: [Name]
 Date: 11/15/11

E-103

- GENERAL NOTES**
1. ALL NEW TELECOMMUNICATIONS CABLES INSTALLED WITHIN THE SECOND FLOOR SHALL BE INSTALLED IN A MANNER THAT DOES NOT INTERFERE WITH EXISTING TELECOMMUNICATIONS CABLES.
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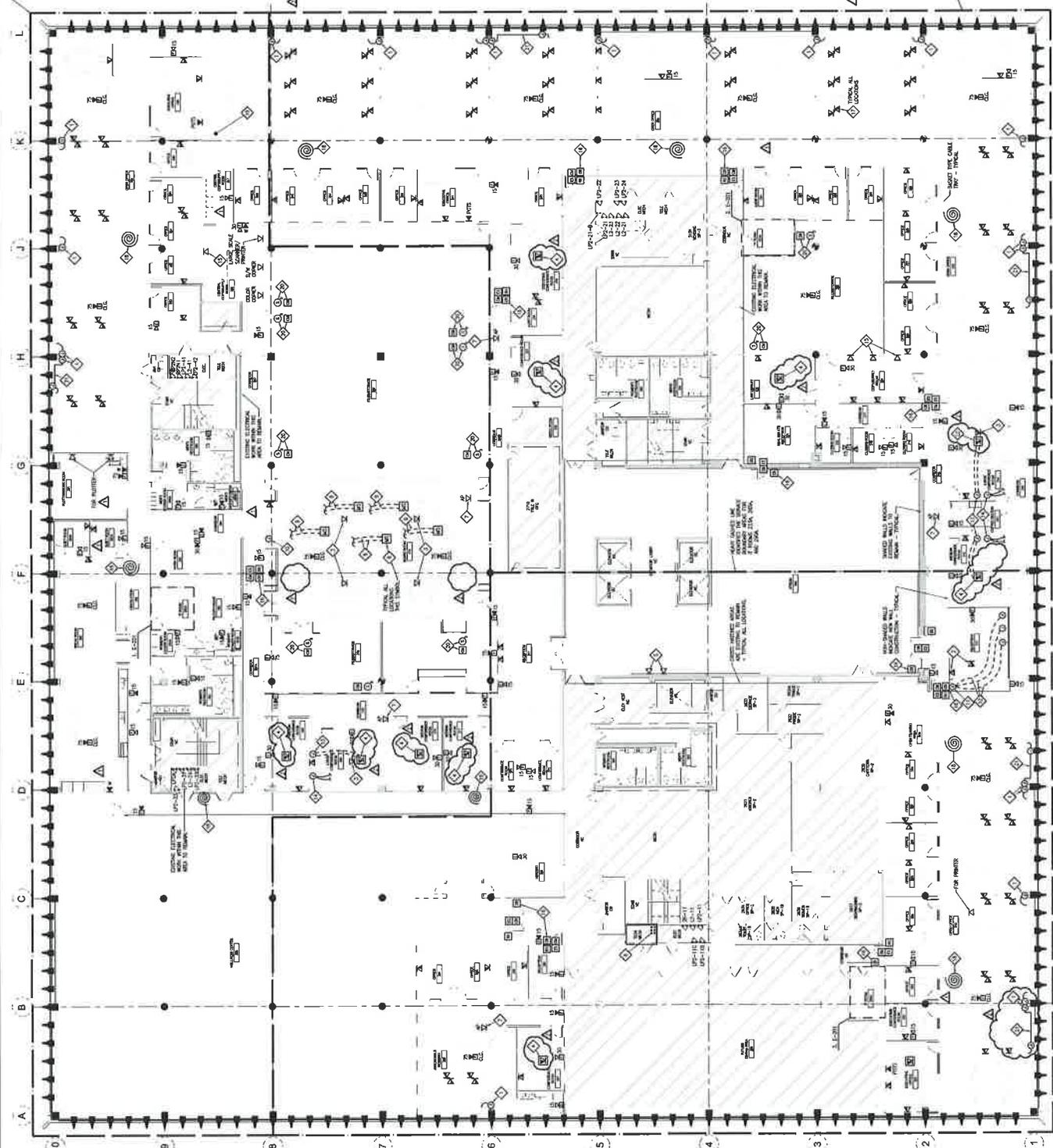
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1 ELECTRICAL SYSTEMS - SECOND FLOOR PLAN

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 by the Supply Division.*
- 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

State of Missouri

LIMITED EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES (Political Subdivision)

Issued to:

Missouri Tax I.D.: 12493473

CITY OF ST LOUIS
RM 212 CITY HALL
ST LOUIS MO 63103

Effective Date: 07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.1, RSMo. This letter is issued as documentation of your agency's exempt status. The agency above must adhere to the exempt status requirements.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. Outlined below are specific requirements regarding this exemption. This summary is not intended as a complete restatement of the law. You should review the law to ensure your understanding and compliance.

- This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.
- Purchases by your agency are not subject to sales or use tax if conducted within your agency's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter.
- Individuals making personal purchases may not use this exemption.
- A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your agency only if your agency issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062 RSMo.
- Sales by your agency are subject to all applicable state and local sales taxes. If you engage in the business of selling tangible personal property or taxable services at retail, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.
- Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Taxation Bureau, P.O. Box 358, Jefferson City, Missouri 65105-0358. Email salesuse@dor.mo.gov, or call 573-751-2836.



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

FREDDIE L. DUNLAP
SUPPLY COMMISSIONER

FRANCIS G. SLAY
MAYOR

CITY HALL
1200 MARKET ST., ROOM 324
ST. LOUIS, MO 63103-2819
(314) 622-4580
FAX: (314) 622-4141

ATTENTION

Please carefully review all information requested in this bid package. Failure to submit required samples, literature, unit pricing, extended pricing, and any other requested information may result in disqualification of your bid or any portion of your bid.

- Two or more bids submitted for one item (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).
- Failure to submit required Bond (for Contract only) by the date indicated.

The reasons indicated above may disqualify your bid. If you have any questions, please call the buyer indicated on the RFQ.

This form must be returned with your bid. 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: _____