



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

**CAROL L SHEPARD, CPA
SUPPLY COMMISSIONER**

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ADDENDUM NO. 2

Promotional Items

Bid Opening Date – April 20, 2016

To: All Bidders
From: Dotlyn Bedessie, Buyer
Date: April 13, 2016
Re: Promotional Items

This addendum shall be considered part of the Specifications for bid (except as noted otherwise) and is issued to change, amplify, or delete from or otherwise explain these documents where provisions of this addendum differ from those of the original documents. This addendum shall have precedence over the original documents and shall govern.

Q1: On page 8, if I quote you for 1000 pieces, and they decide to order less than that – can the price be adjusted? We are volume priced so the pricing is on a sliding scale and I can't tell if those quantities are set in stone?

A1: *Once the price is established the price cannot be changed, therefore if your company prices are based on volume then your bid quote should be price based on volume and you should clearly indicate your volume breakdown and price based on your company's volume breakdown. For changes in prices see **Price Escalation**, clause, attachment #1. Quantities vary from department to department on any given order at anytime.*

Q2: What type of quantities have you ordered at a time?

A2: *Quantities from departments varies and each department does their own purchases, so we don't have specific records as to ordering quantities from each department. See item #4 of the bid proposal, **Estimated Quantities**, attachment #2.*

Q3: Are the quantities listed as one time orders (of 1000) or will there be multiple orders placed throughout the year?

A3: *Quantities listed is an estimated amount that could be placed throughout the year from various departments. See **Estimated Quantities**, attachment #1.*

Q4: Can we quote on some items, but not others?

A4: *Yes.*

Q5: Is it the same thing with the apparel? Are they actually ordering the amounts listed, or are those annual totals listed?

A5: *Every quantity on the list is estimated quantities. See item #4 of the Bid Proposal sheet attachment #2.*

All bidders must attach this form to the original Bid/Quote Form. This completed form will serve as acknowledgement that this information has been received.

ADDENDUM RECEIVED AND ACKNOWLEDGE

Name of Firm

Representative

Signature

Date

Attachment #1

PERFORMANCE BOND

FORMAL EXECUTION OF THE CONTRACT AND BOND MAY BE A REQUIREMENT FOR ALL CONTRACTS OVER \$5,000. THE ORIGINAL BOND, (IF REQUIRED), MUST BE RECEIVED WITHIN TWENTY-ONE (21) CALENDAR DAYS AFTER NOTICE OF AWARD IS GIVEN TO THE SUCCESSFUL BIDDER. BOND MUST BE EXECUTED BY ATTORNEY-IN-FACT FOR SURETY COMPANY BEFORE A LICENSED NOTARY PUBLIC. NO WAIVERS WILL BE GIVEN AND NO ORDERS WILL BE PLACED UNTIL THE REQUIRED BOND IS EXECUTED! NO INVOICES WILL BE PAID UNTIL THE BOND IS EXECUTED. YOUR SIGNATURE BELOW INDICATES YOU ARE AWARE OF THE PERFORMANCE BOND TERMS.

BIDDERS ARE TO INCLUDE, AS PART OF BID PROPOSAL, THE NAME AND ADDRESS OF SOME SURETY AUTHORIZED TO DO BUSINESS IN THE STATE OF MISSOURI FOR FIFTY PERCENT (50%) OF THE CONTRACT (BID PROPOSAL) PRICE, CONDITIONED ON THE FAITHFUL PERFORMANCE OF THE TERMS OF THE CONTRACT SPECIFIED.

NAME OF SURETY COMPANY _____

ADDRESS _____

SUBLETTING: Subletting or assigning of any bid under these specifications, or any contract to a successful bidder under these specifications, can not be made without approval of the SUPPLY COMMISSIONER for the City of St. Louis

DELIVERY: Please state delivery details, i.e., time involved from receipt of purchase order, delivery, minimum order, and charge for orders under the minimum.

Days A.R.O.: _____ Minimum Order Quantities: _____ Other: _____

NOTE: Payments hereunder are subject to annual appropriation. Our Budget Year begins July 1st.

PRICE ESCALATION: Prices quoted must be firm for one (1) year from date of award. The vendor must provide notification of any proposed price increase forty-five (45) days prior to the proposed effective date. The amount of the increase shall not exceed actual documented increase in Vendor's Direct Cost and shall not ever total more than five percent (5%) in any one year. To request a price increase, the Vendor must submit a letter setting the amount of the increase, along with an itemized list of any increased prices, showing the Vendor's current price, revised price, the actual dollar difference and the percentage of the price increase by line item. Documentation from the Vendor's supplier(s) showing the actual dollar increase/decrease to the Vendor must accompany this request. Such documentation from the Vendor's supplier must clearly show the dollar increase incurred by the Vendor on the applicable Contract per item bid. The letter and documentation shall be sent to the following address: Supply Commissioner, City of St. Louis, 1200 Market Street, Room 324, St. Louis, MO 63103. If the Supply Commissioner approves the price increase, the Vendor will be notified in writing; no price increase will be effective until the Vendor receives this notice.

TERMINATION: The City of St. Louis, Missouri reserves the right to cancel this contract by giving thirty (30) days written notice at the Vendor's regular mailing address.

SALES/SERVICE CALLS: Does a Salesperson ever make sales/service calls in St. Louis City?

[] Yes [] No

COOPERATIVE PROCUREMENT: Will your Company allow cooperative procurement to other political subdivisions within the State of Missouri?

[] Yes [] No

PAYMENT TERMS: _____

QUARTERLY REPORTS: Vendor shall provide reports by January, April, July and October 15th of each year to the Supply Buyer. Reports should detail contract items purchased including price (unit and total), quantity and ordering department. The City of St. Louis will not pay for these reports.

FIRM NAME: _____

DIVISION OF: _____

SIGNED BY: _____

TITLE: _____

CONTACT PERSON: _____

PHONE NO: _____

CAROL L. SHEPARD, CPA, CGMA
SUPPLY COMMISSIONER

Attachment #2

Bid Proposal for Promotional Items ... con't.

<p align="center">BID PROPOSAL FOR PROMOTIONAL ITEMS DURATION: FIVE (5) YEARS FROM JULY 15, 2016 OR DATE OF AWARD</p>

1. PURPOSE:

This document constitutes an invitation for sealed bids from prospective bidders for the establishment of a contract from which PROMOTIONAL ITEMS may be purchased in accordance with the requirements and provisions stated herein for the City of St. Louis. The Supply Division will award a contract with the Bidder(s) whose bid is deemed to be advantageous to the City of St. Louis in accordance with the criteria set forth in this Bid. Bidders are not required to bid on all items.

2. CONTRACT PERIOD:

The original contract period shall be as stated in the BID PROPOSAL. The contract shall not bind, nor purport to bind, the city for any contractual commitment in excess of the original contract period. The Supply Division shall have the right to renew the contract for up to five (5) additional years. In the event the Supply Division exercises such right, all terms and conditions, requirements and specifications of the contract, including discounts shall remain the same and apply during renewal periods.

3. CONTRACT PRICE:

All discounts, percentages shall be firm and fixed even during any contract extensions. The City of St. Louis shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Manufacturer's price increases/decreases shall be allowed under the contract per the price escalation clause; however, the contracted percentage of discount shall remain the same during the duration of the contract.

4. ESTIMATED QUANTITIES:

The quantities indicated in the BID PROPOSAL are estimates that pertain to the total quantities that may be ordered for a one (1) year period. There is no guarantee of sales. Various departments' may order on an as needed basis during the contract period.

5. EXAMPLES OF PROMOTIONAL ITEMS INCLUDED IN BID

Promotional items included in this bid include, but are not limited to:

Athletic Pants	Jackets	Rulers
Athletic Shorts	Magnets	Sweatshirts
Clip Dispensers	Mini Flashlights	T-Shirts
Folding Chairs	Mouse Pads	Tote Bags
Gym Bags	Note Pads	Travel Mugs
Insulated Coolers	Pens	

- Samples must be provided upon request.