



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

**CAROL L SHEPARD, CPA
SUPPLY COMMISSIONER**

**FRANCIS G. SLAY
MAYOR**

**1200 MARKET ST RM 324
ST LOUIS MO 63103
PHONE: 314-622-4580
FAX: 314-622-4141**

ADDENDUM NO. 3

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: Since we don't know exactly how many people are buying at a time (except on novelties we are listing those minimum quantities). Where should we put the freight? Should we attach a separate sheet for say (250) pcs and (1000) pcs?

A1: In regards to freight charges all prices shall include all packing, handling, shipping and freight charges FOB Destination, Freight Prepaid and Allowed. See highlighted area of Attachment #1. Deliveries are to be made to the various departments, free from all delivery and transportation charges, in such quantities and at such times as ordered by the various departments. See Attachment #2.

Deadline for all questions is 12:00 Noon on April 14, 2016

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 - Addendum 3

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

12. **PACKAGING:**

The contractor shall package separately the contents of each order for each department of the various city agencies. Each pack must be marked with the ordering department's name, complete address and be accompanied by a packing slip in duplicate.

13. **DELIVERY:**

The contractor shall provide all equipment necessary to deliver and off-load all items to the areas specified by the agencies.

No merchandise shall be released unless the receiving person signs for the delivery with a readable signature.

The contractor shall be responsible to replace merchandise received in a damaged condition at no cost to the City of St. Louis.

14. **INVOICING:**

The contractor shall invoice each agency separately. The contractor shall submit an invoice (original and one copy) with each shipment. The invoice shall show the designated person who placed the order, quantity ordered and delivered, merchandise list price, percentage of discount, and the agency's final cost.

On the day of delivery, the agency shall reconcile the invoice to the actual items delivered. Any deviations between the invoice and items received shall be reported to the contractor's account representative.

SPECIAL INSTRUCTIONS TO BIDDERS

In the event that the City of St. Louis has requirements for items not listed on the Bid Proposal Pricing Pages, bidders are requested to offer a percentage discount from authorized catalogs. Although current price lists will be honored, the discount bid will remain firm for the duration of the Contract. It must be quoted on the Discount Page of this Bid Proposal and returned with the bidder's sealed bid.

Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc. related to the bid document must be referred to the Buyer of Record identified on the first page of this document. Such communication should be received at least ten calendar days prior to the official bid opening date.

All prices shall include all packing, handling, shipping and freight charges **FOB Destination, Freight Prepaid and Allowed**. The City of St. Louis shall not make additional payments or pay add-on charges for freight.

Attachment #2 - Addendum 3

- #14 DELIVERIES ARE TO BE MADE TO THE VARIOUS DEPARTMENTS, FREE FROM ALL DELIVERY AND TRANSPORTATION CHARGES, IN SUCH QUANTITIES AND AT SUCH TIMES AS ORDERED BY THE VARIOUS DEPARTMENTS.
- #15 ALL DELIVERIES MUST BE ACCOMPANIED BY A PACKING SLIP OR INVOICE, LISTING THE DEPARTMENT, THE REQUISITION NUMBER, AND THE EXACT QUANTITIES OF EACH ITEM INCLUDED IN THE SHIPMENT.
- #16 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 15 DAYS OF RECEIPT OF ORDER, 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. THIS PROCEDURE TO BE CONTINUED UNTIL SUCH TIME AS THE BIDDER CAN AGAIN GUARANTEE PROMPT DELIVERIES OF THE PROPER ITEM OR ITEMS.
- #17 WHEN SAMPLES ARE REQUESTED, THE SUPPLIER MUST FURNISH SAMPLES TO MEET SPECIFICATIONS. ALTERNATE BIDS WILL BE CONSIDERED BUT BRAND NAME, NUMBER AND DETAILS OF ALTERNATE ITEM AS TO SIZES, PRICES, ETC., MUST BE STATED ON BID PROPOSAL. THE SUPPLIER, BY SUBMITTING SAMPLES, IS NOT RELIEVED FROM MEETING THE SPECIFICATIONS AS OUTLINED IN THIS PROPOSAL, UNLESS SPECIFICALLY NOTED ON THIS BID PROPOSAL THAT THE SAMPLES BEING QUOTED ON DO NOT MEET THE SPECIFICATION, AND ARE BID AS AN ALTERNATE.
- #18 EACH SAMPLE MUST BE PLAINLY TAGGED WITH THE FOLLOWING INFORMATION:
- 1) NAME OF BIDDER
 - 2) PAGE NUMBER OF THE BID PROPOSAL AND ITEM NUMBER
- #19 SAMPLES MUST BE SUBMITTED BEFORE THE ACTUAL TIME OF THE BID OPENING AS SPECIFIED ON PAGE ONE OF THIS PROPOSAL.
- UNLESS OTHERWISE NOTED, ALL SAMPLES ARE TO BE SUBMITTED TO ROOM 324, SUPPLY DEPARTMENT, CITY HALL, 1200 MARKET, ST. LOUIS, MISSOURI 63103.

IMPORTANT INFORMATION TO PROSPECTIVE BIDDERS REGARDING

TAXES AND BUSINESS LICENSES

- #20 NO CONTRACT WILL BE AWARDED AND NO PAYMENTS UNDER THIS CONTRACT WILL BE MADE UNLESS THE VENDOR IS CURRENT AND NOT DELINQUENT WITH TAXES DUE THE COLLECTOR OF REVENUE AND THE LICENSE COLLECTOR.

YOU ARE HEREBY NOTIFIED THAT SHOULD YOUR FIRM BECOME THE SUCCESSFUL BIDDER, PAYMENT WILL BE WITHHELD PENDING TAX CLEARANCE FROM THE LICENSE COLLECTOR AND THE COLLECTOR OF REVENUE.

IT IS IMPERATIVE THAT YOUR COMPANY MAINTAIN COMPLIANCE WITH BOTH AGENCIES THROUGHOUT THE TERM OF THIS CONTRACT!

TO BE PLACED ON THE CURRENT TAX ROLLS OR FOR AN APPLICATION FOR A BUSINESS LICENSE CONTACT THE FOLLOWING OFFICES:

LICENSE COLLECTOR'S OFFICE (314) 622-4528 (BUSINESS LICENSE APPLICATION)

COLLECTOR OF REVENUE'S OFFICE (314) 622-4029 (TO BE PLACED ON TAX ROLLS)