

BID REQUEST FOR: Uniforms, Fire (Stationware) & Corrections

BID OPENING AT 12:00 NOON ON: TUESDAY, FEBRUARY 10, 2015

BUYER: JOHN CASSIDY E-MAIL: cassidyj@stlouis-mo.gov PHONE NUMBER: 314-622-4596

TO THE SUPPLY COMMISSIONER, CITY OF ST. LOUIS, MISSOURI:

We the undersigned, in answer to your advertisement of JANUARY 20, 2015 agree to furnish the City of St. Louis with the requirements of this bid request in compliance with all terms, scope of work, conditions, specifications and addenda in the Request for Bid (RFB). The term of the contract will be FIVE (5) years from DATE OF AWARD. The contract will be subject to all conditions\* listed, per the attached specifications, and at prices set forth on the pages of this bid proposal.

\*ATTENTION: PLEASE NOTE ITEMS #7 & #12 ON THE ENCLOSED "INSTRUCTION TO BIDDERS". BIDS OR CONTRACTS WILL BE AWARDED BASED ON THE OFFICIAL SPECIFICATIONS PROVIDED BY THE SUPPLY DIVISION ONLY AND ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER, E-MAIL OR FAX) ADDRESSED ONLY TO A SUPPLY DIVISION BUYER, THE DEPUTY SUPPLY COMMISSIONER OR SUPPLY COMMISSIONER.

Firm Name: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_ Date Bid Submitted: \_\_\_\_\_

DUNS # \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE (FOR CITY OF ST. LOUIS USE ONLY)

<b>BOARD OF STANDARDIZATION FOR CONTRACT USE ONLY</b>

**Accepted:**  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Supply Commissioner, City of St. Louis

**Accepted:**  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Comptroller, City of St. Louis

\_\_\_\_\_  
City Counselor, City of St. Louis

\_\_\_\_\_  
Register, City of St. Louis

**Bid Proposal for Uniforms, Fire (Stationware) & Corrections  
Duration: May 1, 2015 – April 30, 2020**

<b>FIREFIGHTER ISSUE CAP</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-002	Officer Cap, 2 Flame, Navy	6-1/2 - 8	#LU-5 Star Midway		\$
21-0000-004	Officer Cap, 4 Flame, Navy	6-1/2 - 8	#LU-5 Star Midway		\$
21-0000-006	Officer Cap, 6 Flame, Navy	6-1/2 - 8	#LU-5 Star Midway		\$
21-0000-102	Officer Cap, Military Navy	6-1/2	#LU-5 Star Midway		\$
21-0000-104	Officer Cap, Military Navy	7	#LU-5 Star Midway		\$
21-0000-106	Officer Cap, Military Navy	7-1/2	#LU-5 Star Midway		\$
21-0000-108	Officer Cap, Military Navy	8	#LU-5 Star Midway		\$
<b>BELL CROWN DRESS CAP</b>					
21-0000-110	Navy	6-1/2	#114-1611 Midway		\$
21-0000-112	Navy	7	#114-1611 Midway		\$
21-0000-114	Navy	7-1/2	#114-1611 Midway		\$
21-0000-116	Navy	8	#114-1611 Midway		\$
21-0000-118	White, No Flames	6-1/2	#113-1611 Midway		\$
21-0000-120	White, No Flames	7	#113-1611 Midway		\$
21-0000-122	White, No Flames	7-1/2	#113-1611 Midway		\$
21-0000-124	White, No Flames	8	#113-1611 Midway		\$
21-0000-126	White, 2 Flames	6-1/2	#113-1611 Midway HFM29-2		\$
21-0000-128	White, 2 Flames	7	#113-1611 Midway HFM29-2		\$
21-0000-130	White, 2 Flames	7-1/2	#113-1611 Midway HFM29-2		\$
21-0000-132	White, 2 Flames	8	#113-1611 Midway HFM29-2		\$
21-0000-134	White, 4 Flames	6-1/2	#113-1611 Midway HFM29-4		\$
21-0000-136	White, 4 Flames	7	#113-1611 Midway HFM29-4		\$

Fire Department Uniforms....con't.

<b>BELL CROWN DRESS CAP....con't</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-138	White, 4 Flames	7-1/2	#113-1611 Midway HFM29-4		\$
21-0000-140	White, 4 Flames	8	#113-1611 Midway HFM29-4		\$
<b>DRESS SHORT SLEEVE SHIRTS, MALE</b>					
21-0000-142	White, 6 Flames	6-1/2	#113-1611 Midway HFM29-6		\$
21-0000-144	White, 6 Flames	7	#113-1611 Midway HFM29-6		\$
21-0000-146	White, 6 Flames	7-1/2	#113-1611 Midway HFM29-6		\$
21-0000-148	White, 6 Flames	8	#113-1611 Midway HFM29-6		\$
21-0000-198	Dark Navy	14	Elbeco TexTrop #3314		\$
21-0000-200	Dark Navy	14-1/2	Elbeco TexTrop #3314		\$
21-0000-202	Dark Navy	15	Elbeco TexTrop #3314		\$
21-0000-204	Dark Navy	15-1/2	Elbeco TexTrop #3314		\$
21-0000-206	Dark Navy	16	Elbeco TexTrop #3314		\$
21-0000-208	Dark Navy	16-1/2	Elbeco TexTrop #3314		\$
21-0000-210	Dark Navy	17	Elbeco TexTrop #3314		\$
21-0000-212	Dark Navy	17-1/2	Elbeco TexTrop #3314		\$
21-0000-214	Dark Navy	18	Elbeco TexTrop #3314		\$
21-0000-216	Dark Navy	18-1/2	Elbeco TexTrop #3314		\$
21-0000-218	Dark Navy	19	Elbeco TexTrop #3314		\$
21-0000-220	Dark Navy	19-1/2	Elbeco TexTrop #3314		\$
21-0000-222	Dark Navy	20	Elbeco TexTrop #3314		\$
21-0000-224	Dark Navy	22	Elbeco TexTrop #3314		\$
21-0000-226	White	14	Elbeco TexTrop #3310		\$
21-0000-230	White	14-1/2	Elbeco TexTrop #3310		\$
21-0000-232	White	15	Elbeco TexTrop #3310		\$
21-0000-234	White	15-1/2	Elbeco TexTrop #3310		\$
21-0000-236	White	16	Elbeco TexTrop #3310		\$

Fire Department Uniforms....con't.

<b>DRESS SHORT SLEEVE SHIRTS, MALE.....con't.</b>					
<b>City Item #</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-238	White	16-1/2	Elbeco TexTrop #3310		\$
21-0000-240	White	17	Elbeco TexTrop #3310		\$
21-0000-242	White	17-1/2	Elbeco TexTrop #3310		\$
21-0000-244	White	18	Elbeco TexTrop #3310		\$
21-0000-246	White	18-1/2	Elbeco TexTrop #3310		\$
21-0000-248	White	19	Elbeco TexTrop #3310		\$
21-0000-250	White	19-1/2	Elbeco TexTrop #3310		\$
21-0000-252	White	20	Elbeco TexTrop #3310		\$
21-0000-254	White	22	Elbeco TexTrop #3310		\$
21-0000-258	Blue	14	Elbeco TexTrop #3313		\$
21-0000-260	Blue	14-1/2	Elbeco TexTrop #3313		\$
21-0000-262	Blue	15	Elbeco TexTrop #3313		\$
21-0000-264	Blue	15-1/2	Elbeco TexTrop #3313		\$
21-0000-266	Blue	16	Elbeco TexTrop #3313		\$
21-0000-268	Blue	16-1/2	Elbeco TexTrop #3313		\$
21-0000-270	Blue	17	Elbeco TexTrop #3313		\$
21-0000-272	Blue	17-1/2	Elbeco TexTrop #3313		\$
21-0000-274	Blue	18	Elbeco TexTrop #3313		\$
21-0000-276	Blue	18-1/2	Elbeco TexTrop #3313		\$
21-0000-278	Blue	19	Elbeco TexTrop #3313		\$
21-0000-280	Blue	19-1/2	Elbeco TexTrop #3313		\$
21-0000-282	Blue	20	Elbeco TexTrop #3313		\$
21-0000-304	Blue	22	Elbeco TexTrop #3313		\$
<b>DRESS LONG SLEEVE SHIRTS, MALE</b>					
21-0000-308	Dark Navy	14	Elbeco TexTrop #314		\$

<b>DRESS LONG SLEEVE SHIRTS, MALE....con't</b>					
<b>City Item #</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-310	Dark Navy	14-1/2	Elbeco TexTrop #314		\$
21-0000-312	Dark Navy	15	Elbeco TexTrop #314		\$
21-0000-314	Dark Navy	15-1/2	Elbeco TexTrop #314		\$
21-0000-316	Dark Navy	16	Elbeco TexTrop #314		\$
21-0000-318	Dark Navy	16-1/2	Elbeco TexTrop #314		\$
21-0000-320	Dark Navy	17	Elbeco TexTrop #314		\$
21-0000-322	Dark Navy	17-1/2	Elbeco TexTrop #314		\$
21-0000-324	Dark Navy	18	Elbeco TexTrop #314		\$
21-0000-326	Dark Navy	18-1/2	Elbeco TexTrop #314		\$
21-0000-328	Dark Navy	19	Elbeco TexTrop #314		\$
21-0000-329	Dark Navy	19-1/2	Elbeco TexTrop #314		\$
21-0000-330	Dark Navy	20	Elbeco TexTrop #314		\$
21-0000-331	Dark Navy	22	Elbeco TexTrop #314		\$
21-0000-356	White	14	Elbeco TexTrop #310		\$
21-0000-332	White	14-1/2	Elbeco TexTrop #310		\$
21-0000-333	White	15	Elbeco TexTrop #310		\$
21-0000-334	White	15-1/2	Elbeco TexTrop #310		\$
21-0000-336	White	16	Elbeco TexTrop #310		\$
21-0000-338	White	16-1/2	Elbeco TexTrop #310		\$
21-0000-340	White	17	Elbeco TexTrop #310		\$
21-0000-342	White	17-1/2	Elbeco TexTrop #310		\$
21-0000-344	White	18	Elbeco TexTrop #310		\$
21-0000-346	White	18-1/2	Elbeco TexTrop #310		\$
21-0000-348	White	19	Elbeco TexTrop #310		\$
21-0000-350	White	19-1/2	Elbeco TexTrop #310		\$

Fire Department Uniforms....con't.

<b>DRESS LONG SLEEVE SHIRTS, MALE....con't</b>					
<b>City Item #</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-352	White	20	Elbeco TexTrop #310		\$
21-0000-354	White	22	Elbeco TexTrop #310		\$
21-0000-358	Blue	14	Elbeco TexTrop #313		\$
21-0000-360	Blue	14-1/2	Elbeco TexTrop #313		\$
21-0000-362	Blue	15	Elbeco TexTrop #313		\$
21-0000-364	Blue	15-1/2	Elbeco TexTrop #313		\$
21-0000-366	Blue	16	Elbeco TexTrop #313		\$
21-0000-368	Blue	16-1/2	Elbeco TexTrop #313		\$
21-0000-370	Blue	17	Elbeco TexTrop #313		\$
21-0000-372	Blue	17-1/2	Elbeco TexTrop #313		\$
21-0000-374	Blue	18	Elbeco TexTrop #313		\$
21-0000-376	Blue	18-1/2	Elbeco TexTrop #313		\$
21-0000-378	Blue	19	Elbeco TexTrop #313		\$
21-0000-380	Blue	19-1/2	Elbeco TexTrop #313		\$
21-0000-382	Blue	20	Elbeco TexTrop #313		\$
21-0000-384	Blue	22	Elbeco TexTrop #313		\$
<b>DRESS SHORT SLEEVE SHIRT, FEMALE</b>					
21-0000-388	Dark Navy	30	Elbeco TexTrop #9814		\$
21-0000-390	Dark Navy	32	Elbeco TexTrop #9814		\$
21-0000-392	Dark Navy	34	Elbeco TexTrop #9814		\$
21-0000-394	Dark Navy	36	Elbeco TexTrop #9814		\$
21-0000-396	Dark Navy	38	Elbeco TexTrop #9814		\$
21-0000-398	Dark Navy	40	Elbeco TexTrop #9814		\$
21-0000-400	Dark Navy	42	Elbeco TexTrop #9814		\$
21-0000-389	Dark Navy	44	Elbeco TexTrop #9814		\$
21-0000-391	Dark Navy	46	Elbeco TexTrop #9814		\$

Fire Department Uniforms....con't.

<b>DRESS SHORT SLEEVE SHIRT, FEMALE....con't</b>					
<b>City Item #</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-393	Dark Navy	48	Elbeco TexTrop #9814		\$
21-0000-401	White	30	Elbeco TexTrop #9810		\$
21-0000-402	White	32	Elbeco TexTrop #9810		\$
21-0000-404	White	34	Elbeco TexTrop #9810		\$
21-0000-406	White	36	Elbeco TexTrop #9810		\$
21-0000-408	White	38	Elbeco TexTrop #9810		\$
21-0000-410	White	40	Elbeco TexTrop #9810		\$
21-0000-412	White	42	Elbeco TexTrop #9810		\$
21-0000-413	White	44	Elbeco TexTrop #9810		\$
21-0000-414	White	46	Elbeco TexTrop #9810		\$
21-0000-415	White	48	Elbeco TexTrop #9810		\$
21-0000-416	Blue	30	Elbeco Textrop #9813		\$
21-0000-420	Blue	32	Elbeco Textrop #9813		\$
21-0000-422	Blue	34	Elbeco Textrop #9813		\$
21-0000-424	Blue	36	Elbeco Textrop #9813		\$
21-0000-426	Blue	38	Elbeco Textrop #9813		\$
21-0000-428	Blue	40	Elbeco Textrop #9813		\$
21-0000-430	Blue	42	Elbeco Textrop #9813		\$
21-0000-431	Blue	44	Elbeco Textrop #9813		\$
21-0000-432	Blue	46	Elbeco Textrop #9813		\$
21-0000-433	Blue	48	Elbeco Textrop #9813		\$
21-0000-439	Dark Navy	30	Elbeco TexTrop #9314		\$
21-0000-440	Dark Navy	32	Elbeco TexTrop #9314		\$
21-0000-442	Dark Navy	34	Elbeco TexTrop #9314		\$
21-0000-444	Dark Navy	36	Elbeco TexTrop #9314		\$

Fire Department Uniforms....con't.

<b>DRESS SHORT SLEEVE SHIRT, FEMALE...con't.</b>					
<b>City Item #</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-446	Dark Navy	38	Elbeco TexTrop #9314		\$
21-0000-448	Dark Navy	40	Elbeco TexTrop #9314		\$
21-0000-450	Dark Navy	42	Elbeco TexTrop #9314		\$
21-0000-451	Dark Navy	44	Elbeco TexTrop #9314		\$
21-0000-452	Dark Navy	46	Elbeco TexTrop #9314		\$
21-0000-453	Dark Navy	48	Elbeco TexTrop #9314		\$
21-0000-454	White	30	Elbeco TexTrop #9310		\$
21-0000-460	White	32	Elbeco TexTrop #9310		\$
21-0000-462	White	34	Elbeco TexTrop #9310		\$
21-0000-464	White	36	Elbeco TexTrop #9310		\$
21-0000-466	White	38	Elbeco TexTrop #9310		\$
21-0000-468	White	40	Elbeco TexTrop #9310		\$
21-0000-470	White	42	Elbeco TexTrop #9310		\$
21-0000-471	White	44	Elbeco TexTrop #9310		\$
21-0000-472	White	46	Elbeco TexTrop #9310		\$
21-0000-473	White	48	Elbeco TexTrop #9310		\$
21-0000-474	Blue	30	Elbeco TexTrop #9313		\$
21-0000-480	Blue	32	Elbeco TexTrop #9313		\$
21-0000-482	Blue	34	Elbeco TexTrop #9313		\$
21-0000-484	Blue	36	Elbeco TexTrop #9313		\$
21-0000-486	Blue	38	Elbeco TexTrop #9313		\$
21-0000-488	Blue	40	Elbeco TexTrop #9313		\$
21-0000-490	Blue	42	Elbeco TexTrop #9313		\$
21-0000-491	Blue	44	Elbeco TexTrop #9313		\$
21-0000-492	Blue	46	Elbeco TexTrop #9313		\$
21-0000-493	Blue	48	Elbeco TexTrop #9313		\$

<b>STATIONWARE SHORT SLEEVE SHIRT, MALE</b>					
<b>City Item #</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-633	Blue	14	Elbeco Paragon #P868		\$
21-0000-634	Blue	14-1/2"	Elbeco Paragon #P868		\$
21-0000-635	Blue	15	Elbeco Paragon #P868		\$
21-0000-636	Blue	15-1/2	Elbeco Paragon #P868		\$
21-0000-638	Blue	16	Elbeco Paragon #P868		\$
21-0000-640	Blue	16-1/2	Elbeco Paragon #P868		\$
21-0000-642	Blue	17	Elbeco Paragon #P868		\$
21-0000-643	Blue	17-1/2	Elbeco Paragon #P868		\$
21-0000-644	Blue	18	Elbeco Paragon #P868		\$
21-0000-645	Blue	18-1/2	Elbeco Paragon #P868		\$
21-0000-646	Blue	19	Elbeco Paragon #P868		\$
21-0000-647	Blue	19-1/2	Elbeco Paragon #P868		\$
21-0000-648	Blue	20	Elbeco Paragon #P868		\$
21-0000-649	Blue	22	Elbeco Paragon #P868		\$
21-0001-400	Dark Navy	14	Elbeco Paragon #P864		\$
21-0001-402	Dark Navy	14-1/2	Elbeco Paragon #P864		\$
21-0001-404	Dark Navy	15	Elbeco Paragon #P864		\$
21-0001-406	Dark Navy	15-1/2	Elbeco Paragon #P864		\$
21-0001-401	Dark Navy	16	Elbeco Paragon #P864		\$
21-0001-403	Dark Navy	16-1/2	Elbeco Paragon #P864		\$
21-0001-405	Dark Navy	17	Elbeco Paragon #P864		\$
21-0001-407	Dark Navy	17-1/2	Elbeco Paragon #P864		\$
21-0001-409	Dark Navy	18	Elbeco Paragon #P864		\$
21-0001-411	Dark Navy	18-1/2	Elbeco Paragon #P864		\$

Fire Department Uniforms....con't.

<b>STATIONWARE SHORT SLEEVE SHIRT, MALE....con't</b>					
<b>City Item #</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0001-413	Dark Navy	19	Elbeco Paragon #P864		\$
21-0001-415	Dark Navy	19-1/2	Elbeco Paragon #P864		\$
21-0001-417	Dark Navy	20	Elbeco Paragon #P864		\$
21-0001-419	Dark Navy	22	Elbeco Paragon #P864		\$
21-0001-421	White	14	Elbeco Paragon #P867		\$
21-0001-423	White	14-1/2	Elbeco Paragon #P867		\$
21-0001-425	White	15	Elbeco Paragon #P867		\$
21-0001-427	White	15-1/2	Elbeco Paragon #P867		\$
21-0001-429	White	16	Elbeco Paragon #P867		\$
21-0001-431	White	16-1/2	Elbeco Paragon #P867		\$
21-0001-433	White	17	Elbeco Paragon #P867		\$
21-0001-435	White	17-1/2	Elbeco Paragon #P867		\$
21-0001-437	White	18	Elbeco Paragon #P867		\$
21-0001-439	White	18-1/2	Elbeco Paragon #P867		\$
21-0001-441	White	19	Elbeco Paragon #P867		\$
21-0001-443	White	19-1/2	Elbeco Paragon #P867		\$
21-0001-445	White	20	Elbeco Paragon #P867		\$
21-0001-447	White	22	Elbeco Paragon #P867		\$
<b>STATIONWARE MEN'S LONG SLEEVE SHIRT</b>					
21-0000-669	Blue	14	Elbeco Paragon #P878		\$
21-0000-670	Blue	14-1/2	Elbeco Paragon #P878		\$
21-0000-672	Blue	15	Elbeco Paragon #P878		\$
21-0000-674	Blue	15-1/2	Elbeco Paragon #P878		\$
21-0000-676	Blue	16	Elbeco Paragon #P878		\$
21-0000-678	Blue	16-1/2	Elbeco Paragon #P878		\$
21-0000-680	Blue	17	Elbeco Paragon #P878		\$

<b>STATIONWARE MEN'S LONG SLEEVE SHIRT....con't</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-682	Blue	17-1/2	Elbeco Paragon #P878		\$
21-0000-684	Blue	18	Elbeco Paragon #P878		\$
21-0000-686	Blue	18-1/2	Elbeco Paragon #P878		\$
21-0000-688	Blue	19	Elbeco Paragon #P878		\$
21-0000-690	Blue	19-1/2	Elbeco Paragon #P878		\$
21-0000-692	Blue	20	Elbeco Paragon #P878		\$
21-0000-694	Blue	22	Elbeco Paragon #P878		\$
21-0000-409	Dark Navy	14	Elbeco Paragon #P874		\$
21-0001-410	Dark Navy	14-1/2	Elbeco Paragon #P874		\$
21-0001-412	Dark Navy	15	Elbeco Paragon #P874		\$
21-0001-414	Dark Navy	15-1/2	Elbeco Paragon #P874		\$
21-0001-416	Dark Navy	16	Elbeco Paragon #P874		\$
21-0001-418	Dark Navy	16-1/2	Elbeco Paragon #P874		\$
21-0001-420	Dark Navy	17	Elbeco Paragon #P874		\$
21-0001-422	Dark Navy	17-1/2	Elbeco Paragon #P874		\$
21-0001-424	Dark Navy	18	Elbeco Paragon #P874		\$
21-0001-426	Dark Navy	18-1/2	Elbeco Paragon #P874		\$
21-0001-428	Dark Navy	19	Elbeco Paragon #P874		\$
21-0001-430	Dark Navy	19-1/2	Elbeco Paragon #P874		\$
21-0001-432	Dark Navy	20	Elbeco Paragon #P874		\$
21-0001-434	Dark Navy	22	Elbeco Paragon #P874		\$
21-0001-500	White	14	Elbeco Paragon #P877		\$
21-0001-501	White	14-1/2	Elbeco Paragon #P877		\$
21-0001-503	White	15	Elbeco Paragon #P877		\$
21-0001-504	White	15-1/2	Elbeco Paragon #P877		\$

<b>STATIONWARE MEN'S LONG SLEEVE SHIRT....con't</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0001-505	White	16	Elbeco Paragon #P877		\$
21-0001-506	White	16-1/2	Elbeco Paragon #P877		\$
21-0001-507	White	17	Elbeco Paragon #P877		\$
21-0001-508	White	17-1/2	Elbeco Paragon #P877		\$
21-0001-509	White	18	Elbeco Paragon #P877		\$
21-0001-510	White	18-1/2	Elbeco Paragon #P877		\$
21-0001-511	White	19	Elbeco Paragon #P877		\$
21-0001-512	White	19-1/2	Elbeco Paragon #P877		\$
21-0001-513	White	20	Elbeco Paragon #P877		\$
21-0001-514	White	22	Elbeco Paragon #P877		\$
<b>STATIONWARE, WOMEN'S LONG SLEEVE SHIRT</b>					
21-0000-701	Blue	30	Elbeco Paragon #P802		\$
21-0000-702	Blue	32	Elbeco Paragon #P802		\$
21-0000-704	Blue	34	Elbeco Paragon #P802		\$
21-0000-706	Blue	36	Elbeco Paragon #P802		\$
21-0000-708	Blue	38	Elbeco Paragon #P802		\$
21-0000-710	Blue	40	Elbeco Paragon #P802		\$
21-0000-712	Blue	42	Elbeco Paragon #P802		\$
21-0000-713	Blue	44	Elbeco Paragon #P802		\$
21-0000-715	Blue	46	Elbeco Paragon #P802		\$
21-0000-717	Blue	48	Elbeco Paragon #P802		\$
21-0000-719	Dark Navy	30	Elbeco Paragon #P804		\$
21-0000-714	Dark Navy	32	Elbeco Paragon #P804		\$
21-0000-716	Dark Navy	34	Elbeco Paragon #P804		\$
21-0000-718	Dark Navy	36	Elbeco Paragon #P804		\$

Fire Department Uniforms....con't.

<b>STATIONWARE, WOMEN'S LONG SLEEVE SHIRT....con't</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-720	Dark Navy	38	Elbeco Paragon #P804		\$
21-0000-722	Dark Navy	40	Elbeco Paragon #P804		\$
21-0000-724	Dark Navy	42	Elbeco Paragon #P804		\$
21-0000-721	Dark Navy	44	Elbeco Paragon #P804		\$
21-0000-723	Dark Navy	46	Elbeco Paragon #P804		\$
21-0000-725	Dark Navy	48	Elbeco Paragon #P804		\$
21-0000-741	White	30	Elbeco Paragon #P801		\$
21-0000-742	White	32	Elbeco Paragon #P801		\$
21-0000-743	White	34	Elbeco Paragon #P801		\$
21-0000-744	White	36	Elbeco Paragon #P801		\$
21-0000-745	White	38	Elbeco Paragon #P801		\$
21-0000-746	White	40	Elbeco Paragon #P801		\$
21-0000-747	White	42	Elbeco Paragon #P801		\$
21-0000-748	White	44	Elbeco Paragon #P801		\$
21-0000-749	White	46	Elbeco Paragon #P801		\$
21-0000-760	White	48	Elbeco Paragon #P801		\$
<b>STATIONWARE, WOMEN'S SHORT SLEEVE SHIRT</b>					
21-0000-729	Blue	30	Elbeco Paragon #P812		\$
21-0000-730	Blue	32	Elbeco Paragon #P812		\$
21-0000-732	Blue	34	Elbeco Paragon #P812		\$
21-0000-734	Blue	36	Elbeco Paragon #P812		\$
21-0000-736	Blue	38	Elbeco Paragon #P812		\$
21-0000-738	Blue	40	Elbeco Paragon #P812		\$
21-0000-740	Blue	42	Elbeco Paragon #P812		\$
21-0000-761	Blue	44	Elbeco Paragon #P812		\$

<b>STATIONWARE, WOMEN'S SHORT SLEEVE SHIRT....con't</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-762	Blue	46	Elbeco Paragon #P812		\$
21-0000-763	Blue	48	Elbeco Paragon #P812		\$
21-0000-764	Dark Navy	30	Elbeco Paragon #P814		\$
21-0000-750	Dark Navy	32	Elbeco Paragon #P814		\$
21-0000-752	Dark Navy	34	Elbeco Paragon #P814		\$
21-0000-754	Dark Navy	36	Elbeco Paragon #P814		\$
21-0000-756	Dark Navy	38	Elbeco Paragon #P814		\$
21-0000-758	Dark Navy	40	Elbeco Paragon #P814		\$
21-0000-760	Dark Navy	42	Elbeco Paragon #P814		\$
21-0000-765	Dark Navy	44	Elbeco Paragon #P814		\$
21-0000-766	Dark Navy	46	Elbeco Paragon #P814		\$
21-0000-767	Dark Navy	48	Elbeco Paragon #P814		\$
21-0000-768	White	30	Elbeco Paragon #P811		\$
21-0000-669	White	32	Elbeco Paragon #P811		\$
21-0000-770	White	34	Elbeco Paragon #P811		\$
21-0000-771	White	36	Elbeco Paragon #P811		\$
21-0000-772	White	38	Elbeco Paragon #P811		\$
21-0000-773	White	40	Elbeco Paragon #P811		\$
21-0000-774	White	42	Elbeco Paragon #P811		\$
21-0000-775	White	44	Elbeco Paragon #P811		\$
21-0000-776	White	46	Elbeco Paragon #P811		\$
21-0000-777	White	48	Elbeco Paragon #P811		\$
<b>STATIONWARE, TROUSERS, MALE</b>					
21-0000-812	Midnight Navy	28	Elbeco TekTwill #E814		\$
21-0000-814	Midnight Navy	30	Elbeco TekTwill #E814		\$
21-0000-816	Midnight Navy	32	Elbeco TekTwill #E814		\$

Fire Department Uniforms....con't.

<b>STATIONWARE, TROUSERS, MALE....con't</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-818	Midnight Navy	34	Elbeco TekTwill #E814		\$
21-0000-820	Midnight Navy	36	Elbeco TekTwill #E814		\$
21-0000-822	Midnight Navy	38	Elbeco TekTwill #E814		\$
21-0000-824	Midnight Navy	40	Elbeco TekTwill #E814		\$
21-0000-826	Midnight Navy	42	Elbeco TekTwill #E814		\$
21-0000-828	Midnight Navy	44	Elbeco TekTwill #E814		\$
21-0000-830	Midnight Navy	46	Elbeco TekTwill #E814		\$
21-0000-832	Midnight Navy	48	Elbeco TekTwill #E814		\$
21-0000-834	Midnight Navy	50	Elbeco TekTwill #E814		\$
21-0000-836	Midnight Navy	52	Elbeco TekTwill #E814		\$
21-0000-838	Midnight Navy	54	Elbeco TekTwill #E814		\$
21-0000-840	Midnight Navy	56	Elbeco TekTwill #E814		\$
<b>STATIONWARE, TROUSERS, FEMALE</b>					
21-0000-841	Midnight Navy	2	Elbeco TekTwill #E9814		\$
21-0000-842	Midnight Navy	4	Elbeco TekTwill #E9814		\$
21-0000-843	Midnight Navy	6	Elbeco TekTwill #E9814		\$
21-0000-844	Midnight Navy	8	Elbeco TekTwill #E9814		\$
21-0000-845	Midnight Navy	10	Elbeco TekTwill #E9814		\$
21-0000-846	Midnight Navy	12	Elbeco TekTwill #E9814		\$
21-0000-847	Midnight Navy	14	Elbeco TekTwill #E9814		\$
21-0000-848	Midnight Navy	16	Elbeco TekTwill #E9814		\$
21-0000-849	Midnight Navy	18	Elbeco TekTwill #E9814		\$
21-0000-850	Midnight Navy	20	Elbeco TekTwill #E9814		\$
21-0000-851	Midnight Navy	22	Elbeco TekTwill #E9814		\$
21-0000-852	Midnight Navy	24	Elbeco TekTwill #E9814		\$

<b>PANTS, CARGO, MALE</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0000-853	Midnight Navy	28	Tru-Spec 1061		\$
21-0000-854	Midnight Navy	30	Tru-Spec 1061		\$
21-0000-855	Midnight Navy	32	Tru-Spec 1061		\$
21-0000-856	Midnight Navy	34	Tru-Spec 1061		\$
21-0000-857	Midnight Navy	36	Tru-Spec 1061		\$
21-0000-858	Midnight Navy	38	Tru-Spec 1061		\$
21-0000-859	Midnight Navy	40	Tru-Spec 1061		\$
21-0000-860	Midnight Navy	42	Tru-Spec 1061		\$
21-0000-861	Midnight Navy	44	Tru-Spec 1061		\$
21-0000-862	Midnight Navy	46	Tru-Spec 1061		\$
21-0000-863	Midnight Navy	48	Tru-Spec 1061		\$
21-0000-864	Midnight Navy	50	Tru-Spec 1061		\$
21-0000-865	Midnight Navy	52	Tru-Spec 1061		\$
21-0000-866	Midnight Navy	54	Tru-Spec 1061		\$
<b>JACKET, PUBLIC SAFETY FLEECE</b>					
21-0000-867	Dark Navy/Dark Navy	S-Reg.	Spiewak #S327-011		\$
21-0000-868	Dark Navy/Dark Navy	M-Reg	Spiewak #S327-011		\$
21-0000-878	Dark Navy/Dark Navy	L-Reg	Spiewak #S327-011		\$
21-0000-869	Dark Navy/Dark Navy	XL-Reg	Spiewak #S327-011		\$
21-0000-870	Dark Navy/Dark Navy	2XL-Reg	Spiewak #S327-011		\$
21-0000-871	Dark Navy/Dark Navy	3XL-Reg	Spiewak #S327-011		\$
21-0000-872	Dark Navy/Dark Navy	4XL-Reg	Spiewak #S327-011		\$
21-0000-873	Dark Navy/Dark Navy	5XL-Reg	Spiewak #S327-011		\$
21-0000-874	Dark Navy/Dark Navy	S-Long (Tall)	Spiewak #S327-011		\$
21-0000-875	Dark Navy/Dark Navy	M-Long (Tall)	Spiewak #S327-011		\$
21-0000-876	Dark Navy/Dark Navy	L-Long (Tall)	Spiewak #S327-011		\$
21-0000-877	Dark Navy/Dark Navy	XL-Long (Tall)	Spiewak #S327-011		\$
21-0000-888	Dark Navy/Dark Navy	2XL-Long (Tall)	Spiewak #S327-011		\$
21-0000-889	Dark Navy/Dark Navy	3XL-Long (Tall)	Spiewak #S327-011		\$
21-0000-890	Dark Navy/Dark Navy	4XL-Long (Tall)	Spiewak #S327-011		\$
21-0000-891	Dark Navy/Dark Navy	S-Reg.	Spiewak #S327-011		\$

Fire Department Uniforms...con't.

<b>PARKAS, FIRE-EMS</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0002-001	Black w/reflective transfer on back "St. Louis Fire - EMS"	Small	5.11 Men's Black Responder #48063-019		\$
21-0002-003	Black w/reflective transfer on back "St. Louis Fire - EMS"	Medium	5.11 Men's Black Responder #48063-019		\$
21-0002-005	Black w/reflective transfer on back "St. Louis Fire - EMS"	Large	5.11 Men's Black Responder #48063-019		\$
21-0002-007	Black w/reflective transfer on back "St. Louis Fire - EMS"	XLarge	5.11 Men's Black Responder #48063-019		\$
21-0002-009	Black w/reflective transfer on back "St. Louis Fire - EMS"	2XLarge	5.11 Men's Black Responder #48063-019		\$
21-0002-011	Black w/reflective transfer on back "St. Louis Fire - EMS"	3XLarge	5.11 Men's Black Responder #48063-019		\$
21-0002-013	Black w/reflective transfer on back "St. Louis Fire - EMS"	4XLarge	5.11 Men's Black Responder #48063-019		\$
21-0002-015	Black w/reflective transfer on back "St. Louis Fire - EMS"	XSmall	5.11 Ladies Black Responder #38063-019		\$
21-0002-017	Black w/reflective transfer on back "St. Louis Fire - EMS"	Small	5.11 Ladies Black Responder #38063-019		\$
21-0002-019	Black w/reflective transfer on back "St. Louis Fire - EMS"	Medium	5.11 Men's Black Responder #38063-019		\$
21-0002-021	Black w/reflective transfer on back "St. Louis Fire - EMS"	Large	5.11 Ladies Black Responder #38063-019		\$
21-0002-023	Black w/reflective transfer on back "St. Louis Fire - EMS"	X-Large	5.11 Ladies Black Responder #38063-019		\$
21-0002-025	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire - EMS"	Small	5.11 Ladies Black Responder #48073-693		\$
21-0002-027	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire - EMS"	Medium	5.11 Ladies Black Responder #48073-693		\$
21-0002-029	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire - EMS"	Large	5.11 Men's Royal Blue Responders #48073-693		\$

<b>PARKAS, FIRE-EMS...con't.</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0002-031	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire – EMS"	XLarge	5.11 Men's Royal Blue Responders #48073-693		\$
21-0002-033	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire – EMS"	2XLarge	5.11 Men's Royal Blue Responders #48073-693		\$
21-0002-035	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire – EMS"	3XLarge	5.11 Men's Royal Blue Responders #48073-693		\$
21-0002-037	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire – EMS"	4XLarge	5.11 Men's Royal Blue Responders #48073-693		\$
21-0002-039	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire – EMS"	XSmall	5.11 Ladies Royal Blue Responders #38073-693		\$
21-0002-041	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire – EMS"	Small	5.11 Ladies Royal Blue Responders #38073-693		\$
21-0002-043	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire – EMS"	Medium	5.11 Ladies Royal Blue Responders #38073-693		\$
21-0002-045	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire – EMS"	Large	5.11 Ladies Royal Blue Responders #38073-693		\$
21-0002-047	Royal Blue ANSI Class 2 Hi-Vis w/reflective transfer on back only: "St. Louis Fire – EMS"	XLarge	5.11 Ladies Royal Blue Responders #38073-693		\$

<b>CORRECTIONS DEPARTMENT - BLAUER, B. Dry 3-Season Jacket</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
	Dark Navy/Dark Navy	S-Reg.	Blauer #6120		\$
	Dark Navy/Dark Navy	M-Short	Blauer #6120		\$
	Dark Navy/Dark Navy	L-Short	Blauer #6120		\$
	Dark Navy/Dark Navy	XL-Short	Blauer #6120		\$
	Dark Navy/Dark Navy	2XL-Short	Blauer #6120		\$
	Dark Navy/Dark Navy	3XL-Short	Blauer #6120		\$
	Dark Navy/Dark Navy	4XL-Short	Blauer #6120		\$
	Dark Navy/Dark Navy	5XL-Short	Blauer #6120		\$
	Dark Navy/Dark Navy	M-Reg	Blauer #6120		\$
	Dark Navy/Dark Navy	L-Reg	Blauer #6120		\$
	Dark Navy/Dark Navy	XL-Reg	Blauer #6120		\$
	Dark Navy/Dark Navy	2XL-Reg	Blauer #6120		\$
	Dark Navy/Dark Navy	3XL-Reg	Blauer #6120		\$
	Dark Navy/Dark Navy	4XL-Reg	Blauer #6120		\$
	Dark Navy/Dark Navy	5XL-Reg	Blauer #6120		\$
	Dark Navy/Dark Navy	M-Tall	Blauer #6120		\$
	Dark Navy/Dark Navy	L-Tall	Blauer #6120		\$
	Dark Navy/Dark Navy	XL-Tall	Blauer #6120		\$
	Dark Navy/Dark Navy	2XL-Tall	Blauer #6120		\$
	Dark Navy/Dark Navy	3XL-Tall	Blauer #6120		\$
	Dark Navy/Dark Navy	4XL-Tall	Blauer #6120		\$
	Dark Navy/Dark Navy	5XL-Tall	Blauer #6120		\$
<b>CORRECTIONS DEPARTMENT - BLAUER, Classic V-Neck Sweater</b>					
	Dark Navy/Dark Navy	S-Reg	Blauer #210		\$
	Dark Navy/Dark Navy	M-Short	Blauer #210		\$
	Dark Navy/Dark Navy	L-Short	Blauer #210		\$
	Dark Navy/Dark Navy	XL-Short	Blauer #210		\$
	Dark Navy/Dark Navy	2XL-Short	Blauer #210		\$
	Dark Navy/Dark Navy	3XL-Short	Blauer #210		\$
	Dark Navy/Dark Navy	4XL-Short	Blauer #210		\$
	Dark Navy/Dark Navy	5XL-Short	Blauer #210		\$
	Dark Navy/Dark Navy	M-Reg	Blauer #210		\$
	Dark Navy/Dark Navy	L-Reg	Blauer #210		\$
	Dark Navy/Dark Navy	XL-Reg	Blauer #210		\$
	Dark Navy/Dark Navy	2XL-Reg	Blauer #210		\$
	Dark Navy/Dark Navy	3XL-Reg	Blauer #210		\$
	Dark Navy/Dark Navy	4XL-Reg	Blauer #210		\$
	Dark Navy/Dark Navy	5XL-Reg	Blauer #210		\$
	Dark Navy/Dark Navy	M-Tall	Blauer #210		\$
	Dark Navy/Dark Navy	L-Tall	Blauer #210		\$
	Dark Navy/Dark Navy	XL-Tall	Blauer #210		\$
	Dark Navy/Dark Navy	2XL-Tall	Blauer #210		\$
	Dark Navy/Dark Navy	3XL-Tall	Blauer #210		\$
	Dark Navy/Dark Navy	4XL-Tall	Blauer #210		\$
	Dark Navy/Dark Navy	5XL-Tall	Blauer #210		\$

**Sweater to include sewed on cloth name tab (3.5" x 1") and cloth badge tab (2.5" x 1")**

<b>CORRECTIONS DEPARTMENT - TROUSERS</b>					
<b>City Item Number</b>	<b>Description</b>	<b>Size</b>	<b>Brand/Model</b>	<b>Brand/Model Being Bid</b>	<b>Unit Price</b>
21-0003-400	Men's Uniform Trousers 100% polyester elastique, freedom fit waistband	28-42 44-50 52-54	Fechheimer Flying Cross, #32230		\$ _____ \$ _____ \$ _____
21-0003-425	Ladies Uniform Trousers 100% polyester, snug-fit	2-18 20-24	Fechheimer Flying cross, #35233		\$ _____ \$ _____
21-0004-000	Patch, navy/white embroidered	n/a	Corrections Division		\$ _____

# **St. Louis Fire Department Station & Dress Uniform Service Contract Specifications**

The following is a detailed list of product specifications for items to be used by the St. Louis Fire Department. (Department) It is also the intention of this specification to describe in detail the procedure for which the "Uniform and Equipment" items are to be distributed. Due to the nature of this contract, the ability to provide the required processes is crucial and will have to be proven by any potential vendor. This must be demonstrated to Inventory personnel and Chief Officers during a walk through **before** an award will be made.

## **Intent:**

The Department will contract with a local vendor to provide items used everyday by authorized personnel in an expedient and professional manner. The successful vendor will offer in-store fittings, and be available to provide on site fittings quarterly at Departmental locations. The time will be mutually agreed upon. Delivery of orders will be provided to the location specified by the Department. By mandating that certain levels of service are required, the Department will be able to reduce and/or eliminate current inventory levels at its headquarters. These mandates are bolstered by contingency plans that are to be used when the initial system fails, or in the event of a local, regional or national emergency. By procuring items as they are needed, in lieu of a costly inventory, the Department will be able to equip authorized personnel more quickly and with less investment.

## **Bid:**

Submitted bids must bear the original signature of a company official having the power to bind the company. No fax bids will be accepted for this solicitation.

Bidders will be from local companies, and have the ability to stock acceptable levels of the items specified in this package.

Bidders must provide in their bid a statement that their bid is in accordance with the specifications or this Invitation for Bid without exception or with the exceptions as specifically noted. Bidders must provide written documentation that they are indeed an authorized dealer/distributor of the items herein specified. This will ensure that all product warranties and

## Bid Proposal for St. Louis Fire Department Uniforms...con't.

delivery terms will be met. All provisions and conditions of warranty required herein are a part of their bid without reservation or purpose of evasion. If the bidder is not bidding per exact specifications samples must be submitted with bid for evaluation.

Bidders must submit a list of their three largest Emergency Service customers providing similar services to their personnel that are required of this contract. These references will help in determining the ability of the bidders to meet the service requirements set forth.

### **Procedures:**

**Ordering:** The successful vendor must provide the Department with an "electronic" order form that can be transferred via e-mail 24 hours a day, 7 days a week from Inventory personnel to the Vendor. The Inventory personnel can request that an "electronic" order be given priority to be filled immediately as per the guidelines for delivery. This "electronic" order form must be able to work with existing City software and any training required must be done at Fire Headquarters. The "electronic" order form must include each item offered on the contract with the contractual price. The "electronic" order form must calculate (automatically) the total as the items are added to the form. This will allow the Supply Section to accurately plan, track and record any expenditure. The electronic order form must also include: a field for a Departmental purchase order, a field for the Firefighter's name and DSN, a field for method of delivery and a field for authorization from the Supply Section. An "electronic" order form should also clearly state if the order is to be immediately filled, or to be held for an authorized personnel to be accurately measured and/or fitted. A return electronic mail must be sent to acknowledge receipt of each order.

The first contingency for the "ordering" process is actually printing the "electronic" order form and transmitting it via facsimile to the successful vendor. The successful vendor facsimile machine should be accessible 24 hours a day, 7 days a week. The facsimile phone number should also be a "stand alone" line to a machine with sufficient memory to store incoming transmissions to avoid delays. A return facsimile confirmation is required to acknowledge receipt of each order. A "facsimile" order can be given priority to be filled immediately as per the guidelines for delivery.

## Bid Proposal for St. Louis Fire Department Uniforms...con't.

The second contingency is for the "electronic" order form to be printed and delivered via authorized departmental personnel. The successful vendor must be able to accept authorized St. Louis Fire Department personnel from the hours of 8:00 AM to 6:00 PM Monday through Friday. The facility must be within 15 miles of the St. Louis Fire Department Headquarters. These orders must be filled as per the guidelines for delivery.

The third contingency for placing an order is via telephone. A phone order can only be placed by previously designated personnel within the City Fire Department. This method will be followed with an electronic mail or facsimile, whichever is decided by the Supply Section. This type of order must be able to be accepted between 8:00 AM and 6:00 PM Monday through Friday, and from 8:00 AM to 12:00 Noon on Saturday from Labor Day to Memorial Day. The successful vendor shall process the order as per the guidelines for delivery, even without "written or electronic" verification.

The last contingency for placing an order is to be implemented in an emergency situation. The successful vendor must provide the Supply Section with a "contact or contact's" to provide uniforms and equipment in the event of a local, regional or national emergency. These contacts must be available 24 hours a day, 7 days a week. Every effort to return the emergency phone call will be made within 60 minutes. All efforts to assemble a sales and alteration staff for this purpose will be made.

At no time are any unauthorized personnel to receive any merchandise on behalf of the St. Louis Fire Department. Without the proper authorization, the City will not be held responsible for any items that may have been issued.

**Invoicing:** The successful vendor will invoice the Department twice monthly on the 1<sup>st</sup> and 15<sup>th</sup> business day for items purchased since the last invoice date. Each invoice must be accompanied by an indexed list of the orders to be paid by purchase order number with employee name.

**Used Garment Resolution:** In an effort to reduce the time spent to receive uniform items, Inventory personnel may insist that Departmental personnel turn in used garments to the successful vendor. The vendor must store the items on site for an inspection twice a month by inventory personnel. At that time, it will be determined whether the item is to be destroyed or cleaned for future use. The Department will designate a cleaning vendor to pick up the items deemed for re-issue monthly.

## Bid Proposal for St. Louis Fire Department Uniforms...con't.

The remaining items will be destroyed by the vendor by shredder and disposed of in a proper manner.

A certificate of destruction must be issued and kept on file. The Vendor will be responsible for the cost of destruction.

**Security:** The SLFD requires that the successful vendor maintains the following basic "Security" systems:

- 1) 24 hours a day/ 7 days a week video surveillance
- 2) 24 hours a day/ 7 days a week electronically monitored burglar and fire alarm with automated dispatching capabilities.
- 3) In the event that uniform items bearing the department's logo are stolen, the vendor must notify the department immediately.

**Order Processing:** It is essential that the successful vendor handle each City Fire order in the most efficient and accountable manner. Upon receipt of an authorized order from the Supply Section, the successful vendor must enter the order into a system that provides no less than the following:

- 1) Accurate time and date of order entry
- 2) Accurate contractual pricing provided on each order automatically
- 3) Accurate order dollar total at time of entry
- 4) Immediate inventory levels for the items ordered
- 5) Previous orders for the same individual
- 6) Previous orders for items of that style/and or size
- 7) Permanent archiving of all orders by Officer, item and size

Each order must be pulled from inventory separately and processed separately. This will allow the Supply Section to adjust the guideline for delivery for each order based on Departmental needs. Any backorders for items must be placed with the appropriate manufacturer within one business day. This requires the successful vendor to be a bona fide distributor of each of the products requested by the Department. Any exception to this would cause unnecessary delays.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Reporting:** It is essential that the successful vendor provide, upon demand, instant and easy to read reports. These reports should be available real time, as well as monthly. The reports should be sorted by individual, by unit, by contract item and chronologically with these groups. The reports required are:

- 1) Orders by individual over a defined period.
- 2) Orders by unit over a defined period.
- 3) Orders by entire Department over a defined period.
- 4) Orders by contract item over a defined period.
- 5) Order status report indication order date, backorder information and expected delivery dates.
- 6) Open and paid invoices with corresponding orders.
- 7) Existing inventory by contract item
- 8) Inventory on order from manufacturer by contract item.

**Alterations:** The following alterations are to be performed at the vendor's location. The only alterations included in the price for this contract are the initial hemming of the trousers, sewing on the Department's emblem, and attachment of coat buttons.

- 1) Hemming of trousers.
- 2) Waist and Seat Alteration of trousers.
- 3) Sewing on of Department emblem where specified.

The location of the alterations must be available to Fire Department personnel at least from 8:00 AM to 6:00 PM Monday through Friday. There must be a dressing room and adequate staff to assist with fittings, as well as, the actual alterations.

**Equipment:** For a contract where service is this important, certain sewing and repair equipment is required to insure expedient and first quality craftsmanship. The equipment is as follows:

- 1) Table with fixed motorized blade and mechanical length measurement. This combination ensures that the trousers are accurately measured and then cut quickly and cleanly with little pressure applied to the garment. This prevents unnecessary damage to the garments.

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- 2) Blind stitch machine to accommodate monofilament thread for hemming of trousers. This adjustable tension machine allows the trousers to be hemmed with the strongest thread possible, while not exposing stitches to the exterior of the garment.
- 3) Flat bed single needle machine for attachment of emblems and alterations. This machine allows for accurate stitching with maximum space for movement of the garment while being sewn.
- 4) Post single needle machine for attachment of emblems on jackets and alterations. This machine allows emblems to be sewn on hard to get to locations on sensitive garments. They work especially well on waterproof garments with emblem attachment.
- 5) Button attachment machine to ensure speed and button fastness. This machine attaches buttons automatically and evenly every time. The buttons are straight and remained attached.
- 6) Metal snap repair machine to repair outerwear and equipment quickly and permanently. This machine is vital to keeping equipment in the field and on personnel. This machine allows repairs to be made on-site instead of lengthy shipments to manufacturers for repairs.
- 7) Electric boiler steam iron with at least 40 lbs. of pressure used in conjunction with a vacuum assisted base. The vacuum assures that the garment remains in position and the 40 lbs. of pressure ensures creases will hold.

**Code of Conduct:**

All garments must be produced in acceptable non-sweatshop working conditions. Verification of acceptable working conditions will be made through a completed Code of Conduct document that must be made available to the department. This document should list the location of the manufacturing companies/facilities and address child labor, wage and benefits, overtime, forced labor, freedom of association harassment or abuse, health and safety, hours of work, nondiscrimination, and no retaliation guidelines. Noncompliance of this clause is cause for rejection.

**SPECIFICATIONS**

**STYLE E814/E814RHND**

**ELBECO MALE TEKTWILL TROUSER (Station Uniform)**

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**Fabric:** Elbeco TekTwill™ (Galey and Lord style #1906), 65% Fortrel Polyester/35% vat dyed Combed Cotton two-ply twill weave, weighing 7 oz. per square yard with 6-8% engineered filling stretch. Minimum construction: 92 warp x 56 filling yarns per square inch. Comfort-Touch finishing to be incorporated for increased comfort and hand of fabric. Must be treated at the fiber level with NANOTex™ technology (Nano Pel) for permanent superior fluid resistance, fabric appearance and durability, while maintaining original fabric breathability. Color: Midnight navy.

**Style:** Shall be made on a uniform pattern, having a plain front with quarter top front pockets, 7/8" belt loops and two back pockets.

**Pockets:** The front pocket opening will be a minimum 6-1/2" and be 6" deep

from the bottom of the opening. Pockets shall be stitched, turned, and restitched. The inside front pocket facing shall be a separate piece of self material finishing no less than 1¼" wide. The back pockets will have a minimum opening of 5-1/2" and be 6" deep. They shall be made with a Reese

PW automatic machine and finished on the outside with an exposed top and bottom cord. The left pocket shall have a tab and button. The front pockets shall each have a straight bar tack and each back pocket shall be bar tacked with a triangular bar tack.

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**Pocketing:** All pocketing shall be black 65% Polyester/35% Cotton with a minimum thread count of 70 x 48, weight is 4.3 oz. square yard.

**Waistband:** Must be of Comfort Stretch 2000 construction for superior comfort and performance. The waistband, attached with a rocap machine, shall be made of black, bias-cut, cotton blended twill and shall have two continuous parallel 3/16" wide silicone bands for shirt retention. The inside of the waistband shall be made from a stretch, breathable non woven material for support. A 3/4" strip of a similar breathable stretch material shall be sewn into the waistband along the top for non-roll edge control. The finished waistband shall be 2" wide and shall be closed with a crush-proof hook and eye, the eye being bar tacked for stability. The finished waistband shall be set on and shall be stitched below the lower edge through the outer fabric and the waistband curtain. No alternative waistband will be acceptable.

**Inner Fly/Crotch:** The right fly and front crotch linings shall be the same fabric and color as the waistband curtain. There shall be a non-woven interlining sewn to the fly to give additional stability and strength to the fly. The right fly lining shall be sewn to the left fly below the zipper and continue centered on the join seam across the inseam and end 1" onto the back seam. A separate French fly made of the outer fabric shall be sewn to the inside right fly. There shall be a triple strength crotch reinforcement to prevent seam failure in the crotch and inseam area. The crotch shall be secured with two rows of stitching. One row is to be on the inside of the trouser, and then turned and an additional row to be sewn on the outside of the trouser.

**Zippers:** The trousers shall be closed with a brass zipper and have a brass bottom stop at the base of the zipper chain. A straight bar tack shall be sewn through the outside of the garment to the inside at the bottom of the fly. It shall be sewn through the zipper tape, the right and left fly and the right fly lining. The right and left fly shall be joined by an additional bar tack located below the bottom zipper stop on the inside of the trouser.

**Belt Loops:** There should be a minimum of 5 lined belt loops on waist sizes 28, 29, 30 and a minimum of 7 lined loops on all sizes over 30. Each loop is to be 7/8" wide of double thickness, with stitching on a face side 3/8" from each edge. Except for the back loop, which shall be tacked on, all loops shall be sewn into the bottom of the waistband and into the rocap. They shall accommodate a 1 5/8" belt.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Creasing:** The front and back crease in both trouser legs must be applied via a pneumatically controlled application of UltraCrease™ silicone sealant, specially formulated for technologically enhanced fabrics, so as to give permanency to the creases for the life of the garment.

**Seaming:** The entire trouser is to be seamed with Polyester core or 100% Polyester spun thread. The seat seam shall be stitched with a tandem needle seat seaming machine.

**Labels:** There shall be a TekTwill woven label sewn-in the left hip pocket bag. A woven size label shall be sewn next to the main label, with a care and content label sewn below that label. An outside waistband label shall be marked with lot number, size, fiber content, cut number and UPC Identification.

**Finishing &**

**Pressing:** All loose threads shall be removed. Trousers must be pressed completely and properly with side seam, inseam, and seat seam pressed open. There must be a Jet clip attached to the top fly of the finished trouser.

**Finished Dimensions:**

Waist	28	29	30	31	32	33	34	35	36
Seat	38- 3/8	39- 1/3	40- 1/4	41- 1/8	42- 1/8	43	44	45	45- 7/8
Rise	10	10- 1/8	10- 1/4	10- 3/8	10- 1/2	10- 5/8	10- 3/4	10- 7/8	11
Thigh	26- 1/8	26- 1/2	27	27- 1/2	27- 7/8	28- 1/3	28- 3/4	29- 1/8	29- 5/8
Knee	19- 3/4	20	20- 1/4	20- 1/2	20- 3/4	21	21- 1/4	21- 1/2	21- 3/4
Bottom	17- 3/4	17- 7/8	18	18- 1/8	18- 1/4	18- 3/8	18- 1/2	18- 5/8	18- 3/4

Bid Proposal for St. Louis Fire Department Uniforms...con't.

Waist	38	40	42	44	46	48	50	52	54
Seat	47- 3/4	49- 5/8	51- 1/2	53- 3/8	55- 1/4	57- 1/8	59	60- 7/8	62- 3/4
Rise	11- 1/4	11- 1/2	11- 3/4	12	12- 1/4	12- 1/2	12- 3/4	13	13- 1/4
Thigh	30.5	31- 3/8	32- 1/4	33- 1/8	34	34- 7/8	35- 3/4	36- 5/8	37- 1/2
Knee	22- 1/4	22- 3/4	23- 1/4	23- 3/4	24- 1/4	24- 3/4	25- 1/4	25- 3/4	26- 1/4
Bottom	19	19- 1/8	19- 1/2	19- 3/4	20	20- 1/4	20- 1/2	20- 3/4	21

**STYLE E9814LC**

**ELBECO FEMALE TACTICAL TWILL TROUSER  
(Station Uniform)**

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**Fabric:** Elbeco TekTwill 65% Polyester/35% Cotton two ply vat dyed twill weave, weighing 7 oz. per square yard with 6-8% engineered filling stretch. Minimum construction: 95 warp x 55 filling yarns per square inch. Comfort Touch finishing to be incorporated for increased comfort and hand of fabric. Must be treated at the fiber level with nano Fluid Repellency technology for permanent superior fluid resistance, fabric appearance and durability, while maintaining original fabric breathability. Color: Midnight navy.

**Style:** Shall be made with the Ladies Choice pattern, featuring a contour waistband with elastic side panels, shortened rise, and reshaped hip and seat. Trousers have a plain front with quarter top front pockets and two back pockets.

**Pockets:** The front pocket opening will be a minimum 6½" and be 6" deep from the bottom of the opening. Pockets shall be stitched, turned, and restitched. The inside front pocket facing shall be a separate piece of self material finishing no less than 1¼" wide. The back pockets will have a minimum opening of 5½" and be 6" deep. They shall be made with a Reese PW automatic machine and finished on the outside with an exposed top and bottom cord. The left pocket shall have a tab and button. The front pockets shall each have a straight bar tack and each back pocket shall be bar tacked with a triangular bar tack.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Pocketing:** All pocketing shall be black 65% polyester/35% cotton with a minimum thread count to 68 X 54; the weight shall be 2.60 yards/lb.

**Inside Trim:** The right fly and double plied crotch linings shall be the same fabric and color as the waistband curtain. There shall be a non-woven interlining fused to the fly to give additional stability and strength to the fly. The right fly lining shall be sewn to the left fly below the zipper. The crotch lining shall be serged to each front.

**Waistband:** Must be Ladies Choice construction for superior comfort and performance. The curtain, attached with a rocap machine, shall be made of black, bias-cut, cotton blended twill and shall have two continuous parallel 1/16" wide silicone bands for shirt retention. Inside the waistband shall be two pieces of breathable non-woven stretch canvas for support. Waistband will also be fused for additional support. The finished waistband shall be 2" wide and shall be closed with a crush-proof hook and eye, the eye being bar tacked for stability. There shall be 4" elastic sewn into each side of the waistband for superior fit. The finished waistband shall be set on and shall be stitched below the lower edge through the outer fabric and the waistband curtain. No alternative waistband will be acceptable.

**Belt Loops:** There should be a minimum of 5 lined belt loops on waist sizes 8 and under and a minimum of 7 lined loops on all sizes 10 and over. Each loop is to be 7/8" wide of double thickness, with stitching on a face side 3/8" from each edge. Except for the back loop, which shall be tacked on, all loops shall be sewn into the bottom of the waistband and into the rocap. They shall accommodate a 1 5/8" belt.

**Zippers:** The trousers shall be closed with a brass zipper and have a brass bottom stop at the base of the zipper chain. A straight bar tack shall be sewn through the outside of the garment to the inside at the bottom of the fly. It shall be sewn through the zipper tape, the right and left fly and the right fly lining. The right and left fly shall be joined by an additional bar tack located below the bottom zipper stop on the inside of the trouser.

**Creasing:** The front and back crease in both trouser legs must be applied via a pneumatically controlled application of Creaset™ silicone sealant, specially formulated for technologically enhanced fabrics, so as to give permanency to the creases for the life of the garment.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Seaming:** The entire trouser is to be seamed with Polyester core or 100% Polyester spun thread. The seat seam shall be stitched with a tandem needle seat seaming machine.

**Labels:** There shall be a TekTwill woven label sewn-in the left hip pocket bag. A woven size label shall be sewn next to the main label, with a care and content label sewn below that label. An outside waistband label shall be marked with lot number, size, fiber content, cut number and UPC Identification.

**Finishing &**

**Pressing:** All loose threads shall be removed. Trousers must be pressed completely and properly with side seam, inseam, and seat seam pressed open. There must be a Jet clip attached to the top fly of the finished trouser.

**Sizes: 2 through 24**

**Elbeco Paragon Plus w/Nano  
Male Long Sleeve (Station Uniform)**

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**Style:** It is the intention of this department to secure a tailored shirt equal in quality of workmanship and style to the shirt now on display as sample. Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample.

Shirts to have permanent sewn-in military creases.

**Tailoring:** It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance. All sewing shall be with Dacron core thread to match shirt fabric.

The collar and cuffs are to be single stitched 1/4" from edge. The back yoke, pockets and flaps shall be single stitched on the edge.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Fabric:** Fabric to be 51185 Plain Weave Poplin, 65% Dacron Polyester/35% Cotton, 4.25 – 4.75 oz. /square yard, with vat dyed color and a comfort-touch finish. Must be treated at the fiber level with Nano fluid repellency technology for permanent superior fluid resistance, fabric appearance and durability, while maintaining original fabric breathability.

**Creasing:** Pockets and pocket flaps to be die creased to give uniform shape and size.

**Collar:** The shape and style of both leaf and stand shall conform to the TT89 Collar. The points, medium spread, are to be approximately 3" in length. The back of the stand is to measure 1-1/2". The stand shall fasten with one button. There shall be one horizontal button hole.

The leaf shall be made of three pieces; two pieces of self cloth and one whole lining, which is to be fused to the top collar.

Permanent collar stays to be secured to bottom ply. The collar stays shall be of good quality Stalar vinyl, 2-3/4" in length and 3/8" wide and attached to the bottom collar.

**Sleeves:** To be straight and whole. The cuffs are to be 2-5/8" in width and to fasten with two buttons. There will be a single stitch 7/16" from top of cuff.

The sleeve opening shall measure 4-7/8" from top of cuff. The top facing for this opening is to be 1-1/4" wide and the bottom facing to finish about 1/2" wide. Button is to be placed on sleeve opening with corresponding buttonhole.

The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well.

**Front:** The front shall have a center facing 1-1/2" wide extending from the collar stand to bottom of shirt and be made of the same material as shirt fabric with two rows of stitching 7/8" apart. The left front shall contain six vertical buttonholes placed 3/4" from edge and 3-1/2" apart.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

The button stand, 7/8" wide, shall be self-lined and placed on right side extending from collar stand to bottom of shirt. Buttons shall be securely attached to the button stand and shall correspond to the buttonholes on the center facing.

**Back:** To have double yoke of basic shirt material, top stitched along edge for added image and performance.

**Pockets:** To have two breast pockets with mitered corners to finish 5-5/8" wide and 6" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to be pleated and to have 1-1/4" box stitching top and bottom to prevent spreading.

**Flaps:** To have two scalloped flaps to finish 5-3/4" in length, 2-3/4" in width at center, and 2-1/2" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/2" in width. Flaps to be interlined. There will be a matching button and a buttonhole sewn on the flap.

**Flap Closure:** The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.

**Badge Tab:** To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1-1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.

**Shoulder Straps:** The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button. The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 1/2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross stitching 2" from sleeve head seam.

**Permanent Creases:** Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Interlining:** Flaps to be EZ Crease. Top center to be lined with EC253. Bands and cuffs to be 37 Durapress.

**Labels:** Size shall be marked with a woven size loop attached to brand and content label in yoke. Care label to be placed in bottom hem.

**Buttons:** All buttons shall be 20L and made from melamine material for durability and must match fabric.

**UPC Identification:** A printed UPC bar code tag must be attached to every garment so as to be visible in the package. The UPC bar code must identify style, color and size information so as to be incorporated into an inventory management system. Appropriate support documentation must be available to assist Agency in encoding UPC information.

**Pressing and Packing:** Shirts shall be carefully pressed by hand in first class manner and individually packed in polyethylene bags. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed four to a box with the sizes marked on the outside of the box at the one end.

**Finished Dimensions**

Size	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5
Chest	40	42	44	46	48	50	52	54	56	58
Waist	36	38	40	42	44	46	48	50	53	55
Bk Length	32- 1/2	32- 5/8	32- 3/4	32- 7/8	33- 1/8	33- 1/2	33- 7/8	35	35- 3/8	35- 7/8

**Department emblem to be sewn on left sleeve of Blue and Navy shirts only.**

**Required Colors:**  
**Model P878 Blue**  
**Model P877 White**  
**Model P874 Dark Navy**

**Required Sizes: Neck 14 1/2 - 22      Sleeve Length 33-37**

**Elbeco Paragon Plus w/Nano  
Male Short Sleeve (Station Uniform)**

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**Style:** It is the intention of this department to secure a tailored shirt equal in quality of workmanship and style to the shirt now on display as a sample. Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample.

Shirts to have permanent sewn-in military creases.

**Tailoring:** It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance. All sewing shall be with Dacron core thread to match shirt fabric.

The collar is to be single stitched 1/4" from edge. The back yoke, pockets and flaps shall be single stitched on the edge.

**Fabric:** Fabric to be 51185 Plain Weave Poplin, 65% Dacron Polyester/35% Cotton, 4.25 – 4.75 oz. /square yard, with vat dyed color and a comfort touch finish. Must be treated at the fiber level with Nano fluid repellency technology for permanent superior fluid resistance, fabric appearance and durability, while maintaining original fabric breathability.

**Creasing:** Pockets and pocket flaps to be die creased to give uniform shape and size.

**Collar:** Convertible collar shall be one piece and to measure 3-1/4" long at points and 1-5/8" wide at back. Collar to be lined with 100% Dacron. The collar stays shall be of good quality Stalar vinyl, 2-1/2" in length and 3/8" wide and be attached to the bottom collar.

**Sleeves:** Sleeves are to be straight and whole and have a 1" hem. These shall be graded in length so as to finish from the shoulder seam as follows:

<u>Size</u>	<u>Finished Length</u>
14 and 14-1/2	9-1/2"
15, 15-1/2 and 16	10"
16-1/2" through 18-1/2"	10-1/2"
19 and up	11"

Bid Proposal for St. Louis Fire Department Uniforms...con't.

The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well

**Front:** The front shall have a facing 3" in width extending from neckline to the bottom of shirt provided by a turn under of material. The left front shall also have a lined box pleat 1-1/2" wide finished, running full length of the shirt and shall be topstitched 1/4" from both edges. The left front shall contain seven vertical buttonholes placed 3/4" from edge and 3-1/2" apart.

Buttons shall be securely attached to the button stand on the right front, and shall correspond to the buttonholes on the center facing.

**Back:** To have double yoke of basic shirt material, top stitched along edge for added image and performance.

**Pockets:** To have two breast pockets with mitered corners to finish 5-5/8" wide and 6" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to be pleated and to have 1-1/4" box stitching top and bottom to prevent spreading.

**Flaps:** To have two scalloped flaps to finish 5-3/4" in length, 2-3/4" in width at center, and 2-1/2" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/2" in width. There will be a matching button and a buttonhole sewn on the flap.

**Flap Closure:** The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.

**Badge Tab:** To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1 1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.

**Shoulder Straps:** The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button. The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 1/2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross stitching 2" from sleeve head seam.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Interlining:** Flaps to be EZ Crease. Top center to be lined with EC253.

**Labels:** Size shall be marked with a woven size loop attached to brand and content label in yoke. Care label to be placed in bottom hem.

**Permanent Creases:** Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.

**Buttons:** All buttons shall be 20L and made from melamine material for durability and must match fabric.

**UPC Identification:** A printed UPC bar code tag must be attached to every garment so as to be visible in the package. The UPC bar code must identify style, color and size information so as to be incorporated into an inventory management system. Appropriate support documentation must be available to assist Agency in encoding UPC information.

**Pressing and Packing:** Shirts shall be carefully pressed by hand in first class manner and individually packed in polyethylene bags. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed four to a box with the sizes marked on the outside of the box at the one end.

Department emblem to be sewn on left sleeve of Blue and Navy Shirts only.

**Required Colors:**  
**Model P868 Blue**  
**Model P867 White**  
**Model P864 Dark Navy**

**Required Sizes: Neck 14 ½ - 22**

**Elbeco Paragon Plus w/Nano  
Female Long Sleeve (Station Uniform)**

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**Style:** It is the intention of this department to secure a tailored shirt equal in quality of workmanship and style to the shirt now on display as a sample. Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample.

Shirts to have permanent sewn-in military creases.

**Tailoring:** It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance. All sewing shall be with Dacron core thread to match shirt fabric.

The collar and cuffs and are to be single stitched 1/4" from edge. The back yoke, pockets and flaps shall be single stitched on the edge.

**Fabric:** Fabric to be 51185 Plain Weave Poplin, 65% Dacron Polyester/35% Cotton, 4.25 – 4.75 oz. /square yard, with vat dyed color and a comfort-touch finish. Must be treated at the fiber level with Nano fluid repellency technology for permanent superior fluid resistance, fabric appearance and durability, while maintaining original fabric breathability.

**Creasing:** Pockets and pocket flaps to be die creased to give uniform shape and size.

**Collar:** The shape and style of both leaf and stand shall conform to the TT89 Collar. The points, medium spread, are to be approximately 3" in length. The back of the stand is to measure 1-1/2". The stand shall fasten with one button. There shall be one horizontal button hole.

The leaf shall be made of three pieces; two pieces of self cloth and one whole lining, which is to be fused to the top collar.

Permanent collar stays to be secured to bottom ply. The collar stays shall be of good quality Stalar vinyl, 2-3/4" in length and 3/8" wide and attached to the bottom collar.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Sleeves:** To be straight and whole. The cuffs are to be 2-5/8" in width and to have two buttons on one end, and one buttonhole on the other to allow for adjusting the cuff size.

The sleeve opening shall measure 3-7/8" from top of cuff. The top facing for this opening is to be 1-1/4" wide and the bottom facing to finish about 1/2" wide. Button is to be placed on sleeve opening with corresponding buttonhole

The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well.

**Front:** The front shall have a facing 1-1/2" wide extending from the collar stand to the bottom of the shirt and be made of the same material as shirt fabric with two rows of stitching 7/8" apart. The right front shall contain six vertical buttonholes placed 3/4" from edge and 3-1/2" apart.

The button stand, 1" wide, shall be self-lined and placed on left side extending from collar stand to bottom of shirt. Buttons shall be securely attached to the button stand and shall correspond to the buttonholes on the center facing.

**Back:** To have a double yoke of basic shirt material, top stitched along edge for added image and performance.

**Pockets:** To have two breast pockets with mitered corners to finish 5" wide and 5-1/2" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to be pleated and to have 1-1/4" box stitching top and bottom to prevent spreading.

**Flaps:** To have two scalloped flaps to finish 5-1/4" in length, 2-3/8" in width at center, and 2-1/8" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/2" in width. Flaps to be interlined. There will be a matching button and a buttonhole sewn on the flap.

**Flap Closure:** The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Badge Tab:** To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1 1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.

**Shoulder Straps:** The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button. The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 1/2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross stitching 2" from sleeve head seam.

**Permanent Creases:** Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.

**Interlining:** Flaps and band to be EZ Crease. Top center to be lined with EC253. Cuffs to be 37 Durapress.

**Labels:** Size shall be marked with a woven size loop attached to brand and content label in yoke. Care label to be placed in bottom hem.

**Button:** All buttons shall be 20L and made from melamine material for durability and must match fabric.

**UPC Identification:** A printed UPC bar code tag must be attached to every garment so as to be visible in the package. The UPC bar code must identify style, color and size information so as to be incorporated into an inventory management system. Appropriate support documentation must be available to assist Agency in encoding UPC information.

**Pressing and Packing:** Shirts shall be carefully pressed by hand in first class manner and individually packed in polyethylene bags. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed four to a box with the sizes marked on the outside of the box at the one end.

### Finished Dimensions

Size	30	32	34	36	38	40	42	44	46	48
Bust	39	40	41½	43	44½	46	48	50	52	54
Waist	32	33	34½	36	37½	39	41	43	45	47
Sleeve length	31- 1/3	31- 1/3	31- 1/3	32- 1/4	32- 1/4	33- 1/2	33- 3/4	34	34	34- 1/2

Department emblem to be sewn left sleeve on Blue and Navy Shirts only.

**Required Colors:**  
**Model P802 Blue**  
**Model P801 White**  
**Model P804 Dark Navy**  
**Required Sizes: 30-48**

### Elbeco Paragon Plus w/Nano Female Short Sleeve (Station Uniform)

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**Style:** It is the intention of this department to secure a tailored shirt equal in quality of workmanship and style to the shirt now on display as a sample. Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample.

Shirts to have permanent sewn-in creases.

**Tailoring:** It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance. All sewing shall be with Dacron core thread to match shirt fabric.

The collar is to be single stitched 1/4" from edge. The back yoke, pockets and flaps shall be single stitched on the edge.

**Fabric:** Fabric to be 51185 Plain Weave Poplin, 65% Dacron Polyester/35% Cotton, 4.25 – 4.75 oz. /square yard, with vat dyed color and a comfort-touch finish. Must be treated at the fiber level with Nano fluid repellency technology for permanent superior fluid resistance, fabric appearance and durability, while maintaining original fabric breathability.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Creasing:** Pockets and pocket flaps to be die creased to give uniform shape and size.

**Collar:** Convertible collar shall be one piece and to measure 3-1/8" long at the points and 1-5/8" wide at back. Collar to be lined with 100% Dacron. The collar stays shall be of good quality Stalar vinyl, 2-3/4" in length and 3/8" wide and be attached to the bottom collar.

**Sleeves:** To be straight and whole with 1" hem. The finish shall be 9" long from shoulder seam.

The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well.

**Front:** The front shall have a center facing 3" in width extending from neckline to bottom of shirt provided by a turn under of material. The right front shall also have a lined box pleat 1-1/2" wide finished, running full length of the shirt and shall be topstitched 1/4" from both edges. The right front shall contain seven vertical buttonholes placed 3/4" from edge, first 2-1/2" down from neck, balance 3-1/2" apart.

Buttons shall be securely attached to the button stand on the left front, and shall correspond to the buttonholes on the center facing.

**Back:** To have a double yoke of basic shirt material, top stitched along edge for added image and performance.

**Pockets:** To have two breast pockets with mitered corners to finish 5" wide and 5-1/2" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to be plated and to have 1-1/4" box stitching top and bottom to prevent spreading.

**Flaps:** To have two scalloped flaps to finish 5-1/4" in length, 2-3/8" in width at center, and 2-1/8" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/2" in width. Flaps to be interlined. There will be a matching button and a buttonhole sewn on the flap.

**Flap Closure:** The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Badge Tab:** To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1-1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.

**Shoulder Straps:** The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button. The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 1/2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross-stitching 2" from sleeve head seam.

**Interlining:** Flaps to be EZ Crease. Top center to be lined with EC253.

**Labels:** Size shall be marked with a woven size loop attached to brand and content label in yoke. Care label to be placed in bottom hem.

**Permanent Creases:** Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.

**Button:** All buttons shall be 20L and made from melamine material for durability and must match fabric.

**UPC Identification:** A printed UPC bar code tag must be attached to every garment so as to be visible in the package. The UPC bar code must identify style, color and size information so as to be incorporated into an inventory management system. Appropriate support documentation must be available to assist Agency in encoding UPC information.

**Pressing and Packing:** Shirts shall be carefully pressed by hand in first class manner and individually packed in polyethylene bags. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed four to a box with the sizes marked on the outside of the box at the one end.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Finished Dimensions**

Size	30	32	34	36	38	40	42	44	46	48
Bust	39	40	41- 1/2	43	44- 1/2	46	48	50	52	54
Waist	32	33	34- 1/2	36	37- 1/2	39	41	43	45	47

**Department emblem to be sewn left sleeve on Blue and Navy only.**

**Required Colors:**

**Model P812 Blue**

**Model P811 White**

**Model P814 Dark Navy**

**Required Sizes: 30-48**

**ELBECO TEX TROP  
Male Long Sleeve (Staff Uniform)**

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**Style:** It is the intention of this department to secure a tailored shirt equal in quality of workmanship and style to the shirt now on display as a sample. Elbeco Tex-Trop brand or pre-approved equal only.

Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample.

Shirts to have permanent sewn-in military stitches.

**Tailoring:** It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance.

All sewing shall be with Dacron core thread to match shirt fabric.

The collar and cuffs are to be single stitched 1/4" from edge. The pockets and flaps shall be single stitched on the edge.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Fabric:** Fabric to be 100% texturized polyester, 5.0–5.5 oz. /square yard tropical weave with mechanical stretch. To insure permanent moisture control and superior breathability, fabric must be treated at fiber level with Nano moisture wicking technology. Fabric is soil resistance, easy care and wrinkle resistance, with excellent color matching and color retention.

**Creasing:** Pockets and pocket flaps to be die creased to give uniform shape and size.

**Collar:** The shape and style of both leaf and stand shall conform to the TT89 Collar. The points, medium spread, are to be approximately 3" in length. The back of the stand is to measure 1-1/2".

The leaf shall be made of three pieces; two pieces of self cloth and one whole lining, which is to be fused to the top collar.

Collar stays shall be of good quality Stalar vinyl, 2-1/2" in length and 3/8" wide and be attached to the bottom collar. The stand shall fasten with one button. There shall be one horizontal button hole.

Inner stand and inner yoke to be made of matching 65% Dacron Polyester/35% Cotton, 4.2 ounce per square yard, 106 x 58.

**Sleeves:** To be straight and whole. The cuffs are to be 2-7/8" in width and to fasten with two buttons. There is to be a single stitch 7/16" from top of cuff.

The sleeve opening shall measure 4-7/8" from top of cuff. The top facing for this opening is to be 1-1/4" wide and the bottom facing to finish about 2" wide. Button is to be placed on sleeve opening with corresponding buttonhole.

The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well.

**Front:** The front shall have a center facing 1-1/2" wide extending from the collar stand to bottom of shirt and be made of the same material as shirt fabric with two rows of stitching 7/8" apart.

The center front shall contain six (6) vertical buttonholes placed 3/4" from edge and 3-1/2" apart.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

The button stand, 7/8" wide, shall be self-lined and placed on right side extending from collar stand to bottom of shirt. Buttons shall be securely attached to the button stand and shall correspond to the buttonholes on the center facing.

**Back:** There is to be yoke composed of an outer piece of the same material as the basic shirt, and an inner piece of poplin.

**Pockets:** To have two breast pockets with mitered corners to finish 5-5/8" wide and 6" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to have 1-1/4" box stitching top and bottom to prevent spreading.

**Flaps:** To have two scalloped flaps to finish 5-3/4" in length, 2-3/4" in width at center, and 2-1/2" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/4" in width. Flaps to be interlined. There will be a matching button and a buttonhole sewn on the flap.

**Flap Closure:** The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.

**Badge Tab:** To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1-1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.

**Shoulder Straps:** The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button. The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross stitching 2" from sleeve head seam.

**Permanent Creases:** Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.

**Interlining:** Flaps to be EZ crease. Top center to be lined with QST interlining. Bands and cuffs to be 37 Durapress.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**UPC Identification:** A printed UPC bar code tag must be attached to every garment so as to be visible in the package. The UPC bar code must identify style, color and size information so as to be incorporated into an inventory management system. Appropriate support documentation must be available to assist Agency in encoding UPC information.

**Labels:** TexTrop woven label to be sewn in yoke, with size label sewn next to it. Care and content label to be sewn in bottom hem.

**Button:** All buttons shall be made from high impact melamine and must match fabric.

**Pressing and Packing:** Shirts shall be carefully pressed by hand in first class manner and individually packed in polyethylene bags. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed two to a box with the sizes marked on the outside of the box at the one end.

**Finished Dimensions**

Size	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5
Chest	39	41	43	45	47	49	51	53	55	57
Waist	35	37	39	41	43	45	47	50	53	55
Bk Length	32- 1/8	32- 1/4	32- 3/8	32- 5/8	32- 3/4	33	33- 1/2	34- 1/2	34- 5/8	35- 1/2

**Department emblem to be sewn left sleeve on Blue and Dark Navy only.**

**Required Colors:**

**Model 313 Blue**

**Model 310 White**

**Model 314 Dark Navy**

**Required Sizes: Neck 14 ½ - 22**

**Sleeve Length 33-37**

**ELBECO TEX TROP**  
**Male Short Sleeve (Staff Uniform)**

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**Style:** It is the intention of this department to secure a tailored shirt equal in quality of workmanship and style to the shirt now on display as a sample. Elbeco Tex-Trop brand or pre-approved equal only.

Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample.

Shirts to have permanent sewn-in military stitches.

**Tailoring:** It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance.

All sewing shall be with Dacron core thread to match shirt fabric.

The collar is to be single stitched 1/4" from edge. The pockets and flaps shall be single stitched on the edge.

**Fabric:** Fabric to be 100% texturized polyester, 5.0–5.5 oz. /square yard tropical weave with mechanical stretch. To insure permanent moisture control and superior breathability, fabric must be treated at fiber level with Nano moisture wicking technology. Fabric is soil resistance, easy care and wrinkle resistance, with excellent color matching and color retention.

**Creasing:** Pockets and pocket flaps to be die creased to give uniform shape and size.

**Collar:** Convertible collar shall be one piece and to measure 3-1/4" long at points and 1-5/8" wide at back.

The collar is to be constructed of two plies of basic material and one ply of D331 top fuse lining. Collar stays shall be of good quality Stalar vinyl, 2-3/4" in length and 3/8" wide and be attached to the bottom collar. There shall be one horizontal buttonhole.

The collar and inner yoke to be lined with matching 65% Dacron Polyester/35% Cotton, 4.2 ounce per square yard, 106 x 58. The collar lining shall be banana shaped.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Sleeves:** To be straight and whole with 1" hem. These shall be graded in length so as to finish from the shoulder seam as follows:

Size	Finished Length
14 and 14-1/2	9-1/2"
15, 15-1/2, and 16	10"
16-1/2 and above	10-1/2"

The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well.

**Front:** The front shall have a facing 3" in width extending from neckline to the bottom of shirt provided by a turn under of material. The left front shall also have a lined box pleat 1-1/2" wide finished, running full length of the shirt and shall be topstitched 1/4" from both edges.

The center front shall contain six vertical buttonholes placed 3/4" from edge. First at neck, second 2-1/2" down, balance 3-1/2" apart.

**Back:** There is to be yoke composed of an outer piece of the same material as the basic shirt, and an inner piece of poplin.

**Pockets:** To have two breast pockets with mitered corners to finish 5-5/8" wide and 6" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to have 1-1/4" box stitching top and bottom to prevent spreading.

**Flaps:** To have two scalloped flaps to finish 5-3/4" in length, 2-3/4" in width at center, and 2-1/2" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/4" in width. Flaps to be interlined. There will be a matching button and a buttonhole sewn on the flap.

**Flap Closure:** The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.

**Badge Tab:** To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1-1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Shoulder Straps:** The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button. The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross stitching 2" from sleeve head seam.

**Permanent Creases:** Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.

**UPC Identification:** A printed UPC bar code tag must be attached to every garment so as to be visible in the package. The UPC bar code must identify style, color and size information so as to be incorporated into an inventory management system. Appropriate support documentation must be available to assist Agency in encoding UPC information.

**Interlining:** Flaps to be EZ crease. Top center to be lined with QST interlining.

**Labels:** TexTrop woven label to be sewn in yoke, with size label sewn next to it. Care and content label to be sewn in bottom hem.

**Button:** All buttons shall be made from high impact melamine and must match fabric.

**Pressing and Packing:** Shirts shall be carefully pressed by hand in first class manner and individually packed in polyethylene bags. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed two to a box with the sizes marked on the outside of the box at the one end.

### Finished Dimensions

Size	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5
Chest	39	41	43	45	47	49	51	53	55	57
Waist	35	37	39	41	43	45	47	50	53	55
Bk. Length	32- 1/8	32- 1/4	32- 3/8	32- 5/8	32- 3/4	33	33- 1/2	34- 1/2	34- 5/8	35- 1/2

**Department emblem to be sewn left sleeve on Blue and Dark Navy only.**

**Required Colors:**  
**Model 3313 Blue**  
**Model 3310 White**  
**Model 314 Dark Navy**

**Required Sizes: Neck 14 ½ - 22**

### **ELBECO TEX TROP Female Long Sleeve (Staff Uniform)**

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**Style:** It is the intention of this department to secure a tailored shirt equal in quality of workmanship and style to the shirt now on display as a sample. Elbeco Tex Trop brand or pre-approved equal only.

Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample. Shirts to have permanent sewn-in military creases.

**Tailoring:** It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance.

All sewing shall be with Dacron core thread to match shirt fabric.

The collar and cuffs are to be single stitched 1/4" from edge. The pockets and flaps shall be single stitched on the edge.

**Fabric:** Fabric to be 100% texturized polyester, 5.0–5.5 oz. /square yard tropical weave with mechanical stretch. To insure permanent moisture control and superior breathability, fabric must be treated at fiber level with Nano moisture wicking technology. Fabric is soil resistance, easy care and wrinkle resistance, with excellent color matching and color retention.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Creasing:** Pockets and pocket flaps to be die creased to give uniform shape and size.

**Collar:** The shape and style of both leaf and stand shall conform to the TT89 Collar. The points, medium spread, are to be approximately 3" in length. The back of the stand is to measure 1-1/2".

The leaf shall be made of three pieces; two pieces of self cloth and one whole lining, which is to be fused to the top collar.

Collar stays shall be of good quality Stalar vinyl, 2-1/2" in length and 3/8" wide and be attached to the bottom collar. The stand shall fasten with one button. There shall be one horizontal button hole.

Inner stand and inner yoke to be made of matching 65% Dacron Polyester/35% Cotton, 4.2 ounce per square yard, 106 x 58.

**Sleeves:** To be straight and whole. The cuffs are to be 2-5/8" in width and to fasten with a two button adjustable cuff. There is to be a single stitch 7/16" from top of cuff.

The sleeve opening shall measure 3-7/8" from top of cuff. The top facing for this opening is to be 1-1/4" wide and the bottom facing to finish about 2" wide. Button is to be placed on sleeve opening with corresponding buttonhole.

The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well.

**Front:** The front shall have a center facing 1-1/2" wide extending from the collar stand to bottom of shirt and be made of the same material as shirt fabric with two rows of stitching 7/8" apart.

The center front shall contain six vertical buttonholes placed 3/4" from edge and 3-1/2" apart.

The button stand, 7/8" wide, shall be self-lined and placed on left side extending from collar stand to bottom of shirt. Buttons shall be securely attached to the button stand and shall correspond to the buttonholes on the center facing.

**Back:** There is to be yoke composed of an outer piece of the same material as the basic shirt, and an inner piece of poplin.

**Pockets:** To have two breast pockets with mitered corners to finish 5" wide and 5-1/2" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to have 1-1/4" box stitching top and bottom to prevent spreading.

**Flaps:** To have two scalloped flaps to finish 5-1/4" in length, 2-3/8" in width at center, and 2-1/8" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/4" in width. Flaps to be interlined. There will be a matching button and a buttonhole sewn on the flap.

**Flap Closure:** The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.

**Badge Tab:** To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1-1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.

**Shoulder Straps:** The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button. The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross stitching 2" from sleeve head seam.

**Permanent Creases:** Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.

**Interlining:** Flaps to be EZ Crease. Top center to be lined QST interlining. Bands and cuffs to be 37 Durapress.

**UPC Identification:** A printed UPC bar code tag must be attached to every garment so as to be visible in the package. The UPC bar code must identify style, color and size information so as to be incorporated into an inventory management system. Appropriate support documentation must be available to assist Agency in encoding UPC information.

Bid Proposal for St. Louis Fire Department Uniforms...con't.

**Labels:** TexTrop woven label to be sewn in yoke, with size label sewn next to it. Care and content label to be sewn in bottom hem.

**Button:** All buttons shall be made from high impact melamine and must match fabric.

**Pressing and Packing:** Shirts shall be carefully pressed by hand in first class manner and individually packed in polyethylene bags. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed two to a box with the sizes marked on the outside of the box at the one end.

**Finished Dimensions**

Size	30	32	34	36	38	40	42	44	46	48
Bust	37	38	39- 1/2	41	42- 1/2	43- 1/2	45- 1/2	47- 1/2	49- 1/2	51- 1/2
Waist	32	33	34- 1/2	36	37- 1/2	38- 1/2	40- 1/2	42- 1/2	44- 1/2	46- 1/2
Bk Length	29- 1/4	29- 1/4	29- 1/4	29- 3/4	29- 3/4	30- 1/2	30- 1/2	31- 1/4	33- 1/4	31- 1/4
Sl Length	31- 1/4	31- 3/8	31- 5/8	32- 1/2	32- 5/8	33- 3/8	34	34- 1/4	34- 1/2	34- 3/4

**Department emblem to be sewn left sleeve on Blue and Navy only.**

**Required Colors:**  
**Model 9313 Blue**  
**Model 9310 White**  
**Model 9314 Dark Navy**

**Required Sizes: 30-48**

**ELBECO TEX TROP**  
**Female Short Sleeve (Staff Uniform)**

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**Style:** It is the intention of this department to secure a tailored shirt equal in quality of workmanship and style to the shirt now on display as a sample. Elbeco Tex-Trop brand or pre-approved equal only.

Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample

Shirts to have permanent sewn-in military stitches.

**Tailoring:** It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance.

All sewing shall be with Dacron core thread to match shirt fabric.

The collar is to be single stitched 1/4" from edge. The pockets and flaps shall be single stitched on the edge.

**Fabric:** Fabric to be 100% texturized polyester, 5.0–5.5 oz. /square yard tropical weave with mechanical stretch. To insure permanent moisture control and superior breathability, fabric must be treated at fiber level with Nano moisture wicking technology. Fabric is soil resistance, easy care and wrinkle resistance, with excellent color matching and color retention.

**Creasing:** Pockets and pocket flaps to be die creased to give uniform shape and size.

**Collar:** Convertible collar shall be one piece and to measure 3-1/8" long at the points and 1-5/8" wide at back. There shall be one horizontal buttonhole.

The collar is to be constructed of two plies of basic material and one ply of D331 top fuse lining. Collar stays shall be of good quality Stalar vinyl, 2-3/4" in length and 3/8" wide and be attached to the bottom collar.

The collar and inner yoke to be lined with matching 65% Dacron Polyester/35% Cotton, 4.2 ounce per square yard, 106 x 58. The collar lining shall be banana shaped.

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**Sleeves:** To be straight and whole with 1" hem. The finish shall be 9" long from shoulder seam. The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well.

**Front:** The fronts shall have a center facing 3" in width extending from neckline to bottom of shirt provided by a turn under of material. The right front shall also have a lined box pleat 1-1/2" wide finished, running full length of the shirt and shall be topstitched 1/4" from both edges.

The center front shall contain six vertical buttonholes placed 3/4" from edge, first at neck, second 2-1/2" down, balance 3-1/2" apart.

**Back:** There is to be yoke composed of an outer piece of the same material as the basic shirt, and an inner piece of poplin.

**Pockets:** To have two breast pockets with mitered corners to finish 5" wide and 5-1/2" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to have 1-1/4" box stitching top and bottom to prevent spreading.

**Flaps:** To have two scalloped flaps to finish 5-1/4" in length, 2-3/8" in width at center, and 2-1/8" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/4" in width. Flaps to be interlined. There will be a matching button and a buttonhole sewn on the flap.

**Flap Closure:** The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.

**Badge Tab:** To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1-1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.

**Shoulder Straps:** The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button. The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross stitching 2" from sleeve head seam.

**Permanent Creases:** Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.

**Interlining:** Flaps to be EZ Crease. Top center to be lined with QST interlining.

**UPC Identification:** A printed UPC bar code tag must be attached to every garment so as to be visible in the package. The UPC bar code must identify style, color and size information so as to be incorporated into an inventory management system. Appropriate support documentation must be available to assist Agency in encoding UPC information.

**Labels:** TexTrop woven label to be sewn in yoke, with size label sewn next to it. Care and content label to be sewn in bottom hem.

**Button:** All buttons shall be made from high impact melamine and must match fabric.

**Pressing and Packing:** Shirts shall be carefully pressed by hand in first class manner and individually packed in polyethylene bags. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed two to a box with the sizes marked on the outside of the box at the one end.

### Finished Dimensions

Size	30	32	34	36	38	40	42	44	46	48
Bust	37	38	39- 1/2	41	42- 1/2	43- 1/2	45- 1/2	47- 1/2	49- 1/2	51- 1/2
Waist	32	33	34- 1/2	36	37- 1/2	38- 1/2	40- 1/2	42- 1/2	44- 1/2	46- 1/2
Bk Length	29- 1/4	29- 1/4	29- 1/4	29- 3/4	29- 3/4	30- 1/2	30- 1/2	31- 1/4	31- 1/4	31- 1/4

**Department emblem to be sewn left sleeve on Blue and Navy only.**

**Required Colors:**

**Model 9813 Blue**

**Model 9810 White**

**Model 9814 Dark Navy**

**Required Sizes: 30-48**

**STYLE 1061-NVY**  
**TRU-SPEC 24-7 SERIES MENS PANTS OR ELBECO**

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**Fabric:** 6.5 oz. 65 Polyester/ 35% Cotton Rip Stop.  
Color: Midnight navy.

- Comfort Fit Slider Waistband Construction
- Extra Deep Front Pockets
- 2-Knife/Accessory Pockets
- 2-Cargo Pockets with Hook & Loop Closure and Bellowed Side Gussets
- 2-Internal Compartments in Both Cargo Pockets
- Cell Phone Pocket
- Double Reinforced Knee

**Sizes Required:**

**Size: 28 – 44 (Lengths 30, 32, 34, unfinished)**

**Size: 46 – 54 (unfinished)**

**# LU-5 STAR UNIFORM CAP**  
**ST. LOUIS FIRE DEPARTMENT FIREFIGHTER ISSUE CAP**

**STYLE:** Shall be A Midway Cap Company Deluxe Military Style Cap with Stationary Cover and will be imprinted with "Successful Bidders Logo" on the Crown Lining to assure compliance with specifications.

**DIMENSIONS:** The dimensions of a Size 7-1/8 Cap shall be as follows:  
Front to rear of crown 10-7/8"  
side to side of crown – 10-3/8"  
height of Cap in front – 4-3/8"  
All other sizes shall be in proportion

**COVER:** The material shall be #1611 Dark Navy or as specified. The Covers shall have a dry-cleanable bonding of not less than .093 gauge Grey Polyurethane Foam throughout the entire top, sides and front, and a Full Crown Lining of 100% Acetate Taffeta. A Sweat Protector Lining and an Identification Card Holder, in the form of a rectangle, will be heat-sealed directly to the Sweat Protector. After joining the crown and the sides, the crown seam shall be double-stitched with a 3/8" bias folded tape. As a final operation, all Caps shall be blocked on a 5-piece block in live steam and thoroughly dried.

**EYELETS:** Each Cap Cover shall be provided with a total of 5 Metal Eyelets: 1 Eyelet shall be attached in the front center 1-1/8" up for proper placement of a 1-post shield. 2 Eyelets will be provided on each side for ventilation.

**FRAME BAND:** The Frame Band shall be 2" Black Midlon over Perforated Polyethylene, approximately .035 thick. The Band shall be covered with a 1-3/4" width Black Rayon Band Style material. This Band shall then be bound at the bottom with the same material as the cover.

**FRONT SUPPORT:** The Front Support shall consist of one piece of Stainless Metal, called the Stayer, and a Plastic Holder. The Holder is formed by cutting a piece of black linear Polyethylene with dual slots to accept the Stayer and hold it securely. The holder is sewn to the inside front of the Frame Band and to staples or rivets will be required for either the Holder or the Stayer.

**GROMMET:** A 1/2" Clear "D" Plastic Grommet, measured and closed to exact size, shall be inserted into the Cap Cover.

**VISOR:** To be made of 2 pieces: the upper portion to consist of a Nylon base with a Black Japanned top; the bottom piece of .095 Genuine Sur-V-Lon. The 2 pieces will be firmly cemented together, and Visors will not bubble, crack or blister. The Visor shall be AS Pattern.

**FRONT STRAP:** The Front Strap shall be 1/2" black Plastic.

**SWEATBAND:** The Sweatband shall be Genuine Leon Uniform Roan Leather with Gold Line Roll, 1-5/8" wide. The Sweatband shall be sewn into the caps with a Machine Finish.

**BUTTONS:** Buttons shall be a Nickel "FD" finish button or as indicated.

**ALL CAPS SHALL CONTAIN A SIZE LABEL AND A UNION LABEL, AND WORKMANSHIP SHALL BE FIRST-CLASS IN ALL RESPECTS.**

**# LU-5 STAR UNIFORM CAP**  
**ST. LOUIS FIRE DEPARTMENT COMMAND ISSUE CAP**

**STYLE:** Shall be A Midway Cap Company Deluxe Military Style Cap with Stationary Cover and will be imprinted with "Successful Bidders Logo" on the Crown Lining to assure compliance with specifications.

**DIMENSIONS:** The dimensions of a Size 7-1/8 Cap shall be as follows:  
Front to rear of crown 10-7/8";  
side to side of crown – 10-3/8";  
height of Cap in front – 4-3/8".  
All other sizes shall be in proportion.

**COVER:** The material shall be #1611 Dark Navy or as specified. The Covers shall have a dry-cleanable bonding of not less than .093 gauge Grey Polyurethane Foam throughout the entire top, sides and front, and a Full Crown Lining of 100% Acetate Taffeta. A Sweat Protector Lining and an Identification Card Holder, in the form of a rectangle, will be heat-sealed directly to the Sweat Protector. After joining the crown and the sides, the crown seam shall be double-stitched with a 3/8" bias folded tape. As a final operation, all Caps shall be blocked on a 5-piece block in live steam and thoroughly dried.

**EYELETS:** Each Cap Cover shall be provided with a total of 5 Metal Eyelets: 1 Eyelet shall be attached in the front center 1-1/8" up for proper placement of a 1-post shield. 2 Eyelets will be provided on each side for ventilation.

**FRAME BAND:** The Frame Band shall be 2" Black Midlon over Perforated Polyethylene, approximately .035 thick. The Band shall be covered with a 1-3/4" width Black Rayon Band Style material. This Band shall then be bound at the bottom with the same material as the cover.

**FRONT SUPPORT:** The Front Support shall consist of one piece of Stainless Metal, called the Stayer, and a Plastic Holder. The Holder is formed by cutting a piece of black linear Polyethylene with dual slots to accept the Stayer and hold it securely. The holder is sewn to the inside front of the Frame Band and to staples or rivets will be required for either the Holder or the Stayer.

**GROMMET:** A 1/2" Clear "D" Plastic Grommet, measured and closed to exact size, shall be inserted into the Cap Cover.

**VISOR:** TO BE MADE OF TWO PIECES; THE UPPER PORTION TO CONSIST

OF A FELT WITH A **SIX EMBROIDERED PERMAGOLD RED AND GOLD FLAMES THREE ON EACH SIDE OR FOUR EMBROIDERED PERMAGOLD RED AND GOLD FLAMES TWO OR TWO EMBROIDERED PERMAGOLD RED AND GOLD FLAMES ONE ON EACH SIDE ON EACH SIDE** THE BOTTOM PIECE OF .05 GENUINE SUR-V-LON. THE TWO PIECES WILL BE FIRMLY CEMENTED TOGETHER AND THE VISORS WILL NOT BUBBLE, CRACK, OR BLISTER. THE VISOR SHALL BE SHAPE 611 SET INTO THE FRAME AT AN ANGLE OF 45°. ALL VISORS SHALL BE BLOCKED TO SHAPE IN HEATED FORMS.

**FRONT STRAP:** The Front Double Strap shall be 1/2" Dark Gold Mylar.

**SWEATBAND:** The Sweatband shall be Genuine Leon Uniform Roan Leather with Gold Line Roll, 1-5/8" wide. The Sweatband shall be sewn into the caps with a Machine Finish.

**BUTTONS:** Buttons shall be a Gold "FD" finish button or as indicated.

**ALL CAPS SHALL CONTAIN A SIZE LABEL AND A UNION LABEL, AND WORKMANSHIP SHALL BE FIRST-CLASS IN ALL RESPECTS.**

**#114-1611 BELL CROWN DRESS CAP**  
**ST LOUIS FIRE DEPARTMENT**  
**FIREFIGHTER/EMT/PARAMEDIC**

**STYLE:** SHALL BE DELUXE BELL CROWN STYLE CAP.

**DIMENSIONS:** THE DIMENSIONS OF A SIZE 7-1/8 CAP SHALL BE AS FOLLOWS: FRONT TO REAR OF A CROWN 9"; SIDE OF CROWN 8-1/2"; HEIGHT OF CAP IN FORNT 1-3/4". ALL OTHER SIZES SHALL BE IN PROPORTION.

**COVERS:** THE MATERIAL SHALL BE #1611 NAVY BLUE POLY/GABARDINE MATERIAL. THE COVERS SHALL HAVE A FULL CROWN LINING OF BLACK 100% ACETATE-TAFFETA. CENTERED ON THE LINING SHALL BE A DIAMOND SHAPED ACETATE PLASTIC COMBINATION SWEAT PROTECTOR AND IDENTIFICATION CARD HOLDER. THE ACETATE SHALL BE .007 GAUGE AND MEASURE APPROXIMATELY 5-1/2" X 4". BETWEEN THE CROWN AND THE SIDES SHALL BE SEWN A WELTING OF #1611 NAVY BLUE POLY/GABARDINE MATERIAL. THIS WELTING SHALL COMPLETELY COVER A 1/16" GALVANIZED STEEL WIRE THAT HAS BEEN ACCURATELY MEASURED AND CLOSED TO THE INDIVISUAL CAP SIZE. THE FRONT AND THE SIDES SALL BE SUPPORTED BY

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A SINGLE PLY OF GENUINE HAIRCLTH, CUT TO INDIVIDUAL SIZE AND SEWN INTO THE CAP.

**EYELETS:** EACH CAP SHALL BE PROVIDED WITH A TOTAL OF 5 METAL EYELETS: 1 EYELET SHALL BE ATTACHED IN THE FRONT, CENTERED FOR PROPER PLACEMENT OF A SINGLE POST BADGE; 2 EYELETS WILL BE PROVIDED ON EACH SIDE FOR VENTILATION.

**FRAME BAND:** THE INNERBAND SHALL BE 2-1/4" WITDE OF AN EXTRUDED HIGH DENSITY BLACK LINEAR POLYETHYLENE MATERIAL, APPROXIMATELY .040 THICK. THIS BAND SHALL BE FORMES INTO AN ENDLESS CIRCLE BY CUTTING EACH END WITH A DOVETAIL PATTERN AND HEAT-WELDING FOR PERNMANENT STRENGTH AND CLOSURE. THERE SHALL BE NO OVERLAPPING OF THE BAND AND CLOSING BY STAPLES, RIVETS OR SEWING WILL NOT BE ACCEPTABLE THE INNERBAND SHALL THEN BE COVERED WITH THE SAME MATERIAL AS THE CAP COVER, WITH A WELT SEWN ALONG BOTTOM OF THE CAP.

**VISOR:** TO BE MADE OF TWO PIECES; THE UPPER PORTION TO CONSIST OF A NYLON BASE WITH A BLACK HAPANED TOP; THE BOTTOM PIECE OF .05 GENUINE SUR-V-LON. THE TWO PIECES WILL BE FIRMLY CEMENTED TOGETHER AND THE VSORS WILL NOT BUBBLE, CRACK, OR BLISTER. THE VISOR SHALL BE SHAPE 611 SET INTO THE FRAME AT AN ANGLE OF 45°. ALL VISORS SHALL BE BLOCKED TO SHAPE IN HEATED FORMS.

**SWEATBAND:** THE SWEATBAND SHALL BE GENUINE ROAN LEATHER WITH GOLD LINE ROLL1 5/8" WIDE. SWEATBAND SHALL BE SEWN INTO CAPS WITH MACHINE FINISH.

**FRONT STRAP:** THE FRONT STRAP SHALL BE 1/2" WIDE, BLACK PLASTIC TYPE.

FIREFIGHTER/EMS- SILVER FD

LIEUTENANT/CAPTAIN/EMS CREW CHIEF- GOLD FD

**ALL CAPS SHALL CONTAIN A SIZE LABEL AND A UNION LABEL, AND ALL WORKMANSHIP SHALL BE FIRST CLASS IN ALL RESPECTS.**

**#113-1611 BELL CROWN DRESS CAP**  
**ST LOUIS FIRE DEPARTMENT**  
**LIEUTENANT/ CAPTAIN/EMS CREW CHIEF/EMS SUPERVISOR/EMS**  
**DEPUTY CHIEF/EMS CHIEF/CHIEF PARAMEDIC**

**STYLE:** SHALL BE DELUXE BELL CROWN STYLE CAP.

**DIMENSIONS:** THE DIMENSIONS OF A SIZE 7-1/8 CAP SHALL BE AS FOLLOWS:

FRONT TO REAR OF A CROWN 9"  
SIDE OF CROWN 8-1/2"  
HEIGHT OF CAP IN FORNT 1-3/4"  
ALL OTHER SIZES SHALL BE IN PROPORTION.

**COVERS:** THE MATERIAL SHALL BE #191 WHITE LINEN WEAVE. THE COVERS SHALL HAVE A FULL CROWN LINING OF BLACK 100% ACETATE-TAFFETA. CENTERED ON THE LINING SHALL BE A DIAMOND SHAPED ACETATE PLASTIC COMBINATION SWEAT PROTECTOR AND IDENTIFICATION CARD HOLDER. THE ACETATE SHALL BE .007 GAUGE AND MEASURE APPROXIMATELY 5-1/2" X 4". BETWEEN THE CROWN AND THE SIDES SHALL BE SEWN A WELTING OF #191WHITE LINEN WEAVE. THIS WELTING SHALL COMPLETELY COVER A 1/16" GALVANIZED STEEL WIRE THAT HAS BEEN ACCURATELY MEASURED AND CLOSED TO THE INDIVISUAL CAP SIZE. THE FRONT AND THE SIDES SALL BE SUPPORTED BY A SINGLE PLY OF GENUINE HAIRCLTH, CUT TO INDIVIDUAL SIZE AND SEWN INTO THE CAP. BAND AND BOTTOM WELT WILL BE COVERED WITH POLY GABARDINE 1611 NAVY MATERIAL.

**EYELETS:** EACH CAP SHALL BE PROVIDED WITH A TOTAL OF 5 METAL EYELETS: 1 EYELET SHALL BE ATTACHED IN THE FRONT, CENTERED FOR PROPER PLACEMENT OF A SINGLE POST BADGE; 2 EYELETS WILL BE PROVIDED ON EACH SIDE FOR VENTILATION.

**FRAME BAND:** THE INNERBAND SHALL BE 2-1/4" WITDE OF AN EXTRUDED HIGH DENSITY BLACK LINEAR POLYETHYLENE MATERIAL, APPROXIMATELY .040 THICK. THIS BAND SHALL BE FORMES INTO AN ENDLESS CIRCLE BY CUTTING EACH END WITH A DOVETAIL PATTERN AND HEAT-WELDING FOR PERMANENT STRENGTH AND CLOSURE. THERE SHALL BE NO OVERLAPPING OF THE BAND AND CLOSING BY STAPLES, RIVETS OR SEWING WILL NOT BE ACCEPTABLE.

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**VISOR:** THE VISOR SHALL BE SHAPE 611 SET INTO THE FRAME AT AN ANGLE OF 45°. ALL VISORS SHALL BE BLOCKED TO SHAPE IN HEATED FORMS. THE VSORS WILL NOT BUBBLE, CRACK, OR BLISTER.

**SWEATBAND:** THE SWEATBAND SHALL BE GENUINE ROAN LEATHER WITH GOLD LINE ROLL 1 5/8" WIDE. SWEATBAND SHALL BE SEWN INTO CAPS WITH MACHINE FINISH

**FRONT STRAP:** THE FRONT STRAP SHALL BE 1/2" WIDE BLACK PLASTIC, THE STRAP SHALL BE HELD AT EITHER END WITH A REGULATION FIRE DEPARTMENT BUTTON IN A GILT GOLD FINISH.

**ALL CAPS SHALL CONTAIN A SIZE LABEL AND A UNION LABEL, AND ALL WORKMANSHIP SHALL BE FIRST CLASS IN ALL RESPECTS.**

**#113-1611 BELL CROWN DRESS CAP**  
**ST LOUIS FIRE DEPARTMENT BC/DC/ASST. CHIEF/CHIEF**

**STYLE:** SHALL BE DELUXE BELL CROWN STYLE CAP.

**DIMENSIONS:** THE DIMENSIONS OF A SIZE 7-1/8 CAP SHALL BE AS FOLLOWS:

FRONT TO REAR OF A CROWN 9"  
SIDE OF CROWN 8-1/2"  
HEIGHT OF CAP IN FORNT 1-3/4"  
ALL OTHER SIZES SHALL BE IN PROPORTION.

**COVERS:** THE MATERIAL SHALL BE #191 WHITE LINEN WEAVE. THE COVERS SHALL HAVE A FULL CROWN LINING OF BLACK 100% ACETATE-TAFFETA. CENTERED ON THE LINING SHALL BE A DIAMOND SHAPED ACETATE PLASTIC COMBINATION SWEAT PROTECTOR AND IDENTIFICATION CARD HOLDER. THE ACETATE SHALL BE .007 GAUGE AND MEASURE APPROXIMATELY 5-1/2" X 4". BETWEEN THE CROWN AND THE SIDES SHALL BE SEWN A WELTING OF #191 WHITE LINEN WEAVE. THIS WELTING SHALL COMPLETELY COVER A 1/16" GALVANIZED STEEL WIRE THAT HAS BEEN ACCURATELY MEASURED AND CLOSED TO THE INDIVISUAL CAP SIZE. THE FRONT AND THE SIDES SALL BE SUPPORTED BY A SINGLE PLY OF GENUINE HAIRCLTH, CUT TO INDIVIDUAL SIZE AND SEWN INTO THE CAP. BAND AND BOTTOM WELT WILL BE COVERED WITH POLY GABARDINE 1611 NAVY MATERIAL.

**EYELETS:** EACH CAP SHALL BE PROVIDED WITH A TOTAL OF 5 METAL EYELETS: 1 EYELET SHALL BE ATTACHED IN THE FRONT, CENTERED FOR PROPER PLACEMENT OF A SINGLE POST BADGE; 2 EYELETS WILL BE PROVIDED ON EACH SIDE FOR VENTILATION.

**FRAME BAND:** THE INNERBAND SHALL BE 2-1/4" WITDE OF AN EXTRUDED HIGH DENSITY BLACK LINEAR POLYETHYLENE MATERIAL, APPROXIMATELY .040 THICK. THIS BAND SHALL BE FORMES INTO AN ENDLESS CIRCLE BY CUTTING EACH END WITH A DOVETAIL PATTERN AND HEAT-WELDING FOR PERNMANT STRENGTH AND CLOSURE. THERE SHALL BE NO OVERLAPPING OF THE BAND AND CLOSING BY STAPLES, RIVETS OR SEWING WILL NOT BE ACCEPTABLE.

**VISOR:** TO BE MADE OF TWO PIECES; THE UPPER PORTION TO CONSIST OF A FELT WITH A **SIX EMBROIDERED PERMAGOLD RED AND GOLD FLAMES THREE ON EACH SIDE OR FOUR EMBROIDERED PERMAGOLD RED AND GOLD FLAMES TWO OR TWO EMBROIDERED PERMAGOLD RED AND GOLD FLAMES ONE ON EACH SIDE ON EACH SIDE** THE BOTTOM PIECE OF .05 GENUINE SUR-V-LON. THE TWO PIECES WILL BE FIRMLY CEMENTED TOGETHER AND THE VSORS WILL NOT BUBBLE, CRACK, OR BLISTER. THE VISOR SHALL BE SHAPE 611 SET INTO THE FRAME AT AN ANGLE OF 45°. ALL VISORS SHALL BE BLOCKED TO SHAPE IN HEATED FORMS.

**SWEATBAND:** THE SWEATBAND SHALL BE GENUINE ROAN LEATHER WITH GOLD LINE ROLL1 5/8" WIDE. SWEATBAND SHALL BE SEWN INTO CAPS WITH MACHINE FINISH

**FRONT STRAP:** THE FRONT STRAP SHALL BE 1/2" WIDE BLACK PLASTIC, THE STRAP SHALL BE HELD AT EITHER END WITH A REGULATION FIRE DEPARTMENT BUTTON IN A GILT GOLD FINISH.

**ALL CAPS SHALL CONTAIN A SIZE LABEL AND A UNION LABEL, AND ALL WORKMANSHIP SHALL BE FIRST CLASS IN ALL RESPECTS.**

**All hats listed shall have pricing for sizes 6 1/2 - 8**

## **ST. LOUIS FIRE DEPARTMENT**

### **SPIEWAK S327-011 PUBLIC SAFETY FLEECE**

#### ***DESIGN***

The garment shall be full cut, waist length intermediate weight fleece jacket with performance features designed for public safety use and shall have a full zip front to top of the collar, adjustable sleeves, wind-toggle system, waist draw cord, zippered hand warmer pockets and shall be constructed to allow for customization. All dimensions and lengths are based on men's size large. Dimensions and lengths for all other sizes must be graded appropriately. All seams shall be double needle stitched unless otherwise noted in this specification.

#### ***FABRIC***

The basic fabric shall be a 100% polyester micro-filament circular knit terry, brushed, two-side anti-pill; and shall undergo an additional vacuum or blow-out step in production (in line or off line) for maximum anti-pill performance. The jacket shall have 100% Tactel® nylon fabric reinforcements sewn on the shoulders and lower arms to add body and protection. Tactel® yarn size shall be N/F 70 D/FD x N/ATY 240 D/FD, Density shall be 156 x 52, weight shall be 168 g/yd, and the back coating shall be PU coated w/p 600mm. On request manufacturer must supply a certificate of compliance that the shell fabric is genuine Tactel® fabric and the micro-fleece meets these requirements.

#### ***BODY DETAIL***

The front zipper shall be a 24-inch YKK Vislon zipper capable of zipping into style S578V outer shell. There shall be an inside storm flap made of Tactel® nylon and backed with Tricot. The hand-warmer pockets shall have a 7-inch YKK nylon coil zipper. The hand warmer pockets shall be lined with nylon and tricot. The front yoke shall be Tactel® nylon and shall be sewn on top of the micro-fleece body. All seams shall be double needle except the sleeves, which shall be single needle. Shoulders feature mic-tabs/epaulets permanently affixed and made from same Tactel® shell fabric, inner lined with V-Max Pellon. The body of the jacket shall be tapered to allow the garment to be tucked. The sleeves shall have Tactel® nylon sewn on top of the micro-fleece beginning approximately 8 ½ inches down from the shoulder seam and go all the way down to the end of the cuff. The Tactel® nylon shall only be sewn into the sleeve seam and extend approximately 13 inches around the circumference of the sleeve at the elbow tapering down approximately 10 inches at the cuff. The cuff shall be gathered and sewn with elastic and a closure tab using YKK Power hook and loop. Standard hook will not be allowed. The elbow reinforcements shall be double needle stitched

except where it is sewn into the sleeve seam and shall have articulated seams as is appropriate for proper sleeve function. The inside of the sleeves shall be fully lined with smooth Tricot mesh, for wearer comfort, and ease of use. The back yoke shall be approximately 8 ½ inches down from the shoulder seam and extend all the way across the back of the garment. The collar shall be made of Tactel® nylon and micro-fleece with the micro-fleece on the inside of the garment.

***INSIDE DETAIL/POCKETS***

Tactel® Nylon shall be used for reinforcement on inside of garment from armholes/yoke to the base of the garment. Two inside secure pockets are to be in the garment. The left facing pocket shall be a patch pocket approximately 7"x 6" and shall be secured with a 7 inch YKK coil zipper sewn vertically in the front of the pocket. The right facing pocket shall be a top opening bag pocket approximately 8 inches wide and 10 inches deep. The pocket opening shall be secured using a 1½-inch piece of YKK Power hook and loop sewn at the center of the pocket opening. There shall be a tunneled draw cord at the bottom sweep on the jacket. The tunnel shall be created by folding under the Tactel®/Fleece at base of garment. The draw cord shall be elasticized and the ends sewn down inside the tunnel at both ends and shall exit the tunnel at either side of the garment using a finished button hole. At the exits the draw cord shall have a bead and barrel lock to allow the cord to be tightened. There shall be a snap tab on each side seam on the inside of the garment approximately 3 inches up from the bottom to secure the elasticized shock cord when tightened. The snaps on the tabs shall be compression nipple snaps. There shall be an optional badge tab in the pocket.

***COLOR***

The S327 shall be available in colors black/black, dark navy/dark navy, and brown/brown.

***CARE***

Garment to be fully machine washable.

***EMBROIDERED LOGO:***

St. Louis Fire Logo left chest (4000 stitches)  
Color White for Firefighters, EMTs, and Paramedics  
Color #1070 Gold for Lieutenant and Above

***EMBROIDERED NAMES:***

Right Chest, Block Letters, 1<sup>st</sup>. Initial Last Name  
Color White for Firefighters, EMTs, and Paramedics  
Color #1070 Gold for Lieutenant and Above

**SIZES:**

Size: S – 5XL Reg/Long

**REQUIREMENTS**

To ensure ongoing service as well as consistency in providing an in-stock garment, the following criteria must be provided at the time of bid opening. Failure to meet any of the below requirements will result in immediate disqualification of bid.

1. Manufacturer must be ISO 9001: 2000 certified and a copy of certificate shall be included with bid and dated prior to bid opening.

2. If bidding other than Spiewak product, successful bidder must provide third party independent test reports showing that the following components meet the written spec:

***Tactel Fabric***

**Zippers**  
**Basic fleece fabric**  
**Hook and Loop**  
**Tricot mesh**

3. If bidding other than Spiewak product, successful bidder must provide at the time of the bid opening the following sizing samples:

**1- Medium/Regular**  
**1- Large/Long**  
**1- 3XL/Regular**  
**1- 4XL/Long**

4. Manufacturer must provide a published lifetime or limited lifetime warranty against product defects, component failure, and waterproofness. There will be no special warranties accepted for this specification.

**Product Specifications:**

**The intent of the product specifications is to establish a minimum standard for each item. The implied intent of the specifications of a uniform item is for the item to remain "Uniform". It is paramount that the items meet the written specifications and if any exceptions are taken to the specifications, the item offered will not change the color, fit or wear ability of any item. It is the sole responsibility of each bidder to provide documented evidence that any exception to the written specification actually exceeds the specification. This documented evidence must be provided with the submitted bid package along with samples of the alternate items. Failure to provide any evidence of alternate items meeting or exceeding the written specifications will result in the bid not being considered for award. The specifications are for specific brand named items. Alternates will not be approved.**



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  
SAINT LOUIS MO 63103  
PHONE 314-622-4580  
FAX 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.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF ST LOUIS, MISSOURI**  
**INSTRUCTIONS TO BIDDERS (FOR CONTRACTS ONLY)**

**VENDORS SHOULD CAREFULLY READ THE FOLLOWING INSTRUCTIONS,  
TERMS AND CONDITIONS, BEFORE SUBMITTING QUOTATION.**

#1 ALL BIDS WILL BE ACCEPTED ON "OFFICIAL BID FORM" ONLY. THE RIGHT TO REJECT ANY AND ALL BIDS IS RESERVED, AND THE SUPPLY COMMISSIONER RESERVES THE RIGHT TO MAKE AWARDS ON AN ITEM BASIS, OR ON A TOTAL AWARD BASIS, WHICHEVER, IN HIS OPINION, IS FOR THE BEST INTERESTS OF THE CITY OF ST. LOUIS.

#2 BIDS MUST BE IN INK OR TYPEWRITTEN, AND MUST BE MANUALLY SIGNED BY A COMPANY OFFICIAL. PENCIL BIDS ARE NOT ACCEPTABLE.

#3 ALTERED OR ERASED PRICES WILL NOT BE ACCEPTED.

#4 IN THE EVENT YOU MAKE AN ERROR ON BID PROPOSAL, YOU MAY OBTAIN ADDITIONAL COPIES FROM THE OFFICE OF THE SUPPLY COMMISSIONER, ROOM 324, CITY HALL, ST. LOUIS, MISSOURI 63103.

#5 THE LAWS OF THE STATE OF MISSOURI PROVIDE THAT THE CITY OF ST. LOUIS PAY NO STATE SALES, USE TAXES 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.

#6 UNLESS OTHERWISE STATED, BIDDER MUST QUOTE ON THE LATEST MAKE, MODEL, PRODUCT, GROWTH, CANNING OR FORMULATION OF THE MANUFACTURER OR PRODUCER.

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.

WHEN BID IS BASED ON THE PRICES LISTED IN A CATALOGUE OR PRICE LIST, A COPY OF SUCH CATALOGUE OR PRICE LIST MUST BE SUBMITTED WITH BID PROPOSAL. CONTRACTOR SHALL FURNISH ADDITIONAL CATALOGUES OR LISTS AS REQUIRED.

#7 UNLESS OTHERWISE STIPULATED, IT IS HEREBY AGREED THAT THE CITY OF ST. LOUIS WILL RECEIVE THE BENEFIT FOR ANY REDUCTION IN PRICES DURING THE LIFE OF THIS CONTRACT, BUT WILL ONLY PAY THE CONTRACT OR BID PRICES SHOULD ANY INCREASES OCCUR DURING THE SAME PERIOD.

#8 THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FURNISH PERFORMANCE BOND OR CASHIER'S CHECK, FOR A REASONABLE AMOUNT DETERMINED BY THE SUPPLY COMMISSIONER.

#9 THE CITY OF ST. LOUIS, WITH THE PERMISSION OF THE SUCCESSFUL BIDDER HAS THE OPTION OF EXTENDING THIS CONTRACT FOR AN ADDITIONAL PERIOD (NOT TO EXCEED THE NUMBER OF MONTHS OF ORIGINAL CONTRACT).

#10 BID PROPOSALS ARE TO BE RETURNED IN A SEALED ENVELOPE. THE UPPER LEFT CORNER OF THE ENVELOPE MUST INCLUDE THE FOLLOWING INFORMATION: VENDOR'S NAME, CONTRACT NAME, AND THE DUE BY DATE.

#11 BID PROPOSAL MUST THEN REACH THE SUPPLY DEPARTMENT BEFORE 12 O'CLOCK NOON ON THE DAY SPECIFIED ON PAGE ONE (1) AS THE BID OPENING DATE, OR BID WILL NOT BE CONSIDERED.

#12 NO EXACT AMOUNTS OF USAGE IS GUARANTEED, ANY QUANTITIES LISTED ARE ONLY ESTIMATES.

SUPPLIERS SHALL SAVE HARMLESS THE CITY OF ST. LOUIS FROM THE PAYMENT OF ANY AND ALL CLAIMS OR DEMANDS ARISING OUT OF ANY INFRINGEMENT, OR USE OF ANY PATENT OR PATENTED DEVICE, ARTICLE, SYSTEM, ARRANGEMENT, MATERIAL OR PROCESS USED BY HIM IN THE EXECUTION OF THIS CONTRACT.

#13 BRAND NAMES AND NUMBER MUST BE FILLED IN ON EACH ITEM WHERE THERE IS A RULED LINE THE "STATE BRAND" COLUMN.

UNLESS YOU SPECIFICALLY STATE OTHERWISE, THE CITY WILL ASSUME THAT YOU ARE QUOTING ON THE EXACT ITEMS REQUESTED AND WILL EXPECT YOU TO FURNISH THE EXACT ITEMS ASKED FOR IN THIS PROPOSAL.

- #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)

**AFFIRMATIVE ACTION PROGRAM TO INSURE  
NONDISCRIMINATION AND FAIR EMPLOYMENT PRACTICES**

1. Contractor agrees that in performing under this contract he nor anyone under his control will permit discrimination against any employee, worker or applicant for employment because of race, creed, color, religion, national origin or ancestry. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment without regard to their race, creed, color, religion, national origin or ancestry. Such action shall include but not be limited to, his action to bar, employ, upgrade, or recruit; expel, discharge, demote, or transfer; layoff, terminate, or create intolerable working conditions; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
2. Contractor, during his performance under this contract, will in all printed or circulated solicitations, or other advertisement or publication for employees placed by or on behalf of the contractor state that all qualified applicants will receive meaningful consideration for employment without regard to race, creed, color, religion, national origin, or ancestry. The contractor will not make any inquiry in connection with prospective employment which expresses directly or indirectly any limitation specification or discrimination because of race, creed, color, religion, national origin or ancestry.
3. Contractor agrees during his performance under this contract that should it be determined by the contractor or the City that he will be unable to conform to his approved positive employment program, submitted to determine eligibility under the fair employment practices provisions of the City Code, he will notify the Fair Employment Practices Division of the St. Louis Council on Human Relations, within ten days of such determination, as to the steps to be taken by the contractor to achieve the provisions of his program.
4. Contractor will permit reasonable access by the City to such persons, reports and records as are necessary for the purpose of ascertaining compliance with fair employment practices.
5. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract, or to furnish information or permit his books, records and accounts to be inspected, within twenty days from date requested, this contract may be canceled, terminated or suspended in whole or in part and contractor may be declared ineligible for further City contracts, for the period of one year, by the option of the City of St. Louis provided further, in the event this contract is canceled, terminated or suspended for a failure to comply with fair employment practices the contractor shall have no claims for any damages against the City.
6. Contractor further agrees that these clauses (1 through 6) on discrimination and equal opportunity practices in all matters of employment and training for employment will be incorporated by contractor in all contracts or agreements entered into with suppliers of materials or services, contractors and subcontractors, and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.
7. Whenever the contractor is sued or threatened with litigation by a subcontractor, vendor, individual, group or association, as a result of compliance with the clauses #1 through #5 of these provisions relating to fair employment practices, such contractor shall notify the City Counselor in writing of such suit or threatened suit within ten days.

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**THE AMERICANS WITH DISABILITIES ACT**

The City of St. Louis does not discriminate against persons with disabilities. The Americans with Disabilities Act (ADA) prohibits discrimination based on disability. Vendors doing business with the City of St. Louis must comply with the Americans with Disabilities Act and provide necessary documentation of their compliance efforts as required by the Commissioner on the Disabled, Office of the Disabled.

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

(A) By submission of this bid, the bidder certifies and in the case of a joint bid, each party thereto certifies as to its own organization, that in connection with procurement:

- (1) The prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competition;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor;
- (3) No attempt has been made or will be made by the bidder to induce any person or firm to submit or not to submit a bid for the purpose of restricting competition.

(B) Each person signing this bid certifies that:

- (1) He/she is the person in the bidder's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to A-1 through A-3 above;

OR

- (2) He/she is not the person in bidder's organization responsible within that organization for the decision as to the prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to A-1 through A-3 above, and as their agent does hereby so certify; and he/she has not participated, and will not participate in any action contrary to A-1 through A-3 above.

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SIGNATURE OF AUTHORIZED REPRESENTATIVE

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TITLE

DATE

**THE RIGHT OF THE SUPPLY COMMISSIONER, AND/OR THE BOARD OF STANDARDIZATION OF THE CITY OF ST. LOUIS, MISSOURI TO REJECT ANY OR ALL BIDS, AND/OR MAKE THE FINAL DECISION IS EXPRESSLY RESERVED.**

**ALSO PREVAILING, ARTICLE XXV, SECTION 9 OF THE CITY CHARTER.**

**All contracts relating to city affairs shall be in writing signed and executed in the name of the city. In cases not otherwise provided by law or ordinance, they shall be made by the Comptroller and in no case by the Board of Aldermen or any committee thereof. Contracts not made by the Comptroller shall be countersigned by him/her, and all contracts shall be filed and registered by number, date and contents with the register.**

Revised 12/28/09

### Right to Audit

The Contractor's "records" shall be open to inspection and subject to audit and/or reproduction during normal business working hours. A City representative may perform such audits or an outside representative engaged by the City. The City or its designee may conduct such audits or inspections throughout the term of this Contract and for a period of three years after final payment or longer if required by law.

The Contractor's "records" as referred to in this Contract shall include any and all information, materials, and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers, and memoranda, and any and all other agreements, sources of information and matters that may in the City's judgment have any bearing on or pertain to any matters, rights, duties, or obligations under or covered by the Contract. Such records subject to audit shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs as they apply to cost associated with this contract. Such records shall include any and all records that may have a bearing on matters of interest to the City in connection with the Contractor's work for the City to extent necessary to adequately permit evaluation and verification of:

Contractor's compliance with Contract requirements, compliance with provisions for pricing change orders, invoices or claims submitted by the Contractor or any of its payees.

The Contractor shall require all payees (examples of payees include sub-contractors, insurance agents) to comply with provisions of this article by insertion of the requirements hereof in any contract between the Contractor and payees. Such requirements to include flow-down right of audit provisions in contracts with payees will also apply to Sub-Contractors and Sub-Contractors suppliers. Contractor will cooperate fully and will cause all Related Parties and all of Contractor's Sub-Contractors to cooperate fully in furnishing or in making available to City from time to time whenever requested in an expeditious manner any and all such information, materials, and data.

The City's authorized representative or designee shall have reasonable access to the Contractor's facilities, shall be allowed to interview all current and former employees to discuss matters pertinent to the performance of this contract, and shall be provided adequate and appropriate work space, in order to conduct such audits in compliance with this article.

If an audit inspection or examination in accordance with this article discloses overpricing or overcharges by the Contractor to the City, the Contractor shall pay such funds due to the City within 15 days after completion of the audit and written notice by the Supply Commissioner or designee. If disclosed overpricing or overcharges by the Contractor are in excess of one-half of one percentage (.5%) of the total contract billings, the reasonable actual costs of the City's audit shall be reimbursed to the City by the Contractor. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of City's findings to the Contractor.

# 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.

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**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)

**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/SUPPLY DIVISION  
MINORITY/WOMEN BUSINESS ENTERPRISES FORM  
(M/WBE FORM)**

**A. Mayor's Executive Order #28, Section Six - Supply Contracts**

1. The goal of the City of St. Louis is that 25% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Minority Business Enterprises (MBEs) and that 5% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Women's Business Enterprises (WBEs).
2. All contracts let by the Supply Division for the purchase or lease of materials, equipment, supplies, commodities or services, the estimated cost of which exceeds \$500, shall be subject to this goal.
3. The methods by which the Supply Commissioner shall pursue this goal shall include but not be limited to the following:
  - a. The Supply Commissioner shall solicit bids from minority business enterprises and women's business enterprises certified to supply the required materials, equipment, supplies or services;
  - b. St. Louis Airport Authority (SLAA) shall provide the Supply Commissioner with a list of minority business enterprises and women's business enterprises qualified to provide each of those commodities that the Supply Commissioner indicates are required by the City;
  - c. The Supply Commissioner shall notify SLAA prior to solicitation of bids whenever no such qualified businesses are available;
  - d. SLAA shall attempt to identify such qualified businesses, and if successful, shall notify the Supply Commissioner of their availability; and
  - e. The Supply Commissioner shall provide such minority business enterprises and women's business enterprises every practical opportunity to submit bids.
4. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
5. Participation of MBE and WBE firms located outside the St. Louis Metropolitan Statistical Area (SMSA) shall not count toward the goals established in this order.

**B. SUPPLY DIVISION POLICY**

It is the policy of the Supply Division that all bids/contracts awarded adhere to the Mayor's Executive Order #28. All vendors are encouraged to comply with this policy and all other provisions of Executive Order #28. A copy of Executive Order #28 is available upon request. Each Vendor/Contractor (bidder) must complete, sign and return this M/WBE Form. Failure to complete, sign and return the M/WBE Form will result in the bid being declared non responsive and your bid may be eliminated.

**C. OBLIGATION**

The bidder agrees to make a good faith effort to ensure that M/WBE businesses have an opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with City funds. The bidder will take all necessary and reasonable steps to ensure that said businesses have an opportunity to compete for and perform under this bid/contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award and performance of bids/contracts. The Directory of Disadvantaged, Minority and Women Owned Business Enterprises certified by the City of St. Louis, can be viewed at [www.mwdbe.org](http://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.
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**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: _____
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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: _____



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

CAROL L. SHEPARD  
SUPPLY COMMISSIONER

FRANCIS G. SLAY  
MAYOR

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

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## ST. LOUIS LIVING WAGE ORDINANCE

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**Living Wage Requirements:** Bidders are hereby advised that the St. Louis Living Wage Ordinance #65597 and associated Regulations apply to the service for which bids are being sought herein. This Ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the successful bidder and the City of St. Louis must be paid a minimum of the applicable Living Wage rates set forth in the attached **Living Wage Bulletin**, and if the rates are adjusted during the term of the contract pursuant to the Ordinance, applicable rates after such adjustment is made. Each bidder must submit the attached "Living Wage Acknowledgement and Acceptance Declaration" with the bid. Failure to submit this Declaration with the bid will result in rejection of the bid. A successful bidder's failure to comply with contract provisions related to the Living Wage Ordinance may result in termination of the contract and the imposition of additional penalties as set forth in the Ordinance and Regulations.

Copies of the Ordinance and Regulations are available upon request from LaQueta Russell-Taylor, City Compliance Office at 314-426-8185. A copy of the Living Wage Bulletin now in effect is attached.

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ST. LOUIS LIVING WAGE ORDINANCE

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**LIVING WAGE ADJUSTMENT BULLETIN**

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**NOTICE OF ST. LOUIS LIVING WAGE RATES  
EFFECTIVE APRIL 1, 2014**

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$12.37** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$16.18** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$3.81** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **April 1, 2014**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <http://www.mwdbe.org> or obtained from:

City Compliance Official  
Lambert-St. Louis International Airport  
Certification and Compliance Office  
P.O. Box 10212  
St. Louis, Mo 63145  
(314) 426-8111

Dated: March 11, 2014

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# ST. LOUIS LIVING WAGE ORDINANCE

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## REQUIRED CONTRACT LANGUAGE: COVERED SERVICE CONTRACTS

**LIVING WAGE COMPLIANCE PROVISIONS:** This contract is subject to the St. Louis Living Wage Ordinance #65597 and the Regulations associated therewith, copies of which are attached hereto and incorporated herein by this reference. The Ordinance and Regulations require the following compliance measures, and Contractor hereby agrees to comply with these measures:

1. **Minimum Compensation:** Contractor hereby agrees to pay an initial hourly wage to each employee performing services related to this contract in an amount no less than the amount stated on the attached Living Wage Bulletin. The initial rates shall be adjusted each year no later than April 1, and Contractor hereby agrees to adjust the initial hourly rate to the adjusted rate specified in the Bulletin at the time the Bulletin is issued.
2. **Notification:** Contractor shall provide the Living Wage Bulletin to all employees, together with a "Notice of Coverage", in English, Spanish, and other languages spoken by a significant number of the Contractor's employees within thirty (30) days of contract execution for existing employees and within thirty (30) days of employment for new employees.
3. **Posting:** Contractor shall post the Living Wage Bulletin, together with a "Notice of Coverage", in English, Spanish, and other languages spoken by a significant number of the Contractor's employees, in a prominent place in a communal area of each worksite covered by the Contract.
4. **Subcontractors:** Contractor hereby agrees to require Subcontractors, as defined in the Regulations, to comply with the requirements of the Living Wage Regulations, and hereby agrees to be responsible for the compliance of such Subcontractors. Contractor shall include these Living Wage Compliance Provisions in any contract with such Subcontractors.
5. **Term of Compliance:** Contractor hereby agrees to comply with these Living Wage Compliance Provisions and with the Regulations for as long as work related to this contract is being performed by Contractor's employees, and to submit the reports required by the Regulations for each calendar year or portion thereof during which such work is performed.
6. **Reporting:** Contractor shall provide the Annual Reports and attachments required by the Ordinance and Regulations.
7. **Penalties:** Contractor acknowledges and agrees that failure to comply with any provision of the Ordinance and/or Regulations and/or providing false information may result in the imposition of penalties specified in the Ordinance and/or Regulations, which penalties may include, without limitation, per order of the City Compliance Official, the following:
  - Suspension and/or termination of the contract or subcontract by the City.
  - Barring the Contractor from eligibility for future City contracts until all ordered relief has been made or paid in full.
  - Liquidated damages payable to the City of St. Louis in the amount of \$500 for each week, or part thereof, that an employee has not been provided wages and benefits in accordance with the Living Wage Ordinance. Each weekly violation shall constitute a separate violation of the Ordinance and must be demonstrated separately.

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## ST. LOUIS LIVING WAGE ORDINANCE

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### LIVING WAGE ACKNOWLEDGMENT AND ACCEPTANCE DECLARATION

**CONTRACTING AGENCY:** \_\_\_\_\_

**AGENCY CONTRACT NUMBER:** \_\_\_\_\_

**BIDDER'S/PROPONENT'S NAME:** \_\_\_\_\_

**DATE PREPARED:** \_\_\_\_\_ **PREPARED BY:** \_\_\_\_\_

**PREPARER'S TELEPHONE NUMBER:** \_\_\_\_\_

**PREPARER'S E-MAIL ADDRESS:** \_\_\_\_\_

**PREPARER'S CELL PHONE NUMBER:** \_\_\_\_\_

**PREPARER'S ADDRESS AND ZIP CODE:** \_\_\_\_\_

As the authorized representative of the above-referenced bidder or proponent, I hereby acknowledge that the bidder/proponent understands that the contract or agreement that will be executed with a successful bidder/proponent pursuant to this solicitation is subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The bidder/proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the bidder or proponent.

**AUTHORIZED REPRESENTATIVE CERTIFICATION:**

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Illegal Immigrant Employees

Any "business entity", as defined by Section 285.525 of the Revised Statutes of Missouri 2008, as amended, shall, pursuant to the provisions of Sections 285.530 through 285.555 of the Revised Statutes of Missouri 2008, as amended, by **sworn affidavit** (attached hereto as Exhibit \_\_) **and provision of documentation**, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. The "business entity" shall also sign an affidavit (attached hereto as Exhibit \_\_) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the above-stated Statutes. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors.

EXHIBIT \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 )SS.  
COUNTY OF \_\_\_\_\_ )

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ (Name) who, by me being duly sworn, deposed as follows:

My name is \_\_\_\_\_ (Name), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the \_\_\_\_\_ (Position/Title) of \_\_\_\_\_ (Business Entity)

I have the legal authority to make the following assertions:

1. \_\_\_\_\_ (Business Entity) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with this Agreement, as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, \_\_\_\_\_ (Business Entity) does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.

\_\_\_\_\_  
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**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**

**CITY OF ST LOUIS  
INSTRUCTIONS AND CONDITIONS  
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1. **PREPARATION OF BIDS.**
  - Bidders are expected to examine the complete bid and all attachments including drawings, specifications and instructions. Failure to do so is at the bidder's risk.
  - Bidders shall furnish information required by the solicitation in the form requested. The Buyer reserves the right to reject any or all with incomplete information or which are presented in a different form. The original Invitation for Bid in its entirety will be considered as fully applicable to the bid response regardless of the form used unless specifically excepted by the bidder. In the latter case, the bid may be considered non-responsive to the Invitation for Bid.
  - Bids shall indicate the unit price extended to indicate the total price for each item bid. Any difference between the unit price correctly extended and the total price shown for all items bid shall be resolved in favor of the unit price, except when the bidder clearly indicates that the total price for all items bid is based on consideration of being awarded the entire lot and that an adjustment of the total price is being made in consideration of receiving the entire bid.
  - If the item has a trade name, brand and/or a catalog number, such shall be stated in the bid. If the supplier proposed to furnish an item of a different manufacturer or supplier other than that mentioned on the face hereof, bidder must specify maker, brand, quality, catalog number, or other trade designation. Unless such is noted on the bid form, it will be deemed that the article furnished is that designated, even though the bid may state "or equal."
  - Time of proposed delivery shall be stated in definite terms; if stated in a number of days, it shall include Saturdays, Sundays and holidays.
  - Samples, when required, shall be furnished prior to the closing date or within time specified in bid. Buyer reserves the right to reject bids submitted without required samples.
  
2. **ALTERNATE BIDS.** Alternate bids may be submitted and, if deemed advantageous to the City, they may be evaluated and considered. The City is under no obligation to consider or accept an alternate bid and reserves the right to reject any and all such bids.
  
3. **SIGNATURE.** Bidder shall sign the **INVITATION TO BID** or the **REQUEST FOR QUOTATION**, hereafter referred to as bid or solicitation, on first page and on all continuation pages in the proper section and shall enter their title and the date where requested. Erasures or other changes must be initialed by person signing the bid. Signature shall be an original and that of an agent authorized to sign on behalf other company.
  
4. **SUBMISSION OF BID.** Bids and modification thereof shall be returned in a sealed envelope addressed to office specified in bid. The bid number and bid closing date and hour shall be shown on the face of the envelope. Facsimile telegraph and telephone bids will not be considered unless authorized by the bid or the Buyer and must be confirmed in writing. Telephone modification will not be considered unless authorized by the bid or Buyer and subsequently confirmed in writing.
  
5. **OCCUPATIONAL LICENSE.** All suppliers located in St. Louis, Missouri, must have a valid City of St. Louis business license for sale of goods or services. Suppliers located outside St. Louis, Missouri, must have a City of St. Louis business license if services are performed in St. Louis, Missouri city limits. A valid license is required as a condition of all contracts. Contracts will not be considered fully executed until the license is obtained. Failure to obtain the necessary license and to maintain it on a current basis will be grounds to disqualify bids and to cancel existing contracts.
  
6. **EARNINGS AND OTHER TAXES.**
  - All suppliers located in St. Louis, Missouri, are required to have a valid earnings tax file number and to pay earnings taxes on wages. Suppliers located outside St. Louis, Missouri, must have a valid earnings tax file number and pay earnings taxes if services are performed in St. Louis, Missouri. Obtaining a file number and payment of taxes are required as a condition of all contracts. Failure to obtain a file number and to pay earnings taxes on a current basis will be grounds to disqualify bids and to cancel existing contracts.
  - All suppliers located in St. Louis, Missouri, must have all required licenses and permits and pay all fees and taxes that are required by the City. Suppliers located outside St. Louis, Missouri, must, when applicable, have all required licenses and permits and pay all fees and

**CITY OF ST LOUIS  
INSTRUCTIONS AND CONDITIONS  
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taxes required by the City from nonresident suppliers. Failure to comply with the foregoing will be grounds to disqualify bids and to cancel existing contracts.

7. **EXPIRATION OF BID.** All bids shall be considered as firm for a period of forty-five (45) calendar days, commencing the day following the date of the bid closing and expiring at midnight of the last day, unless otherwise stated in the body of the bid by the Supply Commissioner. The bidder may state a date his/her bid expires, provided the date is specific and is entered on the first page of the bid.
8. **MODIFICATION OR WITHDRAWAL OF BIDS.**
  - Bids may be modified or withdrawn by written or telegraphic notice received prior to the exact hour and date specified for receipt of bid. A bid may also be withdrawn in person or by a bidder of his/her authorized representative, prior to the exact hour and date set for receipt of bids. Telephone withdrawals are not permitted (however see paragraph 10).
  - If this solicitation is negotiated, bids may be modified (subject to paragraph 10 when applicable) or withdrawn by written or telegraphic notice received at any time prior to award. Bids may be withdrawn in person by a bidder or his/her authorized representative, provided their identity is made known and they signs a receipt for the bid prior to award.
9. **LATE BIDS AND MODIFICATIONS OR WITHDRAWALS.**
  - Bids and modification of bids (or withdrawals thereof, if this solicitation is advertised) received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered unless: (1) they are received before award is made; and either (2) they are sent by registered mail, or by certified mail for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained and it is determined by the City that the late receipt was due to delay in the mail for which the bidder was not responsible; or (3) if submitted by mail (or telegram facsimile if authorized) it is determined by the City that the late receipt was due solely to mishandling by the City after receipt; provided that the timely receipt is established upon examination of an appropriate date or time stamp (if any) or of other documentary evidence of receipt (if readily available) within the control of the City or of the Post Office serving it. However, a modification of a successful bid which makes the terms of the bid more favorable to the City will be considered at any time it is received and may thereafter be accepted.
  - The time of mailing of late bid submitted by registered or certified mail shall be deemed to be the last minute of the date shown in the postmark on the registered mail receipt of registered mail wrapper or on the Receipt for Certified Mail unless the bidder furnishes evidence from the post office station of mailing which establishes an earlier time.
10. **MISTAKE IN BID.**
  - If the bidder discovers a mistake in bid prior to the hours and date specified for receipt of bid, he/she may correct the mistake by modifying or withdrawing the bid in accordance with paragraph 8 and 9 above.
  - If the apparent low and best bidder discovers a mistake in bid of a serious and significant nature which is unfavorable to him/her prior to the issuance of a purchase order or a contract, he/she may request consideration be given to modifying the bid if he/she remains the lowest bidder or to withdrawal of the bid if the result of the correction of the mistake makes another bidder lowest and best bidder. The mistake must be evident and provable. The right is reserved by the City to reject any and all requests for correction of mistakes in bids received after the hour and date of the bid opening. The decision of the Buyer is final as regards acceptance or rejection of request for correction of bids.
  - **A MISTAKE IN BID CANNOT BE CONSIDERED ONCE A PURCHASE ORDER OR CONTRACT IS ISSUED.**
11. **NO BIDS AND FUTURE SOLICITATIONS.** It is required that if a supplier does not desire to bid, the bid should be marked "NO BID" and returned in order to maintain the bidders name in supplier file for future solicitations. If a bidder fails to respond to four (4) successive bids without returning a "NO BID," the Buyer reserves the right to delete the bidder, or certain products listed as sold by the supplier, from the supplier file for future solicitations.
12. **BID BOND REQUIREMENT.** Bid bonds shall be provided, by the bidder, when specified by the terms of the **INVITATION FOR BID** or the **REQUEST FOR QUOTATION**. The amount shall be that determined by the Supply Commissioner, City of St. Louis, Missouri, to be reasonable and necessary to protect the best interest of the City. When required, the bid bond must

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accompany the bid. Failure to provide the bond prior to the bid opening will be cause for disqualification of the bid. The bond may be in the form of a surety bond, cashier's check, money order, or certified check drawn on a solvent bank. Such bond or deposit shall be forfeited to the City in case the bidder shall fail or refuse to execute the contract.

13. **TRADE-IN.** If the solicitation requests a price or value for one or more pieces of equipment to be traded in as part of the purchase of new equipment, the City retains the option to purchase the new equipment at the full price or to reduce the price of the new equipment by the amount of the trade-in offered. The City is not obligated to accept the trade-in offer and may withdraw equipment offered for trade-in at any time up to award.
14. **EVALUATION OF BIDS FOR MULTIPLE AWARDS.** In addition to other factors, bids will be evaluated on the basis of advantages or disadvantages to the City that might result from making more than one award (multiple awards) to include total cost of ownership and administrative cost to the City of issuing and administering each contract and associated purchase orders awarded under this invitation. Administrative costs will be in a range for the class of procurement as established by the Supply Commissioner. Individual awards will be for the items and/or services and combinations of items and/or services which result in the lowest aggregate price to the city, including such administration costs.
15. **AWARD OF CONTRACT.**
  - **BIDS WILL BE ANALYZED AND THE AWARD MADE TO THE LOWEST AND BEST RESPONSIVE AND RESPONSIBLE BIDDER** whose bid conforms to the solicitation and whose bid is considered to be most advantageous or best value to the City, price and other factors considered. The right to determine the foregoing is reserved to the Supply Commissioner and is not subject to appeal. In the event equal bids are received, paragraph 18. **MISSOURI AND OTHER PREFERENCE** will apply. If the preference does not break the tie, then the award will be made by public drawing of lots by the Buyer and one witness.
  - The City reserves the right to reject any and all bids and all or part of a bid; to waive informalities, technical defects, and minor irregularities in bids received; and to select the bid(s) deemed most advantageous or best value to the City. The City shall consider bids submitted to an "all or nothing" basis if the bid is clearly designated as such.
  - The City may accept any item or group of items of any bid, unless the bidder qualifies his bid by specific limitations. **UNLESS OTHERWISE PROVIDED IN THE SOLICITATION, BIDS MAY BE SUBMITTED FOR ANY QUANTITIES LESS THAN THOSE SPECIFIED AND THE CITY RESERVES THE RIGHT TO MAKE AN AWARD ON ANY ITEM FOR A QUANTITY LESS THAN THE QUANTITY BID AT THE UNIT PRICES BID UNLESS THE BIDDER SPECIFIES OTHERWISE IN THEIR BID.**
  - **UPON ACCEPTANCE BY THE CITY, THE SOLICITATION FOR BID AND A PURCHASE ORDER ISSUED TO THE SUCCESSFUL BIDDER WITHIN THE TIME SPECIFIED SHALL BE DEEMED TO RESULT IN A BINDING CONTRACT WITHOUT FURTHER ACTION BY EITHER PARTY. ITEMS ARE TO BE FURNISHED AS DESCRIBED IN THE BID AND IN STRICT CONFORMITY WITH ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, AND DRAWINGS CONTAINED IN THE COMPLETE CONTRACT.**
16. **PURCHASE ORDERS.** All goods and services will be ordered by means of a purchase order for which funds have been certified and encumbered by the Comptroller. Goods and services will not be provided in excess of the amount of the purchase order. The City has no obligation to pay invoices in excess of the purchase order amount. Under emergency conditions, the Supply Commissioner may order goods or services and provide a purchase order number by telephone.
17. **PERFORMANCE BOND REQUIREMENT.** A performance bond shall be provided by the bidder receiving the award when specified by the terms of the bid. The amount shall be that determined by the Supply Commissioner to be reasonable and necessary to protect the best interest of the City. **"THE BOND MAY BE IN THE FORM OF A SURETY BOND OR CASHIERS CHECK"**. Such bond or deposit shall be forfeited to the City in case the bidder receiving the contract shall fail or refuse to fulfill the requirements and all terms and conditions of the contract. The contract is not considered to be complete until the performance bond is submitted. Purchase orders may not be issued or invoices paid unless the required performance bond is on file. Unless specified otherwise in the bid, the bond must be furnished within twenty-one (21) calendar days after receipt of notification of intent to award the contract

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or receipt of a request for performance bond. The City has the right to disqualify an otherwise successful bid if the performance bond is not received within the time requested.

18. **MISSOURI AND OTHER PREFERENCE.**
- By virtue of statutory authority, the Buyer shall give preference to all commodities manufactured, produced, assembled or grown within the State of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when quality is equal or better and delivered price is the same or less. Within the State of Missouri, the same type of preference is given to firms located in the City, as versus other firms located in Missouri but outside the city limits.
  - The City has implemented the Missouri Domestic Procurement Act (Buy American), Sections 34.350 to 34.359 RSMO Supp. 1987, by adopting the following policy on the purchase of American goods. Preference will be given to the purchase or lease of products manufactured, assembled, or produced in the United States if the quality and price are comparable with other goods. Suppliers providing services and/or products under Term Supply and Services Contracts and leases will give preference to providing products manufactured, assembled, or produced in the United States if the quality and price are comparable with other goods.
19. **TIME OF DELIVERY.** Delivery is **REQUIRED** to be made in accordance with the schedule shown in the solicitation and purchase order. Bids offering delivery of each quantity within the applicable delivery period specified above will be evaluated equally as regards time of delivery. Bids offering delivery of a quantity under such terms or conditions that delivery will not clearly fall within the applicable delivery period may, as determined by the Buyer, be considered non-responsive and may be rejected. When a bidder offers an earlier delivery schedule than that called for in the bid, the City reserves the right to award either in accordance with the **REQUIRED** schedule or in accordance with the schedule offered by the bidder. If the bidder offers no other delivery schedule, the delivery schedule stated above shall apply.
20. **F.O.B. DESTINATION.** Unless otherwise directed in the solicitation and purchase order, all deliveries shall be F.O.B. Destination and all freight charges shall be included in the total price. Supplies shall be delivered to the destination consignee's warehouse unloading platform, or receiving dock, at the expense of the Contractor. The City shall not be liable for any delivery, storage, demurrage, accessorial, or other charges involved prior to the actual delivery (Or "constructive placement" as defined in carrier tariffs) of the supplies to the destination, unless such charges are caused by an act or order of the City acting in its contractual capacity. If rail carrier is used, supplies will be delivered to the specified unloading platform of the consignee. If motor carrier (including "piggy-back") is used, supplies will be delivered to truck tailgate at the unloading platform of the consignee. If the Contractor uses rail carrier or freight forwarder for less than carload shipments, he/she shall assure that the carrier will furnish tailgate delivery if transfer to truck is required to complete delivery to consignee. One of the following statements usually will appear on the purchase order, although others may be used. If no statement appears, paragraph 20 is applicable.
- **FOB DESTINATION, FREIGHT PREPAID BY SELLER.** The seller pays and bears all freight charges.
  - **FOB DESTINATION, FREIGHT PREPAID AND CHARGED BACK ON INVOICE.** The seller pays the freight and charges the City by adding it to the invoice.
  - **FOB DESTINATION, FREIGHT COLLECT.** The City pays and bears the freight charges.
  - **FOB DESTINATION, FREIGHT COLLECT AND ALLOWED ON INVOICE.** The City pays the freight charges and deducts the amount from the seller's invoice.
21. **QUALITY.** Unless otherwise required by terms of the solicitation all goods furnished shall be new, in current production, and the best of their kind. When applicable, parts and maintenance service shall be reasonably available. New equipment that is obsolete or technically outdated is not acceptable. Remanufactured or reconditioned items are not considered new. Items shall be properly packaged, packed, labeled, and identified in accordance with commercial standards acceptable to the trade and as required by ICC and other federal and state regulations. Packing slips will accompany the shipment.
22. **PRICE.** Prices quoted are to be firm and final. All prices quoted shall be net and shall reflect any available discount except for discounts for timely payment. All prices are to be F.O.B. designated delivery point. All shipping, packing and drayage charges are the responsibility of the supplier. C.O.D. shipments will not be accepted unless otherwise agreed to by the City.

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23. **BRAND NAME OR EQUAL.** WHENEVER THE NAME OF THE MANUFACTURER OR THE SUPPLIER IS MENTIONED ON THE FACE HEREOF AND THE "OR EQUAL" DO NOT FOLLOW, IT SHALL BE DEEMED THAT THE WORDS "OR EQUAL" SHALL FOLLOW SUCH DESIGNATIONS UNLESS THE FACE HEREOF SPECIFIES "NO SUBSTITUTIONS. THE CITY MAY ASSUME THAT ITEMS BID ARE EQUAL OR IT MAY REQUEST SAMPLES AND PROOF THEREOF AND UNLESS APPROVED BEFORE SHIPMENT, CITY RESERVES THE RIGHT TO RETURN AT THE BIDDER'S EXPENSE ALL ITEMS THAT ARE NOT ACCEPTABLE AS EQUALS, SAID ITEMS TO BE REPLACED BY THE BIDDER WITH SATISFACTORY ITEMS AT THE ORIGINAL BID PRICE.
24. **COMMERCIAL WARRANTY.** The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the City by any other clause of this contract.
25. **FREIGHT CHARGES ON DIRECT SHIPMENTS TO THE CITY.** The price or prices mentioned in the bid and carried into this contract are made with reference to lawful freight charges in existence at the time of submission of bids, and said contract prices shall be increased or decreased, as the case may be, by any change in freight rates, provided that any claim for any additional freight must be presented to the City, within thirty (30) days after such advance in freight rates becomes effective. Reductions in freight will be deducted from the contract price. The clause applies to freight on shipments made directly and separately by the manufacturer to the City.
26. **VARIATION IN QUANTITY.** No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this contract.
27. **DISCOUNTS.**
- Prompt payment discounts offered for payment within less than twenty (20) calendar days will not be considered in evaluating bids for award, unless otherwise specified in the solicitation. However, offered discounts of less than 20 days will be taken if payment is made within the discount period, even though not considered in the evaluation of bids.
  - In connection with any discount offered, time will be computed from date of delivery of the supplies to the carrier when acceptance is at the point of origin, or from date of delivery at destination when delivery and acceptance is at destination, or from the date the correct invoice or voucher is received in the office specified by the City, if the latter is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the City check.
  - Any discount offered other than for prompt payment should be included in the net price quoted and not included in separate terms. In the event this is not done, the City reserves the right to accept the discount offered and adjust prices accordingly on the purchase order.
28. **SELLER'S INVOICE.** Invoices shall be prepared and submitted in duplicate to delivery address shown on the purchase order. Separate invoices are required for each purchase order. Invoices shall contain the following information: purchase order number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price and extended totals.
29. **INSPECTION AND ACCEPTANCE.** Inspection and acceptance will be at destination unless specified otherwise, and will be made by the City department shown in the shipping to address or other duly authorized representative of the City. Until delivery and acceptance, and after any rejection, risk of loss will be on the Contractor unless loss results from negligence of the City. Supplier will be notified of rejected shipments. Unless agreed otherwise, items will be returned freight collect.
30. **LOSS AND DAMAGED SHIPMENTS.** Risk of loss or damage to items prior to the time of their receipt and acceptance by the City is upon the supplier. The City has no obligation to accept damaged shipments and reserves the right to return at the supplier's expense damaged

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merchandise even though the damage was not apparent or discovered until after receipt of the items.

31. **LATE SHIPMENTS.** Supplier is responsible to notify the City department receiving the items and the Buyer of any late or delayed shipments. The City reserves the right to cancel all or any part of an order if the shipment is not made as promised.
32. **TAX EXEMPTION-FEDERAL AND STATE.**
- The City is exempt from Federal Excise and Transportation taxes on purchases under Chapter 32, Internal Revenue Code. The federal tax registration number issued by the Internal Revenue Service is No. 43-6003231.
  - The City is exempt from payment of Missouri Sales and Use Tax in Accordance with Section 39 (10) Article 3, of the Missouri Constitution and sections 144.040 and 144.615 RSMo 1969 and supplement thereto. A copy of the exemption from Missouri Sales and Use Tax is available upon request.
33. **CITY FURNISHED PROPERTY.**
- The City shall deliver to the Contractor for use only in connection with this contract, the property described in the schedule or specifications (hereinafter referred to as "City-furnished property"), at the times and locations stated herein. If the City-furnished property, suitable for its intended use, is not so delivered to the Contractor, the Supply Commissioner shall, upon timely written request made by the Contractor, and if the facts warrant such action, equitably adjust any affected provision of this contract pursuant paragraph 35, **AMENDMENTS AND MODIFICATIONS.**
  - Title to City-furnished property shall remain in the City. The Contractor shall maintain adequate property control records of City-furnished property in accordance with sound industrial practice.
  - Unless otherwise provided in this contract the Contractor, upon delivery to him/her of any City-furnished property, assumes the risk of, and shall be responsible for, any loss thereof or damage thereto except for reasonable wear and tear, and except to the extent that such property is consumed in the performance of this contract.
  - The Contractor shall, upon completion of this contract, prepare for shipment, deliver f.o.b. origin, or dispose of all City-furnished property not consumed in the performance of this contract or not theretofore delivered to the City, as may be directed or authorized by the Supply Commissioner. The net proceeds of any such disposal shall be credited to the contract price or paid in such other manner as the Supply Commissioner may direct.
34. **LABORATORY AND OTHER TESTS.** The City reserves the right to test all articles, commodities, supplies, materials and equipment, referred to hereafter as articles, delivered during the life of the proposed contract, at an independent laboratory, to be designated by the Supply Commissioner. The laboratory test shall include each item of the specification to determine whether the articles delivered are in conformity therewith. Tests shall be made on articles selected at random from deliveries made under the proposed contract or contracts. Where the result of such test shows that the articles delivered are not equal or do not conform to the specification, then the expense of making such test shall be paid by the Contractor (the bidder in the proposal). If the result of any additional test shall show that the articles delivered and tested conform to the specifications, then in such case the expense of making such test shall be paid by the City. The City further has the right to conduct tests using its own facilities and test methods when adequate facilities and procedure are available.
35. **AMENDMENTS AND MODIFICATIONS.** The Supply Commissioner may at any time, by a written order, and without notice to the sureties, make a **MODIFICATION** to the contract or an amendment to the purchase order, within the general scope of this contract, in (1) drawings, designs, or specifications, where the supplies to be furnished are to specially manufactured for the City in accordance therewith; (2) method of shipment or packing; and (3) place of delivery. If such change causes an increase or decrease in the cost of, or the time required for performance of this contract whether changed or not changed by any such order, an equitable adjustment shall be made by written modification of the contract or amendment to the purchase order. Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification; provided that the Supply Commissioner, if he decides that the facts justify such action, may receive and act upon any such claim if asserted prior to final payment under this contract. Failure to agree to any

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adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes"; however, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed. Any other modifications and amendments made within the general scope of the contract will be by written mutual agreement.

**36. DISPUTES.**

- Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Supply Commissioner, who shall reduce this decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Supply Commissioner shall be final and conclusive unless within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Supply Commissioner a written appeal addressed to the Board of Standardization. The decision of Board of Standardization shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence, in connection with any appeal proceeding under this clause the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Supply Commissioner's decision.
- This **DISPUTES** clause does not preclude consideration of law questions in connection with decisions provided for in paragraph A above; provided, that nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

**37. TERMINATION FOR DEFAULT.**

- The City may, subject to the provisions of paragraph below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances;
  - i. if the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or
  - ii. if the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of 10 days after receipt of notice from the Buyer specifying such failure.
- In the event the City terminates this contract in whole or in part as provided in paragraph A of this clause, the City may procure, upon such terms and such manner as the Buyer may deem appropriate, supplies or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar supplies or services; provided, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the City in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor.
- If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of shall be the same as if notice of termination for convenience had been issued pursuant to such clause.

- 38. TERMINATION FOR CONVENIENCE.** The Supply Commissioner, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the City. If this contract is for supplies and is so terminated, the Contractor shall be compensated in accordance with his auditable costs to point of notification of termination. To the extent, that this contract

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is for services and is so terminated, the City shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination.

39. **EXAMINATION OF RECORDS.**

- If this contract exceeds \$5,000, the Contractor agrees that the City Auditor of the City or any of his duly authorized representatives shall, until the expiration of 3 years after final payment under this contract, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor, involving transactions related to this contract.
- The Contractor agrees to include the clause above in all his subcontracts hereunder, except purchase orders not exceeding \$5,000.

40. **OFFICIALS NOT TO BENEFIT.** No regular employee or elected or appointed member of the City government shall be admitted to any share or part of this contract, or to any benefit that may arise there from; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

41. **CONFLICT OF INTEREST.** No employee or member of the employee's immediate family, or elected or appointed member of City government may participate directly or indirectly in the procurement process if they:

- Have a financial interest or other personal interest which is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence, judgment, or action in the performance of their official duties.
- Are negotiating or have an arrangement concerning prospective employment. The bidder warrants to the best of their knowledge that no such conflict of interest exists. In the event such a conflict occurs, the bidder is required to report it immediately to the Supply Commissioner. For breach or violation of this warranty, the City shall have the right to annul this contract without liability or at its discretion.

42. **CONVENANT AGAINST CONTINGENT FEES.** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right to annul this contract without liability or at its discretion, to deduct from contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee. This section shall not prevent an attorney from representing a client in any dispute respecting a contract nor shall it prevent an attorney or an accountant from entering into contract negotiation with the City on behalf of a client.

43. **GRATUITIES ILLEGAL TO ANY EMPLOYEE AND FORMER EMPLOYEES.** It is unlawful for any person or business to offer, give or agree to give, to any employee of the City or former employee, to solicit, demand, accept or agree to accept from another person or business, a gratuity, offer of employment or anything of a pecuniary value in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a contract requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any contract of subcontract, or to any solicitation or proposal therefore.

44. **KICKBACKS ILLEGAL IN SUBCONTRACTING.** It is unlawful for any payment, gratuity, or benefit to be made by or on behalf of or solicited from a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract to a contract of the City. Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order there under, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

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45. **CONTEMPORANEOUS EMPLOYMENT PROHIBITED.** The Contractor warrants and agrees that no employee or elected or appointed member of City government who is participating directly or indirectly in the procurement process is or will become as a result of this contract an employee of the Contractor. For breach or violation of the warranty, the City shall have the right to annul this contract without liability or at its discretion.
46. **RECOVERY OF VALUE.** The value of anything transferred or received in breach of ethical standards contained in paragraphs 41, 42, 43, 44, 45 and 47 of these **INSTRUCTIONS AND CONDITIONS** by a bidder, contractor, City employee, elected and appointed City officials, or a non-employee may be recovered from parties involved.
47. **CONFIDENTIAL INFORMATION.** Any information deemed confidential or proprietary must be clearly marked by the bidder or contractor as such. It will be protected and treated with confidentiality to the extent permitted by state statutes concerning public information. Any data to be returned must be so marked and will be returned if not essential to the bid or contract record. It is unlawful for an employee, former employee or elected or appointed City official to use confidential information for actual or anticipated personal gain or the anticipated personal gain of another person.
48. **DEBARMENT OR SUSPENSION.** After reasonable notice to the person or business involved and reasonable opportunity for that person or business to be heard, the Supply Commissioner, after consulting with the City Counselor, is authorized to debar the person or business or cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. After consultation with the City Attorney, the Supply Commissioner is authorized to suspend a person or business from consideration for award of contracts if there is probable cause to believe that the person or business has engaged in any activity which might lead to debarment. The suspension shall for a period not to exceed three months. The causes for debarment include:
- Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
  - Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a City Contractor;
  - Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
  - Violation of contract provisions, as set forth below, of a character which is regarded by the Supply Commissioner to be so serious as to justify debarment action:
    - i. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
    - ii. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
  - Any other cause the Supply Commissioner determines to be as serious and compelling as to affect responsibility as a City contractor, including debarment by another governmental entity.
49. **ASSISTANCE FOR MINORITY AND WOMEN-OWNED BUSINESSES.**
- It is the policy of the City to encourage and foster participation of minority and women-owned businesses in purchasing and contracting and to assure that such businesses have an equal opportunity to compete.
  - The Supply Division is available to assist minority and women-owned businesses; in completing supplier applications; in becoming acquainted with the City purchasing system, departments and Buyers; by providing advice and information on previous bids and bid prices; and assisting in resolving problems on such matters as specifications, bid terms, and bonding requirements.
50. **ASSIGNMENT OF CONTRACT AND CLAIMS.** A contract or purchase order or the proceeds thereof may not be assigned without the written permission of the Supply Commissioner.

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51. **ASSIGNMENT OF ANTITRUST RIGHTS AND INTEREST.** Submission of this bid constitutes an assignment by the bidder to the City of all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or the State of Missouri, which causes of action have accrued or will accrue as a result of or in relation to the particular goods or services purchased or procured by it in fulfillment of any contract with the City arising from this bid.
52. **COMPENSATION INSURANCE.** The Contractor shall furnish adequate compensation insurance to cover all employees furnishing materials and/or services referred to in attached contract to the City and under the control of the Contractor, and shall relieve and hold the City harmless from any costs due to accidents or other liabilities mentioned in the Worker's Compensation Act. If requested, Contractor shall also furnish at the time of delivery of this contract and such other times as may be requested, a copy of such insurance policies herein referred to.
53. **CLAIMS.** Supplier agrees to defend, protect and save the City harmless from any claims and actions arising out of patent infringements and product liability.
54. **LABOR PRACTICES.** The supplier agrees to comply with all Federal and State Laws, and City Ordinances where applicable, relating to fair labor practices and discrimination in the employment of persons.
55. **LAIBILITY AND INSURANCE.**
- The Contractor shall be:
    - i. liable to the City for loss of or damage to property, real and personal, owned by the City or for which the City is liable;
    - ii. responsible for, and hold the City harmless from, loss of or damage to property not included in (1) above; and
    - iii. responsible for, and hold the City harmless from, bodily injury and death of persons, occasioned either in whole or in part by the negligence or fault of the Contractor, his officers, agents, or employees in the performance of work under this contract. For the purpose of this clause, all cargo loaded or unloaded under this contract is agreed to be property owned by the City or property for which the City is liable. The amount of the loss or damage as determined by the Buyer will be withheld from payments otherwise due the Contractor. Determination of liability and responsibility by the Buyer will constitute questions of fact within the meaning of the paragraph 36, **DISPUTES.** The general liability and responsibility of the Contractor under this clause are subject only to the following specific limitations.
  - The Contractor shall not be responsible to the City for and does not agree to hold the City harmless from loss or damage to property or bodily injury to or death of persons if the damage, injury or death resulted solely from an act or omission of the City or employees of the Contractor acting within specific directions of the Buyer.
  - The Contractor shall at his own cost and expense, defend any suits, demands, claims, or actions, in which the City might be names as a codefendant of the Contractor, arising out of or as a result of the Contractor's performance of work under this contract, whether or not such suit, demand, claim, or action arose out of or was the result of the Contractor's negligence. This shall not prejudice the right of the City to appear in such suit, participate in defense and take such actions as may be necessary to protect the interest of the City.
  - The Contractor shall agree to meet all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under any of the said respective laws by and duly authorized Federal, State, or local official; and agree to indemnify and save harmless the City from such contributions or taxes or liability therefore.
  - Place of Suit. This contract is executed in the City of St. Louis, Missouri. Any action at law, suit in equity, or judicial proceeding for the enforcement of this contract or any provision thereof shall be instituted and prosecuted only in courts located in the city of St. Louis, Missouri. Each party to this contract has waived the right to change of venue.
  - Law Governing. This contract shall be governed by the laws of the State of Missouri, both as to interpretation and performance.

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- When specifically requested by the Buyer in the solicitation and purchase order, the contractor shall, at his own expense, procure and maintain the following insurance with a company acceptable to the Supply Commissioner or his designated representative. Further, the City shall be named as an additional insured on insurance coverage's (ii) and (iii) below.
    - i. Standard Worker's Compensation and Employer's Liability Insurance and Longshoremen's and Harbor Worker's Compensation Insurance or such of these as may be proper under applicable state or Federal statutes. The Contractor may however, be self-insurer against the risk if he/she has obtained the prior approval of the Buyer. This approval will be given upon receipt of satisfactory evidence that the Contractor has qualified as such self-insurer under applicable provision of law.
    - ii. Bodily injury liability insurance in the amount stated in the solicitation for any one occurrence and for an aggregate amount per occurrence.
    - iii. Personal injury liability insurance when applicable in the amount stated in the solicitation for any one occurrence and for an aggregate amount.
  - All policies of insurance required under the terms of this contract shall, by appropriate endorsement or otherwise, provide that no cancellation thereof shall be effective for such period as may be prescribed by the laws of the State in which this contract is to be performed and in no event less than thirty (30) days after written notice thereof has been given to the Buyer.
  - Satisfactory evidence of the required insurance endorsed to show the City named as an additional beneficiary and requiring a mandatory thirty (30) day cancellation notice shall be filed with the Buyer prior to performance of any work under this contract. No contract will be considered fully executed until proof of insurance is received. The City has the right to disqualify an otherwise successful bid or cancel a term contract if proof of insurance is not provided within the time requested. Insurance coverage will be considered acceptable when provided in one of the following methods:
    - i. By issuance of an original policy designating the Contractor and the City, by name, as the insured parties under the provisions of the policy.
    - ii. By endorsement to an original policy, which endorsement shall extend to the City, by name, the same coverage and protections stipulated in the above paragraph.
    - iii. By separate contingent policy providing the required insurance coverage for the protection of the City, by name.
    - iv. By issuance of standard Certificate of Insurance modified to show the City as an additional named insured and requiring a thirty (30) day mandatory cancellation notice. The Buyer shall provide a blank modified certificate form to the Contractor.
  - It is expressly agreed that the provisions contained above of this clause shall not in any manner limit the liability or extent of liability of the Contractor as provided in this clause.
  - In the event that the Contractor is indemnified, reimbursed, or relieved for any loss or damage to City property, he/she shall equitably reimburse the City. The Contractor shall do nothing to prevent the City's right to recover against third parties for any such loss, or damage and, upon the request of the Buyer, shall at the City's expense, furnish to the City all reasonable assistance and cooperation (including the prosecution of suit and the execution of instruments of assignment in favor of the City) in obtaining recovery.
- 56. CLAUSES APPLICABLE TO TERM SUPPLY AND SERVICE CONTRACTS.**
- Term Supply or Service Contract Defined. A formal contract made by the City with a supplier to purchase repetitive and estimated requirements of products or service from a supplier to be ordered and supplied as needed for a bid price over a period of time stated in the contract. The contract may be exclusive with one contractor or open to further competition.
  - Approximate Quantities. This proposal is based on estimated quantities and it is understood that the estimates are prepared by City officials for the purpose of comparison of bids, and that the estimated quantities are not guaranteed but are approximate only, and the City reserves the right to increase or diminish same, or to omit any one or more items, as may be deemed desirable.
  - No financial obligation shall accrue against the City until a purchase order is issued encumbering funds.

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- Multiyear term contracts and options to extend term contracts are subject to paragraph 57 **ANNUAL APPROPRIATION OF FUNDS.**
- Modifications to term contracts may be made by mutual written agreement; however they must be within the scope and intent of the original contract.

57. **ANNUAL APPROPRIATION OF FUNDS.**

- Multi-year term supply and service contracts and leases and the exercise of options to renew term contracts are subject to annual appropriation of funds by the Board of Aldermen. Payments made under term contracts and leases are considered items of current expense. Purchase orders are funded when issued, and therefore are current expense item and are not subject to any subsequent appropriation of funds.
- In the event sufficient funds are not appropriated for the payment of lease payments or anticipated term contract payments required to be paid in the next occurring lease or contract term and if no funds are legally available from other sources, the lease or contract may be terminated at the end of the original term or renewal term and the City shall not be obligated to make further payments beyond the then current original or renewal term. The City will provide notice of its inability to continue the lease or contract at such time as the Supply Commissioner is aware of the non-appropriation of funds, however failure to notify does not renew the term of lease or contract. If a lease is cancelled, the events of default will occur as described in the lease and/or paragraph 37, **TERMINATION FOR DEFAULT, of these INSTRUCTIONS AND CONDITIONS.** The City, has no monetary obligations in the event of termination or reduction of a term contract since such contracts represent estimated quantities and are not funded as a contract, but only to the extent of purchase orders issued.

Revised 4/2/2010

CITY OF ST. LOUIS, MISSOURI SUPPLY DIVISION  
BID PROTEST PROCEDURES

The following procedures apply to any bidder, proposer or other respondent (a "Bidder") desiring to protest any advertisement for bids or other solicitation for goods, equipment and other services (each a "Solicitation") by the Supply Division City of St. Louis, Missouri.

PRIOR TO BID OPENING

Any Bidder or potential Bidder desiring to file a protest concerning alleged improprieties in a Solicitation (e.g., as a result of improper or incomplete specifications) must submit the protest in writing to City of St. Louis, Commissioner of Supply not less than two (2) business days prior to the deadline established for the receipt of bids (the "Bid Deadline"). The protest must be in writing, signed by or on behalf of the Bidder or potential Bidder making the protest, and must:

- (1) identify the Bidder or potential Bidder submitting the protest;
- (2) identify the bid by name and number;
- (3) clearly state the factual and legal grounds for the protest; and
- (4) include any supporting information necessary or appropriate for the Commissioner of Supply to make a determination whether the protest has merit.

The Commissioner of Supply shall review the protest and, if any modifications to the Solicitation (including any plans or specifications) are necessary, the City of St. Louis will issue one or more addenda setting forth any changes, which addenda will be sent to each Bidder or Potential Bidder that has been identified by the City of St. Louis Supply Division. The City of St. Louis Supply Division will further, if City of St. Louis Supply Division determines necessary or appropriate, extend the Bid Deadline for Bidders to incorporate the modification into their bids. If City of St. Louis Commissioner of Supply determines no modifications are required, City of St. Louis Supply Division will notify the protestor of the Commissioner of Supply's decision with a response to each substantive issue raised by the protestor. The decision of the Commissioner of Supply on this type of protest is final.

AFTER BID OPENING

Any Bidder desiring to file a protest concerning alleged improprieties in sealed bid opening procedures or a Bidders compliance with Solicitation requirements must be delivered to and actually received by City of St. Louis's Commissioner of Supply within ten (10) calendar days of the date the protestor first knew or should have known of the basis for the protest, but in any event prior to award of a contract under the solicitation by City of St. Louis Commissioner of Supply. The protest must be in writing, signed by or on behalf of the Bidder making the protest, and must:

- (1) identify the Bidder making the protest;
- (2) identify the bid by name and number;

- (3) clearly state the factual and legal grounds for the protest, and;
- (4) including any supporting information necessary or appropriate for the Commissioner of Supply to make a determination whether the protest has merit.

City of St. Louis Commissioner of Supply shall make a determination on the protest based on the information provided and other such investigation as the Commissioner of Supply deems appropriate. City of St. Louis Supply Division shall inform the protestor in writing of the Commissioner of Supply's determination with respect to each substantive issue identified in the written protest.

#### AFTER AWARD

Any Bidder may protest an award made by City of St. Louis Supply Division under any Solicitation on the basis of City of St. Louis making award to other than the lowest and best bidder (or, for federally assisted contracts, to the lowest responsible bidder), or that the award does not otherwise comply with the terms of the Solicitation, by filing a protest within three (3) business days after award. The protest must be submitted in writing to City of St. Louis Commissioner of Supply, signed by or on behalf of the Bidder making the protest, and must:

- (1) identify the Bidder making the protest;
- (2) identify the bid by name and number;
- (3) clearly state the factual and legal grounds for the protest, and;
- (4) include any supporting information necessary or appropriate for the Commissioner of Supply to make a determination whether the protest has merit.

City of St. Louis Commissioner of Supply shall make a determination on the protest based on the information provided and such other investigation as the Commissioner of Supply deems appropriate. Supply Division shall inform the protestor in writing of the Commissioner of Supply's determination with respect to each substantive issue identified in the written protest.

#### UNTIMELY PROTESTS

Any protest which is not submitted to City of St. Louis Commissioner of Supply in a timely manner or otherwise in accordance with the procedures will be deemed invalid. The decision of the Commissioner of Supply that a protest has not been timely filed is final and cannot be appealed.

#### APPEALS

Any protestor that is aggrieved by any decision of the Commissioner of Supply may appeal the Commissioner of Supply's decision to the Board of Standardization. Any appeal of a decision of the Commissioner of Supply must be made in writing delivered to the Commissioner of Supply within three (3) business days of receipt of the notice of the decision of the Commissioner of Supply. The notice of appeal shall

be in writing, signed by or on behalf of the Bidder or potential Bidder making the protest, and must:

- (1) clearly identify the decision being appealed, including identifying the bid by project name and number;
- (2) clearly state the factual and legal ground for the appeal, and;
- (3) include any supporting information necessary for the Board of Standardization to make a determination whether the appeal has merit.

The Board of Standardization may request the parties affected by the appeal to provide such additional information as necessary to make a decision on the appeal. Following a determination on the appeal by the Board of Standardization, the Supply Division will notify the party making the appeal of the determination of the Board of Standardization with respect to each substantive issue raised in the appeal.

Any appeal from an action of the Board of Standardization in connection with any protest shall be made by a court of competent jurisdiction in accordance with applicable Missouri law. A decision by the Board of Standardization to reject all bids may not be the subject of a protest and is not appealable.

**NO AWARD DURING PENDENCY OF PROTEST**

City of St. Louis Commissioner of Supply will not make any award under any Solicitation during the pendency of any protest.