

INSTRUCTION TO BIDDERS (Quotations)

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

- Quotations should be typewritten or in ink. Altered or erased prices will not be accepted. Additional copies of Quotation Sheets are available in Room 324, City Hall.
- One copy of Quotation Sheet must be submitted, second copy is to be retained for your files.
- The Supply Commissioner reserves the right to reject any or all bids.
- The Supply Commissioner reserves the right to make awards on an item basis or on a total basis.
- Bidders must quote Unit Price and Extension on each item. When an error appears on an extension, the Unit Price will govern.
- When Quotation Sheet requests an item by brand name and alternate is quoted as an acceptable equal – show brand name with model number and attach full specifications.
- When Quotation Sheet has only a general description of item required – show brand name with model number and attach full specifications.
- Suppliers shall not offer more than one bid on each item. Two or more quotations on the same item may cause a rejection of the bid. Suppliers must determine which one of their many styles or types fully meet the specification.
- Quotations will only be accepted on this form which must be returned in the brown envelope provided by the Supply Department. Envelope must show the information requested in the upper left-hand corner.
- Bids may be mailed or brought in, but must arrive before the time and date stated or will be rejected.
- The laws of the State of Missouri provide that the City of St. Louis pay no State Sales or Use Tax or Federal Excise Taxes and these taxes should be excluded from your bid price. Federal Excise Tax Exemption Certificates will be furnished to successful bidder.
- Bids having an acceptance limit of less than 30 days after opening date may be rejected.
- Prices quoted will be considered firm.
- Time of proposed delivery must be stated in definite terms.
- Failure of Bidder to understand the item requested or any part of the specifications will not be a valid reason for bidding on the wrong item. Any questions regarding description of items wanted should be cleared with proper Buyer in the Supply Department, Room 324, City Hall.
- Suppliers shall save harmless the City of St. Louis from the payment of any and all claims or demands arising out of any infringement, alleged infringement, or use of any patent or patented device, article, system, arrangement, material or process used by him in the execution of this contract.
- **Samples** when requested must be delivered before actual time of bid opening with each sample plainly tagged showing the name of Bidder, Requisition Number, Name of Using Department, Brand Name and lot number or quality. Submission of samples does not relieve bidder from meeting the specifications as outlined on the Bid Proposal unless he specifically states he is bidding on an alternate.
- All samples are to be submitted to the Supply Department, Room 324 City Hall, unless otherwise stated on Bid Proposal.
- **Advertised Bids** will be publicly opened and read at the exact time specified on the front of this Bid Proposal.
- Deliveries must be accompanied by a packing slip or invoice, listing the Department, Requisition Number, and the exact quantities of each item included in the shipment.
- ONLY U.S.P., N.F., OR N.N.D. DRUGS ARE ACCEPTABLE. ALL DRUGS MUST COME IN MANUFACTURER'S ORIGINAL PACKAGES, PROPERLY SEALED.
- In the event the successful bidder fails to make delivery of any item or items that meet the conditions and requirements as outlined in this proposal within 7 days of time stated by bidder on face of this quotation sheet, the City reserves the right to purchase said item or items on the "OPEN MARKET" and charge any costs above the BID PRICE to the bidder.

Advertised Bids must be submitted in an Advertised Bid Envelope; properly filled out and sealed.

**Freight or delivery charges must be included in quote,
or shown separately on quote, so bid can be evaluated.**

SUPPLY DEPARTMENT, ROOM 324, CITY HALL, ST. LOUIS, MISSOURI 63103
OPEN DAILY, MONDAY THRU FRIDAY – 8 A.M. TO 5 P.M.