

**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL  
DISTRICT OF THE CITY OF ST. LOUIS  
PROCUREMENT DEPT.  
801 NORTH 11<sup>th</sup> STREET  
SAINT LOUIS, MO 63101**

**REQUEST FOR QUOTATION**

**RFQ NO. 001-1819**

**DATE: March 15, 2019**

Sealed bids, subject to the Instructions and General Conditions of Bidding listed below and any special conditions set forth herein, will be received by the **Procurement Office, Second Floor – Cashier’s Window**, at the above address, until:

3:00 P.M., TUESDAY, MARCH 26, 2019

furnishing the Saint Louis Public Schools (District) the material and/or list of materials, supplies, equipment or services shown on the attached sheet(s).

1. Prices quoted shall include all freight and handling charges for delivery of the goods or services requested at the location(s) indicated in the attached sheets.
2. Bidders must use the bid forms provided for the purpose in submitting bids, must return the announcements and bid sheets comprising this bid, give unit prices, extend totals, and sign the bid. **MARK RETURN ENVELOPE** as follows:

**RFQ NO. 001-1819 BID FOR ART MATERIALS**

If you do not care to bid, please return bid sheets(s) and note your reason.

3. Faxed or emailed bids will not be accepted.
4. All questions should be submitted in writing by email ([ROBERT.HORTON@SLPS.ORG](mailto:ROBERT.HORTON@SLPS.ORG)) to the Procurement Department.
5. The District reserves the right to accept or reject all or part of the bid, to waive technicalities, and to accept the offer the District considers most advantageous. The District also reserves the right to award all items, any group of items, or a single item to the vendor providing the best product at the lowest possible cost.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid prices, as the District is exempt from them by law. A tax exemption certificate will be furnished upon request.
7. Failure to deliver as guaranteed, or any other default by the bidder, may result in the disqualification of the bidder from future bidding.
8. The District has adopted a policy encouraging the purchase of products and/or services manufactured, assembled, or produced within the state and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when quality and price are the same.
9. Should bidder take exception to any terms, conditions, or specifications stated herein, such exception must be so noted IN WRITING within your bid submittal and an alternate stated. Failure to so do will result in the assumption and requirement of compliance with said terms, conditions, and specification as stated.
10. In case of default by the bidder, the District will procure the articles or services from other sources and hold the bidder responsible for any excess cost occasioned thereby.
11. According to section 171.181 of the Missouri State Statutes, no board member, officer or employee of the District is permitted to sell or provide any of the commodities stated within this bid to the District.

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Robert Horton  
Procurement Director

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The purpose of this RFQ is to obtain discount agreements from various vendors for the procurement, as needed and as requested, of **ART MATERIALS**, from July 1, 2019 through June 30, 2020. The agreement (s) will be for one (1) year with an option to renew one additional year (July 1, 2020 through June 30, 2021).

In order to simplify this bid, the discount you offer the Saint Louis Public Schools will **NOT** be applied against the following items: (Equipment, Furniture, Firing Clays, or Plaster, ). All other items you offer in your catalog will be subject to the discount you are offering in this bid. In addition, the discount you are providing the District will only be applied against the smallest quantity price break you offer. The District will not accept any bid that has exceptions to the minimum dollar amount needed to ship the art materials F.O.B. DESTINATION. Knowing that the above-mentioned items will not be purchased through this bid, your bid should state a single dollar amount needed to ship the art materials F.O.B. DESTINATION.

Bidders are requested to provide discounts for the materials, furnish (1) MARKED ORIGINAL AND TWO (2) MARKED COPIES OF ALL PRICE LISTS/CATALOGS FROM WHICH DISCOUNTS ARE TO BE TAKEN, provide minimum order amounts if required, and note any exceptions taken to any of these requirements, in writing, within bid submitted. All freight and handling charges shall be indicated as shown on the bid sheets. Include any fees or charges that will be incurred with the use of the district's procurement card.

Deliveries of materials ordered **WILL REQUIRE SHIPPING TO MULTIPLE LOCATIONS WITHIN THE DISTRICT. SHIPMENTS SHALL BE PACKAGED AND MARKED BY SCHOOL AND BY INDIVIDUAL AS WILL BE INDICATED ON THE PURCHASE ORDERS.**

This contract may also be canceled by the District upon 10 days written notice to the vendor for non-compliance with these terms, conditions, and specifications, extended delivery times, or other just cause so deemed by the District.

Any deviation from these terms, conditions, and specifications must be indicated IN WRITING at time of bid. Failure to do so will result in assumption and requirement of compliance with stated specifications.

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**DISCOUNT AGREEMENT**

Material.....List Price less \_\_\_\_\_% discount

Discount agreement from price list/catalog #\_\_\_\_\_.  
(Please include number and/or date of price list/catalog.)

All orders shipped F.O.B. DESTINATION

All orders will be shipped freight prepaid and added to invoice.

Is credit card accepted?\_\_\_\_\_ Fees/Charges\_\_\_\_\_

**PLEASE INCLUDE (1) MARKED ORIGINAL AND TWO (2) MARKED COPIES OF ALL PRICE LISTS/CATALOGS FROM WHICH DISCOUNTS ARE TO BE TAKEN.**

The undersigned hereby offers to furnish and deliver the articles or services as specified at the prices and terms stated in and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood and all of which are made a part of this offer.

Discount: \_\_\_\_\_% - \_\_\_\_\_ days, Net 30 days

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Company Name\_\_\_\_\_

Mailing Address\_\_\_\_\_

\_\_\_\_\_

City,State,Zip\_\_\_\_\_

Telephone: (\_\_\_\_\_)\_\_\_\_\_

Fax: (\_\_\_\_\_)\_\_\_\_\_

Date:\_\_\_\_\_

Federal Tax ID:\_\_\_\_\_

Email Address:\_\_\_\_\_