

# CITY OF BALLWIN REQUEST FOR PROPOSAL

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RFP # 09-25 BIDS CLOSE 10:00 A.M. ON: July 1, 2009

DATE: 6/15/09

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This document constitutes a request for sealed proposals, including prices, from qualified individuals and businesses to furnish those services and/or items as described herein. All prices are to be quoted as F.O.B. destination.

Proposals must be mailed or hand-carried to the **Ballwin Police Department, 300 Park Drive, Ballwin, MO 63011**. Bids are to be clearly marked "**Request for Proposal RFP # 09-25 ATTENTION Major Saulters.**"

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{See Attached Detail List page 2- 4}

The offeror hereby agrees to provide the services and/or items, at the prices quoted, pursuant to the instructions and general conditions of bidding as stated, and further agrees that when this document is countersigned by an authorized official of the City of Ballwin, Missouri, a binding contract, as defined herein, shall exist between the offeror and the City of Ballwin.

Offeror's  
Signature \_\_\_\_\_

Offeror's  
Printed Name \_\_\_\_\_

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

Date \_\_\_\_\_

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

Telephone \_\_\_\_\_

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

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NOTICE OF AWARD: This proposal is accepted by the City of Ballwin.

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

# CITY OF BALLWIN

## OFFICE OF CITY ADMINISTRATOR

### REQUEST FOR PROPOSAL - ANNOUNCEMENT

Sealed bids, subject to the "Instructions and General Conditions of Bidding" listed below and any special conditions set forth herein, will be received at the **Ballwin Police Department**, 300 Park Drive, Ballwin, MO 63011 until **10:00 A.M.** on the date listed on Page 1.

The right is reserved to accept or reject all or any part of the bid, to waive technicalities and to accept the offer the City Administrator considers the most advantageous to the City of Ballwin.

### INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

1. Bidders must use the bid forms provided for this purpose in submitting bids, must return the announcement and bid sheets comprising this bid, give unit price, extend totals, and sign the bid. Bidders must identify the bid number and date opening on the front of the sealed envelope. If you do not care to bid, please return bid sheet(s) and note your reason.
2. Identify the item you will furnish by brand or manufacturer's name and catalog numbers. Also furnish specifications and descriptive literature.
3. Whenever products or materials of any particular producer or manufacturer are mentioned in our specifications, such product or material mentioned is intended to be descriptive of type or quality and not restrictive to those mentioned.
4. Alternate bids may be submitted, and if deemed advantageous to the City, they will 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. Alternate bids may be made in addition to responding to the terms and conditions of the solicitation or as the only response to the solicitation. Alternatives must be clearly marked and identified.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid prices as the City is exempt from them by law. Federal tax exemption certificate will be furnished upon request.
6. The delivery date(s) or when work will start shall be stated in definite terms, as they will be taken into consideration in making the award.
7. Late proposals will not be received for consideration. Any proposal received after the exact proposal closing date and time will not be opened and will not be evaluated regardless of the reason or mitigating circumstances. No fax proposals will be accepted.

## **INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING (Continued)**

8. The City of Ballwin reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In the case of delay, the Vendor or Contractor must notify the City Administrator.
9. In case of default by the bidder or contractor, the City of Ballwin will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed shall disqualify bidder from future bidding.
11. Prices must be stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered.
12. Partial payment for delivered items or quantities of a bid may be made by the City of Ballwin except in the case of "Lump Sum" bids. In the latter case, only one payment will be made in the amount of the lump sum price, with any cash discount quoted after all the materials, supplies, or equipment have been fully delivered to the satisfaction of the Head of the Department to which the items were furnished.
13. Failure to comply with any of the above instructions and general conditions of bidding will disqualify the bidder.
14. The City of Ballwin expressly denies responsibility for or ownership of any item purchased until the same is delivered to the City and is accepted by the Purchasing Agent.
15. **Any questions regarding the bid should be directed to:**

**Major Bobbie Saulters  
Ballwin Police Department  
300 Park Drive  
Ballwin, MO 63011**

**636-227-2583      (Office)  
636-207-2340      (Fax)**

**[bobbie.saulters@ballwin.mo.us](mailto:bobbie.saulters@ballwin.mo.us)**