

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL**  
**LIBRARY DISTRICT DBA**  
**ST. LOUIS PUBLIC LIBRARY RFB 20-08171 PRINTING SERVICES**

**TO THE RFB**

In addition to the RFB requirements elsewhere in this RFB, any Bidder that may be selected to perform the services described in the RFB and to enter into a vendor agreement with the Library must agree to a number of general terms and conditions. If a Bidder cannot agree to any of the stated general conditions, its Bid must clearly state the reason for any such non-compliance.

**A. Agreement Period.** The agreement(s) shall have an initial term of One (1) year commencing no later than October 1, 2020 and ending on September 30, 2021 unless earlier terminated or renewed. The agreement(s) may be renewed by the mutual agreement of the parties for up to two (2) terms of one (1) year(s) each.

**B. Form of Agreement.** The submission of a Bid constitutes the agreement of any submitting Bidder that any contract to be drawn as a result of an award to the Bidder will be prepared by counsel for the Library and will be the controlling agreement. The Bidders are requested, however, to submit copies of their applicable standard contract or engagement forms for information purposes.

**C. Award**

In accordance with the Library's Procurement Policy:

1. The right is reserved by the Library to cancel the RFB or to reject in whole or in part when it is for good cause and in the best interests of the Library any and all Bids and to waive any irregularity or informality with respect to any Bid. The Library reserves the right to split awards, make multiple awards and to reject all Bids.

2. Subject to the terms of this RFB, an award will be made by the Library to the responsible Bidder whose Bid is determined in writing to be the most advantageous to the Library, taking into consideration price and any other evaluation factors set forth in the RFB. No other factors or criteria shall be used in the evaluation.

The selected Bidder shall enter into a vendor agreement consistent with this RFB.

**D. Compliance with Laws.** In performing under a vendor agreement, the selected Bidder shall comply with all applicable laws, ordinances, rules, regulations in accordance with the Library's policies and procedures, or standards of federal, state and local governments having authority or jurisdiction over the services or performance of the services, or any lawful orders pertaining in any way to the services to be provided by the Library.

**E. Out of State Bidder.** It shall be a condition to a vendor agreement that any out-of-state Bidder that may be selected to provide the services shall be duly registered and qualified to do business within the State of Missouri.

**F. Indemnification.** Bidder shall defend, indemnify and hold harmless the Library and its directors, officers, employees, representatives, agents contractors, subcontractors, licensees and successors and assigns from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, error, omissions conduct, or operations of Bidder, provided that any such claim, damage, loss, or expense is caused or is claimed or alleged to have been caused, in whole or in part, by any negligent act, whether active or passive, error, omission, conduct, or operation of any negligent act, whether active or passive, error, omissions conduct, or operation of Bidder, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable; or (b) any breach of any of the representations, warranties, covenants, obligations, or duties contained in a vendor agreement; or (c) any violation of any applicable federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under a vendor agreement.

**REQUEST FOR BIDS**

**RFB NO:** 20-08171

**SEND BIDS TO:**

**DATE ISSUED:** August 17, 2020

Purchasing Manager  
Board of Directors of the City of St Louis  
Municipal Library District DBA  
St. Louis Public Library  
1415 Olive Street  
St. Louis, MO 63103

**BID DUE DATE:** August 31, 2020 by 2:00 p.m.

**PURCHASING AGENT:** Don Gillum

**EMAIL ADDRESS:** [dgillum@slpl.org](mailto:dgillum@slpl.org)

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL  
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This Bid is subject to all the terms and conditions of this Request for Bids and any Bidder representations, as well as accompanying specifications. The signature of the Bidder indicates that Bidder understands these documents and will comply with them.

**Name, Address, and Contact Information of Authorized Representative of Bidder**

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

Print Title: \_\_\_\_\_

Print Company  
Name: \_\_\_\_\_

Print Address,  
City, State, Zip: \_\_\_\_\_

Print Telephone: \_\_\_\_\_

Print Email: \_\_\_\_\_

Bidder Signature: \_\_\_\_\_

Bidder is: \_\_\_\_\_ individual \_\_\_\_\_ corporation \_\_\_\_\_ partnership \_\_\_\_\_ LLC

\_\_\_\_\_ Other – describe \_\_\_\_\_

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL**  
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**INSTRUCTIONS TO BIDDERS**

The St. Louis Public Library, a municipal library district, is a political subdivision of the State of Missouri, and a body corporate with all the powers and rights of like or similar corporations.

Whenever a material, article, or piece of equipment is identified by reference to manufacturer's or vendor's names, trade names, catalog numbers, etc., it is intended merely to establish a standard, and, any material, article, or equipment of other manufacturers and vendors that will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so bid(s) are, in the opinion of the St. Louis Public Library, of equal substance and function. Substitute items may be rejected at the discretion of the St. Louis Public Library.

The right is reserved by the St. Louis Public Library to cancel the RFB or to reject in whole or in part when it is for good cause and in the best interest of the St. Louis Public Library and to waive any irregularity or informality with respect to any Bid. The St. Louis Public Library reserves the right to split awards, make multiple awards and to reject all Bids.

Bidder's are expected to examine specifications, schedules, drawings, and all instructions. Failure to do so will be at Bidder's risk.

Questions about the RFB should be made in writing and directed to Don Gillum, Purchasing Manager, at dgillum@slpl.org or at the address provided below. Responses, when provided, will be included in a written amendment. To preserve the integrity of the selection process, questions regarding this RFB should only be directed in writing to Mr. Gillum, dgillum@slpl.org. **Bid inquiries must be submitted in writing for the St. Louis Public Library review no later than Monday, August 24, 2020, by 4:00 p.m.,** to allow for the St. Louis Public Library's reply prior to Bid submissions.

Bids must be in ink or typewritten and must be manually signed by a company official. All Bid document pages should be initiated and dated by the company submitting the Bid. Please provide four complete copies of your Bid response for the St. Louis Public Library review. Email and facsimile bids will not be accepted.

It is the responsibility of the Bidder to deliver the Bid and/or RFB modification on or before the hour and date specified for the receipt of Bids. Bids received late will be rejected.

Bids and modifications should be submitted in sealed envelopes addressed to the attention of the Purchasing Manager, St. Louis Public Library, 1415 Olive St., St. Louis, MO 63103 for a 2:00 p.m. bid opening at that location on 8/31/20. The Bid RFB number shall show on the face of the envelope:

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL**  
**LIBRARY DISTRICT DBA**  
**ST. LOUIS PUBLIC LIBRARY RFB 20-08171 PRINTING SERVICES**

**BIDS DUE 8/31/20 by 2:00 p.m.**

**\*EMAIL AND FACSIMILE BIDS WILL NOT BE ACCEPTED**

**\*PLEASE DO NOT PUT ON THE ENVELOPE**

# Exhibit A

## Scope of Work

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL**  
**LIBRARY DISTRICT DBA**  
**ST. LOUIS PUBLIC LIBRARY RFB 20-08171 PRINTING SERVICES**

**SCOPE OF WORK**

**PRODUCT DESCRIPTIONS/CONDITIONS**

The Board of Directors of The City of St. Louis Municipal Library District (hereinafter noted as St. Louis Public Library) is seeking bids from printers (hereinafter noted as the Contractor) to produce various print pieces during the next twelve months. The Contractor must be able to consistently print materials to the standards of excellence of the St. Louis Public Library, deliver the materials within the specified time and have the capabilities needed for quality work.

Listed Below are types typical of materials printed by the Library:

-Brochures	-Letterhead	-Posters
-Envelopes	-Bookmarks	-Labels
-Booklets	-Business Cards	

The St. Louis Public Library will provide mechanical working files.

The St. Louis Public Library will provide specifications (and any other request for change) prior to printing. The Contractor, who will have previously assigned costs to typical projects with regard to project specifications, will then submit, in writing, the difference in cost to the St. Louis Public Library prior to printing the project.

The Contractor will notify the St. Louis Public Library regarding any changes in the contract immediately and prior to any work being performed.

All artwork (both working and final) remains the property of the St. Louis Public Library and shall be retained in good condition or returned to the St. Louis Public Library at the end of each completed job.

In all instances where proofs and/or approvals are required, the Contractor will be responsible for providing such materials to the St. Louis Public Library's Marketing Director at the location designated by the St. Louis Public Library. Unless specified, the materials will be reviewed by the Marketing Director, Market Department, 1415 Olive Street, St. Louis, MO 63103.

All alterations, adjustments, changes, etc. required to meet the St. Louis Public Library's standard of quality shall be done at the Contractor's expense and should be reflected in the Contractor's quoted price for the entire project. Any alterations, adjustments, and changes required by the St. Louis Public Library's Graphic Designer and not addressed above shall be at expense of the St. Louis Public Library and such changes shall be billed at an hourly rate quoted in the bid. After each proofing session and before additional work is started, the Contractor shall provide an estimate of additional costs to the St. Louis Public Library for approval, if such work is the result of the graphic designer's alterations.

Any alterations required by the Contractor due to the Contractor's failure to provide complete proofs or to meet the St. Louis Public Library's standard of quality shall result in preparation of new proofs at the Contractor's expense. The Contractor shall be held to the pre-established timeline addressing all Contractor changes, alterations, adjustments to meet the St. Louis Public Library standards. Any alterations that may necessitate an adjustment of the pre-established time line shall be noted by Contractor and the St. Louis Public Library approval given to change the pre-established timeline. In the event any dispute arises between the Contractor and the St. Louis Public Library, the Contractor shall deliver all artwork, film separations, etc., to the St. Louis Public Library immediately at impasse. Resolution shall be made in the most expeditious manner. However, the St. Louis Public Library reserves the right to award the project to another vendor if the specified Contractor cannot or will not meet all requirements specified in the package.

Contractor shall provide a complete print equipment listing and submit such listing with its bid response. Typical turnaround time for a project in quantities of 5,000 is 5 workdays after proof approval. Quantities greater than that will be given more time and will be established at the time of Contractor notification.

## **STANDARDS OF QUALITY**

The St. Louis Public Library requires diligent adherence to the following standards of quality in all printing, production and other related activities. Any questions regarding these standards should be addressed before a contractor provides service. Unless otherwise specified on the purchase requisition, these standards apply to **ALL** work.

### **PRODUCTION:**

All deadlines must be met as specified.

All printing-support activities should enable the printer to meet the following standards.

### **PROOFS:**

All digital runs require a pdf proof.

All non-digital runs require a press-check.

### **FOLDS:**

Folds are counted per fold.

Folds must be exact to artwork specifications allowing no overlapping of edges unless otherwise specified. There are no folds.

### **BLEEDS:**

Bleeds will be specified only as needed and counted per side with a maximum of a four- sided bleed.

### **QUANTITIES:**

Quantities are requested as needed. The St. Louis Public Library will accept no more than 3 percent in overages. No underage is allowed.

**ARTWORK:**

Printer will follow all specifications, i.e. crop marks, bleeds, etc. as instructed.

**DELIVERIES:**

Late deliveries will not be accepted without the prior consent of the St. Louis Public Library representative.

Unless specified, all printing deliveries will ship to: The St. Louis Public Library, R&D, 1415 Olive Street, St. Louis, MO 63103.

Unless specified, all artwork and 25 sample copies will ship to: The St. Louis Public Library, Attn: Marketing Assistant, Marketing Department, 1415 Olive Street, St. Louis, MO 63103.

**QUESTIONS:**

Direct all questions and concerns of bid to the attention of:

Don Gillum, Purchasing Department

St. Louis Public Library

1415 Olive St.

St. Louis, MO 63103

(314) 539-0312

[dgillum@slpl.org](mailto:dgillum@slpl.org)

# Exhibit B

## Pricing

## Page

St. Louis Public Library - 2020 Printing Items			
ITEM	DESCRIPTION	QTY	TOTAL COST
1	POSTCARD	1000	
	4/C - 2-SIDED	1500	
	5X7	2500	
	100# GLOSS	5000	
	COVER	15,000	
		20,000	
2	POSTCARD	1000	
	4/C - 2-SIDED	1500	
	6X4	2500	
	100# GLOSS	5000	
	COVER		
3	BOOKMARK	100	
	4/C - 2-SIDED	200	
	2.75"x8.5"	300	
	80# MATTE	400	
	COVER	500	
		600	
4	BOOKMARK	1000	
	4/C - 2-SIDED	2000	
	2.75"x8.5"	2500	
	80# GLOSS	5000	
	COVER		
5	FLYER	600	
	1/C - 1-SIDE		
	8.5X11		
	20# PAPER		
6	FLYER	600	
	1/C - 2-SIDED		
	8.5X11		
	20# PAPER		
7	FLYER	1000	
	4/C - 2-SIDED	1500	
	8.5X11	2500	
	80# GLOSS TEXT	5000	
8	FLYER	600	
	1/C - 1-SIDE		
	8.5X14		
	20# PAPER		
9	FLYER	600	
	1/C - 2-SIDED		
	8.5X14		
	20# PAPER		

ITEM	DESCRIPTION	QTY	TOTAL COST
10	LETTERHEAD	2500	
	2/C - 1-SIDE		
	8.5X11		
	70# MOHAWK		
	SUPERFINE WHITE; EGGSHELL FINISH		
11	# 10 ENVELOPES	2500	
	2/C - 1-SIDE		
	BLEED 3 SIDES		
	70# MOHAWK		
	SUPERFINE WHITE; EGGSHELL FINISH		
12	BUSINESS CARD SHELLS	20,000	
	2/C - 2-SIDED		
	8.5X11 - 8 CARDS UP		
	1000# COVER		
	MOHAWK SUPERFINE WHITE		
13	IMPRINT BUSINESS CARDS	250	
	1/C - 1-SIDE	500	
	3.5X2	1000	
	SUPPLIED 8-UP SHELL		
14	BROCHURE	1000	
	4/C - 2-SIDED	1500	
	8.5x14	2000	
	TRI-FOLD TO 4.675 X 8.5	4000	
	70# WHITE COUGAR OPAQUE SMOOTH	5000	
15	REGISTRATION CARDS	1000	
	1/C - 1-SIDE	2000	
	4.25X5.5	2500	
	65# ASTROBRITE	3000	
	SHRINK WRAP IN LOTS OF 100		
16	MAILING LABELS-ROLLS	5000	
	1/C + BLEED		
	5X3		
	PERFORATED ROLL-500		
	WHITE LITHO		
17	MAILING LABELS-CRACK-N-PEEL	1000	
	1/C + BLEED		
	5X3		
	60# WHITE DIGAGONAL CRACK N PEEL		
18	SHIPPING/RECEIVING LABELS	1000	
	1/C BLACK	2000	
	5X3		
	60# WHITE DIGAGONAL CRACK N PEEL		
	SHRINK WRAP IN 100'S		

ITEM	DESCRIPTION	QTY	TOTAL COST
19	BOOKPLATE	1000	
	1/C + BLEED	2000	
	2X3	5000	
	60# WHITE DIGAGONAL CRACK N PEEL		
	SHRINK WRAP IN 100'S		
20	BOOKMARKS	100	
	4/C + BLEED, 2-SIDED	200	
	2.5X8.5	300	
	100# WHITE ENAMEL COVER	400	
		500	
		600	
		5000	
21	BOOKMARKS	1000	
	4/C + BLEED, 2-SIDED	2000	
	3.625X8.5	2500	
	80# WHITE ENAMEL COVER	5000	
22	BROCHURE	2000	
	4/C W/AQUEOUS + BLEEDS, 2-SIDED	3000	
	8.5X11	4000	
	100#WHITE ENAMEL TEXT	5000	
	SCORE &FOLD TO 5.5X8.5	7000	
		10000	
23	BROCHURE	2500	
	4/C W/AQUEOUS + BLEEDS, 2-SIDED	3000	
	8.5X14	4000	
	100#WHITE ENAMEL TEXT	5000	
	SCORE &FOLD TO 4.75X8.5		
24	POSTER	50	
	11X17	100	
	4/C W/AQUEOUS + BLEEDS, 1-SIDE	200	
	100#WHITE ENAMEL TEXT	500	
25	POSTER	1	
	24X36	6	
	4/C W/AQUEOUS + BLEEDS, 1-SIDE	10	
		12	
	FOAMCORE	16	
26	POSTER	1	
	36X60	6	
	4/C W/AQUEOUS + BLEEDS, 2-SIDED	10	
	DRILL 2 HOLES	12	
	FOAMCORE	16	

ITEM	DESCRIPTION	QTY	TOTAL COST
	<b>- EXTRAS -</b>		
	ADDITIONAL HARD COPY PROOFS (COST PER COPY)	\$	
	FILE CORRECTIONS - MINIMUM	\$	
	FILE CORRECTIONS - COST PER HOUR	\$	
	DELIVERY CHARGES	\$	
	COURIER CHARGES	\$	
	RUSH CHARGES - MINIMUM	\$	
	RUSH CHARGES - HOURLY	\$	
	SHRINK WRAP : SET OF 50	\$	
	SHRINK WRAP : SET OF 100	\$	
	GRAND TOTAL COST	\$	\$0.00
	1ST YEAR RENEWL PERCENTAGE INCREASE	%	
	2ND YEAR RENEWAL PERCENTAGE INCREASE	%	

# **Exhibit C**

# **Non-Collusion**

# **Affidavit**

**EXHIBIT C**

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL  
LIBRARY DISTRICT DBA  
ST. LOUIS PUBLIC LIBRARY RFB 20-08171 PRINTING SERVICES**

**NON-COLLUSION AFFIDAVIT**

The undersigned being duly sworn on oath, says that the undersigned has not, nor has any other person, member, representative, or agent of the firm, company or corporation or partnership represented by the undersigned, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting nor to prevent any person from proposing nor to induce anyone to refrain from proposing, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bid.

Further, the undersigned says that no person or persons, firm, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Bid.

Bidder: \_\_\_\_\_

By (Written Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit D**

**E-Verify**

**Affidavit**

**EXHIBIT D**

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL**  
**LIBRARY DISTRICT DBA**  
**ST. LOUIS PUBLIC LIBRARY RFB 20-08171 PRINTING SERVICES**

**E-VERIFY AFFIDAVIT**

Pursuant to Section 285.530 of the Missouri Revised Statutes, as amended, the Bidder entering into a contract with the St. Louis Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Bidder is not required to verify the work eligibility status of all its newly hired employees through the E-verify program if E-verify no longer exists.

The undersigned, on behalf of the Bidder, being first duly sworn, deposes and states that the Bidder does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the St. Louis Public Library, the undersigned Bidder will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Bidder: \_\_\_\_\_

By (Written Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# Exhibit E

## Diversity

## Statement

# EXHIBIT E

## **DIVERSITY STATEMENT OF THE BOARD OF DIRECTORS OF THE ST. LOUIS PUBLIC LIBRARY**

WHEREAS, the St. Louis Public Library (the "Library") is a municipal library district authorized pursuant to Chapter 182 of the Missouri Revised Statutes to, among other things, purchase, hold or lease grounds, and to occupy, lease or erect appropriate buildings for the use of the Library, and to exercise all powers and rights of political subdivisions or similar corporations; and

WHEREAS, the Board of Directors (the "Board") of the Library is vested with the power to make and adopt bylaws, rules and regulations for its own guidance and for the governance of the Library as may be expedient and not inconsistent with State law; and

WHEREAS, the Library provides free public library services for the City of St. Louis (the "City"), an urban area with vast ethnic, religious, socioeconomic and cultural backgrounds; and

WHEREAS, efforts to encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; to educate through seminars and workshops persons from diverse backgrounds of the opportunity to contract with or become employees of the Library; to assist persons from diverse backgrounds to contract with or become employees of the Library; to adjust or modify, when appropriate, financing, bonding or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; and to encourage partnering by persons from diverse backgrounds to contract with the Library will serve to further the governmental and public interest of the Library by providing outreach to the residents of the City; and

WHEREAS, a practice of the Library of contracting with and employing persons reflecting the ethnic, religious, socioeconomic and cultural backgrounds of the citizens of the City will serve to further the governmental interest of the Library; and

WHEREAS, a practice of the Library of contracting with and employing persons of varied ethnic, religious, socioeconomic and cultural backgrounds will also further the governmental purposes of the Library by serving as a model to other public and private entities, by building the public trust, by creating role models, and by facilitating the interaction of persons of different backgrounds; and

WHEREAS, the Board of Directors of the St. Louis Public Library (the "Board") determined that it is feasible, necessary and in the public interest for the Board to adopt a diversity statement to provide guidance to the Library and adopted this Diversity Statement on March 31, 1997; and

WHEREAS, the Board wishes to amend this Diversity Statement to provide for an annual review.

NOW THEREFORE, the Board of Directors of the St. Louis Public Library does hereby resolve, determine and order as follows:

Section 1. Findings. The Board of Directors of the St. Louis Public Library hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Diversity Statement. The Board of Directors of the Library hereby directs the officers and agents of the Library for the authorized Library purposes set forth in the preambles hereof and subject to the conditions hereinafter provided to develop and implement policies which encourage persons with diverse ethnic, religious, socioeconomic and cultural backgrounds in the City to contract with or become employed by the Library.

Section 3. Administration. The officers and agents of the Library are authorized and directed to (i) encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; (ii) educate through seminars and workshops persons from diverse backgrounds of the opportunity to contract with or become employees of the Library; (iii) assist persons from diverse backgrounds to contract with or become employees of the Library; (iv) adjust or modify, when appropriate, financing, bonding or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; (v) encourage partnering by persons from diverse backgrounds to contract with the Library; (vi) utilize alternative programs to facilitate participation; (vii) provide flexible provisions to account for special circumstances; (viii) maximize opportunities for persons to demonstrate any social, socioeconomic or other factors that would promote the Library's best interests; and (ix) adopt measures to minimize the impact of this policy on the rights of third parties.

Section 4. Actions of Officers Authorized. The officers of the Board, including the President, Vice President and Secretary of the Board and the Executive Director, shall be, and they hereby are, authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and to make ministerial alterations, changes or additions in any agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 5. Annual Review. The officers of the Board are authorized and directed to report upon the administration of the Diversity Statement at the Board's regular meeting in September of each year.

Section 6. Severability. If any section or other part of this Resolution, whether large or small, shall for any reasons be held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Resolution.

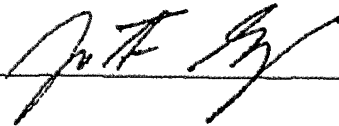
Section 7. Governing Law. This Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 8. Effective Date. This Resolution shall become effective immediately upon its passage.

ADOPTED by the Board of Directors of the St. Louis Public Library this 5<sup>th</sup> day of April, 2004.

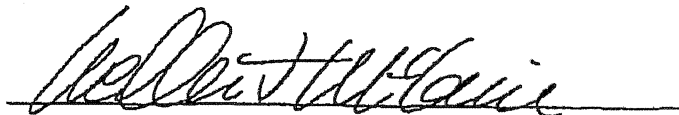
BOARD OF DIRECTORS OF THE ST. LOUIS PUBLIC  
LIBRARY

\_\_\_\_\_  
Its President



[SEAL]

ATTEST:



Its Secretary

# Exhibit F

## Certificate of Insurance

\* Please include your certificate of insurance with your returned bid packet for Library review.

**EXHIBIT G**

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL  
LIBRARY DISTRICT DBA  
ST. LOUIS PUBLIC LIBRARY RFB 20-08171 PRINTING SERVICES**

**BID ACKNOWLEDGEMENT FORM**

**TO:** Attn: Don Gillum, Purchasing Manager  
Board of Directors of the City of St Louis  
Municipal Library District DBA St. Louis Public Library  
1415 Olive Street  
St. Louis, MO 63103

Bidder: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Bidder Agent(if applicable): \_\_\_\_\_

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

**BIDDER ACKNOWLEDGEMENT:**

The undersigned acknowledges that I have received and thoroughly reviewed the Request for Bid (RFB) dated August 17, 2020 and intend to participate in the RFB. Pursuant to notices given, the undersigned with complete understanding of the requirements and conditions shall provide all labor and materials in accordance with the requirements of the RFB.

Bidder: \_\_\_\_\_

By (Written Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT H**

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL  
LIBRARY DISTRICT DBA  
ST. LOUIS PUBLIC LIBRARY RFB 20-08171 PRINTING SERVICES**

**REQUEST FOR BID(S) SCHEDULE**

RFB Issued	08/17/20
Public Notification of RFB	08/17/20
Questions from Bidders due to St. Louis Public Library	08/24/20 4:00 p.m.
RFB Due	08/31/20 2:00 p.m.