

**REQUEST FOR PROPOSAL**

**RFP NO:** 23-992500

**DATE ISSUED:** June 20, 2023

**SEND PROPOSALS TO:**

Assistant Buyer, Jacquelynn Kinsey  
Board of Directors of the City of St.  
Louis Municipal Library District DBA  
St. Louis Public Library  
1415 Olive Street  
St. Louis, MO 63103  
(314) 539-0369  
**OR: [bids@slpl.org](mailto:bids@slpl.org)**

**PROPOSAL DUE DATE:** July 24, 2023 by 2:00 p.m.

**ASSISTANT BUYER:** Jacquelynn Kinsey

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

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL  
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY  
RFP 23-992500 PRINT SERVICES**

This Proposal is subject to all the terms and conditions of this Request for Proposals and any Proposer representations, as well as accompanying specifications. The signature of the Proposer indicates that Proposer understands these documents and will comply with them.

Name, Address and Contact Information of Authorized Representative of Proposer

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

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

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

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

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

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

Proposer Signature: \_\_\_\_\_

Proposer (Check One):  **Individual**  **Corporation**  **Partnership**  **LLC**  
 **Other** (Describe) \_\_\_\_\_

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY**  
**DISTRICT DBA ST. LOUIS PUBLIC LIBRARY**  
**RFP 23-992500 PRINT SERVICES**

**REQUEST FOR PROPOSAL(S) SCHEDULE**

RFP Issued	June 20, 2023
Public Notification of RFP	June 20, 2023
Deadline for Questions	July 7, 2023 <b>Due by 2:00 p.m.</b>
RFP Due	July 24, 2023 <b>Due by 2:00 p.m.</b>

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST.  
LOUIS PUBLIC LIBRARY**

**INSTRUCTIONS TO PROPOSERS**

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.

In accordance with the St. Louis Public Library's procurement policy, Proposals will be handled so as not to permit disclosure of the identity of any Proposer or the contents of any Proposal to competing Proposers during the process of negotiation. A register of Proposals shall be prepared containing the name of each Proposer, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Proposals shall be open for public inspection only after a final contract is executed.

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 Proposal(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 RFP 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 Proposal. The St. Louis Public Library reserves the right to split awards, make multiple awards and to reject all Proposals.

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

Questions about the RFP should be made in writing and directed to Jacquelynn Kinsey, Assistant Buyer, at [jkinsey@slpl.org](mailto:jkinsey@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 RFP should only be directed in writing to [jkinsey@slpl.org](mailto:jkinsey@slpl.org). **Proposal inquiries must be submitted in writing for the St. Louis Public Library review no later than Friday, July 7, 2023, by 2:00 p.m.,** to allow for the St. Louis Public Library's reply prior to Proposal submissions.

Proposals must be in ink or typewritten and must be manually signed by a company official. All Proposal document pages should be initialed and dated by the company submitting the Proposal. It is the responsibility of the Proposer to deliver the Proposal and/or RFP modification on or before the hour and date specified for the receipt of proposals.

Proposals received late will be rejected.

Proposals and modifications should be submitted in sealed envelopes addressed to the attention of the **Assistant Buyer, St. Louis Public Library, 1415 Olive St., St. Louis, MO 63103** for a 2:00 p.m. Proposal opening at that location on **Monday, July 24, 2023. EMAIL PROPOSALS WILL ALSO BE ACCEPTED. PLEASE SEND YOUR EMAIL PROPOSAL RESPONSE TO: [bids@slpl.org](mailto:bids@slpl.org).** The Proposal RFP number shall show in the subject line of the email.

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPALDISTRICT DBA ST. LOUIS  
PUBLIC LIBRARY**

**REQUEST FOR PROPOSAL**

June 20, 2023

**1. INTRODUCTION**

The St. Louis Public Library requests qualified Proposals for Print Services.

Proposals must be received no later than 2:00 p.m., July 24, 2023 by:

Jacquelynn Kinsey, Assistant Buyer  
Board of Directors of the City of St Louis  
Municipal Library District DBA St. Louis Public Library  
1415 Olive Street  
St. Louis, MO 63103-2389

**Electronic submissions will be accepted. The email address: [bids@slpl.org](mailto:bids@slpl.org).**

**The RFP number must be the subject in the subject line.**

Questions and clarification inquiries about this RFP must be received prior to 2:00 p.m. on July 7, 2023. To preserve the integrity of the selection process, questions regarding this RFP should only be directed in writing to Jacquelynn Kinsey: [jkinsey@slpl.org](mailto:jkinsey@slpl.org)

The St. Louis Public Library wishes to engage a Proposer to provide the services in accordance with and in the furtherance of the St. Louis Public Library's purpose and mission. This RFP seeks Proposals from qualified vendors for the goods and products described in this RFP.

The selected Proposer shall enter into a vendor agreement with the St. Louis Public Library for the services consistent with the terms of this RFP, and with the general provisions contained in this RFP.

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL  
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY**

**TERMS AND CONDITIONS**

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

- A. **Labor and Materials.** The Proposer shall provide all labor, materials and supplies for the services to be performed under this RFP.
- B. **Form of Agreement.** The submission of a Proposal constitutes the agreement of any submitting Proposer that any contract to be drawn as a result of an award to the Proposer will be prepared by counsel for the St. Louis Public Library and will be the controlling agreement. The Proposers are requested, however, to submit copies of their applicable standard contract or engagement forms for information purposes.
- C. **Compliance with Laws.** In performing under a Vendor Agreement, the selected Proposer shall comply with all applicable laws, ordinances, rules, regulations, 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 St. Louis Public Library.
- D. **Out of State Proposer.** It shall be a condition to a Vendor Agreement that any out-of-state Proposer that may be selected to provide the Services shall be duly registered and qualified to do business within the State of Missouri.
- E. **Prime Contractor Responsibility.** Planned use of subcontractors in connection with a Vendor Agreement should be clearly explained and described in the Proposal. The use of any subcontractor in connection with the Services shall be subject to the approval of the St. Louis Public Library, and any approved subcontractor shall agree to be bound by and subject to all terms and conditions of a Vendor Agreement between the St. Louis Public Library and the selected Proposer. The Proposer as prime contractor will be responsible and must take responsibility for the performance of all Services under a Vendor Agreement whether or not subcontractors are used.
- F. **Independent Contractor.** It is expressly understood and agreed that the selected Proposer shall be an independent contractor and not an employee of the St. Louis Public Library. A Vendor Agreement will not constitute, create, give rise to, or otherwise recognize joint venture, partnership, or formal business organization of any kind between the parties and the rights and obligations of the parties shall be only those expressly stated in a Vendor Agreement. The Proposer represents and warrants that no persons supplied by it in the performance of a Vendor Agreement are employees of the St. Louis Public Library and further agrees that no rights of the St. Louis Public Library's retirement or personnel rules accrue to such persons. The Proposer shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation and insurance, unemployment compensation, other benefits and taxes and premiums, appurtenant thereto concerning all employees and personnel provided by Proposer in the performance of the Services under a Vendor Agreement and shall indemnify and hold the St. Louis Public Library harmless with respect thereto.
- G. **Indemnification.** Proposer shall defend, indemnify and hold harmless the St. Louis Public 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 Proposal, 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 Proposer, 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.

**H. Required Insurance Coverage.** Proposer shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of a Vendor Agreement, which policies shall protect against any loss or claim arising from or relating to a Vendor Agreement, the Services and activities, or presence at the St. Louis Public Library facilities, and any act or omission of Proposer or its employees and/or agents or subcontractors in connection with the Services provided under a Vendor Agreement, and shall cover the contractual indemnification liability assumed by the Proposer or pursuant to a Vendor Agreement.

1. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, special form property damage, fire legal liability, contractual liability, independent contractors, errors and omissions, and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. Any deductible shall be at Proposer's expense.
2. Business, automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00).
3. Worker's Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Proposer's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee and Five Hundred Thousand Dollars (\$500,000) policy limit.
4. Blanket employee dishonesty coverage with One Hundred Thousand Dollars (\$100,000) limit, with coverage extending to funds and/or property held by Proposer on behalf of St. Louis Public Library.
5. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Proposer shall be Proposer's responsibility. The St. Louis Public Library shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Proposer.
6. Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverages prescribed above in Subsections I. (1), (2), (3), and (4) above, which such policy shall be written on an occurrence basis. All insurance policies addressed in Subsections I. (1), (2), (4), and (6) above shall be endorsed to name the following as additional insured's:

City of St. Louis Municipal Library District and its directors, officers, employees, representatives, agents, contractors, licenses, and successors.

All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to the St. Louis Public Library; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Missouri and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to the St. Louis Public Library prior to cancellation, non-renewal or material modification.

All insurance policies of or on behalf of the St. Louis Public Library required in a Vendor Agreement shall contain the following language: “This insurance policy does not apply to any claim or suit which is barred by the doctrines of sovereign immunity or official immunity but we will have the right and duty to defend any suit. No provision of this endorsement or of the policy, to which it is attached, shall constitute a waiver of our right, or the right of any of our employees in the course of their official duties, or the right of any insured, to assert a defense based on the doctrines of sovereign immunity or official immunity for any monetary amount whatsoever.

Proposer shall deliver to the St. Louis Public Library, prior to commencement of Services under a Vendor Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder (“Certificates of Insurance”). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to St. Louis Public Library by the aforementioned time, or if any such policies are canceled, the St. Louis Public Library shall have the right to terminate a Vendor Agreement immediately and/or deny Proposer access to St. Louis Public Library facilities. These insurance provisions are minimum requirements and shall not relieve Proposer of its indemnity, defense and hold harmless obligations.

- I. **E-Verify.** The Proposer must agree to enroll in and participate in the E-Verify Program as required by Section 285.530 of the Missouri Revised Statutes, as amended, during the hiring process for all employees hired after the date of a Vendor Agreement. The Proposer must agree to require its subcontractors who may perform work under a Vendor Agreement to certify to Proposer that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Verify program. The Proposer must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. The St. Louis Public Library may terminate a resulting Vendor Agreement for default if the Proposer fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by the St. Louis Public Library of such breach. As a condition to entering into a Vendor Agreement, the Proposer must execute the E-Verify Affidavit, which shall be an exhibit to a Vendor Agreement. Such affidavit shall be in the form attached to this RFP as **Attachment D**.
- J. **Performance Uninterrupted.** Proposer shall perform the Services without interruption except as provided herein. The decision whether to postpone or excuse the performance of the Proposer shall be in sole discretion of the St. Louis Public Library.
- K. **Communications.** The Proposer shall communicate regularly or on an agreed upon schedule with the designated St. Louis Public Library management to provide updates regarding the Services performed. The Proposer shall correct all deficiencies within forty-eight (48) hours after being notified by designated St. Louis Public Library management.
- L. Proposer shall provide competent, capable, trained, experienced, and suitably qualified personnel to fulfill its obligations and provide the Services in a public St. Louis Public Library environment under a Vendor Agreement. Proposer shall supervise and coordinate the work of its employees and approved subcontractors, if any, and shall be responsible for and liable to St. Louis Public Library for the work of its employees and approved subcontractors. Any employee, representative, or approved subcontractor of Proposer who, in the opinion of the St. Louis Public Library, is unqualified, or unsuitable to perform the required services or who does not perform his or her work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the request of the St. Louis Public Library in its sole discretion, be reassigned or removed from performing any further duties related to the Services to be provided under a Vendor Agreement. In the performance of the Services under a Vendor Agreement, Proposer and its staff shall comply with the St. Louis Public Library’s Policy for Appropriate Use of the Library, as may be amended from time to time.
- M. **Laws & Ordinances.** Proposer shall comply with and observe all applicable federal, state and local laws, ordinances and regulations relating to its operation and Services under a Vendor Agreement at Central Library.

- N. **Timing.** The successful Proposer must be ready to begin services no later than thirty (30) days after date of contract execution.
- O. **Compliance with Laws.** The selected Proposer shall operate in compliance with all applicable local, state and federal laws, regulations and ordinances and in accordance with the Library's Policies and Procedures as may be amended from time to time. It is the Proposer's sole responsibility to obtain and maintain all appropriate licenses and permits for its operation in the performance of the Services.

**P. AWARD**

In accordance with the St. Louis Public Library Procurement Policy:

1. The right is reserved by the Library to cancel the RFP 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 Proposals and to waive any irregularity or informality with respect to any Proposal. The Library reserves the right to split awards, make multiple awards and to reject all Proposals.
2. Discussions may be conducted with responsible Proposers who submit Proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the RFP requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing Proposers or of any information derived from Proposals submitted by competing Proposers.
3. Subject to the terms of this RFP, an award will be made by the Library to the responsible Proposer whose Proposal is determined in writing to be the most advantageous to the Library, taking into consideration price and the evaluation factors set forth in the RFP. No other factors or criteria shall be used in the evaluation.
4. The selected Proposer shall enter into a Vendor Agreement consistent with this RFP.



# **ATTACHMENT A**

## **SCOPE OF WORK**

### **Print Services**

Contractor shall furnish all necessary labor, tools, materials, appliances and equipment for and do the work described in each service.

The contractor shall perform duplicating and printing services as requested, on an as needed, if needed basis as determined by the Library. At the time of requested service, the contractor shall provide the requester with an estimated completion time for the specific duplicating or printing service job.

The contractor shall submit a receipt and an itemized invoice for completed work upon delivery to the Library.

The contractor shall provide printing service upon request. The Library may request printing of business cards, envelopes, post cards, brochures, forms booklets and other materials. Printing service shall include promotional items, e.g., cups, t-shirts, etc. The Library will prepare a lay-out for the print job. The contractor shall prepare a proof based on the Library's lay-out. In some instances, the Library may request design consultation with the contractor, which the contractor shall provide to the Library at no additional charge. The contractor must obtain the prior written approval of the Library before running any print project.

**Pricing Page**

**ATTACHMENT B**

**St. Louis Public Library - 2023 Printing Items**

ITEM	DESCRIPTION	QTY	FREQUENCY PER YEAR	TOTAL COST
1	POSTCARD	1000	2-5 Times	
	4/C - 2-SIDED	1500	2-5 Times	
	5X7	2500	2-5 Times	
	100# GLOSS	5000	2-5 Times	
	COVER	15,000	1-2 Times	
			20,000	1-2 Times
2	POSTCARD	1000	2-5 Times	
	4/C - 2-SIDED	1500	2-5 Times	
	6X4	2500	2-5 Times	
	100# GLOSS	5000	2-5 Times	
	COVER			
3	BOOKMARK	200	3-4 Times	
	4/C - 2-SIDED	500	3-4 Times	
	2.75"x8.5"	800	3-4 Times	
	80# MATTE OR GLOSS	1000	3-4 Times	
	COVER	2500	3-4 Times	
			5000	3-4 Times
4	BOOKMARK	100	3-4 Times	
	4/C + BLEED, 2-SIDED	200	3-4 Times	
	2.5X8.5	300	3-4 Times	
	100# WHITE ENAMEL COVER	400	3-4 Times	
		500	3-4 Times	
		600	3-4 Times	
		5000	5-6 Times	
5	BOOKMARK	1000	3-4 Times	
	4/C + BLEED, 2-SIDED	2000	3-4 Times	
	3.625X8.5	2500	3-4 Times	
	80# WHITE ENAMEL COVER	5000	3-4 Times	
6	FLYER	250	12 Times	
	1/C - 1-SIDE	500		
	8.5X11	1000		
	20# PAPER			

## Pricing Page

7	FLYER	250	12 Times	
	1/C - 2-SIDED	500		
	8.5X11	100		
	20# PAPER			
8	FLYER	1000	1-2 Times	
	4/C - 2-SIDED	1500	1-2 Times	
	8.5X11	2500	1-2 Times	
	80# GLOSS TEXT	5000	3-6 Times	
9	FLYER	600		
	1/C - 1-SIDE			
	8.5X14			
	20# PAPER			
10	FLYER	600	12 Times	
	1/C - 2-SIDED			
	8.5X14			
	20# PAPER			
11	LETTERHEAD	2500	1-3 Times	
	2/C - 1-SIDE			
	8.5X11			
	70# MOHAWK			
	SUPERFINE WHITE; EGGSHELL FINISH			
12	# 10 ENVELOPES	2500	2 Times	
	2/C - 1-SIDE			
	BLEED 3 SIDES			
	70# MOHAWK			
	SUPERFINE WHITE; EGGSHELL FINISH			
13	BUSINESS CARD SHELLS	20000	1 Times	
	2/C - 2-SIDED			
	8.5X11 - 8 CARDS UP			
	1000# COVER			
	MOHAWK SUPERFINE WHITE			
14	IMPRINT BUSINESS CARDS	250	10 Times	
	1/C - 1-SIDE	500	10 Times	
	3.5X2	1000	6 Times	
	SUPPLIED 8-UP SHELL			
15	MAILING LABELS-ROLLS	5000	3-4 Times	
	1/C + BLEED			

## Pricing Page

	5X3			
	PERFORATED ROLL-500			
	WHITE LITHO			
16	MAILING LABELS-CRACK-N-PEEL	1000	3-4 Times	
	1/C + BLEED			
	5X3			
	60# WHITE DIGAGONAL CRACK N PEEL			
17	SHIPPING/RECEIVING LABELS	1000	2-4 Times	
	1/C BLACK	2000	2-4 Times	
	5X3			
	60# WHITE DIGAGONAL CRACK N PEEL			
	SHRINK WRAP IN 100'S			
18	BOOKPLATE	1000	1-2 Times	
	1/C + BLEED	2000	1-2 Times	
	2X3	5000	1-2 Times	
	60# WHITE DIGAGONAL CRACK N PEEL			
	SHRINK WRAP IN 100'S			
19	BROCHURE	1000	1-2 Times	
	4/C - 2-SIDED	1500	2-3 Times	
	8.5x14	2000	4-5 Times	
	TRI-FOLD TO 4.675 X 8.5	4000	4-5 Times	
	70# WHITE COUGAR OPAQUE SMOOTH	5000	5-6 Times	
20	BROCHURE	2000	4-6 Times	
	4/C W/AQUEOUS + BLEEDS, 2-SIDED	3000	4-6 Times	
	8.5X11	4000	4-6 Times	
	100#WHITE ENAMEL TEXT	5000	4-6 Times	
	SCORE &FOLD TO 5.5X8.5	7000	4-6 Times	
		10000	4-6 Times	
21	BROCHURE	2500	4-6 Times	
	4/C W/AQUEOUS + BLEEDS, 2-SIDED	3000	4-6 Times	
	8.5X14	4000	4-6 Times	
	100#WHITE ENAMEL TEXT	5000	4-6 Times	
	SCORE &FOLD TO 4.75X8.5			
22	POSTER	50	5-6 Times	
	11X17	100	5-6 Times	
	4/C W/AQUEOUS + BLEEDS, 1-SIDE	200	5-6 Times	
	100#WHITE ENAMEL TEXT	500	5-6 Times	

## Pricing Page

23	POSTER	1	5-7 Times	
	24X32	6	5-7 Times	
	4/C W/AQUEOUS + BLEEDS, 1-SIDE	10	5-7 Times	
	FOAMCORE	12	5-7 Times	
		16	5-7 Times	
24	POSTER	1	2-3 Times	
	24X36	6	2-3 Times	
	4/C W/AQUEOUS + BLEEDS, 1-SIDE	10	2-3 Times	
	FOAMCORE	12	2-3 Times	
		16	2-3 Times	
25	POSTER	1	2-3 Times	
	36X60	6	2-3 Times	
	4/C W/AQUEOUS + BLEEDS, 2-SIDED	10	2-3 Times	
	DRILL 2 HOLES	12	2-3 Times	
	FOAMCORE	16	2-3 Times	

- EXTRAS -

ADDITIONAL HARD COPY PROOFS (\$ 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	\$

1ST YEAR RENEWAL PERCENTAGE INCREASE	%
2ND YEAR RENEWAL PERCENTAGE INCREASE	%

# ATTACHMENT C

## 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 bid by anyone at such letting nor to prevent any person from proposing nor to induce anyone to refrain from proposing, and that this Proposal is made without reference to any other Proposal and without any agreement, understanding or combination with any other person in reference to such Proposal.

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 Proposal.

Proposer: \_\_\_\_\_

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

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

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

# ATTACHMENT D

## E-VERIFY AFFIDAVIT

Pursuant to Section 285.530 of the Missouri Revised Statutes, as amended, the Proposer 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 Proposer 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 Proposer, being first duly sworn, deposes and states that the Proposer 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 Proposer will enroll in and agree to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Proposer: \_\_\_\_\_

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

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

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

# ATTACHMENT 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 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 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.

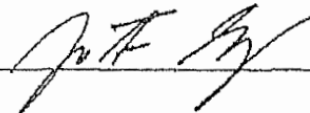
Section 7. Governing Law. This Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

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 5th day of April, 2004.

BOARD OF DIRECTORS OF THE  
ST. LOUIS PUBLIC LIBRARY

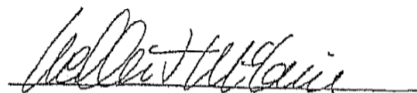
Its President



[SEAL]

ATTEST:

Its Secretary



# ATTACHMENT F

## SAMPLE CONTRACT

This agreement made this XX day of July 2023, between the **Board of Directors of the City of St Louis Municipal Library District, DBA St. Louis Public Library**, hereinafter called the "Library", and **XXXXXX XXXXXXXXXXXX XXXXXXXXXXXX**, herein called the "Contractor".

**Project:** Document Print Services

**General Description of Work:** The Contractor shall perform duplicating and printing services as requested, on an as needed, if needed basis as determined by the Library. At the time of requested service, the contractor shall provide the requester with an estimated completion time for the specific duplicating or printing service job.

Library and Contractor agree as follows:

### 1. Contract Documents

**1.1** The contract documents for this contract consist of this Agreement, the original RFP 23-992500 and any other exhibits attached hereto, the Invitation to Proposal and Instructions to proposers for RFP 23-992500, all drawings, specifications and addenda issued by Library prior to execution of this contract, the project schedule as may be amended from time to time, and any subsequent modifications or revisions to any of the above documents.

**1.2** All of the above Contract Documents from this contract and are fully incorporated herein.

### 2. Scope of Work

**2.1** The Library employs the Contractor, as an independent Contractor, to perform the part of the work on the project as set forth in Exhibit A, "Scope of Work".

**2.2** The Contract Work Includes:

- (a) That shown on any of the Contract Documents.
- (b) All Things reasonably implied or customarily provided in the Contractor's line of work or necessary to complete such work for inspection and approval under the Contract Documents.
- (c) The Contractor shall execute all work in the best and most workmanlike manner by qualified, careful, and efficient workers who shall be satisfactory to the Library.

# SAMPLE CONTRACT

## 3. Changes

Contractor agrees that the Library may add to or deduct from the amount of work covered by this agreement, and any other changes so made in the amount of work involved, or any other parts of this agreement, shall be by written amendment hereto setting forth in detail the changes involved and a mutually agreed upon price adjustment.

## 4. Termination for Cause

If the Contractor shall fail, or refuse for any cause, to complete the work to be done under this agreement, or any portion thereof, within a period of time deemed reasonable by the Library, or should the Contractor violate any of the conditions of this contract, the Library shall have the right to annul or cancel the agreement. Notice in advance of such cancellation and the date thereof shall be given with thirty (30) days written notice to the Contractor, and the agreement shall be terminated at such date. Reasonable allowances shall be made by the Library for expenses incurred and services performed by the Contractor prior to the termination date.

## 5. Termination for Convenience

The performance of work under this contract may be terminated in whole or in part at any time, with written notice, by the Library. Any such termination shall be executed by a written notice thirty (30) days in advance of the termination date, specifying the extent of work under the contract to be terminated and the effective date of the termination.

## 6. Contract Extensions

The contract shall not bind the St Louis Public Library for any contractual commitment in excess of the original contract period. The Library shall have the right, at its sole option, to renew the contract for two (2) one-year periods, or a portion thereof. In the event that the Library exercises its sole options, all terms, conditions, and provisions of the original contract shall apply during the extension period. If these options are exercised, the Contractor shall agree that the prices stated in the original contract shall not be increased in excess of the maximum percentages of increases as stated on the pricing page of the contract. If the pricing page does not include such percentages or if the applicable spaces are left blank, prices during the renewal periods shall be the same as during the original contract.

## 7. Invoicing

Itemized invoices detailing services performed, location with "total billing price" listed, must be submitted via USPS first class mail to the Department of Finance – Accounts Payable, 1415 Olive St., St. Louis, MO 63103 or email to [slplbusinessoffice@slpl.org](mailto:slplbusinessoffice@slpl.org).

# SAMPLE CONTRACT

## 8. **Contract Sum and Payments**

In consideration of the complete and timely performance of all contract services, the Library shall pay to the Contractor, as designated in Exhibit B. Payments will be made when services are complete, subject to additions, deductions and conditions stated herein. The Library payment terms are net thirty (30) days.

## 9. **Insurance**

If required by the Library, prior to starting the contract work, Contractor shall procure and maintain in force, worker's compensation insurance, employer's liability insurance, in full compliance with the laws of the State of Missouri, comprehensive general liability insurance with contractual coverage and automobile liability insurance, including owned, non-owned and hired automobile coverage and such other insurance, to the extent required by the Contract Documents for Contractor's work.

## 10. **Indemnity**

To the fullest extent permitted by law, Contractor agrees to indemnify and hold harmless, the Library and all of their agents, officers and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance, or failure in performance, of Contractor's work and obligations as from any claim, loss or expense which (1) is attributable to bodily injury, sickness, disease, death, injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of Contractor or anyone for whose acts it may be liable regardless of whether it is caused in part by a party indemnified hereunder.

## 11. **COVID-19**

Both parties acknowledge the ongoing global COVID 19 crisis and accept their obligation to comply with any official guidance. The parties agree to communicate without delay any issues in performing their obligations under this contract.

## 12. **Other Provisions**

The benefits and obligations hereunder shall inure to and be binding upon the parties hereto and neither the contract nor the obligations or work to be performed thereunder shall not be subcontracted or assigned, in whole or in part, except with the prior written consent of the Library.

# SAMPLE CONTRACT

## 13. Exhibits

The following exhibits are attached hereto and made a part hereof:

- 1) **Exhibit A - Scope of Work**
- 2) **Exhibit B - Pricing Page**
- 3) **Exhibit C - Certificate of Insurance**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

### **LIBRARY:**

St. Louis Public Library, 1415 Olive St., St. Louis, Missouri, 63103. Attention: Jim Slattery, Chief Financial Officer, [jslattery@slpl.org](mailto:jslattery@slpl.org).

### **CONTRACTOR:**

XXXXXX XXXXX XXX of St. Louis, XXXXXX XXXXXXXXXXXX Ln., St. Louis, MO 63044. Contact: XXXXXX XXXXXXXXXXXX, Branch Manager, [XXXXXXXXXXXX@XXXXXXXXXXXX.com](mailto:XXXXXXXXXXXX@XXXXXXXXXXXX.com)

**Attest:**

**By:** \_\_\_\_\_

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

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

**Attest:**

**By:** \_\_\_\_\_

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

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

**ST. LOUIS PUBLIC LIBRARY**

**By:** \_\_\_\_\_

**Title:** **Chief Financial Officer**

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

**CONTRACTOR**

**By:** \_\_\_\_\_

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

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