REQUEST FOR QUALIFICATIONS
This is a Request for Qualifications (RFQ) for Geographic Information Systems (GIS) program services to be provided to the Saint Louis Zoo. This RFQ is intended to gather pertinent information concerning the ability of consultants to meet the needs of the Saint Louis Zoo.

The Saint Louis Zoo is interested in establishing an ongoing relationship with a consultant to ensure high quality, necessary, timely, and cost-efficient GIS program services. We expect that the consultant chosen will be experienced in the type of GIS program services required on an ongoing basis by the Zoo. The Zoo is seeking a consultant that can establish successful communication and coordination on an ongoing basis with the Zoo staff and consultants.

The Saint Louis Zoo will accept Qualifications at the Saint Louis Zoo Distribution Center on Wells Drive (Gate #5) or by mail Attn: Mr. Patrick Williamson, C.P.M., Director, Purchasing and Distribution, Saint Louis Zoo, One Government Drive, St. Louis, MO 63110, until 2:00 p.m. March 12, 2015. Qualifications received later than the above referenced time will not be accepted for review or consideration.

ONE (1) PAPER COPY OF YOUR TECHNICAL QUALIFICATIONS SHALL BE SUBMITTED AND RETAINED BY THE SAINT LOUIS ZOO. ADDITIONALLY, ONE (1) FLASH DRIVE OR CD CONTAINING THE QUALIFICATIONS IN .PDF FORMAT IS REQUIRED.

A tentative schedule of key dates for the solicitation has been established as follows:

March 5, 2015    Letter of Interest to Williamson@stlzoo.org
March 12, 2015   Technical Qualifications due by 2:00 p.m.
March 13, 2015   Review submittals
March 18, 2015   Interviews/Negotiations with top ranked firms
April 16, 2015   Zoo Approval
May 4, 2015      Estimated Start
SOLICITATION PROCESS
This RFQ is being solicited under a multi-step procurement procedure consisting of two phases. The first step requires all firms to submit technical qualifications addressing only those items cited in Section II, Qualifications Submittal Requirements, of this RFQ. Qualifications will be evaluated and ranked based on the evaluation criteria outlined in Section III, Evaluation Criteria. A short list of firms will be selected for further evaluation. Only those firms that are placed on the short list on the basis of the evaluation criteria will be considered during the second phase. During the second phase, interviews may be held with the short listed firms.

In the final phase, negotiations will be held with the firm ranked the highest by the evaluation committee on the basis of the qualifications and interview. If a tentative agreement is reached with the top ranked firm, a recommendation will be sent to the Zoo Commission for approval. Commission approval may be subject to successful negotiation of a final agreement. The Zoo and the top ranked firm will then negotiate the details of the final agreement; Commission approval of the award will be obtained; the agreement will be signed; and work may begin. Should the Zoo be unable to reach an agreement with the top ranked firm, negotiations will commence with the next ranked firm. This process will continue until a satisfactory contract is negotiated, or the Zoo exercises its right to reject all submissions.

CONDITIONS OF AWARD
It is the intent of the Zoo to award to the most responsive firm provided the qualifications have been submitted in accordance with the requirements of this Request for Qualifications document, judged to be fair and reasonable. The Zoo shall be the sole judge of the firm’s qualifications, and whether the submissions are in the best interest of the Zoo.

The Zoo may conduct such investigations as the Zoo considers necessary to assist in the evaluation of any Qualifications and to establish the responsibility, qualifications and financial ability of the offers and award in accordance with the Request for Qualifications documents to the Zoo’s satisfaction within the prescribed time.

The Zoo shall have the right in its sole discretion to terminate the award with or without cause.

CONFIDENTIALITY
Consultants will be notified before information is released. Qualifications submitted and terms and conditions specified in each consultant’s response shall remain the property of the Zoo.

AMENDMENTS TO THIS REQUEST FOR QUALIFICATIONS
The Saint Louis Zoo reserves the right to amend this Request for Qualifications by an addendum at any time prior to the date set for receipt of qualifications. Addenda or amendments will be available on the Zoo website and shall be the responsibility of the firm to obtain all addenda.

If revisions are of such a magnitude to warrant, in the Zoo’s opinion, the postponement of the date for receipt of Qualifications, an addendum will be issued announcing the new date.
QUESTIONS
Written questions regarding this Request for Qualifications must be addressed in writing or via e-mail to:

Mr. Patrick Williamson, C.P.M.
Director, Purchasing and Distribution
Saint Louis Zoo
One Government Drive
St. Louis, MO 63110
Williamson@stlzoo.org
(314) 646-4631

ADDITIONAL INFORMATION
Qualifications will be considered only from firms firmly established in an appropriate business, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner. The Zoo reserves the right to be the sole judge of these criteria.

The Zoo may request additional information as deemed necessary. Failure to provide such information may result in the Qualifications being considered incomplete.

The Saint Louis Zoo reserves the right to reject any and all Qualifications, to waive any informalities in the Qualifications received, and to accept the Qualifications deemed most advantageous to the Zoo.
SECTION I
BACKGROUND & SCOPE OF SERVICES

A. Background
• The Saint Louis Zoo is approximately 106.5 acres in size and is located in St. Louis, MO.

The following documents are attached:
• Street/Address Map
• Aerial Image

Please see the Zoo’s website at www.stlzoo.org for additional background information.

B. General Scope of Services
Under the general direction of the GIS Implementation Committee, consisting of stakeholders from
the Information Services, Architecture and Planning and Facilities Management Departments, lead
by the Vice President of Architecture and Planning, the consultant will provide GIS services
including, but not limited to, the following:

1) Needs assessment: Conduct interviews with selected staff and departments to determine GIS
use and mapping needs. Quantify and prioritize interview results to determine the best course
of action to develop and maintain a successful GIS program. Prepare a Needs Assessment
Report for future task and budget planning of GIS related projects and goals.

2) Creation of a new GIS database and user friendly interface. Preferred software includes
ESRI’s ArcGIS. The GIS system will initially focus on mapping structures and
buried/overhead utilities, located on our St. Louis City properties. The system shall have the
capacity to expand, based on the priorities established in the Needs Assessment Report,
documenting information generated by alterations and additions to the campus or regarding
other types of improvements including but not limited to signage, benches, trash receptacles,
etc. Primary goals include cataloging newly generated and existing as-built data, determining
accuracy, relevance, and proper storage of data.

3) Archive drawing digitization and CAD to GIS Conversions: With assistance from Saint Louis
Zoo staff and archived resources, establish a layered base map that can be accessed via a
web-based viewer for Zoo-wide distribution of the GIS data. Analyze and recommend either
cloud based (off site) or local data storage solutions. Conversions are to include water
line/appurtenances, sewer facilities, storm water collection systems, electrical distribution
systems, communication systems, natural gas distribution, right of way, easements and
planning resources including parcels and other location based assets. GIS layers should be
developed in a way to allow for easy maintenance of the data from both existing and future
sources.

4) Saint Louis Zoo Staff Training: Develop training protocols and methodologies that support
ESRI’s ArcGIS, or other selected software.

5) Maintenance and updates to the Zoo’s GIS system: On an annual basis, or whenever a
determination that an update to data is required, the Zoo’s web based map server will require
updates.

6) Determination of Phasing and Implementation: The Zoo has a GIS budget that is established
each year. All elements within this scope cannot be completed within a single annual budget.
Assistance with prioritization and scheduling of this scope of work will be required to
complete over multiple annual budgets.
Joint Qualifications
Multiple vendors may form a team to submit joint Qualifications. All firms and individuals involved must be identified in the Qualification response. A single individual and firm must be designated as having overall responsibility for services. The lead individual and firm will serve as the Zoo’s primary contact and will be responsible for ensuring agreed upon timelines and work requirements are met.
SECTION II
QUALIFICATIONS SUBMITTAL REQUIREMENTS
Each submittal shall include as a minimum the following information:
1) A cover letter describing the background of your company, including size, date established, office location and resumes of principal staff members. The cover letter must be signed by an official of the firm who has authority to enter into an agreement.

2) Information on the company’s experience as it relates to the following areas:
   a) GIS capabilities for related project types or municipalities – demonstration of similar work.
   b) Web-Based and ArcGIS Online User Interface
   c) Building and maintaining utility geometric networks
   d) GIS-centric work order and asset management systems
   e) Vendor’s Past Performance statements and references for related projects
   f) Establishing and maintaining training protocols

3) List the clients you represent currently or have previously represented, if any, with the dates of representation for each. Include a brief summary of your duties and responsibilities for each.

4) Please provide a brief summary of how you would plan to provide staff resources to the Zoo, and include the resume(s) of those employees that would be assigned to Superior, if other than those provided in response to #1 of this RFP.

5) Please provide the following billing information:
   a. A copy of your company’s proposed fee schedule for services provided
   b. A sample invoice
   c. Summary of the company’s billing practices
   d. Hourly billing rates for any support personnel
   e. Billing rates for disbursements, such as copying, telephone rates, courier service, fax, supplies, etc (if any)
   f. Rates charged for travel time (if any)

6) Please disclose any conflicts of interest your company may have in representing the Saint Louis Zoo, or statement that there are none to the best knowledge of the consultant(s). Also, consultant(s) should state its intention to conform to the no conflict provisions of the RFP.

7) Provide three relevant references. The Zoo intends, with your permission, to contact references.
SECTION III
EVALUATION CRITERIA

A. General Experience and Technical Competence, Qualifications of Personnel, Management Experience of Firm
B. Overall Impression of Qualifications, Organization, Clarity, Conciseness and Thoroughness
C. Approach to Scope of Services, including the proposed staffing plan
D. Demonstration of GIS work developed for a similar clients
E. Vendor’s effectiveness of communications strategy as evidenced by the Qualifications and interaction between the Zoo and the vendor during the selection process
F. Response/participation related to the Zoo’s MBE/DBE policy
G. Lack of any real or apparent conflict of interest for individuals and firms
SECTION IV
SPECIAL CONDITIONS

GENERAL INFORMATION
Reimbursement will not be made for costs incurred prior to a formal award. The Qualifications must be comprehensive and specify how the consultant would complete all of the elements of the "Scope of Services."

SUBLETTING OF AGREEMENT
The consulting firm will agree not to assign or sublet the whole or any part of the agreement without the prior written consent of the Zoo.

RESPONSIBILITY
A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and licenses in good standing, required by law.
B. The work performed by Consultant shall be in accordance with generally accepted practices and the level of competency presently maintained by other practicing consultants in the same or similar type of work in the applicable community. The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.
C. The Zoo's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

OWNERSHIP
Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Consultant shall be exclusively owned by the Zoo. Consultant expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Consultant hereby transfers, sells, and assigns to the Zoo all of its right, title, and interest in such work. The Zoo may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change such work without providing notice to or receiving consent from Consultant.

INDEPENDENT CONSULTANT
Consultant is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that they are a Zoo employee for any purposes.

INDEMNIFICATION
Consultant agrees to indemnify and hold harmless the Zoo and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant, or
which arise out of a worker's compensation claim of any employee of Consultant or of any employee of any subcontractor of Consultant.
SECTION V
INSURANCE REQUIREMENTS

A. Before a Contract is signed, the successful Bidder will be required to furnish certificates of insurance showing that adequate Public Liability and Property Damage Insurance is being carried to protect the Saint Louis Zoo, its employees and officials, the City of St. Louis and the County of St. Louis. All insurance must be kept in force for the life of this Contract.

B. The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor’s operations under the Contract and for which the Contractor may be legally liable whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

1. Claims under workers’ compensation, disability benefit and other similar employee benefit acts, which are applicable to the work to be performed.

2. Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor’s employees.

3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor’s employees.

4. Claims for damages insured by usual personal injury liability coverage.

5. Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom.

6. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle.

7. Claims for bodily injury, property damage arising out of completed operations.

8. Claims involving contractual liability insurance applicable to all Contractor obligations.

C. The insurance required shall be written for not less than limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverage, whether written on an occurrence or claims-made basis, shall be maintained without interruption from date of commencement of the work until date of final payment and termination of any coverage required to be maintained after final payment.

1. General Liability
   Bodily injury:
   $1,000,000 each occurrence
$2,000,000 aggregate
Property damage

2. Employer's Liability
   $500,000 each accident
   $500,000 disease, each employee
   $1,000,000 disease, policy limit

3. Contractual Liability (Hold Harmless Coverage)
   Bodily Injury:
   $1,000,000 each occurrence
   $2,000,000 aggregate
   Property damage

4. Umbrella Excess Liability
   $2,000,000 over primary insurance

5. Automobile Liability
   $1,000,000 combined single limit

6. Owner's Protective Liability Policy in the Owner's Name
   $1,000,000

D. The general liability and the umbrella insurance must be written on an occurrence form versus a claims-made form. Aggregates should apply per project.

E. Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work. These certificates and the insurance policies required shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days’ prior, written notice has been given to the Owner. If any of the foregoing insurance coverage is required to remain in force after final payment and are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment. Information concerning reduction of coverage on account of revised limits or claims paid under the General Aggregate, or both, shall be furnished by the Contractor with reasonable promptness in accordance with the Contractor’s information and belief.

F. Insurance certificates shall also be provided for any supplier or Subcontractor storing materials for this project for which application for payment is made.

G. The Owner shall be responsible for purchasing and maintaining the Owner’s usual liability insurance. NOTE: OWNER'S INSURANCE COVERAGE HAS A $5000 DEDUCTIBLE FOR THEFT AND VANDALISM.

H. THE SAINT LOUIS ZOO SHOULD BE ADDED TO CONTRACTOR’S INSURANCE POLICY AS AN ADDITIONAL INSURED; AND THIS POLICY SHOULD ACT AS THE PRIMARY INSURANCE POLICY AND BE SO STATED BY THE ENDORSEMENTS.
MINORITY & WOMAN OWNED BUSINESS PARTICIPATION ON SAINT LOUIS ZOO CONTRACTS
MINORITY AND WOMAN OWNED BUSINESS
PARTICIPATION ON SAINT LOUIS ZOO CONTRACTS

SECTION ONE: DEFINITIONS

For purposes of this policy, the following terms have the meanings indicated below:

1. Minority Business Enterprise (MBE): a sole proprietorship, partnership or corporation owned, operated and controlled by minority group members who have at least 51% ownership. The minority group member(s) must have day to day operational and managerial control and an interest in capital and earnings commensurate with his or her percentage of ownership.

2. Minority Group Member(s): persons legally residing in the United States who are African American, Asian-American, Native-American or Hispanic-American.

3. Women’s Business Enterprise (WBE): a sole proprietorship, partnership or corporation owned, operated and controlled by a woman or women who have at least 51% ownership. The woman or women must have day to day operational and managerial control and an interest in capital and earnings commensurate with her or their percentage of ownership.

4. Certification: The process by which the Saint Louis Zoo determines a person, firm or legal entity to be a bona fide Minority or Women’s Enterprise.

5. Contracting Agency: Any Agency or Department making a contract on behalf of the Saint Louis Zoo.

SECTION TWO: POLICY

1. It is the policy of the Saint Louis Zoo, a political subdivision of the State of Missouri, that minority and women-owned businesses, as defined in the following document, shall have the maximum opportunity to participate in the performance of contracts or sub-contracts financed by Zoo funds, in whole or in part. The Zoo or its assigned Contracting Agencies shall take all necessary and reasonable steps to ensure that said business have the maximum opportunity to compete for and perform under all Zoo contracts. The Zoo or its Contracting Agencies shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.
2. The method that the Saint Louis Zoo shall employ to implement this policy is the establishment of a goal of at least 25% Minority Business Enterprise participation and at least 5% Women’s Business Enterprise participation in contracts and purchases wherein Zoo funds are expended. This goal shall be pursued by the programs described below.

SECTION THREE: PROGRAM ADMINISTRATION

1. The Vice President of Internal Relations for the Saint Louis Zoo shall be charged with the overall responsibility for the administration and enforcement of the Zoo’s Minority and Women’s Business Enterprise participation policy. The Purchasing Department shall be charged with establishing procedures & implementation for all Contracting Agencies for the purpose of monitoring the Zoo’s overall performance with respect to Minority and Women’s Business Enterprise participation. The duties and responsibilities of the Purchasing Department shall include:
   A. Developing and distributing a directory of certified MBE’s and WBE’s.
   B. Reviewing on a regular basis, the progress of each Contracting Agency toward achieving the goals for the utilization of Minority and Women’s Business Enterprises and making an annual report in the first quarter of each year to the Commission, reporting that progress which has been made, together with recommendations as to such further remedial action that should be taken, if any.
   C. Monitoring Contracting Agencies throughout the duration of contracts to ensure that all efforts are made to comply with the requirements of this policy.
   D. Certifying that the requirements of this policy have been satisfied before contracts are signed or countersigned.
   E. The advertisement for bids, if any, shall appear in the Saint Louis Post Dispatch and the Saint Louis American and/or City Journal Newspapers no later than 21 days before bids are due on specific contracting opportunities, except where the contracts are awarded on an emergency basis.
   F. All contract solicitations shall include the MBE/WBE policy and any other materials required.
2. It shall be the responsibility of each bidder and proposer to adhere to procedures and provisions set forth in this policy.

A. Each bidder and proposer must complete an MBE and WBE Utilization Form and identify therein its commitment, if any, to utilize MBE’s and WBE’s. Any failure to complete and sign the MBE and WBE Utilization Form will result in the bid or proposal being declared nonresponsive. In the response to an invitation to bid or request for proposal, the bidder or proposer shall include the names of Minority and Women’s Business Enterprises to whom it intends to award subcontracts, if any, the dollar value of the subcontracts and the scope of work to be performed.

B. It is the bidder’s or proposer’s responsibilities to ensure that all M/WBE’s projected for use have been certified by the Saint Louis Airport Authority prior to bid opening.

C. Whenever additional contract supplements, extra work orders or change orders are made that individually, or in aggregate, increase the total dollar value of the original contract, the contractor shall make every effort to maintain the level of MBE and WBE participation as established in the original contracts.

D. The awardees of a contract must submit a copy of executed agreements with the MBE’s and WBE’s being utilized.

E. The prime contract bidder should break its subcontracts down into discrete items or packages that at least some of the M/WBE’s in the relevant area may find economically feasible to perform.

F. The prime contract bidder should not deny a subcontract to an otherwise qualified and competitive M/WBE’s solely because the latter cannot perform an entire package of related items, but the bidder may deny a request to repackage the work where doing so would jeopardize scheduling or increase that bidder’s cost of performing the original package by more than 5%.

G. The Zoo shall use at least part of any pre-bid meeting to encourage prime contractors and M/WBE’s to work together, providing an opportunity for all firms to identify themselves and for all M/WBE’s to identify the type(s) of work that they perform. The Zoo should also emphasize that it expects all firms to perform a commercially useful function.
H. The Contracting Agency shall make monthly reports to the Zoo concerning the agency’s progress in achieving the goals established in this policy.

3. Bonding and Insurance
   A. The prime contract bidder should be encouraged not to deny a subcontract to an otherwise qualified and competitive, and if necessary, certified M/WBE solely because the latter cannot provide a performance or payment bond for the work, unless the bidder’s bonding is contingent upon bonding for all subcontractors.

4. Written Policy
   A. Independent and apart from its interest in any one project, the prime contract bidder should have a written policy stating that it affirmatively supports subcontracting to M/WBE’s, and that bringing such firms into the mainstream of the construction industry is a priority for that firm. This policy shall be made available to the Zoo upon request.

5. Liaison with MBE/WBE’s
   A. Independent and apart from its interest in any one project, the prime contract bidder should assign a senior official the responsibility of serving as a liaison between the firm and the M/WBE’s in the relevant area.

6. Scope Letter
   A. At least five business days before the date on which bids are due, the M/WBE’s should also give the prime contract bidder a scope letter that defines the items that the M/WBE would like to perform.

SECTION FOUR: ZOO CONTRACTS

1. This section shall be applicable to all contracts let for Zoo contracts or improvements.
2. If a prime contractor’s bid does not indicate intent to utilize a minimum of 25% MBE participation and 5% WBE participation, the contractor shall request a waiver from the Contracting Agency who then must submit such request to the Zoo Purchasing Department.
3. The Zoo’s Purchasing Department will grant a waiver from meeting the 25% MBE and 5% WBE goals, or some portion of them, when documentation submitted by the bidder substantiates
that all available resources have been exhausted in locating and soliciting bids or proposals from minority and women contractors, suppliers and service providers.

4. MBE and WBE participation shall be counted in accordance with the following provisions:
   
   A. A Contracting Agency may count MBE or WBE participation only expenditures to MBE’s and WBE’s that perform commercially useful functions in the execution of a contract. An MBE or WBE is considered to perform a commercially useful function when it is responsible for executing a distinct element of the work and carrying out its responsibilities by actually performing, managing and supervising the work involved. To determine whether a MBE or WBE is performing a commercially useful function, the Zoo will evaluate the amount of work subcontracted, industry practices and other relevant factors.
   
   B. A Contracting Agency may count as a MBE or WBE participation the total dollar value of a contract with a MBE or WBE prime contractor less any amount that is subcontracted to non-MBE’s/WBE’s (including any persons or firms that are identified as MBE and/or WBE but are not so certified by the Saint Louis Airport Authority).
   
   C. The total dollar value of a contract with an enterprise owned and controlled by minority women may be counted as either minority or women’s business participation, but not both. The Contracting Agency must choose which category of participation to which the dollar value is applied.
   
   D. A Contracting Agency may count as MBE or WBE participation a portion of the total dollar value of a contract with a joint venture equal to the percentage of MBE or WBE participation in the joint venture. The joint venture must be certified by the Saint Louis Zoo and the MBE and WBE participation in the joint venture must be responsible for a clearly defined portion of the work to be performed, equal to a share in the ownership, control, management, responsibility, risks and profits of the joint venture.
   
   E. A Contracting Agency may count toward a bidder’s MBE and WBE goals expenditures for material and supplies obtained from MBE/WBE suppliers and manufacturers, provided that the MBE/WBE assumes the actual and contractual responsibility for the provision of materials and supplies.
i. A Contracting Agency may count a bidder’s entire expenditure to a MBE/WBE manufacturer. Manufacturer is defined as an individual or entity that produces goods from raw materials or substantially alters them before resale.

ii. The bidder may count twenty percent (20%) of its expenditures to MBE/WBE suppliers that are not manufactures.

F. A Contracting Agency may count as MBE and WBE participation the entire expenditure to an MBE or WBE supplier, when the supplier:

i. Assumes the actual and contractual responsibility for furnishing the supplies and materials; and

ii. Is recognized as a distributor by the industry involved in the contracted supplies and materials; and

iii. Owns or leases a warehouse, yard, building or whatever other facilities are viewed as customary or necessary by the industry; and

iv. Distributes, delivers and services products with their own staff and/or equipment.

G. A Contracting Agency may count as MBE and WBE participation only those firms that have been certified as MBE’s and WBE’s by the Saint Louis Airport Authority prior to bid opening. If a firm listed by a bidder in its bid documents has not been so certified as MBE or WBE, the amount of participation it represents will be deducted from the total MBE or WBE participation proposed by the bidder.

H. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.

I. Representatives of the Contracting Agency and/or Zoo or its designee shall make periodic visits to the project site to verify minority and women’s business enterprise participation and staffing.

SECTION FIVE: SERVICE CONTRACTS

1. It shall be the goal of each Contracting Agency where anticipated service contracts, including professional service contracts, for any year exceed the sum of $50,000 in the aggregate that 25% of the aggregate value of contracts awarded each fiscal year be let with MBE’s and that 5% of the aggregate value of contracts awarded each fiscal year be let with WBE’s.
2. All requests for services, including professional services, shall require proposers to make every
good faith effort to utilize minority business enterprises and women’s business enterprises as
subcontractors and suppliers whenever possible. Proposers shall be required to submit their
projected utilization of minority and women’s business enterprises, if any, along with a
description of the efforts made to utilize such businesses.

3. Each Contracting Agency shall make a report to the Director of Purchasing of the M/WBE
participation in each professional service contract that it makes.

4. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors
with local M/WBE firms are encouraged.

5. Participation of M/WBE firms located within the ZMD Tax District is preferred.

SECTION SIX: SUPPLY CONTRACTS

1. The goal of the Zoo is that 25% of the value of all contacts let and purchases made by the Zoo
shall be let or made with MBE’s and that 5% of the value of all contracts let and purchases made
by the Zoo shall be made with WBE’s.

2. All contracts let by the Zoo for the purchase or lease of materials, equipment, supplies,
commodities or services, the estimated cost of which exceeds $5000, shall be subject to this
goal.

3. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors
with local M/WBE firms are encouraged.

4. Participation of M/WBE firms located within the ZMD Tax District is preferred.

At contract completion, the Contracting Agency shall obtain final documentation of MBE and WBE
participation. The Contracting Agency must have complete and acceptable documentation as
determined by the Zoo of amounts paid to all project MBE and WBE subcontractors on file before the
final payment is made to the prime contractor.
SAINT LOUIS ZOO
MBE/WBE UTILIZATION STATEMENT

Policy
It is the policy of the Saint Louis Zoo, a sub district of the City and County of Saint Louis, that minority and women-owned businesses, as defined in the following document, shall have the maximum opportunity to participate in the performance of contracts or sub-contracts financed by Zoo funds, in whole or part. The Zoo or its assigned Contracting Agencies shall take all necessary and reasonable steps to ensure that said business have the maximum opportunity to compete for and perform under all Zoo contracts. The Zoo or its Contracting Agencies shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

Obligation
The contractor agrees to ensure that minority and/or women-owned businesses have the maximum opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with City funds. The contractor shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under this contract. The contractor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

Project and Bid Identification
Complete the following information concerning the Project and Bid:

PROJECT NAME: ________________________________________________________

LETTING NUMBER AND DATE: ________________________________

TOTAL BID: ________________________________
CONTRACT MBE/WBE GOAL: 25% MBE and 5% WBE Participation

DOLLAR AMOUNT OF PROPOSED MBE: $____________________________
DOLLAR AMOUNT OF PROPOSED WBE: $____________________________

Assurance
I, acting in my capacity as an officer of the undersigned bidder or bidders if a joint venture, hereby assure the Saint Louis Zoo that on this project my company will: (check one)

Meet or exceed contract award goals and will provide participation as follows:

_________ Minority Business Participation _________ Percent

_________ Women-Owned Business Participation _________ Percent

Fail to meet contract award goals but will demonstrate that good faith efforts were made to meet the goals and that my company will provide participation as follows:

_________ Minority Business Participation _________ Percent

_________ Women-Owned Business Participation _________ Percent

____________________________________________
NAME OF COMPANY

____________________________________________
BY

_____________________________________________ DATE: ___________________________
TITLE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.