

REQUEST FOR QUOTATION( RFQ) AND INVITATION FOR BID (IFB) PROCEDURES  
FOR VENDORS WITHOUT INTERNET ACCESS

Vendors must register with Mercury Commerce in order to receive payments for awards of RFQs and IFBs. Free computer Internet access is available at all U.S. Public Libraries. You may contact St. Louis County Division of Procurement at (314) 615-7067 to assist you in finding your closest local library. (An email account is required to register with Mercury Commerce.)

Once registered, Vendors are eligible to receive and submit bids for Requests for Quotation (RFQ) and Invitations for Bid (IFB) through the Mercury Commerce web site. It is the Vendor's responsibility to view notices of RFQs or IFBs on St. Louis County's Internet Site at [www.stlouisco.com/procurement](http://www.stlouisco.com/procurement) for opportunities to bid.

If the Vendor is unable to access the RFQ or IFB information via the Internet, or wishes to be added to the email distribution list to receive a particular RFQ or IFB, the Vendor may contact the Division of Procurement at (314) 615-7067. The Vendor without Internet access would be required to provide the RFQ or IFB number to Procurement either in person or by phone to receive printed specifications and bid forms.

The Vendor without Internet access may contact the Division of Procurement to request alternate accommodations for entering bids or quotes. Once the Vendor's bid or quote is received, it will be entered electronically into the tabulation at bid opening by the Division of Procurement, providing that the Vendor delivers the bid or quote before the required due date and time.