

Attachment B-1. Bid/Proposal Instructions & Form

B-1 Bid/Proposal Instructions

In order to assist Bidders/Offerors in the preparation of their Bid/Proposal and to comply with the requirements of this solicitation, Bid/Proposal Instructions and a Bid/Proposal Form have been prepared. Bidders/Offerors shall submit their Bid/Proposal on the Bid/Proposal Form in accordance with the instructions on the Bid/Proposal Form and as specified herein. Do not alter the Bid/Proposal Form or the Bid/Proposal may be determined to be not reasonably susceptible of being selected for award. The Bid/Proposal Form is to be signed and dated, where requested, by an individual who is authorized to bind the Bidder/Offeror to the prices entered on the Bid/Proposal Form.

The Bid/ Proposal Form is used to calculate the Bidder/Offeror's TOTAL Bid/Proposal PRICE. Follow these instructions carefully when completing your Bid/ Proposal Form:

- A) All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15. Make your decimal points clear and distinct.
- B) All Unit Prices must be the actual price per unit the Department will pay for the specific item or service identified in this IFB/RFP and may not be contingent on any other factor or condition in any manner.
- C) All calculations shall be rounded to the nearest cent, e.g., .344 shall be .34 and .345 shall be .35.
- D) Any goods or services required through this IFB/RFP and proposed by the vendor at **No Cost to the Department** must be clearly entered in the Unit Price, if appropriate, and Extended Price with **\$0.00**.
- E) Every blank in every Bid/ Proposal Form shall be filled in. Any changes or corrections made to the Bid/ Proposal Form by the Bidder/Offeror prior to submission shall be initialed and dated.
- F) Except as instructed on the Bid/ Proposal Form, nothing shall be entered on or attached to the Bid/ Proposal Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render the Bid/Proposal not reasonably susceptible of being selected for award.
- G) It is imperative that the prices included on the Bid/ Proposal Form have been entered correctly and calculated accurately by the Bidder/Offeror and that the respective total prices agree with the entries on the Bid/ Proposal Form. Any incorrect entries or inaccurate calculations by the Bidder/Offeror may cause the Bid/Proposal to be rejected.
- H) If option years are included, Bidders/Offerors must submit pricing for each option year. Any option to renew will be exercised at the sole discretion of the Department and comply with all terms and conditions in force at the time the option is exercised. If exercised, the option period shall be for a period identified in the IFB/RFP at the prices entered in the Bid/ Proposal Form.
- I) All Bid/ Proposal prices entered below are to be fully loaded prices that include all costs/expenses associated with the provision of services as required by the IFB/RFP. The Bid/ Proposal price shall include, but is not limited to, all: labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor. If labor rates are requested, those amounts shall be fully-loaded rates; no overtime amounts will be paid.
- J) Unless indicated elsewhere in the IFB/RFP, sample amounts used for calculations on the Bid/ Proposal Form are typically estimates for evaluation purposes only. Unless stated otherwise in the IFB/RFP, the Department does not guarantee a minimum or maximum number of units or usage in the performance of the Contract.
- K) Failure to adhere to any of these instructions may result in the Bid/Proposal being determined not reasonably susceptible of being selected for award.

B-1 Bid/ Proposal Form

The Bid/ Proposal Form shall contain all price information in the format specified on these pages. Complete the Bid/ Proposal Form only as provided in the Bid/ Proposal Instructions. Do not amend, alter or leave blank any items on the Bid/ Proposal Form. If option years are included, Bidders/Offerors must submit pricing for each option year. Failure to adhere to any of these instructions may result in the Bid/Proposal being determined not reasonably susceptible of being selected for award.

Submitted by:

Offeror:

Offeror Name (please print or type)

By:

Signature of Authorized Representative

Printed Name:

Printed Name

Title:

Title

Date:

Date

Address:

Company Address