

BIDDING CONDITIONS AND INSTRUCTIONS

1. The A&I Procurement Office will receive bids for the items or service identified in the Invitation for Bid for the State of Wyoming, requesting agency through the public purchase online bidding system. Bids are due no later than 2:00:00 p.m. Mountain Time on the date outlined in the Invitation for Bid.
2. Bids should be signed by the proper official of the firm. All bids should be uploaded on the public purchase online bidding system. Bids sent by email, or paper copy may be rejected.
3. Bids should be submitted through the public purchase online bidding system on or before the time and date specified. Bids received after the time and date specified may be rejected.
4. The State of Wyoming reserves the right to withdraw this Invitation for Bid, without cause, at any time before a purchase order or contract has been fully signed and submitted to the A&I Procurement Office.
5. A bid may be altered through the public purchase online bidding system before the bid due date and time contained in this document.
6. The bidder may withdraw its bid through the public purchase online bidding system up to the bid due date and time contained in this document. If a bid is accepted and the bidder then fails to furnish the service agreed to in the bid, that bidder may be eliminated from future consideration.
7. A bid may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the Invitation for Bid.
8. In case of error in the extension of prices in the bid, unit prices will govern.
9. Preference will be given in accordance with W.S. 9-2-3204(b)(iv)(G). Please contact the Department of Workforce Services, Division of Labor Standards at (307) 777-7261 for assistance in obtaining a resident certification number. Resident certification number must be obtained by the bid due date and time outlined in the bid document.
10. The State of Wyoming will ensure that minority business enterprises are afforded full opportunity to submit bids. The State of Wyoming will not discriminate on the grounds of age, race, color, sex, creed, national origin, or disability status.
11. The bidder also agrees that should they be awarded a purchase order or contract, it will not discriminate against any person who performs work under the purchase order or contract because of age, race, color, sex, creed, national origin, or disability. In addition, the successful bidder shall comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.
12. The bidder expressly warrants to the State that it has the ability and expertise to perform the contract if awarded. In doing so, it shall use the highest standards of professional workmanship.
13. The State of Wyoming reserves the right to reject any or all bids, to waive any informality or technical defect in the bids, or to award the purchase order or contract in whole or in part, if deemed to be in the best interest of the State to do so. The A&I Procurement Office will award the purchase order or contract to the firm determined to have the most responsive and responsible bid by the requesting agency. Multiple awards may result from any invitation to bid if deemed to be in the State's best interest.
14. The successful bidder may be required to agree to and execute a formal contract with the State containing terms required by the Attorney General with reasonable adjustments acceptable to the State.
15. In the event that the lowest responsible bidder fails to reach an agreement with the State, negotiations may be initiated with the second most responsible bidder. If the second lowest responsible bidder fails to reach an agreement with the State, the bid may be reissued.
16. If applicable, the State will negotiate payment terms based upon a schedule to be determined by the bidder and the State. Paying invoices will be based upon the bidder successfully completing the deliverables within the stated deadlines, and upon the Agency's written acceptance of the deliverables or services.
17. Per W.S. 17-16-1501, a foreign corporation may not transact business in this state until it obtains a certificate of authority from the Secretary of State. Please call (307) 777-7311 for more information.
18. A purchase order or signed contract, furnished to the successful bidder, results in a binding contract without further action by either party.
19. It is the bidder's responsibility to monitor Public Purchase for answers to questions, addenda, award information or other additional information related to the solicitation. The Wyoming Procurement Office will not email, fax, mail or verbally communicate this information to the bidder.