



Attachment E – Bid Factors – FOR HARD COPY BID RESPONSE ONLY

Request for Bid 28479-WEG: Class 8 Printing and Manufacturing of Envelopes; Commercial, Catalog, Booklet, and Absentee Ballot

Instructions: This form must be completed by marking the check boxes shown below. By marking these boxes, you are acknowledging compliance with these items. Omission of any of the items below may be cause for rejection of your bid.

Section	Description	YES	NO
2.1	EXPERIENCE A 'Yes' response verifies that Bidder's company has at least five (5) years' experience providing the same or similar services and support to entities of similar size and scope A 'No' response verifies that Bidder's company does not have at least five (5) years' experience providing the same or similar services and support to entities of similar size and scope		
2.2	MANUFACTURING A 'Yes' response verifies that Bidder will manufacture within the plant of the Contract printer unless excepted by the Department and that the Bidder is not a Broker. A 'No' response verifies that Bidder will not manufacture within the plant of the Contract printer and/or the Bidder is a Broker.		
2.3	SERVICE CAPABILITIES A 'Yes' response verifies that Bidder has read and will comply with all requirements. A 'No' response verifies that Bidder has not read and will not comply with all requirements.		
3.1	TECHNICAL REQUIREMENTS A 'Yes' response verifies that Bidder has read and will comply with all requirements. A 'No' response verifies that Bidder has not read and will not comply with all requirements.		
3.1.4.2	LOT B (B1 through B80) Submit list of all available window dies		
3.2	PERFORMANCE AND SUPPORT REQUIREMENTS A 'Yes' response verifies that Bidder has read and will comply with all requirements. A 'No' response verifies that Bidder has not read and will not comply with all requirements.		
3.2.7.2	Inside Safety Tint Submit list all available standard tint pattern samples		
3.2.9	Standard Packaging Submit standard bulk packaging specifications for each commercial envelope		
3.4	USE OF SUBCONTRACTORS This document must be filled out and submitted with your Bid.		
4	SPECIAL TERMS AND CONDITIONS OF BID A 'Yes' response verifies that Bidder does agree and will comply with all requirements listed in this RFB, DOA-3054 Standard Terms and Conditions, DOA-3604 Standard Terms and Conditions for State of Wisconsin Printing, and Exhibit A: State of Wisconsin Commodities Contract. A 'No' response verifies that Bidder does not agree and will not comply with all requirements listed in this RFB, DOA-3054 Standard Terms and Conditions, DOA-3604 Standard Terms and Conditions for State of Wisconsin Printing, and Exhibit A: State of Wisconsin Commodities Contract.		
4.12	CERTIFICATES OF INSURANCE A 'Yes' response verifies that Bidder has read and will comply with all requirements. A 'No' response verifies that Bidder has not read and will not comply with all requirements.		

4.13	CANCELLATION AND TERMINATION		
4.13.1	TERMINATION FOR CAUSE		
4.13.2	TERMINATION FOR CONVENIENCE		
4.13.3	CONTRACT CANCELLATION A 'Yes' response verifies that Bidder has read and will comply with all requirements. A 'No' response verifies that Bidder has not read and will not comply with all requirements.		
5.1	COST SHEET INSTRUCTIONS - Please fill out the cost sheets that you are willing to produce (Attachment A LOT A Cost Sheet, Attachment B LOT B Cost Sheet, and Attachment C LOT C Cost Sheet).		
5.2	FOB DESTINATION, FREIGHT PREPAID A 'Yes' response verifies that Bidder has read and will comply with all requirements. A 'No' response verifies that Bidder has not read and will not comply with all requirements.		
5.3	REQUESTING COST ADJUSTMENTS A 'Yes' response verifies that Bidder has read and will comply with all requirements. A 'No' response verifies that Bidder has not read and will not comply with all requirements.		
6.1	CALENDAR OF EVENTS A 'Yes' response verifies that Bidder has read and will comply with all requirements. A 'No' response verifies that Bidder has not read and will not comply with all requirements.		
6.6	EMAILED BIDS		
6.7	CONTENT OF BID RESPONSE		
7.4	BIDDER REFERENCES DOA-3832 Bidder Required Form This document must be filled out and submitted with your Bid.		
7.5	DEBARMENT A 'Yes' response verifies that Bidder is not debarred in accordance with Section 13 APPLICABLE LAW of DOA-3604 Standard Terms and Conditions for State of Wisconsin Printing. A 'No' response verifies that Bidder is debarred in accordance with Section 13 APPLICABLE LAW of DOA-3604 Standard Terms and Conditions for State of Wisconsin Printing.		
8	REQUIRED FORMS Please fill out Attachment E – Bid Factors if submitting either a hard copy or email		
9	Approved Envelope Construction Diagrams A 'Yes' response verifies that Bidder has read and will comply with all envelope diagrams. A 'No' response verifies that Bidder has not read and will not comply with all envelope diagrams.		

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Company Name

Name and Title

Authorized Signature

Date