dcr
Massachusetts

BIDDER RESPONSE FORM

DCR-946 FACILITY EQUIPMENT PARTS & SUPPLIES

THE INITIAL DEADLINE FOR SUBMITTING BID RESPONSES IS SEPTEMBR 16, 2024 AT 3:00 PM (EST)

INSTRUCTIONS: Please complete this form electronically by typing directly into the boxes or clicking on checkboxes. Submission of a completed Bidder Response Form is MANDATORY. Be sure to read the instructions for each section carefully and thoroughly. Responses found to be incomplete may be disqualified or excluded from evaluation. If additional space is needed to answer any of the questions included on this Bidder Response Form, you may attach additional pages to complete your responses. However, please start answering all questions directly on this Bidder Response Form and only attach additional pages if extra space is needed. Be sure to label any attachments accordingly to correspond to specific questions on this Bidder Response Form.

Bidder/Company Name:

Legal Address: (Street Address) (City/Town) (State) (Zip Code)

Point of Contact Name: **Phone Number:**

Email Address:

PART 1 – GENERAL INFORMATION

Number of Years in Business: Please check the box that applies to your company or organization:

- ☐ 10 years or more
- ☐ 8 – 9 years
- ☐ 6 – 7 years
- ☐ 4 – 5 years
- ☐ 1 – 3 years

Contract Management: Please use the spaces below to identify and provide contact information for the person at your company who will serve as Contract Manager and main point of contact for DCR:

Name | Title | Phone Number

Email Address | Office Location/Address | City/Town | State

Company Website: If applicable/available, please use the space below to provide a URL address to your company's website:

Enter URL here:

PART 2 – FACILITY EQUIPMENT PARTS, HARDWARE, MATERIALS, ACCESSORIES & SUPPLIES

Types/Categories of Equipment Parts, Hardware, Materials, Accessories, & Supplies: Please check off below the types/categories of equipment for which your company has the capacity to provide associated parts, hardware, materials, accessories, and/or supplies:

☐ Arrow Board	☐ Crane	☐ Mixer	☐ Surf Rake
☐ Attenuator	☐ Excavator	☐ Payloader	☐ Sweeper
☐ Backhoe	☐ Gator	☐ Power Washer	☐ Ford Think/Neighbor
☐ Backhoe/Loader	☐ Generator	☐ Radar Unit	☐ Bobcat Toolcat
☐ Boom	☐ Grader	☐ RTV	☐ Track Loader
☐ Brush Chipper	☐ Leaf Vac	☐ RTV Utility	☐ Tractor
☐ Bulldozer	☐ Light Tower	☐ Screener	☐ Garbage Truck/"Packer"
☐ GEM Cart	☐ Loader	☐ Snowplow	☐ UTV
☐ Cement Mixer	☐ Log Forwarder	☐ Plow Blades	☐ Woodchipper
☐ Compressor	☐ Message Board	☐ Stump Cutter	☐ Specialty Metal Fabrication & Welding

Other Equipment Types:
Use this space to list other types of equipment for which your company sells relevant parts, hardware, materials, accessories, and/or supplies.

Store or Distribution Locations: Please use the spaces below to provide all store or distribution locations where your company sells or provides equipment parts/supplies:

LOCATION 1:
Location Name:
Street Address:
City & State:

LOCATION 2:
Location Name:
Street Address:
City & State:

LOCATION 3:
Location Name:
Street Address:
City & State:

LOCATION 4:
Location Name:
Street Address:
City & State:

Store Availability: Please indicate below the days of the week that your stores or distribution locations are generally open for business:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

If needed, please use the space below to provide any additional information or clarification regarding your company's store or distribution location availability:

Ability to Ship/Deliver Products: Please use the space below to indicate if your company is able to ship/deliver goods/products to DCR:

☐	Please check this box if your company **CAN** ship/deliver goods/products to DCR facilities located within Massachusetts.
☐	Please check this box if your company **CANNOT** ship/deliver goods/products.

Pricing/Rates & Discounts: Please use the space below to indicate your company's proposed percent discount off retail price or MSRP if awarded a contract under this procurement:

			Notes/Comments (if needed)
Percent Discount off Retail Price or MSRP:		%	

If needed, please use the space below to provide any additional information or clarification regarding your company's pricing or percent discount for equipment parts/supplies:

PART 3 – DOCUMENT/FORM CHECKLIST & AFFIRMATION

All bidders must complete this part of the Bidder Response Form

Document/Form Checklist: In addition to submitting this Bidder Response Form, all bidders must submit the documents/forms listed below as part of their CommBuys bid response. All documents/forms can be downloaded from the attachments tab of the CommBuys bid solicitation. Some of the forms listed below also require signatures. Once all relevant forms are completed and signed, they must be uploaded as part of your company's CommBuys bid response.

- ☐ Prompt Payment Discount (PPD) Form
- ☐ Environmentally Preferable Products/Practices (EPP) Form
- ☐ Massachusetts W-9 Form (Federal IRS W-9 is NOT acceptable)

Affirmation: By entering my name and information below, I hereby affirm that I have read, agree to, and will abide by (if awarded a contract) all of the terms and conditions outlined in the Request for Responses (RFR) associated with this procurement and that the information provided in this Bidder Response Form is accurate and truthful.

Name	Title	Date
Company Name	Email Address	Phone Number