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Procurement Services

Dept. 3605, 1000 E University Avenue • Laramie, WY 82071

(307) 766-5233 • fax (307) 766-2800

November 19, 2018

*BID NAME: BID NUMBER:*

*CONTACT PERSON:*

Please quote on this sheet the price at which you will furnish, **D.A.P. Incoterms® 2010, University of Wyoming, Laramie, WY, 82071**, any or all items listed below, subject to the usual inspection and approval at the place of delivery.

This completed and signed bid form shall be uploaded to the Public Purchase website [www.publicpurchase.com](http://www.publicpurchase.com) up to but no later than **<Date>.**

PREFERENCE: Pursuant to UW Regulation, preference shall be allowed in the purchase of materials, supplies, equipment, machinery, or provisions provided by bona fide Wyoming residents when such materials, supplies, equipment, machinery or provisions are of quality equal to those offered by an out-of-state vendor. Such preference shall be five percent (5%) and shall apply to materials, supplies, equipment, machinery or provisions produced, manufactured or grown in this state, and to materials, supplies, equipment, and machinery supplied by a Wyoming Resident. (UW Regulation 3-105, Purchases) However, preferences shall not be given in violation of any Federal law, rule or regulation. Whenever Federal laws are applicable, Federal laws shall supersede any State laws.

**Suppliers must have a current Wyoming residency certification on file with the Wyoming Department of Workforce Services at the time of the bid submission in order to qualify for resident preference. Inquiries regarding obtaining a residency certification number should be directed to the Wyoming Department of Workforce Services, Labor Standards Office at (307) 777-7261. The Department of Workforce Services certifies residency and enforces the preference law.**

The University of Wyoming reserves the right to accept or reject a bid on any or all items, to waive any irregularities or informalities and to award the contract in the best interest of the university.

EQUAL EMPLOYMENT OPPORTUNITY: Both parties shall fully adhere to all applicable local, state and federal law, including equal employment opportunity and including but not limited to compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. The University’s policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations**.**

Vendors and subcontractors are notified that they may be subject to the provisions of 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); 41 CFR Section 60-1.4(a) and (c); 41 CFR Section 60-1.7(a); 48 CFR Section 52.222-54(e); and 29 CFR Part 471, Appendix A to Subpart A. As applicable, **this contractor and subcontractor shall abide by the requirements of 41 CRF 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities**. **As applicable,** **this contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.**

SUSTAINABILITY PRACTICES: The University of Wyoming strongly encourages the campus community to adhere to sustainable practices. For product categories that have ENERGY STAR rated products available, the university will focus its procurement efforts on products with this rating, consistent with the needs of the UW campus community.

EXPORT COMPLIANCE. The University, its employees and its agents are subject to and shall comply with U.S. export control laws that prohibit or restrict a) transactions with certain parties, and b) the type and level of technologies and services that may be exported. These laws include, without limitation, the Arms Export Control Act, the Export Administration Act, and the International Economic Emergency Powers Act, and regulations issued pursuant to these, including the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR).

As part of its commitment to compliance with U.S. export controls, UW requires information on the product(s) being purchased to enable the University to determine the applicable export controls. To be considered for this bid award, Bidder must identify the export jurisdiction (ITAR or EAR) and classification of its product, component, or service(s) in the response to this bid request. The suggested format for this information is set out in Exhibit 1 below.

All bids are subject to the University’s Terms and Conditions that can be found at <http://www.uwyo.edu/procurement/>

***Award letters will be emailed to those who have responded and provided a valid email address***

TOTAL BID $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery:

If delivery date is not specified above, please state your earliest delivery date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The undersigned hereby agrees to furnish, in conformity with this quotation, any or all of the above articles at the prices quoted.

This bid is irrevocable for 30 days.

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Authorized signature

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Business name, address, zip code, telephone number and fax # email address

Exhibit 1

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| --- | --- |
| *Are any of the products, components, or services subject to the Export Administration Regulations (EAR)?*  Yes \_\_\_\_\_ No \_\_\_\_\_ | If YES, indicate the ECCN No. of each product:  \_\_\_\_\_\_\_\_ |
| *Are any of the products, components, or services subject to the International Traffic in Arms Regulations (ITAR)?*  Yes \_\_\_\_\_ No \_\_\_\_\_ | If YES, indicate the USML Category and  Sub – Category of each product:  \_\_\_\_\_\_\_\_\_ |