



### Proposer Required Form

**Instructions:** Proposer is required to complete all sections of this form. (Note: Proposer may not skip any sections of this form).

*To be completed by the agency:*

Agency Name	Solicitation Title	Solicitation Reference Number
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<b>Section 1: Proposer Information</b>			
Proposer Company Name:		E-Mail Address:	
Phone Number:	Toll Free Phone:	Fax:	
Address:			
City:	State:	Zip:	
<b>Mailing Address for Purchase Orders (if different than above)</b>			
Address:			
City:	State:	Zip:	

<b>Section 2: Proposer Contacts</b>		
List the name and title of the person to contact for questions related to each of the topics below:		
<b>Topic</b>	<b>E-Mail Address</b>	<b>Phone</b>
Proposal		
Affirmative Action Plan		
Orders and billing		

<b>Section 3: Proposer Reference</b>		
Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used with requirements like those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.		
<b>Company Name:</b>		
Address (including City, State, Zip):		
Contact Person:	E-Mail Address:	Phone:
List Product(s) and/or Service(s) Used:		
<b>Company Name:</b>		



Using the boxes below, indicate your agreement with the following statements:

In the event the designation of confidentiality of this information is challenged, the proposer hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to hold the state harmless for any costs or damages arising out of the state's agreeing to withhold the materials.

The state considers other markings of confidential in the proposal document to be insufficient. The proposer agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

State of Wisconsin agencies and other government entities outside Wisconsin may be able to piggyback on State of Wisconsin agency contracts, with the awarded proposer's consent. Proposer hereby consents to extend this proposal's pricing and terms to other State of Wisconsin agencies and other government entities outside Wisconsin who want to use this RFP as their procurement justification and negotiate a contract with the awarded proposer.

### **Section 5: Proposer Agreement: Wisconsin's Cooperative Purchasing Service**

Wisconsin statutes (s. 16.73, Wis. Stats.) establish authority to allow Wisconsin municipalities to purchase from state contracts. Participating in the service gives vendors opportunities for additional sales without additional bidding. Municipalities use the service to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.). Federally recognized Indian tribes and bands in this state may participate in cooperative purchasing with the state or any municipality under ss. 66.0301(1) and (2), Wis. Stats.

Interested municipalities:

- Will contact the contractor directly to place orders referencing the state agency contract number; and
- Are responsible for receipt, acceptance, and inspection of commodities directly from the contractor, and making payment directly to the contractor.

The State of Wisconsin is not party to these purchases or any dispute arising from these purchases and is not liable for delivery or payment of any of these purchases.

Proposers may or may not agree to furnish the commodities or services of this proposal to Wisconsin municipalities. A vendor's decision on participating in these services has no effect on awarding this contract.

Proposer: Please indicate your willingness to furnish the commodities or services to Wisconsin municipalities by checking the appropriate box below.

I Agree to furnish the commodities or services of this proposal to Wisconsin municipalities with any special conditions noted below.

I Do Not Agree to furnish the commodities or services to Wisconsin municipalities.

A vendor in the service may specify a minimum order sizes by volume or dollar amount, additional charges beyond normal delivery areas, or other minimal charges for municipalities.

Special Conditions (if applicable):

**Section 6: Proposer Identification (Check all that apply)**

We claim minority preference [Wis. Stats.16.75(3m) (b)(3)]. Under Wisconsin Statutes, a 5% preference may be granted to CERTIFIED Minority Business Enterprises. Proposer must be certified by the Wisconsin Supplier Diversity Program. If you have questions concerning the certification process, contact the Wisconsin Supplier Diversity Program, 6<sup>th</sup> Floor, 101 E. Wilson St., Madison, WI 53703, (608) 267-9550. **Does Not Apply to Printing Bids.**

We claim disabled veteran owned business preference [Wis. Stats.16.75(3m) (b)(3)]. Under Wisconsin Statutes, a 5% preference may be granted to CERTIFIED Disabled Veteran Owned Businesses. Proposer must be certified by the Wisconsin Supplier Diversity Program. If you have questions concerning the certification process, contact the Wisconsin Supplier Diversity Program, 6<sup>th</sup> Floor, 101 E. Wilson St., Madison, WI 53703, (608) 267-9550. **Does Not Apply to Printing Bids.**

We are a work center certified under Wis. Stats. S. 16.752 employing persons with severe disabilities. Questions concerning the certification process should be addressed to the Work Center Program, State Bureau of Procurement, 6<sup>th</sup> Floor, 101 E. Wilson St., Madison, WI 53703, (608) 266-5462.

**Section 7: Proposal Certifications**

Wis. Stats. s. 16.754 directs the state to purchase materials which are manufactured to the greatest extent in the United States when all other factors are equal. Materials covered here were manufactured in whole or in substantial part in the United States.  Yes  No  Unknown

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of bids to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

We certify that we are not currently engaged in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). Should we be awarded a contract, we understand that future engagement in a boycott of the State of Israel may result in contract termination.

We certify that we are in compliance with applicable State of Wisconsin non-discrimination/affirmative action requirements as described in State Standard Terms and Conditions, form DOA-3054.

We will comply with all terms, conditions and specifications required by the state in this Request for Proposal and all terms of our proposal.

**Section 8: Proposal Signature**

Name of Authorized Company Representative:

Title:

Phone:

Fax:

Signature of Above

Date:

Email: