

STATE OF WYOMING
DEPARTMENT OF ADMINISTRATION & INFORMATION
PURCHASING SECTION
INVITATION FOR BID

Buyer: Lori Galles

The Department of Administration and Information, Purchasing Section, will receive sealed bids, on this form, at the Purchasing Office, 2800 Central Avenue, Cheyenne, Wyoming 82002, **until 2:00 p.m. on August 11, 2017**, at which time the bids will be publicly opened and read, for furnishing the materials, supplies, equipment and/or services, as shown below and/or attached hereto; **delivered to Cheyenne, Wyoming**. TRANSPORTATION CHARGES PREPAID. All in accordance with bidding conditions on the reverse hereof, specifications and/or special provisions attached hereto or as shown below.

(For: Legislative Service Office)

Bid Number: 0020-C

The Legislative Service Office is requesting bids for auditing the financial records and accounts of the Legislature for the biennium July 1, 2014 through June 30, 2016. Financial records are in the form of vouchers, agency transfer documents and computer printouts provided by the Legislative Service Office.

Contract award will be after all bids are evaluated and work can commence when the contract is signed by all parties with a completion date of October 6, 2017.

Contract provisions will include the opportunity to renew the contract for auditing financial records for the biennium July 1, 2016 through June 30, 2018, with the price subject to renegotiation with the approval of the Management Council.

Bids should include the name of the person who will be in charge of the audit and that person's qualifications, a description of services to be provided and the cost and time to perform these services.

All questions must be submitted no later than August 1, 2017 by 2 p.m. on the Public Purchase online bidding system.

Please attach the name of two references, their addresses and telephone numbers. Information obtained from references will be a consideration in awarding this bid.

Lump Sum Price \$ _____

Resident Contract Information

_____ All Awards contingent upon verification of Resident Number (if applicable)
(Resident #)

Please contact the Department of Workforce Services, Division of Labor Standards at (307) 777-7261 for assistance in obtaining a resident certification number.

(FILL IN THIS FORM COMPLETELY)

Date: _____

In compliance with the above, and subject to all the conditions hereof, the undersigned offers and agrees to furnish all items upon which prices are quoted, at the price set opposite each item; if this bid is accepted within _____ days from the date of opening.

The undersigned also agrees to make delivery, or render the service, within _____ days after receipt of the order. The undersigned certifies that no Federal, State, County or Municipal tax is included in the above quoted prices and that none will be added.

(Company Name and Address)

(Company E-Mail Address)

(Telephone Number)

(Company Representative - typed or printed)

(Signature of Company Representative)

BIDS MUST CONTAIN A SIGNATURE AND BE UPLOADED ONTO THE PUBLIC PURCHASE SITE