STATE OF WYOMING
DEPARTMENT OF ADMINISTRATION & INFORMATION
PURCHASING SECTION

September 3, 2025 INVITATION FOR BID **Buyer: Buyer Name**

The Department of Administration and Information, Purchasing Section, will receive bids through the Public Purchase On-Line Bidding System on this form, **until 2:00:00 p.m. on Month Day, Year, delivered to Cheyenne, Wyoming**. TRANSPORTATION CHARGES PREPAID. All in accordance with bidding conditions, specifications and/or special provisions attached.

(For: Agency Name) **Bid Number: 0000-J**

Title of Bid/Printing Job

Specifications to be listed here.

Questions shall be submitted individually through Public Purchase by 2:00 p.m. (Mountain Time), on Month Day, Year. Questions submitted after the deadline may not be considered.

Bid Amount/s $_____

Delivery charges to be included in total bid price. Overruns will not be paid for. Originals and negatives are the property of the agency, and will be returned to the agency with completed job.

If awarded this bid, _____% of the work called for by the contract will be done at our plant located at _____.

(W.S. 16-6-301 as amended) Whenever a contract is let from and after the effective date hereof, by the State of Wyoming, or any Department thereof, or any of its subdivisions, for public printing, including reports of officers and boards, pamphlets, blanks, letterheads, envelopes, and printed and lithographed matter of every kind and description whatsoever, such contract shall be let to the responsible resident making the lowest bid if such resident's bid is not more than ten percent (10%) higher than that of the lowest responsible nonresident bidder. Any successful resident bidder shall perform at least seventy-five percent (75%) of the contract within the State of Wyoming.

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

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)

Sign bid and upload onto the Public Purchase site

Bid Template Revised November 2023

VENDOR VERIFICATION

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as the bidder, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate and complete. I may be charged significant penalties for submitting false information, including criminal sanctions, which can lead to fines and/or imprisonment.

Signature	Date
Name	Title

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK