

Directions to Complete the **Bid Pricing Spreadsheet**

(SEE SAMPLE SPREADSHEET POSTED AS AN EXAMPLE)

- 1.) Bidder shall enter the **unit cost** (at the base unit of measure stated) per each individual item.
- 2.) **The spreadsheet will calculate the extension** by multiplying the estimated quantity (in the base unit of measure) times the unit cost at the base unit of measure stated. The ONLY field available for entry in this calculation is the Unit Cost field.
- 3.) In general, a bidder must bid all items listed in the contract. If the contract contains groups, bidders may submit bids for any group or combinations of groups. **Failure to bid all items within a group will be cause for rejection of the entire group. For any group which is not bid, the bidders shall enter ZERO (0) into the Unit Cost fields.**
- 4.) The bidder shall confirm that the item they are quoting identically matches the listed item description, **by typing "Y" in the "DOES THE ITEM BEING BID MATCH THE MWRD MATERIAL DESCRIPTION?" column**, corresponding to each item being bid. Please also indicate no substitutions are being offered in the **"Contract Material Substitution Form."**
- 5.) Where substitution is allowed, if the bidder is offering a substitute, **they shall enter "N" in the "DOES THE ITEM BEING BID MATCH THE MWRD MATERIAL DESCRIPTION?" column.** The bidder shall then follow the instructions listed in the bid document entitled **"Contract Material Substitution Form."** Product information sheets, specifications, safety data sheets, appropriate literature, etc. for the proposed substitute must be submitted **WITH THE BID** and must reference the MWRD item number in the contract.
- 6.) **The bidder must then upload the bid pricing spreadsheet electronically into the Bonfire Portal (https://mwrdbonfirehub.com/).** Please see instructions on how to upload your bid in the bid document entitled **"Submission via the Bonfire Portal."** All bids faxed, mailed, or hand delivered will not be considered and will be returned to the bidder. There is no bid depository safe available for mailing or hand delivering bids.
- 7.) The bidder shall reference the bid document entitled **"REQUIRED DOCUMENTS TO BE INCLUDED WITH THE BID SUBMISSION"** to ensure all required aspects of the bid submittal have been duly met.

RECAP:

- Enter your **UNIT COST** or **ZERO** for the unit costs if you are not bidding an entire group.
- Enter **"Y"** if the item you are bidding is **exactly per the listed description**, or **"N"** if not, & then complete the **"Contract Material Substitution Form."** Make sure **any literature you submit references the MWRD item number in the contract.**
- Upload the bid pricing spreadsheet **electronically into the Bonfire Portal (https://mwrdbonfirehub.com/).** Please see instructions on how to upload your bid in the bid document entitled **"Submission via the Bonfire Portal."** Double check the bid document entitled **"REQUIRED DOCUMENTS TO BE INCLUDED WITH THE BID SUBMISSION"** to ensure all required aspects of the bid submittal have been duly met.