FORM E - Cost Worksheet

**Instructions:** The Department of Employee Trust Funds (ETF) is soliciting bids to contract with a single vendor to provide courier services. The contractor will provide courier service to deliver confidential financial documents between ETF’s offices at 4822 Madison Yards Way, Madison, WI, 53705-9100, and various downtown Madison locations. The services are to be provided each day Monday through Friday, except state holidays. There may be occasional additional deliveries. Bidders must provide pricing on the Form E – Cost Worksheet for the entire length of the Contract, including any optional renewals. There will be no price increases for the length of the Contract, including optional renewal periods. All resources necessary to meet the requirements are to be provided by the Bidder and included in the price indicated by Bidder on the Form E – Cost Worksheet. Gasoline surcharges won’t be considered. A bid conditioned on a possible floating gasoline surcharge will be grounds for disqualification. Parking expenses, or other additional costs not included on the Cost Sheet, shall not be accepted by the State any time during this Contract. Any cost decreases that are passed through to the Contractor, are required to be passed to the Dept. within thirty (30) days of the effective date of the cost decrease. Costs provided in Cost Worksheet shall NOT be redacted for confidentiality. Failure to provide a cost using the exact form provided in Form E may result in your bid being disqualified and rejected. The least cost responsible Bidder(s) that meet(s) all the mandatory requirements will be awarded a Contract. Reference checks will be an important tool to verify that mandatory requirements are met. The “Net Fixed Cost per Month Invoiced Monthly” will be the cost basis for award. The “Net Fixed Cost per Month Invoiced Monthly” includes the daily run on Form B: Courier Daily Schedule but not “Special Request” stops. ETF may negotiate the terms of the Contract, including the award amount, with the least cost responsible Bidder prior to entering a Contract. If Contract negotiations cannot be concluded successfully with the awarded Bidder(s), ETF may negotiate a Contract with the next least cost responsible Bidder(s) and so on until ETF completes successful negotiations. If the bidder believes additional pricing information would be helpful and benefit ETF in understanding the costs, provide the additional information after the Cost Worksheet.

|  |  |
| --- | --- |
| **Company Name:** | **Date:** |
| **Authorized Person:** | **Phone:** |
| **Title:** | Signature: |

### Bidder will extend the same pricing to other Wisconsin government agencies.

|  |  |
| --- | --- |
| **Agree** | **Disagree** |
| [ ]  | [ ]  |

**Fixed Cost per Month Invoiced Monthly** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(**Payment within thirty (30) days of receipt of invoice)

(Includes daily run but not “Special Request” stops)

Discount for payment within less than thirty (30) days of receipt of invoice (\_\_\_\_\_ % net\_\_\_\_\_)

**Net Fixed Cost per Month Invoiced Monthly**: **Your Bid $ \_\_\_\_\_\_\_\_\_\_\_\_\_**

Additional charges for changes/reductions to this bid may be based on the following:

* Flat rate for new additional deliveries within the same parameters of current services and geographic area, including “Special Request” stops. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Hourly rate for services of one person and mode of transport. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Quarter hour minimum increments)

 Based on a per mile rate of: $\_\_\_\_\_\_\_\_ per mile