**GSD116445 Electronic Bid Form Instructions**

Vendors may wish to utilize the electronic pricing sheet provided. This electronic document is provided for convenience only and **a printed copy must be included with the Vendor’s bid**.

Instructions:

The Vendor will only be able to edit the ***“Cost Per Unit”*** (Column D) and the “Alternate Lot Size, If Applicable” (Column G) cells in each column. The **“Cost per Unit”** is the cost of one unit of the product as listed in Column B ***“Unit of Measure”.*** The ***“Alternate Lot Size, If Applicable”*** is the size of the lot being provided if not the lot size listed in Column A **“Commodity (Lot Size)”.** The Vendor will enter the unit price per unit in the cell provided. The electronic Bid Form will automatically calculate the ***“Cost Per Lot”*** (Column E), the ***“Extended Price”*** (Column F), and the ***“Total Bid”*** (Cell G67).

Cost Per Lot is calculated per the following:

Cost per Unit x the Lot Size listed in Column A Commodity (Lot Size)

The Extended Price is calculated per the following

Cost per Lot x Estimated Quantity (Column B)

Total Bid is calculated per the following:

Sum of Column E (Cells 3-66)

Per Section 6.3.3 of WV Code of State Rule 148CSR1, the unit price provided on this document by the Vendor shall prevail in case of any discrepancy in the extended price.

The system does not retain the Vendor’s inputted data. Vendors should save a copy for their records.

**Vendors using the electronic Bid Form MUST print the Bid Form and submit with their bid.**