

ATTACHMENT B INSTRUCTIONS FOR COMPLETING BID SHEETS

As part of their bid packages, Bidders must include:

- 4 handwritten signed originals and 4 handwritten signed copies Bid Sheet – Milk-Based Infant Formula (Attachment C), **OR**
- 4 handwritten signed originals and 4 handwritten signed copies Bid Sheet – Soy-Based Infant Formula (Attachment D), **OR**
- 4 handwritten signed originals and 4 handwritten signed copies Bid Sheet – Milk-Based Infant Formula (Attachment C) **AND** 4 handwritten signed originals and 4 handwritten signed copies Bid Sheet – Soy-Based Infant Formula (Attachment D).

Bidders must use the Microsoft Excel spreadsheet files provided by the NYS Department of Health to prepare their Bid Sheets. The two files named below will be available on the NYS Department of Health website at <http://www.health.ny.gov/funding/>.

1. "REVISED Attachment C - Milk-Based Formula Bid Sheet (XLS)"
2. "REVISED Attachment D - Soy-Based Formula Bid Sheet (XLS)"

For each bid Excel file that the Bidder chooses to submit, Bidders must:

On the "Page 1" tab:

- Enter Manufacturer Name in the yellow box entitled 'Manufacturer' (cell C13).
- In the row for the appropriate form (powder, concentrate, ready-to-feed) enter the:
 - Product Name
 - UPC Code
 - Unit Size (in ounces)
 - Reconstituted Ounces per Unit
 - Lowest Wholesale Full Truckload Price per Unit (carry to three (3) decimal places)
 - Rebate Bid per Unit (carry to three (3) decimal places)
- The Rebate Bid per Unit is the dollar amount per container that will be returned to the State under the terms of the contract awarded as a result of this IFB.
- **DO NOT ENTER ANY TEXT (LETTERS) for Unit Size in Ounces, Reconstituted Ounces per Unit, Lowest Wholesale Full Truckload Price per Unit or Rebate Bid per Unit. PLEASE ONLY ENTER NUMERIC VALUES.** For example, only enter "32" for 32 ounces.
- Print a hard copy of the sheet.
- Sign and date this page at the bottom. The sheet must be signed by a company representative with authority to commit the company to the bid package.
- Include 4 handwritten originals and 4 handwritten copies of the signed sheet in the bid package.

On the "Page 2" tab: This page will automatically calculate the total net cost per month based on the information entered on Page 1.