



**E. ADMINISTRATIVE INFORMATION**

Please identify any of the applicable items below and submit any supporting documents with this document.

1. Delivery Information:

a. Identify when the supplier must complete delivery for this procurement.

- Number of Days After Receipt of Order (ARO): \_\_\_\_\_ OR
- On or Before Specified Date: \_\_\_\_\_ OR
- Other as Described: \_\_\_\_\_

b. Identify any special delivery requirements and describe below.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Security Clearance                                      | <input type="checkbox"/> Specific Delivery Hours | <input type="checkbox"/> Delivery Distribution List |
| <input type="checkbox"/> Other than FOB Destination                              | <input type="checkbox"/> Floor Plans             | <input type="checkbox"/> Site Preparations          |
| <input type="checkbox"/> Packaging Requirement                                   | <input type="checkbox"/> Building Access         | <input type="checkbox"/> Facilities Approval        |
| <input type="checkbox"/> Special Delivery Tools<br>(pallet jack, forklift, etc.) | <input type="checkbox"/> Other: _____            |   |

Additional Details: \_\_\_\_\_  
\_\_\_\_\_

2. Funding:

a. Funded with Federal Funds/Bonds/Grants?  Yes  No  
*(If Grant Funds, please attach a copy of the Grant Agreement Terms & Conditions).*

b. Funds Expire on: \_\_\_\_\_.

3. Does the requested item have any software requirements or need any type of software to operate?  Yes  No

**F. AGENCY REQUESTED ATTACHMENTS**

Please indicate if there are any specific agency documents requested to be attached to the solicitation. If not included with the original PE package, please attach and return with this worksheet.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Agency Special Provisions | <input type="checkbox"/> Delivery Schedule | <input type="checkbox"/> Samples              |
| <input type="checkbox"/> Options Worksheet         | <input type="checkbox"/> Drawings          | <input type="checkbox"/> Pallet Specification |
| <input type="checkbox"/> Warranty Agreement        | <input type="checkbox"/> Questionnaire     | <input type="checkbox"/> Other _____          |

**G. AGENCY REQUESTED SPECIAL INSTRUCTIONS, EVALUATION CRITERIA AND/OR REQUESTED LANGUAGE**

Please check any of the following that may apply or want to discuss with DGS buyer:

1. Payment / Finance:

- Trade In  Financing Arrangements/G\$MART  Progress Payments  Milestone Payments

2. Bonds:

- Performance Bond  Surety Bond

3. Evaluation Criteria / Bid Submittals:

- |   |   |
|---|---|
| <input type="checkbox"/> Samples Prior to Award | <input type="checkbox"/> Resumes/References         |
| <input type="checkbox"/> Customer References    | <input type="checkbox"/> Drawings/Diagrams with Bid |

4. Special Instructions:

- Special Installation Requirements  Service Requirements
- Federal Excise Tax Cert w/PO  Additional Units (# \_\_\_\_\_ / \_\_\_\_\_% within \_\_\_\_\_ days)
- Other: \_\_\_\_\_

**H. OTHER REQUESTED LANGUAGE OR PERTINENT INFORMATION:**

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