



Eric J. Holcomb, Governor

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204

### Award Recommendation Letter

Date: June 25, 2021

To: Roxie Coble, Director of Account Management  
Indiana Department of Administration

From: Arthur L. Sample IV, Account Manager  
Indiana Department of Administration

Subject: Negotiated Bid # 21-67366, Archival Supplies

Estimated Amount of Two (2) Year Contract: \$56,005.50

Based on the evaluation of the bids received, Gaylord Bros. Inc. is recommended for award. Terms of this recommendation are included in this letter.

The State of Indiana received one (1) response from:

- Gaylord Bros. Inc.

The following items and quantities were requested from the using agencies:

Description	Estimated Quantity	Unit Price	Extended Price
Small (3/4" thick) soot sponges	36	12.37	\$445.32
Permalife or Perma-Dur white acid-free paper on a roll, 36 or 40" wide or approved equal.	3	63.46	\$190.38
Film, Encapsulation, Polyester, Clear Archival 40"x100' Rolls, .004 Gauge*, Will Not Discolor, Damage or Adhere to Materials	4	244.79	\$979.16
Film, Encapsulation, Polyester, Clear Archival, 40"x100' Rolls,.003 Gauge,Will Not Discolor,Damage or Adhere to Materials	6	218.66	\$1,311.96
Tape, double sided, polyester, 415 series, scotch, 3M, 1/4" x 36 yards	18	13.13	\$236.34
Tape, double sided, polyester, 415 series, Scotch or approved equal, 3M, 1/2" x 36 yards	10	22.31	\$223.10
20pt. Heavy Weight Folder Stock / 40" X 60" (50/PK)	100	0.00	\$0.00
10pt. Heavy Weight Folder Stock / 40"X 60" (50/PK)	100	0.00	\$0.00
File Folders,AcidFree,Legal,9.625"x14.75" 1" Full Reinf Tab, Cream	27,000	0.41	\$11,070.00
Board, B-Flute, Buffered, Corrugated, 40"x60", Acid-Free, Lignin-Fr	150	12.64	\$1,896.00
Board, E-Flute, Buffered, Corrugated, 40"x60", Acid-Free, Lignin-Fr	175	12.05	\$2,108.75
File Folders,Acid-Free,Letter 9.625x11.75 1" Full Reinf Tab, Cream,	28,000	0.38	\$10,640.00
DocCase;LETTER;Acid-Lig-FreeBuff;Bl-Gry FlipTop 10.25Hx12.25Wx5	705	7.97	\$5,618.85
DocCase;LEGAL;Acid-Lig-FreeBuff;BlGryBarrFlipTop 10.25Hx15.25W;	175	8.00	\$1,400.00
DocCase;LEGAL;PullStringAcid-Lig-FreeBuff;FlipTop 10.25Hx15.25W	217	8.24	\$1,788.08
Cotton Gloves- Size Small	500	2.39	\$1,195.00
Cotton Gloves- Size Medium	500	2.39	\$1,195.00

Cotton Gloves-Size Large	500	2.39	\$1,195.00
Anti-Static Dry Microfiber Cleaning Cloth	24	13.00	\$312.00
Anti-Static Wet Microfiber Cleaning Cloth	24	14.54	\$348.96
Non-Perforated Film Splicing Tape 3/8" W	12	18.06	\$216.72
Non-Perforated Film Splicing Tape 5/8" W	12	13.35	\$160.20
Microfilm Tags for 16mm Film	2000	0.80	\$1,600.00
Microfilm Tags for 35mm Film	2000	0.72	\$1,440.00
16mm Microfilm Reel Box	2	164.00	\$328.00
Film Measuring Stick	12	184.78	\$2,217.36
10" Lead Filled Bag Weight	12	44.07	\$528.84
Extra Long Genuine Bone Folder	12	11.94	\$143.28
6" Genuine Bone Folder	4	7.52	\$30.08
Dusting Brush	4	12.54	\$50.16
Static Wisk Brush	4	31.07	\$124.28
Mini Static Wisk Brush	4	17.43	\$69.72
Blower Brush 3 1/2"	4	4.63	\$18.52
Blower Brush 4 1/2"	4	5.27	\$21.08
Blower Brush 5"	4	10.80	\$43.20
Newspaper Box 19x25x2 1/2	12	24.47	\$293.64
Newspaper Box 15x22x2	12	19.68	\$236.16
Newspaper Box 13x18x3	12	19.51	\$234.12
Humidity Indicator Cards	12	22.70	\$272.40
A-D Acetate Film Testing Strips (250 Pack)	2	87.39	\$174.78
JADE 403Q ADHESIVE (Gallon)	1	34.09	\$34.09
(4-3/8 X 5-3/8) NEG. / PRINT ENVELOPES	10,600	0.23	\$2,438.00
(5 3/8" x 7 3/8") Neg Print Envelopes	4,200	0.28	\$1,176.00
BOOKKEEPER DEACIDIFICATION SPRAY (Gallon)	1	134.89	\$134.89
Microfilm Reel Box 16mm	500	1.64	\$820.00
Microfilm Reel Box 35mm	500	1.68	\$840.00
Magnification Loupe	8	25.76	\$206.08

When necessary, the state clarified with the respondent to ensure specifications were met for each item. Additionally, respondent was given the opportunity to improve pricing from their original bid.

Gaylord Bros. Inc. claimed and qualified for U.S. Manufactured preference.

### Award Summary

During the course of the evaluation, the state scrutinized the proposal to determine the viability of the proposed business solutions to meet the needs of the state. The State evaluated the proposal based on the stipulated criteria outlined in the bid documents. Based on the bid submitted, the state has determined that Gaylord Bros, Inc. should be selected to enter contract negotiations with the State.

### Type of Award

This solicitation is to establish a Quantity Purchase Agreement (QPA) for Archival Supplies for All-State Agencies. It is the intent of the State to award a two (2) year contract with the option to renew by mutual agreement for two (2) additional years in one (1) year increments under the same terms and conditions.

*Arthur L. Sample IV*

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Arthur L. Sample IV,  
Strategic Sourcing Analyst  
Indiana Department of Administration