

**State of Indiana Bid Contact:**

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**BID INFORMATION COVER SHEET****ASA-21-67366****Archival Supplies**

All State Agencies

Response Due Date:

**May 28, 2021, 3:00 PM EST**

**INSTRUCTIONS:** Please provide the information requested below and submit this bid information cover sheet bid response.

**CONTACT INFORMATION**

**Company Name** Gaylord Bros. Inc.

**Bidder ID#** 0000008429

**Contact Person/Title** Dana Knapp – Territory Sales Representative

**Contact Phone/Email** 315-634-8107 – [bids@gaylord.com](mailto:bids@gaylord.com) (or [dana.knapp@gaylord.com](mailto:dana.knapp@gaylord.com))

**PREFERENCES CLAIMED IN THIS COMPLETED BID PACKAGE:**☒ **U.S. Manufactured Preference**Please be advised only one of the pricing preferences listed below may be claimed.☐ **Indiana Business Preference (IBP)**☐ **Indiana Small Business Preference (ISBP)****CHECKLIST OF REQUIRED ITEMS SUBMITTED IN THIS BID RESPONSE:**

<input checked="" type="checkbox"/> <b>Completed Bid Information Cover Sheet</b>	<input checked="" type="checkbox"/> <b>Completed Bid List</b>
<input checked="" type="checkbox"/> <b>Signed Bid Package with Completed MWBE/IVBE Forms and Contract Terms (pg. 6)</b>	<input type="checkbox"/> <b>One (1) electronic (CD) copy of bid response documents</b>
<input checked="" type="checkbox"/> <b>Completed Indiana Economic Impact Form</b>	

PLEASE USE THE FIELD BELOW TO PROVIDE ANY ADDITIONAL COMMENTS RELEVANT TO THE BID SUBMISSION

Please reference Priority Code 179005 (PC 179005) on all purchase orders for this contract.

### **Question and Answer Period**

All questions pertaining to this bid are due by **3:00 p.m. EST on May 7, 2021**. Questions should be emailed to [ASample@idoa.in.gov](mailto:ASample@idoa.in.gov) using the Microsoft Excel sheet labeled "Question and Answer Template." The State will upload responses to questions received by **3:00 p.m. EST on May 14, 2021**.

### **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.

### **Payments**

For transactions with State agencies, IC 4-13-2-14.8 requires:

*Notwithstanding any other law, rule, or custom, a person or company whom has a contract with the State or submits invoices to the state for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the state to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credit.*

### **U.S. Manufactured Preference**

If claiming the U.S. Manufactured preference, bidders must clearly specify the items qualified for the preference. **Failure to indicate individual line items claimed under this preference may affect the evaluation of the bid.**

### **Buy Indiana**

Prior to award of this solicitation your business must register as a bidder at [www.buyindiana.in.gov](http://www.buyindiana.in.gov). Just click on "Register your Business to do business with the State" Please be sure to complete the Buy Indiana certification page. It is preferred that businesses register immediately so that delay of solicitation award would not occur. This registration is maintained by you and you may update your information at any time. It remains in the database and covers all solicitation responses you submit to any state agency. It is very important that it be kept current. If you do not have access to a computer, you may call 317-234-0234 for assistance with your registration.

### **Indiana Economic Impact**

All companies desiring to do business with state agencies must complete an "Indiana Economic Impact" form. The form is an Excel document and contains two tabs: Attachment C and FTE Details. Both sections must be completed. The form asks for, among other information:

- a. The amount of the contract that is being allocated for payroll and benefits to Indiana residents.
- b. The amount that is being awarded to Indiana subcontractors and suppliers.
- c. The amount that is being subcontracted to Indiana certified minority and women owned businesses.

The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

**Submission Requirements**

Vendor must complete the bid list in the attached Excel file and submit this file to the State, along with the other bid documents. When submitting the Excel file with bid prices, the vendor must send one (1) electronic copy on CD.

**Pricing**

Pricing on this solicitation must be firm and remain open for a period of not less than 180 days from the proposal due date. Should additional pricing rounds be conducted, the State will not accept price responses for any line item that is higher than the bidder's prior offer. Any attempt to manipulate the format of the files, attach caveats to pricing, or submit pricing that deviates from the current format may put your bid at risk.