



**Steel Services, Products & Materials**

5402 Massachusetts Avenue ~ Indianapolis, IN ~ (317) 351-9500

www.hgmetals.com

---

June 15, 2023

Teresa Deaton-Reese  
Indiana Department of Administration  
Procurement Division  
402 West Washington Street, Rm W468  
Indianapolis, IN 46204

RE: Contract Negotiated Bid 24-75651

Dear Ms Deaton-Reese,

As the Chief Operating Officer of HGMC Supply, Inc., I am authorized to enter negotiation with you for the efficient supply of Reflective Sheeting and Tape for Indiana Correctional Industries. We look forward to reaching a mutually beneficial agreement.

HGMC Supply, Inc. is registered with the Indiana Secretary of State and has been a Contractor, Supplier, and Grantee of Indiana at different times. HGMC Supply, Inc. is a small business that happens to also be MBE, WBE, and DBE certified. Today we employ 18 Hoosiers who work hard for their families.

HGMC Supply, Inc. (HGMC) has been furnishing commercial/industrial/construction materials and fabricated steel components to businesses since 2005. The foundation of our business is meeting Customer specifications at the price points that have been bid and/or negotiated. We care about Customer Service and Customer Satisfaction and strive to win repeat business by delivering well on these two outcomes.

HGMC has experience doing business with the State of Indiana. This company can fulfill all aspects of service required by the specifications outlined in 515-24-75651. Our company currently supplies Reflective Sheeting products to INDOT and delivers to its main sign-making shop and to many District locations. We have done this since 2017. We have supplied other products to INDOT and IDOA. We typically manage logistics via our own delivery fleet, plus an overflow sub-contractor, and via delivery services such as UPS. The locations of the Indiana Correctional Facilities are noted.

HGMC has a robust back office supported by current technology. With our internal capacities and a professional IT back up, we can assure that data and communications remain in a secure environment. We have designed and adopted a disaster recovery plan and are making it available for your review.

While HGMC Supply fulfills need for material, parts, and products to Customers both public and private throughout Indiana and neighboring states, our construction division operating as HG Metals supplies trade contractors with steel material in various forms for public and private construction projects in the Midwest Region. We furnish and install steel fabricated components, such as custom steel stairs, railing, and support structures. The HGMC Team delivers its services cognizant of stringent schedules and coordinating challenges.

We will work closely with manufacturers and distributors of Reflective Sheeting and Tape to assure accuracy in fulfillment and, if ever needed, speedy remediation. Our office personnel have experience interfacing with the pay mechanisms of the State of Indiana. This will assure a smooth on-boarding process if we should be successful with this bid opportunity. You can have confidence that the HGMC Supply, Inc. will be a good business partner for IDOA and Department of Corrections!

Thanks, very sincerely,

A handwritten signature in black ink that reads 'Ashley Collins'.

Ashley Collins, Vice-President

acollins@hgmetals.com