

**Request For Quotation/
Invitation To Bid
Issued by State of Indiana OPEN**

| | | | |
|--|--------------------|-----------------------------|----------------|
| RFQ/ITB ASA-11-016 | Date 01/18/2011 | Delivery Date 01/23/2011 | Page 1 of 8 |
| Fund/Object/Center: Dept Number: Project Number: Requisition No: Buyer: TDEATON Reporting Code: | | | |
| Federal ID: Agency Number: 00061 Facility: Various locations State Wide | | | |

Vendor Remit to: 999999999
PUBLIC NOTICE TO VENDORS
STATE OF INDIANA
DEPARTMENT OF ADMINISTRATION IN

Name&Address of Vendor: 999999999
PUBLIC NOTICE TO VENDORS
STATE OF INDIANA
DEPARTMENT OF ADMINISTRATION IN

Ship To: Various Agencies
Various Locations - See Comments

Please Follow Instructions Included in Solicitation Package
Must be returned by(time and date): **03/29/2011 15:00:00**
Request Information from Buyer listed in Box in Upper Right Corner

****NOTICE:** All prices are assumed valid for ninety (90) days from Quotation opening date unless otherwise noted.

| Line | Quantity | UOM | Item No/Description | (FOB Destination) | Unit Price | Extended Amt |
|------|----------|-----|---------------------|-------------------|------------|--------------|
|------|----------|-----|---------------------|-------------------|------------|--------------|

This is a request to establish a Quantity Purchase Agreement for Boxes, Dividers, and Partitions for Pen Products to begin June 1, 2011 or from date of last State signature, whichever is later, and end May 31, 2012 or one year after the State's last signature, whichever is later. QPA can be mutually renewed yearly for three additional years under the same terms and conditions. Renewals subject to the approval of the Department of Administration and the State Budget Agency. Total term of this agreement including all renewals, shall not exceed four years.

Supply the name and phone number of the contact for placing orders:

Name: _____
Phone No: _____ Fax: _____
E-mail Address: _____

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates, could be more or less AND COULD BE SHIPPED TO ANY STATE AGENCY WITHIN THE STATE OF INDIANA. PLEASE BID ACCORDINGLY.

EVALUATION CRITERIA:

THIS AWARD WILL NOT BE A SPLIT AWARD. THE EVALUATION WILL BE BASED ON THE OVERALL LOW VENDOR FOR ALL ITEMS. The State of Indiana has implemented an Electronic Procurement (E-Procurement) system which is an internet based system allowing State of Indiana agencies to place electronic orders with vendors through electronic catalogs resulting from a conventional procurement method.

As a part of making this system operational, the information that is being requested on each line item is a requirement, not an option. Failure to complete/supply the requested information when you submit your offer/bid could result in your offer/bid being found non-responsive.

The manufacture name and manufacturer part # is where you identify the manufacturer and part number of the product you are offering/bidding.

The M/WBE requirement is asking you to indentify if that particpular line item is supplied by Minority or Women Owned firm. The values to use are as follows:

Minority = M
Women = W
No = N

The awarded vendor must maintain, at a minimum the information listed below in excel format and supplied to the State within one week of the request.

The report must include purchases from State Agencies and any Political Subdivision's purchases.

- * Entity Name
- * Entity Address
- * Date of Order
- * Purchase Order Number
- * Description of Goods Ordered
- * Quantity
- * Order Total

As required by IC 4-13-2-14.8:

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

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Vendor 9999999999
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and an account number to which all payments are to be credit.
ATTENTION - New requirements. Prior to award of this solicitation your business must register as a bidder at 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.

All companies desiring to do business with state agencies must complete an "Indiana Economic Impact" form. 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.

If the M/WBE participation level will exceed or fail to meet the goals outlined in the contractor's proposal, you must notify the M/WBE office immediately at MWDBE@idoa.in.gov. In the event that the contractor fails to report changes in participation attainment, demonstrate a good faith effort to reach the participation goals, pay the MBE and WBE in a timely manner or satisfactorily resolve any outstanding claims, the department may elect to withhold a disputed amount from the payments due to the contractor, suspend or terminate the contract, recommend suspension of the contractor's certification status with the public works division, and/or suspend, revoke, or deny the MBE or WBE certification and eligibility to participate in the MBE or WBE program per (25 IAC 5-7-8).

Vendor must complete their bid in the attached Excel file and submit this file to the State. When submitting the Excel file with their bid prices, the vendor must send one (1) electronic copy on CD and one (1) hard copy. See Attachment A for specifications:

| | | | | |
|---|-----------|----|--------------------|---|
| 1 | 15,000.00 | EA | 000000000100130686 | Box, CSO, 6 1/2 x 3 3/4 x 12 1/2, Pen - 92501006 |
|---|-----------|----|--------------------|---|

Manufacture Name _____
Manufacture Part # _____
M/WBE _____

| | | | | |
|---|----------|----|--------------------|---|
| 2 | 3,000.00 | EA | 000000000100130687 | Box, 5/p, 12 1/2 x 6 1/2 x 1 5/8, Pen - 92508002 |
|---|----------|----|--------------------|---|

Manufacture Name _____
Manufacture Part # _____
M/WBE _____

| | | | | |
|---|----------|----|--------------------|---|
| 3 | 1,000.00 | EA | 000000000100130688 | Box, RSC, 24 x 22 x 22, Pen - 92500075 |
|---|----------|----|--------------------|---|

Manufacture Name _____
Manufacture Part # _____
M/WBE _____

| | | | | |
|---|----------|----|--------------------|---|
| 4 | 2,500.00 | EA | 000000000100130689 | Box, RSC, 200#, 20 x 17 1/2 x 17, Pen 92500114 |
|---|----------|----|--------------------|---|

Manufacture Name _____
Manufacture Part # _____

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| 5 | 2,500.00 | EA | 00000000100115560 | BOX, RSC Corregated, 18X12X8-7/16 | | |
| Pen - 92500014 | | | | | | |
| Manufacture Name _____ | | | | | | |
| Manufacture Part # _____ | | | | | | |
| M/WBE _____ | | | | | | |
| 6 | 2,500.00 | EA | 00000000100130690 | Box RSC, 12 1/2 x 6 3/8 x 12 1/8, Pen 92500098 | | |
| Manufacture Name _____ | | | | | | |
| Manufacture Part # _____ | | | | | | |
| M/WBE _____ | | | | | | |
| 7 | 1,000.00 | EA | 00000000100115553 | BOX, RSC, Corregated, 10-3/4X9-1/4X7 | | |
| Pen - 92500100 | | | | | | |
| 8 | 1,200.00 | EA | 00000000100130691 | Box, RSC, 12 3/4 x 8 1/4 x 7, Pen - 92500101 | | |
| Manufacture Name _____ | | | | | | |
| Manufacture Part # _____ | | | | | | |
| M/WBE _____ | | | | | | |
| 9 | 8,000.00 | EA | 00000000100130692 | Box, RSC, 12 1/2 x 12 1/2 x 12 1/2, 200#, Pen - 92500108 | | |
| Manufacture Name _____ | | | | | | |
| Manufacture Part # _____ | | | | | | |
| M/WBE _____ | | | | | | |
| 10 | 2,000.00 | EA | 00000000100130693 | Box, RSC, 15 x 11 1/8 x 10 3/4, 200#, Pen - 92500112 | | |
| Manufacture Name _____ | | | | | | |
| Manufacture Part # _____ | | | | | | |
| M/WBE _____ | | | | | | |
| 11 | 2,500.00 | EA | 00000000100130695 | Box, RSC 11 x 11 x 7 , 200 #, Pen - 92500113 | | |
| Manufacture Name _____ | | | | | | |
| Manufacture Part # _____ | | | | | | |
| M/WBE _____ | | | | | | |
| 12 | 2,500.00 | EA | 00000000100115551 | BOX , RSC, Corregated, 11X7-1/2X10 | | |
| Pen - 92500117 | | | | | | |
| Manufacture Name _____ | | | | | | |

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| Dept Number: | | | |
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| Requisition No: | | | |
| Buyer: | TDEATON | | |
| Reporting Code: | | | |
| Federal ID: | | | |
| Agency Number: | 00061 | | |
| Facility: | Various locations State Wide | | |

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| | Manufacture Part # _____ M/WBE _____ | | | | | |
| 13 | 9,000.00 | EA | 000000000100130694 | Box, RSC, 11 1/4 x 8 3/4 x 10, Pen 92500022 | | |
| | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | | | |
| 14 | 1,500.00 | EA | 000000000100130696 | Box, RSC 17 1/2 x 11 1/4 x 12 1/2, Pen 92500025 | | |
| | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | | | |
| 15 | 1,500.00 | EA | 000000000100130697 | Box, RSC, 12 1/2 x 12 1/2 x 10, Pen 92500048 | | |
| | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | | | |
| 16 | 1,750.00 | EA | 000000000100130698 | Box, RSC, 14 x 8 3/4 x 4 1/2, Pen 92500058 | | |
| | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | | | |
| 17 | 500.00 | EA | 000000000100130699 | Box, RSC, 19 1/2 x 10 1/2 x 12 3/4, Pen 92500102 | | |
| | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | | | |
| 18 | 9,000.00 | EA | 000000000100130700 | Box, RSC, 11 3/4 x 8 3/4 x 8 3/4, Pen 92500103 | | |
| | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | | | |
| 19 | 3,000.00 | EA | 000000000100130701 | Box, RSC, 20 7/8 x 15 5/8 x 8, Pen 92500011 | | |
| | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | | | |
| 20 | 5,000.00 | EA | 000000000100130702 | Box, RSC, 19 x 12 1/2 x 12 1/6, Pen 92500013 | | |
| | Manufacture Name _____ | | | | | |

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| | | | Manufacture Part # _____ M/WBE _____ | | | |
| 21 | 400.00 | EA | 00000000100130703 | Divider, 84 x 60, Pen - 92600022 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 22 | 2,000.00 | EA | 00000000100130704 | Divider 6 1/8 x 12, Pen 92600072 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 23 | 700.00 | EA | 00000000100130705 | Divider 48 1/4 x 60 1/4, Pen - 92600002 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 24 | 1,500.00 | EA | 00000000100115566 | DIVIDER,Corregated, 48-1/4X48-1/4 Pen - 92600003 | | |
| 25 | 5,000.00 | EA | 00000000100115565 | DIVIDER, Corregated, 36-1/4X36-1/4 Pen - 92600004 | | |
| 26 | 6,000.00 | EA | 00000000100115564 | DIVIDER, Corregated, 30-1/4X30-1/4 Pen - 92600005 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 27 | 4,500.00 | EA | 00000000100130706 | Divider 24 1/4 x 24 1/4, Pen 92600006 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 28 | 4,000.00 | EA | 00000000100115563 | DIVIDER, Corregated, 24-1/4X30-1/4 Pen - 92600010 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 29 | 2,500.00 | EA | 00000000100130707 | Divider 36 1/4 x 48 1/4, Pen 92600018 | | |

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| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 30 | 550.00 | EA | 00000000100130708 2, Pen - 92800001 | Cover, Corrugated, 200#, 16 x 21 x | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 31 | 1,000.00 | EA | 00000000100130709 2, Pen 92800002 | Cover, Corrugated, 200#, 16 x 36 x | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 32 | 1,000.00 | EA | 00000000100130710 2, Pen 92800004 | Cover, Corrugated, 200#, 18 x 76 x | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 33 | 100.00 | EA | 00000000100130711 2, Pen - 92800005 | Cover, Corrugated, 200#, 24 x 36 x | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 34 | 1,000.00 | EA | 00000000100130712 2, Pen - 92800007 | Cover, Corrugated, 200#, 24 x 72 x | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 35 | 300.00 | EA | 00000000100130713 2, Pen - 92800009 | Cover, Corrugated, 200#, 30 x 66 x | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 36 | 300.00 | EA | 00000000100130714 2, Pen - 92800010 | Cover, Corrugated, 200#, 36 x 72 x | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | | |
| 37 | 16,000.00 | EA | 00000000100130715 | Partition, 12 3/8 x 11 13/16, Pen | | |

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| | | | - 92700005 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | |
| 38 | 500.00 | EA | 00000000100130716 Partition, 18 7/8 x 11 13/16, Pen - 92700006 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | |
| 39 | 4,500.00 | EA | 00000000100130717 Partition, 11 3/4 x 8 1/4, Pen - 92700007 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | |
| 40 | 2,500.00 | EA | 00000000100115573 PARTITION, Corregated, 17-3/4 X 8 1/4 Pen - 92700008 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | |
| 41 | 3,500.00 | EA | 00000000100130718 Partition, 14 3/4 x 10 1/2, Pen - 92700016 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | |
| 42 | 5,000.00 | EA | 00000000100130719 Partition, 11 x 10 1/2, Pen - 92700017 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | |
| 43 | 4,500.00 | EA | 00000000100130720 Partition, 10 7/8 x 4 7/8 - 1 Slot, Pen - 92700018 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | |
| 44 | 2,500.00 | EA | 00000000100130721 Partition, 10 7/8 x 4 7/8- 2 Slots, Pen - 92700019 | | |
| | | | Manufacture Name _____ Manufacture Part # _____ M/WBE _____ | | |

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| | | | | | | |
|----|----------|----|--------------------|--|--|--|
| 45 | 2,500.00 | EA | 000000000100115568 | PARTITION, Corregated, 10-5/8 X 9-5/8 | | |
|----|----------|----|--------------------|--|--|--|

Pen - 92700023

Manufacture Name _____
Manufacture Part # _____
M/WBE _____

| | | | | | | |
|----|----------|----|--------------------|---|--|--|
| 46 | 2,500.00 | EA | 000000000100115567 | PARTITION, Corregated, 7-1/8 X 9-5/8 | | |
|----|----------|----|--------------------|---|--|--|

Pen - 92700024

Manufacture Name _____
Manufacture Part # _____
M/WBE _____

The following UN/CEFACT Unit of Measure
Common Codes are used in this document:
EA Each

| | | | |
|--|---|-------------------------------------|---------------------------------|
| <p>To be valid, all Quotations/Bids must be Signed manually.</p> <p>The State of Indiana reserves the right to accept or reject whole or any part of, the foregoing Quotation/Bid.</p> | <p>Representative Signature certifies no quotation/bid on this request has been submitted by officers, representatives or an affiliate of this firm under another name.</p> | | <p>When can you ship?</p> |
| | <p>Please correct above Address</p> | <p>Typed Name of Representative</p> | <p>Telephone Number ()</p> |
| | | <p>Title of Representative</p> | <p>Date of Quotation</p> |