**BID INFORMATION COVER SHEET**

**State of Indiana Bid Contact:**

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Negotiated Bid # ASA-19-086,

Road Salt for INDOT, Other State Agencies,

and Local Government Entities
**Bid Responses Due: May 01, 2019 by 3:00 PM EST**

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

 **BIDDER CONTACT INFORMATION**

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| --- | --- |
| **Company Name** |  |
| **Company Bidder ID#** |  |
| **Contact Name/Title** |  |
| **Contact Phone/Email** |  |

**PLEASE IDENTIFY IF THE FOLLOWING PREFERENCES ARE CLAIMED IN THIS COMPLETED BID PACKAGE:**

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| **[ ]  U.S. Manufactured Preference** |

Please be advised only one of the pricing preferences listed below may be claimed.

|  |  |
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| **[ ]  Indiana Business Preference (IBP)** | **[ ]  Indiana Small Business Preference (ISBP)** |

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| **BELOW IS A CHECKLIST OF ITEMS TO BE INCLUDED IN THE BID SUBMISSION. FAILURE TO COMPLETE ALL REQUESTED ITEMS MAY RESULT IN REJECTION OF YOUR BID.** |
| **[ ]  Completed Bid Information Cover Sheet** | **[ ]  Completed Bid List in original EXCEL format (NO PDFs)** |
| **[ ]  Completed Bid Package, containing the following:*** Response to ***Sample Contract*** and outlined ***Terms and Conditions*** (Page 5)
* Identification of any Purchasing Preferences Claimed (Pages 7-8)
* Completion of ***Minority and Women’s Business Enterprises Subcontractor Form*** (Pages 9-10)
* Completion *of* ***Indiana Veteran Owned Small Business Subcontractor Form*** (Pages 11-12)
* Completion of ***Invoice Automation Program*** and ***ONE Indiana*** Questions (Page 14)
* Identification of Emergency Information (Page 16)
* Identification of Requested Exceptions to Outlined Specifications (Page 17)
* Company Information with Authorized Signature (Page 20)
 | **[ ]  Completed Indiana Economic Impact Form** |
| **[ ]  One (1) electronic (CD) copy of bid response documents** |

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

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**Type of Award**The State intends to establish a Contract for Services for Road Salt for INDOT, Other State Agencies, and Local Government Agencies to begin August 01, 2019 or from date of last State signature, whichever is later, and end July 31, 2020 or one year after the State's last signature, whichever is later. Contract may be mutually renewed yearly for three additional years under the same terms and conditions.

Renewals are 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.

Current State of Indiana contract information and pricing for road salt is available at the following web address:
<http://www.in.gov/idoa/2624.htm>

**Key Bid Dates**

The following timeline has been provided as an illustration of the bid process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are tentative and subject to change.

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| --- | --- |
| **Activity** | **Date** |
| **Issue of Bid** | April 15, 2019 |
| **Deadline to Submit Written Questions** | April 22, 2019 by 12:00 PM EST |
| **Response to Written Questions** | April 25, 2019 |
| **Submission of Proposals** | May 1, 2019 by 3:00 PM EST |
| **Award Recommendation** | May 10, 2019 |

 **Question and Answer Period**All questions pertaining to this bid are due by **12:00 PM EDT on Monday, April 22, 2019**. Questions should be emailed to rfp@idoa.in.gov using the Microsoft Excel sheet labeled “Question and Answer Template.” The State will upload responses to all questions received by **Thursday, April 25, 2019** to the solicitation webpage (<http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>). **Best and Final Offer
Bidders must be advised that a Best and Final Offer (BAFO) Round will NOT be conducted for this solicitation. Therefore, it is expected that bidders submit their most competitive pricing upon submission of their bid documents.**

 **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. If claiming the U.S. Manufactured preference, include a letter on **company (manufacturer) letterhead** confirming the cost of the product or its components exceed 50% of the cost of all components. **Failure to indicate individual line items claimed under this preference or failing to include a letter may affect the evaluation of the bid.**

 **Bidder Registration**Prior to award of this solicitation your business must register as a bidder at <http://www.in.gov/idoa/2464.htm>. Just click on "Register as a Bidder." 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 317-234-3542 for assistance with your registration.

**Buy Indiana**Prior to award of this solicitation your business must register as a bidder at <http://www.in.gov/idoa/2464.htm>. 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.

**Additionally, Respondents that wish to claim the Buy Indiana preference (for any criteria listed below) must have an email confirmation of their Buy Indiana status provided by** **buyindianainvest@idoa.in.gov** **included in the proposal response. The email confirmation must have been provided from within one year prior to the proposal due date.**

Respondents must also fully complete the Indiana Economic Impact form (Attachment C) and include it with their proposal response.

**Defining an Indiana Business:**

“Indiana business” refers to any of the following:

1. A business whose principal place of business is located in Indiana.

(2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
(3) A business that employs Indiana residents as a majority of its employees.

(4) A business that makes significant capital investments in Indiana.
(5) A business that has a substantial positive economic impact on Indiana.

**Substantial Capital Investment**:

Any company that can demonstrate a minimum capital investment in Indiana of $5 million or more in plant and/or equipment or annual lease payments in Indiana of $2.5 million or more shall qualify as an Indiana business under I.C.5-22-15-20.5 (b)(4).

**Substantial Indiana Economic Impact**:

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); it shall qualify as an Indiana business under I.C. 5-22-15-20.5 (b)(5).

 **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: 1) Attachment C and 2) 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**
Bidders must complete the bid list in the attached Excel file and submit the (Excel) 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.