**BID INFORMATION COVER SHEET**

**State of Indiana Bid Contact:**

Abigail Chittenden

Senior Account Manager

Indiana Department of Administration

[Achittenden@idoa.IN.gov](mailto:Achittenden@idoa.IN.gov)

Phone: (317) 234-6906

Negotiated Bid # ASA-21-67522 for  
Road Salt  
 for INDOT, Other State Agencies, and Local Entities

Response Due Date:

**May 19, 2021 by 3:00 PM EDT**

**Please note new requirement under Bid Submission.**

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

**BIDDER CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Company Name** | Compass Minerals America Inc |
| **Company Bidder ID#** | EXT0000003631 |
| **Contact Name/Title** | Sean Lierz – Sales Manager |
| **Contact Phone/Email** | 913/344/9330 lierzs@compassminerals.com |

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

|  |
| --- |
| **U.S. Manufactured Preference (USMP)** |
| **Indiana Manufacturing Preference (IMP)** |

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

|  |  |
| --- | --- |
| **Indiana Business Preference (IBP)**  **(also called Buy Indiana)** | **Indiana Small Business Preference (ISBP)** |

|  |  |
| --- | --- |
| **BELOW IS A CHECKLIST OF ITEMS TO BE INCLUDED IN THE BID SUBMISSION. FAILURE TO COMPLETE ALL REQUESTED ITEMS MAY RESULT IN REJECTION OF THE 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 (Attachment)* and outlined *Terms and Conditions* (Page 5) * Identification of any Purchasing Preferences Claimed (Page 7-8), including Buy Indiana email confirmation if claiming the Indiana Business Preference * 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 14-16) * 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 in original EXCEL**  **format (signed copy may be submitted as an additional**  **PDF document)** |
| **Proposal submitted through the portal.** |
|

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

|  |
| --- |
|  |

**Purpose**

The State intends to establish a contract for services for Road Salt for INDOT, Other State Agencies, and Local Government Entities. The contract is expected to begin July 01, 2021 or from date of last State signature, whichever is later, and end June 30, 2022 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 Indiana 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.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| **Issue of Bid** | April 27, 2021 |
| **Deadline to Submit Written Questions** | Monday, May 03, 2021 by 12:00PM EDT |
| **Response to Written Questions** | May 12, 2021 |
| **Submission of Proposals** | May 19, 2021 by 3:00PM EDT |
| **Award Recommendation** | May 31, 2021 |

**Question and Answer Period**All questions pertaining to this bid are due by **12:00PM EDT on Monday, May 03, 2021**. Questions should be emailed to [BaaRFP@idoa.IN.gov](mailto:BaaRFP@idoa.IN.gov) using the Microsoft Excel sheet labeled “Question and Answer Template.” The State will upload responses to questions received by **EOD on Wednesday, May 12, 2021** to the solicitation webpage for BID # ASA-21-67522 (<https://fs.gmis.in.gov/psc/guest/SUPPLIER/ERP/c/SCP_PUBLIC_MENU_FL.SCP_PUB_BID_CMP_FL.GBL>). Interested parties will need to view responses on the solicitation webpage, as responses will not be returned individually via email.

**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.**

**Bid Instructions**

Please use the Bid List (an Excel document) to enter prices and use the Bid List and Salt Specifications (two PDF documents) to confirm your proposed products meet specifications. The listed unit prices shall be the purchase price of the product offered to the State. Listed specifications must be met or exceeded for your proposal to be considered for award. Failure to include any information requested in the worksheet may result in the removal of your proposal from consideration.

**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. This preference can only be applied to the items the State is actually purchasing. 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 “Supplier Portal” and then "Register Bidders." 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/Indiana Business Preference**Prior to award of this solicitation, your business must also qualify your company at <https://www.in.gov/idoa/2467.htm>, if claiming the Buy Indiana preference (also called the Indiana Business Preference). Follow the instructions, as listed on the webpage. Businesses are encouraged to 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.

Respondents must also fully complete the Indiana Economic Impact form (State Form # 51778) 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: Attachment C and FTE Details. Both sections must be completed. The form asks for, among other information:

1. The amount of the contract that is being allocated for payroll and benefits to Indiana residents.
2. The amount that is being awarded to Indiana subcontractors and suppliers.
3. 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**

**New Procedures – ELECTRONIC BIDDING**

**PLEASE READ**

**The Indiana Department of Administration Procurement Division has rolled out electronic bidding. IDOA is currently accepting bid responses electronically, via our new Supplier Portal. Bidders must enter their response via our new Supplier Portal at:** <https://fs.gmis.in.gov/psc/guest/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL>.

**When a response is submitted electronically via the Supplier Portal, all references in the bid package to original signatures and/or hard copy requirements are not required.**

**A video has been prepared that walks bidders through this electronic bid process. The video can be found at:**

<https://www.in.gov/idoa/wbt/SupplierElectronicBidding/index.html>

Bidders must submit their completed Bid List, Bid Package, IEI Form, and Bid Information Sheet to the State. The Bid List must be submitted as a working Excel file. No alterations to the templates are allowed. **When submitting proposals, Bidders must submit one (1) electronic copy of each of the bid documents by uploading the documents to the new Supplier Portal by the bid due date and time. Bid submissions via email will NOT be accepted in place of an electronic copy, via the new Supplier Portal. Paper copies of bid documents are not necessary. Bidders should allow themselves enough time to get all documents uploaded before the due date listed in this document. When the due date and time is reached, Bidders will no longer be able to upload or submit documents.**

**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. 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.