**BID INFORMATION COVER SHEET**

**State of Indiana Bid Contact:**

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Negotiated Bid # 665-21-2457 for  
Trash Removal Services  
 for the Wabash Valley Correctional Facility (WVCF)

Response Due Date:

**September 18, 2020 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** | Republic Services of Indiana, LP |
| **Company Bidder ID#** | 0000004038 |
| **Contact Name/Title** | Ben Pearson/General Manager |
| **Contact Phone/Email** | (812) [298-2131/BPearson@republicservices.com](mailto:298-2131/Ben.Pearson@republicservices.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)** |

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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 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)** |
| **Electronic versions of completed bid documents submitted through the online portal.** |
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PLEASE USE THE FIELD BELOW TO PROVIDE ANY ADDITIONAL COMMENTS RELEVANT TO THE BID SUBMISSION

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| --- |
| This bid includes replacing all of the equipment currently on site. This will increase the reliability of the machines and improve overall service.  Republic Services can adhere to the time constraints of being in and out of the facility between counts. |

**Purpose**

The Indiana Department of Correction is seeking Trash Removal Services for the Wabash Valley Correctional Facility (WVCF). The specific needs and requirements of the WVCF are located in the Bid List document.

**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** | August 12, 2020 |
| **Deadline to Submit Written Questions** | August 18, 2020 by 03:00PM EDT |
| **Response to Written Questions** | August 21, 2020 EOD |
| **Submission of Proposals** | September 18, 2020 by 3:00PM EDT |
| **Anticipated Award Recommendation** | October 09, 2020 |

**Question and Answer Period**All questions pertaining to this bid are due by **03:00PM EDT on Tuesday, August 18, 2020**. Questions should be emailed to [BaaRFP@idoa.IN.gov](mailto:BaaRFP@idoa.IN.gov?subject=BID%20%23%20665-21-2457;%20Trash%20Removal%20Services%20for%20WVCF%20-%20Q&A%20Questions) using the Microsoft Excel sheet labeled “Question and Answer Template.” The State will upload responses to questions received by **EOD on Friday, August 21, 2020** to the solicitation webpage for BID # ASA-20-858 (<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.

**Type of Award**This solicitation is to establish a Negotiated Bid for Trash Removal for the Wabash Valley Correctional Facility (WVCF). It is the intent of the State to award a four (4) year contract with no renewals.

**Bid Instructions**

Please use the Bid List (an Excel document) to enter prices and to confirm your proposed services meet the requirements. The listed unit prices shall be the purchase price of the services offered to the State. Listed requirements 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 (IDOA) Procurement Division has rolled out electronic bidding. All bid responses must be submitted electronically, via our new Supplier Portal, at:** <https://fs.gmis.in.gov/psc/guest/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL>.

**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 new 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. **Bid submissions via email will NOT be accepted in place of the uploaded electronic copy, via the new Supplier Portal. Paper copies of bid documents should not be sent to the State.**

The State strongly encourages Respondents to allow plenty of time when electronically submitting their proposals. Waiting until the last day is not recommended. The Supplier Portal allows documents to be edited until the proposal due date. Therefore, documents could be loaded over several days. The Supplier Portal will not accept proposals once the proposal due date and time has expired, even if a Respondent has already begun uploading bid 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.