

ATTACHMENT A1 – Category 1 - Clothing
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹

If participation is met through use of respondents who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in “**TOTAL BID AMOUNT**” should match the amount entered in the Attachment D, Cost Proposal Template. The IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term. In order for the subcontractor commitment to result in evaluation points for the Respondent, the entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>.

If the Respondent to the solicitation is an IVOSB certified entity, the letter confirming same should be submitted with their response. Therefore, the Respondent has the responsibility to alert IDOA of their certification. The IVOSB Respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB Respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://www.vetbiz.va.gov/vip/> under INDIANA, or listed at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>, **on or before** the proposal due date.
- Prime Contractor must include with their proposal the subcontractor’s veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://www.vetbiz.va.gov/vip/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - [Department of Administration, Procurement Division](#)).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or services only in the industry area for which it is certified as listed in the VETBIZ federal registry, at <https://www.vetbiz.va.gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB of its subcontract amount, a description

¹ The Indiana Veteran Business Program is governed by IC 5-22-14 and 25 IAC 9.

of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term.

The State may deny evaluation points if the letter(s) is/are not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the **“TOTAL BID AMOUNT”** and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the rules and requirements of the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at indianaveteranspreference@idoa.in.gov, (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

Category 1 - Clothing

RFP#: 22-69035

DUE DATE: 9/19/2022 by 3:00 PM - to be updated by 9-30-2022

TOTAL BID AMOUNT: Clothing Total \$1,170,882.14 for 2 years and \$585,441.07 for 1 year

Company Name: Total Shred Solutions, LLC <i>Certified VBE, MBE – State of Indiana</i>	Contact Person: Marc House	
Address: 1075 Broad Ripple Ave. #242 Indianapolis, IN 46220	E-mail: marchouse101@gmail.com	
Sub-Contract Amount: \$23,417.64 for 1 year Estimate of \$46,835.29 for 2 years	Telephone Number: (317) 289-5381	Fax Number: (317) 449-5841
Sub-Contract Percentage of Total Bid: 4%/year	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Supplier for purchasing clothing products to be sold within the contract period.	
Provide approximate dates when Sub-Contractor will perform on this project: Upon award of the contract to run for two years from that date. After the two years, there may be two additional “two-year” renewal options to be discussed after the first contract term.		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount:	Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>	
Provide approximate dates when Sub-Contractor will perform on this project:		

Keefe Group, LLC dba Keefe Supply Company
Respondent Firm
13870 Corporate Woods Trail
Address
Bridgeton, MO 63044
City/State/Zip Code

Mike Pohle
Representative

September 29, 2022
Date

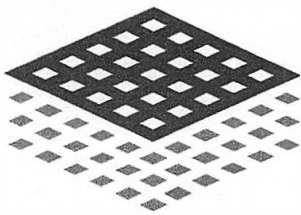
314-264-2900
Telephone Number
314-264-2901
Fax Number
mpohle@keefegroup.com
Email Address

Authorizing Signature
James VanGieson
Executive Vice President/General Manager
Printed Name and Title

■ Please check if additional forms are attached.

Page 4 of 7

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.



TOTAL SHRED SOLUTIONS

On-Site Document Destruction

September 29, 2022

Rodney Tolliver
Purchasing Manager
Keefe Group
10880 Lin Page Place
St. Louis, MO 63132

RE: Total Shred Solutions, LLC

Letter of Intent

Rodney,

It is our intent to work with Keefe Supply Company on the upcoming IN Department of Corrections Commissary/Package Program bid as your Certified VBE.

Total Shred Solutions LLC plans to be your supplier for purchasing clothing products to be sold through the program. The approximate dates for the contract to begin are after award of the contract for two years, with the option for extensions and renewals after the base term. The contract value for Total Shred Solutions, LLC is roughly 4% of the total clothing contract amount of \$1,170,882.14 for 2 years and \$585,441.07 for 1 year, or a total of \$23,417.64 in purchases annually (\$46,835.29 for 2 years).

We look forward to establishing a long-term relationship while providing the highest level of customer satisfaction. Thank you for the opportunity to do business.

Sincerely,

Marc House



May 27, 2021

Total Shred Solutions, LLC.
Attention: Mr. Marc House
1075 Broad Ripple Avenue, Suite 242
Indianapolis, Indiana 46220

OFM #05543

Dear Mr. House:

The Office of Minority & Women Business Development has completed its review of your firm's application for re-certification as a certified **Minority Business Enterprise (MBE)** and **Veteran Business Enterprise (VBE)**.

Your company is hereby certified with the City of Indianapolis as a Service, specializing in **Secure Document Shredding and Recycling**. This certification is issued pursuant to the City's Minority & Women Business Utilization Plan, part B.

And NAICS Code 561990.

Your certification is valid until **May 31, 2024**, and is subject to revocation if: (1) changes in ownership, managerial or operational control causes your firm to no longer qualify for the City's M/W/V/DOBE Program; or (2) if just cause is determined through established investigative procedures.

M/W/V/DOBE firms *must* inform OMWBD, in the form of a sworn affidavit, of any changes affecting the ability of the Firm or its owners to meet the guidelines of the City's Utilization Plan with regards to ownership, control or the other certification requirements of the City Minority & Women Business Utilization Plan, part B. (Affidavits must be received within thirty (30) days of the change). Additionally, M/W/V/DOBE firms must provide, yearly, to the Office of Minority & Women Business Development a No Change Statement stating that the qualifying owner(s) continue to meet the ownership and control requirements of the City's Utilization Plan. Failure to provide a yearly No Change Statement may jeopardize your certification status.

Please ensure that your contact information is accurate and stays current. Inaccurate information limits our ability to provide outreach business opportunities. This certification is not necessarily accepted by other States or Agencies and does not verify the ability of your firm to perform the types of work you may indicate.

Please go to the Purchasing Division's website to register your business at: www.indy.gov/purch or call (317) 327-4900 for further instructions, if you have not already done so.

Sincerely,

Fahad Beg
M/W/V/DOBE Certification Program
Senior Manager
cc- rvf

Phone: 317.327.5262
Fax: 317.327.4482

1260 City County Building
200 East Washington Street
Indianapolis, Indiana 46204
www.indy.gov



DEPARTMENT OF VETERANS AFFAIRS
Center for Verification and Evaluation
Washington DC 20420

12/3/2019

In Reply Refer To: 00VE

Mr. Marc D. House
Total Shred Solutions, LLC.
DUNS: 826856671
1075 Broad Ripple Avenue, Suite 242
Indianapolis, IN 46220

Dear Mr. House:

On behalf of the U.S. Department of Veterans Affairs (VA), Center for Verification and Evaluation (CVE), I am writing to inform you that Total Shred Solutions, LLC. has been verified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) and added to the Vendor Information Pages (VIP) at <https://www.vip.vetbiz.gov/>. Total Shred Solutions, LLC. will be eligible to participate in Veterans First Contracting Program opportunities with VA.

This verification is valid for three (3) years from the date of this letter.

Please retain a copy of this letter to confirm Total Shred Solutions, LLC.'s continued program eligibility in accordance with 38 Code of Federal Regulations (CFR) § 74.12. You may reapply 120 days prior to your expiration date by logging in to your VIP profile.

To promote Total Shred Solutions, LLC.'s verified status, you may use the following link to download the logo for use on marketing materials and business cards: https://www.va.gov/OSDBU/docs/cve_completed_s.jpg. In addition, please access the following link for information on the next steps and opportunities for verified businesses: <http://www.va.gov/osdbu/verification/whatsNext.asp>.

To ensure that Total Shred Solutions, LLC. is correctly listed in the Vendor Information Pages, check Total Shred Solutions, LLC.'s profile for the verified logo. Please notify us if the logo is not present within 72 hours of receipt of this letter.

While CVE has confirmed that Total Shred Solutions, LLC. is presently, as of the issuance of this notice, in compliance with the regulation, Total Shred Solutions, LLC. must inform CVE of any changes or other circumstances that would adversely affect its eligibility. Eligibility changes not reported to CVE within 30 days could result in a referral to the Office of Inspector General (OIG), a referral to the Debarment and Suspension Committee, and the initiation of cancellation proceedings—all of which could result in Total Shred Solutions, LLC. being removed from the VIP Verification Program.

"World Class Professionals

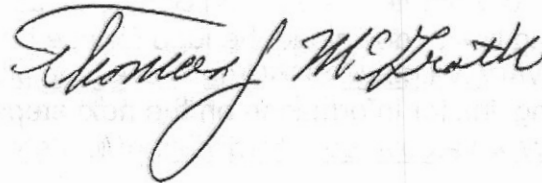
Enabling Veteran Business Opportunities by Protecting the Veteran Advantage - One Vet at a Time"

Please be advised all verified businesses may be required to participate in one or more post-verification audits at CVE's discretion. Additionally, this letter and other information pertaining to Total Shred Solutions, LLC's verification application may be subject to Freedom of Information Act (FOIA) requests. However, FOIA disclosures include exceptions regarding the personal privacy of individuals, and VA policy similarly provides limitations on the release of individual records.

If Total Shred Solutions, LLC. receives a negative size determination from the U.S. Small Business Administration (SBA), CVE must act in accordance with 38 CFR § 74.2(e). Also note, if at any time Total Shred Solutions, LLC. discovers that it fails to meet the size standards for any NAICS Code(s) listed on its VIP profile, CVE requires such NAICS Code(s) be removed within five (5) business days. If the NAICS Code(s) are not removed within the allotted five (5) business days, CVE may request SBA conduct a formal size determination. In addition, CVE may initiate a referral to OIG, a referral to the Debarment and Suspension Committee, and pursue cancellation proceedings. All of the aforementioned referrals and procedures could result in Total Shred Solutions, LLC. being removed from the VIP Verification Program.

Thank you for your service to our country and for continuing to serve America through small business ownership.

Sincerely,

A handwritten signature in black ink, reading "Thomas McGrath". The signature is fluid and cursive, with the first name "Thomas" and last name "McGrath" clearly legible.

Thomas McGrath
Director
Center for Verification and Evaluation