**RFP 20-058**

**BUSINESS PROPOSAL**

**ATTACHMENT E**

**Instructions: Please provide answers in the shaded areas to all questions. Reference all attachments in the shaded area.**

***Business Proposal***

* + 1. **General (optional) -** Please introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the products and/or services requested in this RFP.

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| ADA is a 14-year-old automatic door company with highly skilled technicians serving 4 states and high-end client. All techs are AAADM certified, OSHA 10, and First Aid trained. ADA has a great reputation and with great customers and is always focused on both internal and external customer satisfaction. |

* + 1. **Respondent’s Company Structure** - Please include in this section the legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization. If the organization includes more than one (1) product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization. Please enter your response below and indicate if any attachments are included.

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| ADA is a company with 3 locations. Indianapolis is the home office with branch locations in Cincinnati and Nashville.  Greg Menefee is President of ADA and has been from the company’s inception. Greg was also the founder and president of AGM, one of the largest glass companies in the state of Indiana. He recently retired to focus on the growth of ADA.  John Gambrel is the General Manager of the Indianapolis office with over 30 years of experience in automatics and the Indiana market.  John Norris is our Service Manager and brings over 23 years of experience to his position. Lissa Woods is our Accounting Manager and handles all billing processes and credit approvals for ADA. She is well-versed on payment methods as well as reviewing and responding to contract terms as due diligence for ADA.  Patricia Schott is our CFO and has also served in this capacity through the lifetime of ADA as well as 20 years with AGM prior to her retirement in 2017. |

* + 1. **Company Financial Information** - This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include: most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, explain why and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFP. That additional information should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFP.

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| The Dunn & Bradstreet Business Report information is attached to this RFP. |

* + 1. **Integrity of Company Structure and Financial Reporting** - This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

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| Due to the size of ADA, our financials are not audited. Internal financials are run monthly by Patricia Schott and reviewed by President Greg Menefee each month. At year-end, our internal financials are reviewed by Somerset CPA’s for accuracy. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.5.

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* + - 1. **Contract Finalization and Future Amendments and Renewals** – Please describe how Respondent will organize the contract team and ensure an efficient and timely process for contract finalization and future amendments and renewals.

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| John Gambrel, our GM, will provide the respective proposal and be the initial liaison for ADA. Once the scope is established, the project will be turned over to one of our Project Managers who will coordinate with our Service Manager to provide manpower and jobsite management as needed. John will be available to respond to any added pricing requests or needs. All other functions will be coordinated by the Project Manager. |

* + 1. **References** - Reference information is captured on Attachment H. Respondent should complete the reference information portion of the Attachment H which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of Attachment H should be completed by the reference and either **mailed or emailed DIRECTLY** to the State. The State should receive three Attachment H’s from clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Attachment H should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov) or mailed to the address listed in section 1.8 of the RFP. Attachment H should be submitted no more than ten (10) business days after the proposal submission due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | Automated Doors & Access Company, Inc. |
| Company Mailing Address | 6951 E 30TH Street, Suite C |
| Company City, State, Zip | Indianapolis, IN 46219 |
| Company Website Address | [www.adausa.com](http://www.adausa.com) |
| Contact Person | John Gambrel |
| Contact Title | General Manager |
| Company Telephone Number | 317-472-7469 |
| Company Fax Number | 317-472-7451 |
| Contact E-mail | jgambrel@adausa.com |
| Industry of Company | Automatic Door Supplier and Installer |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity |  |
| Company Mailing Address |  |
| Company City, State, Zip |  |
| Company Website Address |  |
| Contact Person |  |
| Contact Title |  |
| Company Telephone Number |  |
| Company Fax Number |  |
| Contact E-mail |  |
| Industry of Company |  |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity |  |
| Company Mailing Address |  |
| Company City, State, Zip |  |
| Company Website Address |  |
| Contact Person |  |
| Contact Title |  |
| Company Telephone Number |  |
| Company Fax Number |  |
| Contact E-mail |  |
| Industry of Company |  |

**2.3.7 Registration to do Business -** Selected out-of-state Respondents providing the products and/or services required by this RFP must be registered to do business within the State by the Indiana Secretary of State and the Indiana Department of Administration, Procurement Division. The address contact information for this office may be found in Section 1.18 of the RFP. This process must be concluded prior to contract negotiations with the State. It is the successful Respondent’s responsibility to complete the required registration with the Secretary of State. Please indicate the status of registration, if applicable. Please clearly state if you are registered and if not provide an explanation.

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| ADA is an Indiana-based company. |  |

* + 1. **Authorizing Document -** Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement. Please enter your response below and indicate if any attachments are included.

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| Greg Menefee or Patricia Schott are legally able to sign this document. Both are owners and officers of ADA. |  |

* + 1. **Subcontractors** – Not Applicable

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| N/A |  |

* + 1. **Evidence of Financial Responsibility** – Not Applicable
    2. **General Information** - Each Respondent must enter your company’s general information including contact information.

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| **Business Information** |  |
| Legal Name of Company | Automated Doors & Access Company, Inc. |
| Contact Name | John Gambrel |
| Contact Title | General Manager |
| Contact E-mail Address | [jgambrel@adausa.com](mailto:jgambrel@adausa.com) |
| Company Mailing Address | 6951 E.30th Street, Suite C |
| Company City, State, Zip | Indianapolis, IN 46219 |
| Company Telephone Number | 317-472-7469 |
| Company Fax Number | 317-472-7451 |
| Company Website Address | [www.adausa.com](http://www.adausa.com) |
| Federal Tax Identification Number (FTIN) | 71-1031287 |
| Number of Employees (company) | 28 |
| Years of Experience | 14 |
| Number of U.S. Offices | 3 |
| Year Indiana Office Established (if applicable) | 2006 |
| Parent Company (if applicable) |  |
| Revenues ($MM, previous year) | 5.4M |
| Revenues ($MM, 2 years prior) | 4.7M |
| % Of Revenue from Indiana customers | 56% |

* 1. Does your Company have a formal disaster recovery plan? Please provide a yes/no response. If no, please provide an explanation of any alternative solution your company has to offer. If yes, please note and include as an attachment.

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| ADA has 3 locations. All are capable of managing the other branch requirements should a branch be compromised. All accounting and emails are stored in the cloud and saved in several remote locations for recovery if necessary. All branches, as well as vans, carry inventory necessary to cover services for other branch locations as needed. All branches have General Managers, Service Managers, Project Managers, and Technicians capable of addressing customer needs. |  |

* 1. What is your company’s technology and process for securing any State information that is maintained within your company?

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| **Secured servers and secured file rooms with limited employee access.** |  |

* + 1. **Experience Serving State Governments -** Please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

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| ADA currently services the Government Center, INDOT facilities, and local federal buildings as well as federal facilities in other locations. |  |

* + 1. **Experience Serving Similar Clients -** Please describe your company’s experience in serving customers of a similar size to the State with similar scope. Please provide specific clients and detailed examples.

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| ADA services clients such as Lilly, Roche, Rolls-Royce, Indiana University, Community Hospital, IU Health, St. Francis, Vanderbilt University, Mercy Health facilities in Cincinnati, and both Vanderbilt University and Vanderbilt Health facilities in Nashville. |  |

* + 1. **Indiana Preferences -** Pursuant to IC 5-22-15-7, Respondent may claim only one (1) preference. For the purposes of this RFP, this limitation to claiming one (1) preference applies to Respondent’s ability to claim eligibility for Buy Indiana points. **Respondent must clearly indicate which preference(s) they intend to claim. Additionally, the Respondent’s Buy Indiana status must be finalized when the RFP response is submitted to the State.**

**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**](mailto: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.**

Buy Indiana

Refer to Section 2.7 for additional information.

* + 1. **Requested Changes to Preliminary Contract Terms and Conditions -** Please provide the contract section number for each item with requested change along with the new proposed language per Section 2.3.5 Contract Terms/Clauses of RFP 20-058.

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| No changes noted to the RFP  ADA is not a Minority, Women, or Veteran Business Enterprise. Due to the specific nature of our business and the technical requirements, ADA would self-perform all work required unless electrical would be needed. |
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