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| **INSTRUCTIONS** |
| * Please supply requested information ***in the blue-shaded areas*** and indicate any attachments that have been included. * Document all attachments with which section and question they pertain to. |

* + 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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| Blackjack Uniforms has been supplying uniforms and accessories to the IDNR since 2013. When Blackjack was awarded the contract, we initiated the “Blackjack Better Deal” program to aid in reducing the cost of uniforms to the State. This program insured if we were able to negotiate a better deal with our suppliers, the savings would be passed on to the IDNR. In addition, Blackjack has continually worked with manufacturers to improve on-time delivery of products requested by the IDNR. Blackjack maintains an open line of communication with the IDNR in an effort to ascertain projected usage of products, this allows Blackjack to review this information with suppliers in order to provide efficient delivery at an economical cost to the IDNR. This program has allowed Blackjack to absorb minor price increases and hold the lowest price possible for the IDNR. Many of the manufacturers, because of our efforts, did not increase prices to Blackjack for approximately three years; thereby resulting in savings to the IDNR. Also, being a Minority & Small Indiana Business has aided in pricing negotiations. Blackjack practices a “Hands On” approach and is diligent in making certain that Items purchased are of the best quality. In addition, Blackjack Uniforms strives to remain up-dated on new products which would be beneficial to the IDNR’s needs. Blackjack Uniforms is proud of our many years of successfully servicing the uniform/accessory needs of the IDNR while holding the lowest price possible. Blackjack representatives have been and will continue to be available seven days a week to meet the needs of the IDNR. Our business plan of holding costs down and stocking program has successfully worked for the IDNR as well as the IDOC and ISP. Blackjack Uniforms will continue to find ways to supply products to the IDNR economically and efficiently. |

* + 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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| Blackjack Uniforms Inc. is an Indiana Corporation that was formed August 22, 2001. The company is 100% owned by Judith A. Crowell, with Judith A. Crowell being the President, Secretary/Treasurer of Blackjack Uniforms Inc. Blackjack Uniforms Inc. is an Indiana Certified Women Business Enterprise. Blackjack Uniforms is involved in the sale of uniforms, uniform components and supplies. |

* + 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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| SEE ATTACHMENT 2.3.3 – FINANCIAL INFORMATION FOR YEARS 2019 & 2020 |
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* + 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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| Judith Ann Crowell, Owner and CEO of Blackjack Uniforms Inc. has reviewed all of the financial information supplied with this proposal. Blackjack’s independent accounting firm has prepared and reviewed Blackjack’s financial statements for accuracy and corrections. Being a small company, Judith Ann Crowell, owner and sole shareholder, takes responsibility for the accuracy of these statements. All audit functions are separate from the board members. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.5. Indicate the name of the document in the space provided.

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| Blackjack Uniforms Inc. has read the sample contract provided and as stated in the transmittal letter and accepts the mandatory contract terms and non-mandatory clauses. |

* + 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 **emailed DIRECTLY** to the State. The State should receive three (3) 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). 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 | Indiana State Police – Logistics |
| Company Mailing Address | IGCN 100 N Senate Avenue |
| Company City, State, Zip | Indianapolis, IN 46204 |
| Company Website Address | n/a |
| Contact Person | Shawn Cosgrove |
| Contact Title | 1st Sgt |
| Company Telephone Number | 317 899 8545 |
| Company Fax Number | 317 899 8294 |
| Contact E-mail | [scosgrove@isp.in.gov](mailto:scosgrove@isp.in.gov) |
| Industry of Company | Uniforms & related products |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Indiana Department of Corrections – Central Office Agency |
| Company Mailing Address | 9310 S State Road 67 |
| Company City, State, Zip | Pendleton, IN 46064 |
| Company Website Address | n/a |
| Contact Person | Heather Johnson |
| Contact Title | Stores Clerk 2 |
| Company Telephone Number | 765 778 3778 |
| Company Fax Number | n/a |
| Contact E-mail | hjohnson@idoc.in.gov |
| Industry of Company | Uniforms & related products |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Indiana Department of Corrections |
| Company Mailing Address | 9310 S State Road 67 |
| Company City, State, Zip | Pendleton, IN 46064 |
| Company Website Address | n/a |
| Contact Person | Steve Vancleave |
| Contact Title | Program Director – Uniform Distribution Center |
| Company Telephone Number | 765 778 3778 x 2804 |
| Company Fax Number | 765 778 5211 |
| Contact E-mail | [svancleave@idoc.in.gov](mailto:svancleave@idoc.in.gov) |
| Industry of Company | Uniforms & related products |
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* + 1. **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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| Blackjack Uniforms Inc is currently registered and in good standing with the Indiana Secretary of State. |

* + 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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| See Attachment 2.3.8 – By Laws |

* + 1. **Subcontractors -** The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent’s proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor’s related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State’s evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor’s name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor’s responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor’s form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority, Women, or Veteran Owned Business under IC 4-13-16.5-1 and Executive Order 13-04 and IC 5-22-14-3.5. See Sections 1.21, 1.22 and Attachments A/A1 for Minority, Women, and Veteran Business information.

IVOSB entities (whether a prime or subcontractor) must have a bidder ID. If registered with IDOA, this should have already been provided (as with MWBEs). IVOSBs that are only registered with the Federal Center for Veterans Business Enterprise will need to ensure that they also have a Bidder ID provided by IDOA (please see section 2.3.7, Department of Administration, Procurement Division for details).

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| Lakeside Advertising Specialties, Inc. 543 Lewis Street, Hammond, IN 46320  State of Indiana M/WBE Business Enterprise, $7,783.60 Accessory Category, $$30,819.20 Related Category, Product/Service Provided - T Shirts, hats, Sweatshirts, Jackets, Hats & Shoes - See attached letters of commitment Attachment 2.3.9  Print Solutions of Indiana, Ind. 1744 Beachview Ct., Crown Point, IN 46307  State of Indiana WBE Business Enterprise, $7,783.60 Accessory Category, $$30,819.20 Related Category, Product/Service Provided - T Shirts, hats, Sweatshirts, Jackets, Hats & Shoes - See attached letters of commitment Attachment 2.3.9 |

* + 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 | BLACKJACK UNIFORMS INC. |
| Federal Identification Number (FIN) | 35-2152524 |
| Contact Name | Judith A. Crowell |
| Contact Title | President/Owner |
| Contact E-mail Address | [Judith\_Crowell@hotmail.com](mailto:Judith_Crowell@hotmail.com) |
| Company Mailing Address | 7242 Kennedy Avenue |
| Company City, State, Zip | Hammond, IN 46323 |
| Company Telephone Number | 219 844 2870 |
| Company Fax Number | 219 844 3511 |
| Company Website Address | n/a |
| Federal Tax Identification Number (FTIN) | 0111549922 |
| Number of Employees (company) | 4 |
| Years of Experience | 20 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 2001 |
| Parent Company (if applicable) | n/a |
| Revenues ($MM, previous year) |  |
| Revenues ($MM, 2 years prior) |  |
| % Of Revenue from Indiana customers | 100% |

* 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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| Yes – See Attachment 2.3.11 |

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

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| **Electronic Communications are maintained secured by most up-to-date security systems installed within our electronic devices. All information is password protected. Any and all paperwork is maintained in fire proof, locked cabinets.** |

* + 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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| Blackjack Uniforms is currently supplying uniforms to the Indiana DNR. We have met with the IDNR on numerous occasions to provide sample items and to learn what is required by the various properties. In addition, Blackjack Uniforms supplies the Indiana State Police and the Indiana Department of Corrections with uniforms and related products. As a result of our continued working relationship with these State agencies, we have been able to closely monitor and review purchasing requests and notify the agencies areas that should be addressed for savings. Blackjack believes in the hands-on approach in all of its relationships with the State of Indiana. |

* + 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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| Blackjack Uniforms has been supplying the Indiana State Police with jackets, boots, hats, leather goods and various other items for their officers with the approximate total yearly volume of $341,260.00. Blackjack has also supplied the Indiana Department of Corrections with shirts, pants, boots, leather items and jackets with the approximate total yearly volume of $800,000.00. |

* + 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.**

Buy Indiana

Refer to Section 2.7 for additional information.

Indicate which preference(s), if any, Respondent intends to claim.

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| A business whose principal place of business is located in Indiana. Buy Indiana Certificate attached, Sec of State Bus. Entity Report & IN Preference Sheet - Attachment 2.3.14. |

* + 1. **Payment –** Not applicable.

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| n/a |