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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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| Pace Analytical Services, Inc. (Pace) and it’s now owned subsidiaries, has been serving the Indiana market, as well as the Midwestern market for analytical measurements in multiple fields of investigation, not limited to the environmental sector since 1988.  Pace successfully serves the State of Indiana under the Office of Land Quality Contract # 24533 for David Harrison.  Additionally, Pace Indianapolis is working on for the state of Indiana office of Water Quality under Contract #18620 for Tim Bowren. These contracts indicate the capabilities and the capacity for Pace to be retained for the services proposed. |

* + 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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| Pace was established in 1995 in Minneapolis, Minnesota to provide analytical support to the environmental community. The Indianapolis laboratory became a part of the PACE laboratory network in 1988. PACE, acquired the ATC Associates Laboratory (IN) and the Core Laboratory (IN) from Core Labs. In 1995, the Indianapolis lab was included in the purchase of labs that formed Pace Analytical Services, Inc. Additionally, in 2013, Pace acquired the Heritage Laboratory located in Indianapolis. These three operations have been combined into the current facility and provide full analytical services as well as specialty analyses with regional coverage for Indianapolis, Ohio, Kentucky and Eastern Illinois. Pace’s ventures into the laboratory services fields include representation in the sales, repair and training of staff on analytical laboratory equipment; analysis of biological materials and pharmaceutical effects; and various subcategories supplemental to but separate of routine environmental sample analysis. |

* + 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 letter from CFO as Attachment A |

* + 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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| The statement detailed in Section 2.3.3 in this Business Proposal from the CFO and the Authority letter governing responsibility to the General manager (located in Attachment H) is sufficient evidence to acknowledge corporate responsibility for a private company. Additionally, Pace is successfully providing similar services under two State of Indiana contracts (Office of Land Quality (Contract ID #24533) and Office of Water Quality (Contract ID #18620) with no major responsibility issues. Based on client service interviews conducted on a regular basis, the feedback provided indicates Pace operates at or above the integrity and character as firms in the marketplace. The reputation of Pace in Indianapolis, as well as throughout the Pace network, is a core value within the company. Please refer to the references section for contact information of persons that will verify these statements. |

* + 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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| Pace’s legal agrees to terms and conditions presented in the sample contract provided in the IDEM RFP 21-67824. Pace reserves the right to review and discuss the official contract submitted upon award of the work. |

* + 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 five (5) 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 | Keramida Inc. |
| Company Mailing Address | 401 N. College Ave |
| Company City, State, Zip | Indianapolis, IN 46202 |
| Company Website Address | [www.keramida.com](http://www.keramida.com) |
| Contact Person | John Schilling |
| Contact Title | Vice President, Land Services |
| Company Telephone Number | 800-508-8034 |
| Company Fax Number |  |
| Contact E-mail | [Jschilling@keramida.com](mailto:Jschilling@keramida.com) |
| Industry of Company | Environmental/ Engineering |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Wilcox Environmental Engineering |
| Company Mailing Address | 1552 N Main St #100 |
| Company City, State, Zip | Speedway, IN, 46224 |
| Company Website Address | [www.wilcoxenv.com](http://www.wilcoxenv.com) |
| Contact Person | Scott Connors |
| Contact Title | Project Manager |
| Company Telephone Number | 317-472-0999 |
| Company Fax Number | 317-472-0993 |
| Contact E-mail | [sconnors@wilcoxenv.com](mailto:sconnors@wilcoxenv.com) |
| Industry of Company | Environmental Engineering |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | August Mack Environmental, Inc. |
| Company Mailing Address | 1302 N. Meridian St #300 |
| Company City, State, Zip | Indianapolis, IN 46202 |
| Company Website Address | www.augustmack.com |
| Contact Person | Chris Abel |
| Contact Title | Closure Manager |
| Company Telephone Number | 317-916-8000 |
| Company Fax Number | (317) 579-7410 |
| Contact E-mail | cabel@augustmack.com |
| Industry of Company | Environmental |

* + 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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| Pace Analytical is authorized to conduct proposed work in the State of Indiana. The following information was retrieved from the Indiana Secretary of State website. Pace Analytical Services, Inc.’s control number is listed as 1998050180. |

* + 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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| The authority letter provided in Attachment B, is designated as the respondent personnel able to commit Pace contractually. |

* + 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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| Pace will be using subcontractors for the bacterial testing. Due to capabilities at the Indianapolis lab and the short hold time, Pace will be using a local lab that Pace Indy has a long-standing relationship with, but does not maintain a contract. Upon discussion with Pace Corporate, Pace does not maintain contracts with any sublab.  Main sub lab to be used for the above referenced items:  Micro Air  6320 La Pas Trail Indianapolis, IN 46268  Contact: Betsie McAfee – [bmcafee@microair.com](mailto:bmcafee@microair.com)  317-231-5559 |

* + 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 | Pace Analytical Services, LLC |
| Federal Identification Number (FIN) | 41-1821617 |
| Contact Name | Steve Sayer |
| Contact Title | General Manager |
| Contact E-mail Address | [Steve.sayer@pacelabs.com](mailto:Steve.sayer@pacelabs.com) |
| Company Mailing Address | 7726 Moller Rd |
| Company City, State, Zip | Indianapolis, IN 46268 |
| Company Telephone Number | 317-228-3100 |
| Company Fax Number | 317-872-6189 |
| Company Website Address | [www.pacelabs.com](http://www.pacelabs.com) |
| Federal Tax Identification Number (FTIN) | 41-1821617 |
| Number of Employees (company) | 3,275 |
| Years of Experience | 100+ |
| Number of U.S. Offices | 50 |
| Year Indiana Office Established (if applicable) | 1993 |
| Parent Company (if applicable) |  |
| Revenues ($MM, previous year) | 440 |
| Revenues ($MM, 2 years prior) | 385 |
| % Of Revenue from Indiana customers | 4% |

* 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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| Refer to the Pace Quality Manual for further description Attachment C |

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

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| Refer to the Pace Quality Manual for further description Attachment C |

* + 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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| Pace Analytical is currently providing service under two State of Indiana contracts: Office of Land Quality (Contract ID #24533) and Office of Water Quality (Contract ID #18620). These contracts generate around $150,000 for the Pace Indianapolis lab |

* + 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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| Pace has consistently and successfully served customers of similar size and scope. The most relevant examples are mentioned in section 2.3.11. Pace is currently working with the State of Indiana under two separate contracts (Office of Land Quality (Contract ID #24533) and Office of Water Quality (Contract ID #18620). These contracts, especially Contract ID #18620, have approximately the same number of potential samples as well as very similar requested analysis. |

* + 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.**

Approval will be system generated and sent to the point of contact email address provided within the Bidder Registration profile. This is to be attached as a screen shot (copied /pasted) for response evaluation.

Buy Indiana

Refer to Section 2.7 for additional information.

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

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| Pace does not qualify under any of the Buy Indiana Preferences |

* + 1. **Payment –** Not applicable