**Laboratory Supplies and Related Services**

The Minimum Requirements indicate the basic requirements that all Respondents must adhere to in order to be considered as a responsive Respondent. All Respondents must state their ability and willingness to meet these Minimum Requirements in their Transmittal Letter and in this attachment of their proposal. Failure to do so will be considered grounds for disqualification from further consideration.

**Instructions: In the yellow shaded boxes, please confirm the Respondent’s ability to meet each Minimum Requirement.**

***Respondent Name:***

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| **Minimum Requirement** | **Respondent Meets Minimum Requirement? (Yes/No)** |
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| 1. The State requires that each Respondent bid on a minimum of three (3) product categories. Each category included in the proposal must include pricing for all items identified as a high priority to the State. |  |
| 1. The State requires that each Respondent be licensed to do business in the State, as required by State law. |  |
| 1. Respondents must commit to a regular shipping turnaround of thirty (30) business days from the receipt of a purchase order for Laboratory Equipment, Furniture and Storage and five business days from the receipt of a purchase order for all other supply categories. If the order cannot be delivered to the State within these timeframes, the successful Respondent should notify the ordering State agency within 24 hours of receipt of a purchase order. |  |
| 1. The State requires that, for each order, all shipping, handling, hazard, and any other additional fees be included in the catalog, purchase order, and invoice price. No small order, minimum order, or special-order charges shall be charged to the State. No shipping, return, or restocking fees shall be charged to the State for returns or for the shipment of samples. Any rush delivery that occurs as a result of Respondent’s error shall be free of charge. No handling surcharges may be added, or discounts lost for any rush or expedited orders. |  |
| 1. Product Category prices must be held firm and fixed for 12 months before requesting any increases. |  |
| 1. The State expects all regular reports to be provided quarterly at the Quarterly Business Review. Ad-hoc reporting shall be provided within five business days of request unless agreed to in writing by the State of Indiana. |  |
| 1. The State requires that pricing includes all charges and fees, including but not limited to shipping, handling, hazardous material, on all items in the successful Respondents’ online catalogs. |  |