(rev08/26)

STATE OF INDIANA

REQUEST FOR QUOTATION

SOLICITATION NUMBER: **003000000089116**

REQUEST FOR: **Trash Rake Grate Removal & Replacement Services**

REQUESTED BY: **Indiana Department of Natural Resources – Bodine State Fish Hatchery**

REQUESTOR: **Nicholas Ramsey, nrramsey@dnr.in.gov - (317) 232-3051**

YOUR RESPONSE MUST BE RECEIVED BY: **Friday, December 18th, 2026 @ 10:00AM ET**

GENERAL INFORMATION

The information below is provided to assist you in completing this request. Please note that these instructions may not contain all applicable requirements. Careful reading of this request is imperative. Failure to follow these instructions or those printed throughout this package could lead to rejection of your quotation. It is not necessary to return this page with your response.

- Type or print legibly in black ink all requested information, including prices and extensions, as well as accurate vendor information.
- Manually sign the Signature Page and Contract if applicable.
- Submit your response to the Requestor listed above.
  (IF THE RESPONSE IS GREATER THAN $75,000, A MANUAL SIGNATURE IS REQUIRED, THEREFORE A FAX IS NOT ACCEPTABLE) AGENCY PERSONNEL ARE ONLY AUTHORIZED TO CONDUCT PURCHASES OF THIS DOLLAR AMOUNT ON MAINTENANCE AGREEMENTS AND SOFTWARE LICENSES.
- Do not add any contractual or payment terms and conditions. Terms and conditions of the award will be those listed in this request package and the resulting Purchase Order only.
- If you are not eligible to claim the Recycled Preference but are offering recycled content products, please list the percentage of content for EACH LINE ITEM and provide manufacturer certification.
- If you are not willing to accept a split award (partial order), your response must include the statement, “Bidding all or none.”
- Your response must be received by the requested date and time indicated.

Bidders are not required to be registered with the Procurement Division to respond to a solicitation. If your quotation is recommended for an award, you will be notified of the registration requirements. You will have five (5) days from the date of notification to complete the registration requirements, or the recommended award will be canceled.

To register, visit https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/.

Event Details

State of Indiana Request for Quotation

Event ID	Format	Type	Page
00300-0000089116	Buy	RFx	1
Event Name			
300 FW Bodine SFH Trash Rack Grate Replacement			
Start Time		**Finish Time**	
11/16/2026 15:00:00 EST		12/18/2026 10:00:00 EST	

Bidder: **INTERNAL EVENT DETAILS**

Submit To: Natural Resources
Indiana Dept of Natural Resources
Purchasing
402 W WASHINGTON ST RM W265
INDIANAPOLIS IN 46204
United States

Contact: Nicholas Ramsey - 00300
Phone: 317-232-3051
Email: NRRamsey@dnr.IN.gov

Event Description - RFQ # 0030000000089116

Sourcing event 0000089116 is for obtaining bids for the removal and replacement of the trash rack grate at the South Bend Fish Ladder Attraction Chamber. The purpose of this project is to replace grates for the mixing chamber at the South Bend Fish Ladder. The mixing chamber allows for extra water to be mixed and sent out to the fish ladder entrance to help attract migrating Trout and Salmon. The grates keep fish from getting into the mixing chamber. The grates are in very poor condition and need to be replaced. Contractor will dive down, remove the old and rusted grating and replace with new grates, which they will order and cut to size. Additional information is found in the Summary of Work.

Property Location:
Bodine State Fish Hatchery
13200 Jefferson Blvd.
Mishawaka, IN, 46545

Project Location:
Seitz Park
S. Niles Ave.
South Bend, IN. 46617
Location of South Bend Fish Ladder. (Map Provided)

To allow for sufficient processing time in compliance with Indiana State Law, all quoted prices offered to the State under this Solicitation Event must be valid for thirty (30) calendar days after the Response Due Date (aka Finish Time) listed above. Prices must be inclusive of all applicable charges.

If you are viewing this event through the Bidder Portal, please be sure to check https://www.in.gov/idoa/procurement/current-business-opportunities/ for additional details and documents related to this event.

Questions can be emailed to Nicholas Ramsey at nrramsey@dnr.in.gov. All questions must be submitted at least seven (7) days prior to the Response Due By date/time.

Completed bids must be emailed to Nicholas Ramsey at nrramsey@dnr.in.gov or faxed to 317-972-3275, Attn: Nicholas Ramsey.

A completed bid package MUST be submitted by the Response Due By date/time. The bid package is available for download through the Bid Documents link in the Event Name column. This bid is not eligible for electronic bid through the Supplier Portal. To allow for sufficient processing time in compliance with Indiana State law, all quoted prices offered to the State under this Event must be valid for thirty (30) calendar days after the Response Due By date/time. Pricing must include all applicable charges, fees, and shipping.

General Comments

- This is a request to establish a Contractual Agreement for Diving, Removal, and Replacement Services. Contract commencing **01/01/2027** or from date of last State signature, whichever is later and ending **06/30/2027** or six (6) months after the State's last signature, whichever is later. By mutual consent of both parties, contract may be renewed. The term of the contract, including any renewals, may not exceed four (4) years. Prices may be listed in the unit requested (per Service). Prices listed above and beyond what is requested shall not be considered and shall be reason to reject bid/quote. Prices must be inclusive of all applicable charges.

Line Details

Contractor will dive down, remove the old and rusted grating and replace with new grates, which they will order and cut to size. Additional information is found in the Summary of Work.

Total for all services including labor, equipment, & materials for diving, removal of old material, and replacement of Grate with Aluminum Material =

$ _____ GRAND TOTAL

Response Comments

Bidder Information

Firm Name:		
Name:	**Signature:**	**Date:**
Phone #:	**Fax #:**	
Street Address:		
City & State:	**Zip Code:**	
Email:		

SCOPE OF WORK/GENERAL REQUIREMENTS
INDIANA DEPARTMENT OF NATURAL RESOURCES
PROJECTS ESTIMATED AT LESS THAN $150,000

PROJECT NUMBER:
PROPERTY NAME: Bodine State Fish Hatchery (South Bend Fish Ladder)
PROJECT NAME: Replace Trash Rack Grate of South Bend Fish Ladder Mixing Chamber
DATE: November 10, 2026

Scope of Work:

The purpose of this project is to replace grates for the mixing chamber at the South Bend Fish Ladder in South Bend, IN. The ladder is the Property of the State and operated by Bodine State Fish Hatchery.

The mixing chamber allows for extra water to be mixed and sent out to the fish ladder entrance to help attract migrating Trout and Salmon. Currently, one of the grates has rusted and fallen out. All the other grates are in poor condition and will soon rust and break. The grates keep fish from getting into the mixing chamber and keep them going up the fish ladder to continue migration. Attached photos show the deterioration of the grates and the opening where the grate has fallen out.

- Contractors with dive certification that can do underwater work will be needed to perform the project.
- The old grates will all need to be removed from the mixing chamber. Grates will need to be hoisted/lifted onto the catwalk, then up to ground level. The grates will then be measured so new grates can be cut to size. The old grates will be given back to Bodine State Fish Hatchery, and they will dispose of them.
- Divers will remove any trash, debris, logs, weeds, etc. from the chamber while they are in dive gear.
- Removal trash, grates, and getting everything to ground level should take 1-day of diving.
- Before the old grates are removed, the new aluminum grate will be ordered and in stock at the shop of the vendor or Bodine State Fish Hatchery.
- Hardware for affixing the new grates will need to be ordered after the old grates are removed, so we know exactly what size hardware is necessary. This should be done between diving dates. In addition, the new grates will be cut to size before another dive is done.
- Contractor will dive down on another date and install new grates and hardware.
- Should it take longer than a day, contractor will dive another day. Project will take 3 dive days or less.
- Contactors will ensure worksite is clean and free of building materials/trash from building materials.
- Once complete, attraction water will be turned on to ensure grates are staying in place, and water flowing through them properly.
- After a full spring run season of running attraction and cleaning the grates, if they have broken or moved in anyway due to installation issues, contractor will be responsible for fixing.

Refer to attached pictures for grate condition and underwater photos.

Project Site:

Property Name: Bodine State Fish Hatchery
Property Address: 13200 Jefferson Blvd. Mishawaka, IN. 46545
Project Location: Seitz Park S. Niles Ave. South Bend, IN. 46617 Location of South Bend Fish Ladder. (Map Provided)

Property Access/ Project Manager:

Prior to bidding, bidders are strongly encouraged to visit the site of the proposed work and thoroughly familiarize him/herself with the nature and location of the work, general conditions, and the kind of equipment needed during the execution of the work. Failure to visit the site before bidding does not relieve the Contractor of responsibilities for anything that he/she would be made aware had he/she visited. Contact the Project Manager or property contact below to coordinate site access.

Project Manager Name: Alexander Ingersoll
Project Manager Phone and Email: 574-255-4199 or 616-644-4073 aingersoll@dnr.in.gov.

Bid Requirements:

A bid will be rejected if the following is not met:

- The *Contractor's Bid Document* must be completed and submitted electronically as indicated in the *State of Indiana Solicitation For Quotation*, State Form 21234/DAPW 35.
- Additional Contractor terms and conditions shall not be submitted with bids.
- Sales tax shall not be charged or included in the bid.
- Voluntary alternate bids will not be accepted.

A contract and purchase order cannot be issued unless the Contractor is registered in the State of Indiana Vendor System. See attached Vendor Help Sheet.

No verbal agreement, understanding, or conversation with an agent or employee of the Indiana Department of Natural Resources, either before or after the execution of this contract, shall affect or modify the terms or obligations herein contained. Verbal authorizations are not binding upon the State.

Measurement And Payment - Lump Sum:

All Work described in the Scope of Work and/or shown on the supporting documents shall be included in the Lump Sum Bid. No separate measurements for payment will be performed for Lump Sum Work.

Commencement And Completion of Work:

The Contractor shall initiate the project within ten (10) days after the date of the execution of the Contract, unless otherwise indicated in the bid documents.

Work shall not commence until all labor, materials and equipment are available so work can continue without interruption or delay.

The work shall be completed within the timeframe indicated on the "Contractor's Bid Document", State Form 21234.

Code Requirements and Manufacturer's Instructions:

If the Contractor observes that any of the contract documents are at variance with the printed application instructions of any Manufacturer in any respect, he/she shall promptly notify the Project Manager in writing.

If the Contractor performs any work contrary to State Building and other Codes, Regulations, Ordinances, or Manufacturer's printed instructions without notice to the Project Manager, the contractor shall bear the cost arising from such non-conformance.

Permits, Special Provisions: – Only Include If Needed; Otherwise Delete This Section

In the case of conflicts between state and local codes or regulations, State Codes or State regulations shall prevail.

Permits secured by the Owner for this project include:
List permit numbers/agencies (attach permits to bid packet)

Call out any permit conditions or special project provisions that may affect bid price or project schedule (tree clearing/bat restrictive dates, net free erosion control matting, installation of erosion control measures, property events/work restrictive dates, etc.)

The Contractor shall adhere to all conditions of approved permits.

Working Hours:

The Contractor shall perform all related activities on Monday through Friday excluding State holidays, between the hours of 7:00 a.m. and 6:00 p.m. local time, unless alternate arrangements are made and approved by the Project Manager or his representative.

All work performed at other times shall be approval by the Project Manager or his/her representative, confirmed in writing, and shall not constitute a change in the contract amount.

The Contractor shall plan all material deliveries during normal working hours, shall be responsible for receiving and deliveries, and shall properly protect delivered materials while being stored on the property. The Project Manager or his/her representative will not sign for any deliveries.

Pre-Construction Meeting:

If requested by the Project Manager, the Contractor and his/her Subcontractor (if any) shall attend a pre-construction/pre-service meeting with the Project Manager and/or his representative at the work site. The date for this meeting shall be scheduled by the Project Manager within 14 days after the contract is awarded unless Project Manager has approved alternate arrangements.

Protection of Facilities and Premises:

Before starting excavations, Contractor shall locate existing underground utilities in all areas of the work. Utilities may be privately and/or publicly owned.

Except for permanent site improvements provided under the Contract, Contractor shall restore property disturbed during the Work to the conditions which previously existed.

The Contractor shall be responsible for the protection of all facilities during the entire period of service. Any damages to the existing facilities, roads, lawns, driveways, or other State-owned property caused by the contractor shall be repaired by the Contractor at his/her expense and in a manner and schedule approved by the Project Manager.

The Contractor shall confine his/her operations and the storage of materials and equipment within an area approved by the Project Manager or his representative.

The Contractor shall, at all times, keep the premises free from accumulation of waste materials or rubbish caused by his/her employees or work and prevent the spread of this debris during windy conditions. At the completion of the work, the Contractor shall leave the premises in a neat, clean, and orderly fashion.

The Contractor shall power wash any mechanical equipment or vehicle to be used on the job site to remove all mud and debris prior to unloading on the site. This is necessary to prevent contamination by invasive species seeds that may be attached to the equipment. The Contractor shall not unload the equipment on site without prior visual inspection by the Project Manager. No other vehicles/machines shall be permitted in the project area. All other equipment or project-related vehicles must be parked in specified parking areas.

Safety and Health Plan:

The Contractor shall be required to comply with all OSHA or IOSHA regulations as may be applicable to this project.

The Contractor shall prepare a safety and health plan that identifies the safety requirements of the project, procedures to follow in case of an emergency, accident, injury, or illness and make this plan available to all employees, and sub-contractors complete with persons and/or phone numbers to call for all who are working at this site. This shall be made available to the Project Manager upon request.

The Contractor shall understand that the Department of Natural Resources nor the State of Indiana bares any responsibility for the cost of injuries to Contractor or Sub-Contractor, or their employees injured during the course of the contract. The Contractor shall be responsible for the transport of injured employees needing medical or other attention.

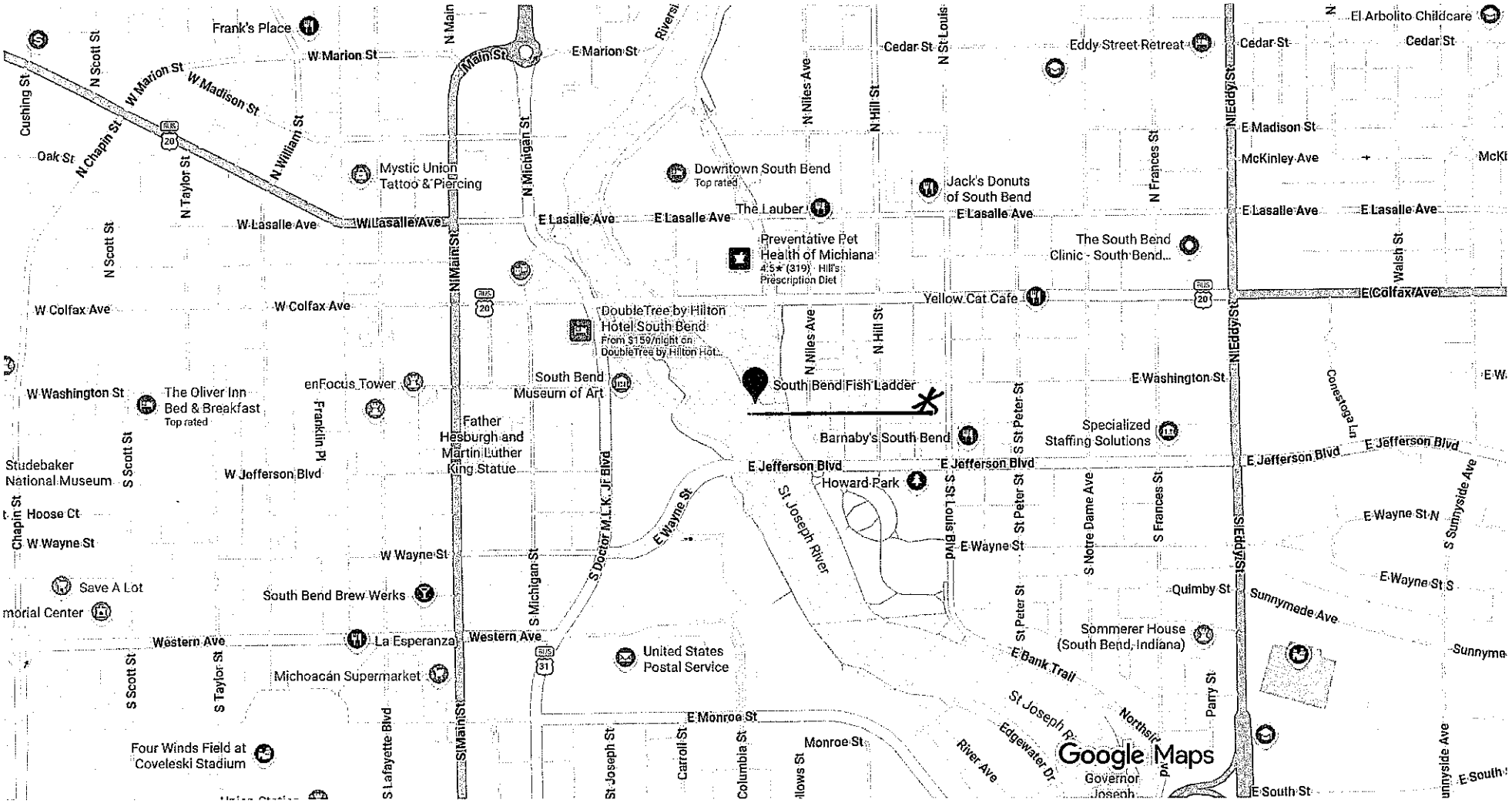
Substitutions:

Materials and methods specified herein are known to meet the requirements of the project. Anyone wanting to use substitute materials or methods shall submit a written request, accompanied by necessary supporting information at least 10 days prior to the bid. If the Project Manager determines that the proposed substitution is acceptable, an addendum to the specifications will be issued to all prospective bidders.

END OF SECTION

Google Maps

~~South Bend Fish Ladder~~



Map data ©2026 Google 500 ft



PICTURE #1 DETERIORATING GRATE



PICTURE 2 GRATE 2



PICTURE 3



PICTURE 4 UNDERWATER VIEW OF GRATES MISSING

TERMS AND CONDITIONS

1. **ACKNOWLEDGMENT:** This Agreement contains the complete and final Agreement between the State and the Contractor and no other Agreement in any way modifying any of said terms and conditions will be binding upon the State or the Contractor unless made in writing and signed by the State's and the Contractor's authorized representative.

2. **PRICING**: Unit price must be entered and extended, and the total price of the solicitation must be shown. If there is an error between the unit price and total price, the unit price shall prevail**.** Awarded Prices: Prices listed for each item are firm and cannot be changed. Any revision in price may be rejected at the discretion of the IN Dept. of Administration, and may result in cancellation of the Purchase Order without recourse on the part of the awarded Contractor.

3. **TERMINATION FOR CONVENIENCE:** This Agreement may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination shall be affected by delivery to the Contractor of a Termination Notice at least thirty (30) days prior to termination effective date, specifying the extent to which performance of services under which such termination becomes effective. The Contractor shall be compensated for performance prior to the notice date of termination but in no case shall total payment made to Contractor exceed the original Agreement price due on Agreement. No price increase shall be allowed on individual line items if canceled only in part.

4. **FUNDING CANCELLATION:** When the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, this Agreement shall be canceled. A determination by the Budget Director that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

5. **INSURANCE:** If this Agreement provides for work to be performed by the Contractor for the State, the Contractor shall be responsible for providing all necessary unemployment and workers' compensation, insurance for the Contractor's employees and liability and property/casualty insurance, as required by the State. Upon request, the Contractor shall furnish a certificate of insurance showing coverage acceptable to the State.

6. **DELIVERY:** Delivery must be made at time agreed upon. If any indicated or actual delays arise, the using agency must be notified immediately, in writing, with the cause for such delay stated. If any goods are not delivered within the time specified on the Purchase Order, or within a reasonable time not exceeding 30 days after receipt of a Purchase Order if no time is specified, the using agency may refuse to accept such goods, and this Agreement may be cancelled. Each package shall be numbered and labeled with the State's Purchase Order number, contents and weight, and shall contain an itemized packing slip and be properly packed for shipment.

7. **QUANTITY:** Goods shipped in excess of quantity designated in the Purchase Order may be returned at the Contractor's expense.

8. **COMPLIANCE WITH SPECIFICATIONS:** The goods and/or services shall conform strictly to the specifications, drawings, or samples specified or furnished in connection with the bid/quote, all of which are incorporated herein. The Contractor warrants all goods and/or services delivered to be free from defects of material or workmanship. This warranty shall survive any inspection, delivery, acceptance, or payment by the State of the goods and/or services. Inspections shall be on the State's premises unless otherwise specified. The State shall have the right to reject and return at the Contractor's expense, or to require at the Contractor's expense, the correction or replacement of materials, workmanship, or services which are defective or do not conform to the requirements of the Purchase Order.

9. **WARRANTY**: The Contractor will furnish all parts and maintenance at no charge for a period of at least 90 days or the manufacturer's standard warranty, whichever is longer, provided that such maintenance and parts are not required because of accident, neglect, misuse, or force majeure event. Contractor shall be responsible for removal and/or disposal of all replaced parts. Prior to the expiration of the warranty period, whenever equipment is shipped for a mechanical replacement purpose, the Contractor shall bear all cost of such shipment including, but not limited to, cost of packing, transportation, rigging drayage, and insurance. All replacements shall be covered by a new warranty.

10. **INTELLECTUAL PROPERTY DEFENSE**: The Contractor shall, at its own expense, defend, indemnify and hold harmless the State with respect to any claims that the goods and/or services furnished under this Agreement violates any third-party intellectual property rights including, but not limited to, patents, copyrights, trademarks and trade secrets

11. **PAYMENTS:** All payments shall be made in arrears in conformance with State fiscal policies and procedures and, as required by IC4-13-2-14.8, by electronic funds transfer to the financial institution designated by the Contractor in writing unless a specific waiver has been obtained from the Auditor of State. No payments will be made in advance of receipt of the goods or services that are the subject of this Agreement except as permitted by IC 4-13-2-20.

12. **COMPLIANCE WITH LAWS:** The Contractor agrees to comply with all applicable federal, state, and local laws, rules, regulations, or ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment of any state or federal statute or the promulgation of regulations thereunder after execution of this Agreement shall be reviewed by the State and the Contractor to determine whether the provisions of this Agreement require formal modification.

13. **COMPLIANCE WITH TELEPHONE SOLICITATIONS ACT:** As required by IC 5-22-3-7, the Contractor and any principals for the Contractor certify that (A) the Contractor, except for de minimis and nonsystematic violations, has not violated the terms of (i) IC 24-4.7 [Telephone Solicitation of Consumers], (ii) IC 24-5-12 [Telephone Solicitations], or (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines] in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) the Contractor will not violate the terms of IC 24-4.7 for the duration of the Agreement, even if IC 24-4.7 is preempted by federal law. The Contractor and any principals of the Contractor certify that an affiliate or principal of the Contractor and any agent acting on behalf of the Contractor or on behalf of an affiliate or principal of the Contractor: (A) except for de minimis and nonsystematic violations, has not violated the terms of IC 24-4.7 in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) will not violate the terms of IC 24-4.7 for the duration of the Agreement, even if IC 24-4.7 is preempted by federal law.

14. **NONDISCRIMINATION**: Pursuant to IC 22-9-1-10 and Civil Rights Act of 1964, the Contractor and its Agents, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, religion, sex, disability, national origin, ancestry or status as a veteran. The Contractor, and its subcontractor(s), if any, shall comply with all applicable affirmative action reporting requirements. Breach of this covenant may be regarded as a material breach of this Agreement. The Contractor shall comply with Section 202 of Executive Order 11246, as amended, 41 CFR 60-250, and 41 CFR 60-741, as amended.

15. **DRUG-FREE WORKPLACE CERTIFICATION:** As required by Executive Order No. 90-5, the Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor or an employee of the Contractor in Indiana has been convicted of a criminal drug violation occurring in the Contractor's workplace.

16**. TAXES:** Prices listed on an invoice submitted by the Contractor for payment is not to include any tax for which the State is exempt. The State will furnish a tax exempt certificate, if requested by the Contractor. The State will not be responsible for any taxes levied on the Contractor as a result of this Agreement.

17. **FORCE MAJEURE:** In the event that either party is unable to perform any of its obligations under this Agreement, or to enjoy any of its benefits, because of natural disaster or decrees of governmental bodies not the fault of the affected party ("Force Majeure Event"), the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.

18. **GOVERNING LAWS:** This Agreement shall be construed in accordance with and governed by the laws of the State of Indiana and suit, if any, must be brought in the State of Indiana.

19. **INFORMATION TECHNOLOGY ENTERPRISE ARCHITECTURE REQUIREMENTS:** If Contractor provides any information technology related products or services to the State, Contractor shall comply with all Indiana Office of Technology (IOT) standards, policies, and guidelines, which are online at http://iot.in.gov/architecture/. Contractor specifically agrees that all hardware, software, and services provided to or purchased by the State shall be compatible with the principles and goals contained in the electronic and information technology accessibility standards adopted under Section 508 of the Federal Rehabilitation Act of 1973 (29 U.S.C. 794d) and IC 4-13.1-3. Any deviation from these architecture requirements must be approved in writing by IOT in advance. The State may terminate this Agreement for default if Contractor fails to cure a breach of this provision within a commercially reasonable time.

CLAIMING PURCHASING PREFERENCES

Each bidder should review the various procurement preferences allowed by State statute. A summary of the preferences can be found under Programs and Preferences located at: https://www.in.gov/idoa/procurement/supplier-resource-center/.

Each bidder must answer the following questions pertaining to purchasing preferences. No preference will be applied unless these questions have been answered and any required attachments included.

1. **Are you claiming the U.S. Manufactured Product Preference (IC 5-22-15-21)** ..... **Yes _____ No _____**
This is per individual line item and should be noted below

Vendor must provide information at the individual line level in regards to this preference...If yes, the bidder is certifying under penalties of perjury that each of the bidder's end products, except those listed under the Exceptions section, is a U.S. Manufactured Product as described in IC 5-22-15-21. A product is manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50% of the cost of all its components. (In determining if a product is manufactured in the United States, only the product and its components shall be considered.)

Please list what line items this preference will apply to:
_____
_____
_____
_____

2. **Are you claiming the Preference for Steel Products (IC 5-22-15-25)**..... **Yes ___ No ___**

3. **Are you claiming the Preference to Coal Mined in Indiana (IC 5-22-15-22)** ..... **Yes ___ No ___**

4. **Are you claiming the Indiana Business Preference (IC 5-22-15-20.5)**..... **Yes ___ No ___**

Indicate under which provision for which you are claiming to qualify as an Indiana business, fully complete the Indiana Economic Impact Form (State Form # 51778, and include it with your bid/proposal. Vendors who wish to claim one of the Buy Indiana preferences below, must register from https://www.in.gov/idoa/procurement/supplier-resource-center/programs-and-preferences/buy-indiana/. Click on the Supplier Portal Login link, to register and/or update an existing registration. Indicate interest in learning if the business qualifies for Buy Indiana. Upon answering YES, look for more information via email. Respondents may only select one category as shown below. Indicate your selection by clicking the check box next to the certification paragraph. Supporting documents may be required. They should be uploaded so the certification team can review. Once this is complete, save your selection and exit your account.

Approval will be documented by a system generated notification sent to the point of contact email address provided within the Bidder Registration profile. This is to be attached as a screenshot (copied/pasted) for response evaluation. If this document cannot be provided, affirm Buy IN status in a letter, on company letterhead. Provide sufficient detail so the State can confirm approval of the entity. Buy IN must be affirmatively claimed and documentation submitted per RFQ instructions.

_____ **(1)** A business whose principal place of business is located in Indiana.

_____ **(2)** A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.

_____ **(3**) A business that employs Indiana residents as a majority of its employees.

_____ **(4)** A business that makes significant capital investments in Indiana.
Any company that can demonstrate a minimum capital investment of $5 million or more in plant and/or equipment or annual lease payments of $2.5 million or more shall qualifies as an Indiana business under category #4.

_____ **(5)** A business that has a substantial positive economic impact on Indiana.

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); qualifies as an Indiana business under category #5.

5. Are you claiming the Indiana Manufactured Preference (IC 5-22-15-20.5) ..... **Yes ___ No ___**

This preference may only be claimed by respondents who claim the Indiana Business Preference.

Submit necessary documentation detailing a substantial amount of manufacturing, assembly, or production of the products proposed is in the State of Indiana.

6. Are you claiming the preference for supplies that contain recycled or post-consumer materials (IC 5-22-15-16) ..... **Yes ___ No ___**

The preference does not apply when the purchase description is limited to a supply that contains recycled materials or post-consumer materials

If yes, a manufacturer's certification must be submitted for each item or group of items for which the offeror is seeking a preference or the preference may not be considered.

7. Are you claiming the preference for soybean oil based ink (IC 5-22-15-18) ..... **Yes ___ No ___**

8. Are you claiming the preference for soy diesel/bio diesel (IC 5-22-15-19)..... **Yes ___ No ___**

9. Are you claiming the Indiana Small Business Preference (IC 5-22-15-23) ..... **Yes ___ No ___**

If yes, bidder must indicate which category of small business concern applies:

___ Wholesale business with annual sales of four million dollars ($4,000,000) or less during its last fiscal year. "Wholesale business, means a business that derives its principal source of income (over 50% of gross revenues) from sales to retailers, other merchants, or industrial, institutional or commercial users who will use the goods for resale or business use. This definition distribution activities.

___ Service business with average sales of five hundred thousand dollars ($500,000) or less for the current and preceding three (3) fiscal years and which employs no more than twenty-five (25) persons. "Service business, " means a business that derives its principal source of income (over 50% of gross revenues) from the sale of useful artistic, educational, intellectual, literary, or scientific labor from which no necessary tangible commodity is derived.

___ Retail business or business selling services with annual sales and receipts of five hundred thousand dollars ($500,000) or less. "Retail business," means a business that derives its principal source of income (over 50% of gross revenues) from the sale of supplies to the ultimate consumer.

___ Manufacturing business, which employs no more than one hundred (100) persons. "Manufacturing business" means a business that derives its principal source of income (over 50% of gross revenues) from the sale of goods the firm produces at its own facility made from raw, unfinished materials, as distinguished from the final product.

___ A business in any of the following sectors is not a small business if it employees more than one hundred (100) persons or if its annual sales exceed 5 Million dollars ($5,000,000):
(A) Information Technology
(B) Life Sciences
(C) Transportation
(D) Logistics

___ A business that has a current verification as a veteran owned small business as defined by IC 5-22-14-3.5(a)(1-3).

10. Are you claiming the preference for Indiana farm products (IC 5-22-15-23.5) ..... **Yes ___ No ___**

11. **Are you claiming the preference for foods/beverages that contain high levels of calcium (IC 5-22-15-24)**
    ..... **Yes ___ No __**

12. **Are you claiming the preference for Businesses providing specialized employee services (IC 5-22-15-26)?**
    ..... **Yes ___ No __**

If yes, submit the completed Affidavit of Eligibility with solicitation response.
https://www.in.gov/idoa/procurement/supplier-resource-center/programs-and-preferences/preferences/

RFQ: 003000000089116

INDIANA VETERAN OWNED SMALL BUSINESS RFQ SUBCONTRACTOR COMMITMENT FORM

In accordance with IC 5-22-14 and 25 IAC 9, it has been determined that there is a reasonable expectation of Indiana Veteran Owned Small Business subcontracting opportunities under this solicitation. The IVOSB Subcontractor Commitment Form is to be submitted alongside the Respondent's proposal. The entity must be on the State of Indiana Certified IVOSB list at https://www.in.gov/idoa/indiana-veteran-owned-small-business-program/.

If participation is proposed through the use of Subcontractors, the Respondent must provide the scope of work of the products and/or services to be provided by the Subcontractor(s). This must include explanation of whether the products and/or services are to be utilized directly by the Respondent and/or directly by the State, a description of the process through which the products/services will be received and applied to the benefit of the award, the deliverable requirements as agreed upon between the Contractor and Subcontractor, the certified UNSPSC that applies to the award, and the cost of supplies being utilized by the Respondent for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "**TOTAL BID AMOUNT**" should match the total amount proposed.

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

Failure to address these subcontracting opportunities will not impact the evaluation of your Proposal. The Department will verify certification 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://veterans.certify.sba.gov/ under INDIANA, or listed at State of Indiana Certified IVOSB list https://www.in.gov/idoa/indiana-veteran-owned-small-business-program/, **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://veterans.certify.sba.gov/, to show current status of certification.
- 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://veterans.certify.sba.gov/ under INDIANA or at State of Indiana Certified IVOSB list at https://www.in.gov/idoa/indiana-veteran-owned-small-business-program/. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFQ 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 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/indiana-veteran-owned-small-business-program/.

RFQ: 003000000089116

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFQ#:

TOTAL BID AMOUNT:

Company Name:		**Contact Person:**	
Address:		**E-mail:**	
		Telephone Number: ( )	**Fax Number:** ( )
Sub-Contract Amount:		**Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract. Include the applicable certified UNSPSC that applies to this commitment.**	
Sub-Contract Percentage of Total Bid:			
Provide approximate dates when Sub-Contractor will perform on this project:			

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

Respondent Firm	Telephone Number
Address	Fax Number
City/State/Zip Code	Email Address
Representative	Authorizing Signature
Date	Printed Name and Title

❒ Please check if additional forms are attached.

Page _____ of _____

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

DRUG-FREE WORKPLACE CERTIFICATION

The Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor or an employee of the Contractor in the State of Indiana has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of this Contract and/or debarment of contracting opportunities with the State for up to three (3) years.

This certification is required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana. Pursuant to its delegated authority, the Indiana Department of Administration is requiring the inclusion of this certification in all contracts with and grants from the State of Indiana in excess of $25,000. No award of a contract or grant shall be made, and no contract, purchase order or agreement, the total amount of which exceeds $25,000, shall be valid unless and until this certification has been fully executed by the Vendor and attached to the contract or agreement as part of the contract documents. False certification or violation of the certification may result in sanctions, including, but not limited to, suspension of contract payments, termination of the contract or agreement and/or debarment of contracting opportunities with the State for up to three (3) years.

The Contractor/Grantee certifies and agrees that it will provide a drug-free workplace by:

(a) Publishing and providing to all of its employees a statement notifying employees that the unlawful manufacturer, distribution, dispensing, possession or use of a controlled substance is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

(b) Establishing a drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the Vendor's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and

(c) Notifying all employees in the statement required by subparagraph (a) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and

(d) Notifying in writing the contracting State Agency and the Indiana Department of Administration within ten (10) days after receiving notice from an employee under subdivision(c) (2) above, or otherwise receiving actual notice of such conviction; and

(e) Within thirty (30) days after receiving notice under subdivision (c) (2) above of conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and

(f) Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

SECRETARY OF STATE REGISTRATION

In accordance with IC 5-22-16-4, an offeror or subcontractor desiring to perform any portion of the work described by this bid/quote that is a business required to register with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies.

Information concerning registration with the Secretary of State may be obtained by contacting:

Indiana Secretary of State of Indiana
Corporation Section
302 W. Washington St. Rom E018
Indianapolis, IN 46204
(317) 232-6576

COMPLIANCE CERTIFICATION

Responses to this bid solicitation serve as a warrant that the responding entity has properly registered as required by law with the Secretary of State and that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State of Indiana, and it agrees that it will immediately notify the State of any such actions. The respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. Any respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

ETHICS OBLIGATIONS

The contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq. and Indiana Code 4.2.7, the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the contractor is not familiar with these ethical requirements, the contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at https://www.in.gov/ig/commission/ If the contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this contract immediately upon notice to the contractor. In addition, the Contractor may be subject to penalties under Indiana Code § 4-2-6-12 and 4.2.7.

PRICING

Unit price must be entered and extended, and the total price of the bid must be shown. Unit prices are to be bid on the basis of the unit specified. If there is an error between the unit price and total price, the unit price shall prevail**.** ***Awarded Prices: Prices listed for each item are firm and cannot be changed.***

F.O.B. DESTINATION

The State requires all bids to be submitted on the basis of F.O.B. destination.

OPEN COMPETITION

The specifications are intended to be nonrestrictive. Although at times brand names and model numbers may be used, they are merely intended to be guidelines to establish criteria and quality for competitive bidding. Unless otherwise stated, alternate bids will be evaluated and may be acceptable as long as they can be verified as equal or better than specified as determined by the State. All bidders with alternate products shall submit detailed specifications with their bid.

CREATION OF BINDING AGREEMENT

A binding Agreement will be created only by the issuance of a Purchase Order at any time within the period stated on the Request for Quotation/Invitation to Bid form. The Binding Agreement will be governed by the terms and conditions included in this bid package. The Contractor shall make no deliveries on verbal orders except from the Using Agency on purchases less than $5,000 and only with written approval on purchases greater than $5,000 from the Indiana Department of Administration, Procurement Division.

EXCEPTIONS

_____ PLEASE CHECK IF APPLICABLE

Alternative requests must be equal or better than those specified as determined by the Indiana Department of Administration, and bidders deviating from specified items should provide, with his or her request, a listing of all areas in which his or her product deviates and fully explain and justify this alternative.

ANY EXCEPTIONS ARE TO BE NOTED BELOW AND LISTED BY LINE ITEM NUMBER.

EMPLOYMENT ELIGIBILITY VERIFICATION

As required by IC §22-5-1.7, the Contractor swears or affirms under the penalties of perjury that:

1. The Contractor does not knowingly employ an unauthorized alien.

2. The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC §22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

3. The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

4. The Contractor shall require his/her/its subcontractors who perform work under this Contract to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The State may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

NON-COLLUSION CERTIFICATION

This is to certify that the Bidder, being duly affirmed under oath says, that he or she is the contracting party; that he or she has not, nor has any other employee of the company represented by him or her, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he or she has not received or paid, any sum of money or other consideration for the execution of the annexed contract other than that which appears upon the face of the contract.

SIGNATURE

This is to certify that the bidder or any person on his or her behalf has examined and understands and agrees to the specifications, including General and Special conditions of this document.

BIDDER _____

FEDERAL ID NUMBER_____ (Please circle to indicate if your FIN is a TIN or SSN)

ORDERING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

REMITTANCE ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TYPE OF BUSINESS (i.e. Corporation, Sole Proprietor, LLC, etc.) _____

NORTH AMERICAN INDUSTRY CLASSIFICATION SYTEM (NAICS CODE) _____

TELEPHONE NUMBER (_____) _____

E-Mail address: _____

If awarded a contract, the bidder will provide supplies, equipment, and/or services to the State of Indiana in accordance with the general conditions, specifications, certifications and other documents of this solicitation.

I, _____, the undersigned_____
(Signature) (Print Office Held)

of the above named bidder under penalties of perjury this _____ day of _____,_____, certify that I hold the aforementioned Office in the above bidder and that the representations are true and accurate.