



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

We Protect Hoosiers and Our Environment.

100 N. Senate Avenue • Indianapolis, IN 46204

(800) 451-6027 • (317) 232-8603 • www.idem.IN.gov

Mike Braun
Governor

Clint Woods
Commissioner

REQUEST FOR QUOTATION

Date: August 18, 2026
RE: Tower Relocation
RFQ # 00495-0000088329

Dear Potential Contractor:

The Indiana Department of Environmental Management (IDEM) is seeking contractual services to provide IDEM staff with removing, transporting, and reinstalling an air monitoring tower from West Union Illinois to Terre Haute Indiana. Monitoring towers are used for meteorological equipment which needs to be mounted at 10 meters above ground level as per USEPA requirements.

Any entity interested in submitting a proposal, in response to this solicitation must provide a total cost bid. IDEM anticipates that this solicitation will result in a contractual agreement between the State of Indiana (IDEM) and the selected respondent for the successful completion of the tasks outlined in the Scope of Work listed below. By submitting a response to this proposal, any potential respondent must agree to the standard contractual terms and conditions, as identified in the attached Sample Contract (Professional Services Contract Template).

Prospective respondents interested in submitting any questions regarding this Request for Quote (RFQ) must do so in writing, to the attention of Monieka Radford at mradford@idem.in.gov, or U.S. Mail at 100 N. Senate Avenue IGCN 1345, Indianapolis, IN 46204. **The deadline for submitting questions is 2:00 p.m. EST on September 1, 2026.**

Should your firm be interested in responding to this solicitation then it must do so by 2:00 p.m. EST on September 21, 2026, in order to be considered for selection.

SCOPE OF WORK

Task A-

Terre Haute, IN

Seelyville Water Works, 5880 E Rio Grande Ave., Terre Haute, IN 47805

- Dig a 2x2x3 foot hole and pour a concrete base with rebar, with the top surface about 4 inches above ground level
- Set 2 anchor bolts (Approximately 12 inches long and ½ inch in diameter) in concrete while it is still wet (IDEM will supply a template)
- Keep excavated dirt to fill hole at West Union Site

Task B-

West Union, IL

416 South St. Highway 1, West Union, IL

- A Crane capable of reaching 40-45 feet and lifting 300 pounds is required
- Secure crane to existing 40 foot open grid Tower
- Remove three guy wires by unbolting hardware which connects the guy wires to the ground anchors
- Unbolt base plate from the vertical legs of the tower (6 bolts)
- Lift tower off base plate and set on ground
- Disassemble tower at halfway point by unbolting the vertical legs and rails from each other (IDEM will assist)
- Remove base plate from concrete base
- Remove the 3 ground anchors from the ground using an auger to unscrew
- Remove and dispose of old concrete base using hand tools or equipment (will be left to the discretion of the contractor)
- Fill the hole left by the removal with dirt
- Level the area around the filled hole
- Repair any ruts left in the grass and reseed the area with mixed grass seed
- Transport tower to Terre Haute Site on a 20 foot trailer

Task C-

Terre Haute, IN

Seelyville Water Works, 5880 E Rio Grande Ave., Terre Haute, IN 47805

- Reassemble Tower (IDEM will assist)
- Bolt tower base plate (from the old site) onto the new concrete base
- A Crane capable of reaching 40-45 feet and lifting 300 pounds is required
- Using a crane, Set the tower on base plate on the new concrete base
- Bolt tower to the base plate using 6 bolts
- Drive 3 ground anchors into the ground using an auger (IDEM will provide 4 foot ground anchors x 3)

- Attach guy wires to ground anchors using hardware supplied by IDEM
- Ensure the tower is vertically level
- Repair and reseed any ruts left in the grass with mixed grass seed

***The term of the contract is for 90 days, the actual work should take less than two weeks

The Response to this RFQ must include the following:

1. A letter stating that the Contractor or one or more of its employees, or the spouse or un-emancipated child of the Contractor, does not have an actual or apparent Conflict of Interest. If a Conflict of Interest does exist, please return a written explanation in lieu of a proposal.
2. A proposal including:
 - a. The cost per task for conducting all tasks listed above in the Scope of Work.
 - b. Total estimated cost breakdown for the project shall be inclusive, which shall include all costs including, but not limited to, transportation costs, operation and management costs, labor costs, materials, and shipping (if applicable).
3. Include specific information regarding personnel qualifications and experience of the company in performing similar tasks. Additionally, include any specific information regarding your company's experience, certifications (if applicable), and the primary contractor for a State or Federal agency in performing related work activities.
4. Specific information regarding subcontractors. Identify the subcontractors to be utilized for this project, their qualifications, their current IDOA IVOSB Certification Letter, and the task(s) they will perform relative to the tasks described in the Scope of Work.
5. A schedule for conducting the work activities to be performed.

The following criteria will be used to evaluate the submittal:

• Completeness	Pass/Fail
• Conflict of Interest	Pass/Fail
• Adherence to Mandatory Requirements	Pass/Fail
• Veteran Owned Small Business	5%
• Narrative Approach to Project	20%
• Overall and Itemized Costs/Price	25%
• Experience	50%

If submitting paper proposals: Two (2) copies of the proposal must be submitted to IDEM for review. All proposals must be received no later than 2:00 p.m. EST on September 21, 2026 for consideration.

Your mailed proposal must be delivered to the address below:

Indiana Department of Environmental Management
Monieka Radford, Contracts Administrator
Office of Finance
100 North Senate Ave., IGCN 1340
Indianapolis, Indiana 46204

Your emailed proposal must be sent to: mradford@idem.in.gov

In order to do business with the State of Indiana you must be registered with the Indiana Comptroller's office, the Indiana Department of Administration, and the Indiana Secretary of State's office.

If you are not registered to do business with the State of Indiana, please complete the following:

Please complete the enclosed Direct Deposit and W9 forms and include them with the proposal.

For bidder registration please follow this link. <https://www.in.gov/idoa/2464.htm>. Please contact the Indiana Department of Administration (IDOA) if you need assistance.

Please contact The Indiana Secretary of State at: 317-234-9768 or visit <https://inbiz.in.gov/BOS/Home/Index> to register your business with the Secretary of State.