



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION

Procurement Division

402 W Washington Street, Room W468

Indianapolis, Indiana 46204

317 / 232-3053

Award Recommendation Letter

Date: January 29, 2021

To: Mark Hempel, Director of Account Management
Indiana Department of Administration

From: Teresa Deaton-Reese, CPPO, Sr. Account Manager
Indiana Department of Administration

Subject: Recommendation of Award for ASA-21-2430; Bulk Toilet Paper

Estimated Amount of Two-Year Contract: \$1,805,625.00

Based on the State's evaluation of responses received for Negotiated Bid ASA-21-2430, Easy Tissue, LLC is recommended for award to provide Bulk Toilet Paper for Indiana Correctional Industries. Terms of the award recommendation are outlined in this letter.

The State of Indiana received proposals from five (5) respondents:

- Charm-Tex, Inc.
- D-Tech Centrix, Inc. LLC
- Easy Tissue, LLC
- Missouri Department of Correction – Missouri Vocational Enterprises
- Pueblo Hotel

Bid Summary

The solicitation was issued as a negotiated bid for a Quantity Purchase Agreement for Bulk Toilet Paper as follows:

| LINE ITEM | ITEM DESCRIPTION | Quantity |
|-----------|---|----------|
| 1 | Year 1 - Tissue, Toilet with core, 1 Ply, rolls unwrapped, sheets per rolls: 1,000, Minimum sheet size 4.5" x minimum 3.7" - maximum 4.0". 35 Truckloads (625 Cases per Truckload 53') 21,875 Cases total (625 x 96 Rolls per case) | 21,875 |

| | | |
|---|---|--------|
| 2 | Year 2 - Tissue, Toilet with core,1 Ply, rolls unwrapped, sheets per rolls: 1,000, Minimum sheet size 4.5" x minimum 3.7" - maximum 4.0". 39 Truckloads (625 Cases Per Truckload 53 ')24,375 Cases (625 x 96 Rolls per case) | 24,375 |
| 3 | Year 1 - Tissue, Toilet with core,2 Ply, rolls unwrapped, sheets per rolls: 500, Minimum sheet size 4.5" x minimum 3.7" - maximum 4.0". 16 Truckload (625 Cases per Truckload 53') 10,000 Cases (625 x 96 Rolls per case) | 10,000 |
| 4 | Year 2 - Tissue, Toilet with core,2 Ply, rolls unwrapped, sheets per rolls: 500, Minimum sheet size 4.5" x minimum 3.7" - maximum 4.0". 18 Truckload (625 Cases per Truckload 53') 11,250 Cases (625 x 96 Rolls per case) | 11,250 |

The proposals were evaluated by IDOA according to the criteria established in the bid documents. All suppliers met the required and requested specifications. Therefore, the State evaluated all suppliers for compliance and cost.

All suppliers claimed and qualified for the U.S. Manufactured Product preference.

Easy Tissue, LLC claimed and qualified for the Indiana Small Business Preference. Although Easy Tissue claimed that the Indiana Manufactured Preference the statute is as follows: If an Indiana business offers to provide supplies manufactured, assembled, or produced in Indiana, and if two (2) or more bids submitted were the same, the following price preference is available to the Indiana business, **in addition to** the price preference available under supplies purchased from an Indiana Business. There are not two (2) bids that are the same therefore this preference does not apply.

D-Tech claimed and qualified for the Indiana Business Preference.

Missouri Department of Corrections – Missouri Vocational Enterprise claimed and qualified for the Recycled Product Preference, see table below.

Award Summary

The table below outlines the award summary for ASA-21-2430:

| Supplier | Preference | Total Evaluation Amount | Total Evaluation Amount with Preferences | Total Award Amount | Line Items Award |
|--------------------------|---------------------------------|-------------------------|--|--------------------|------------------|
| Charm-Tex, Inc. | US Manufactured Preference | \$2,527,000.00 | \$2,527,000.00 | N/A | None |
| D-Tech Centrix, Inc. LLC | US Manufactured Preference, IBP | \$1,620,000.00 | 1,603,000.00 | N/A | None |
| Easy Tissue, LLC | US Manufactured Preference, | \$1,805,625.00 | \$1,534,781.25 | \$1,805,625.00 | 1,2,3, and 4 |

| | | | | | |
|--|---|--------------|----------------|-----|------|
| | ISBP | | | | |
| Missouri Department of Correction, Missouri Vocational Industries | US Manufactured Preference, Recycled Preference | 2,137,187.50 | \$1,816,609.38 | N/A | None |
| Pueblo Hotel Supply | US Manufactured Preference | 3,854,250.00 | \$3,854,250.00 | N/A | None |

During the course of the evaluation, the State scrutinized the proposals to determine the viability of the proposed business solutions and ability to meet the goals of the program and the needs of the State. IDOA evaluated proposal responses based on the stipulated criteria outlined in the bid documents.

The term of the contract shall be for a period of two (2) years from the date of contract execution. There may be (2) two (1) one-year renewals at the State option.

Teresa Deaton-Reese, CPPO, CPPB, Sr. Account Manager
Indiana Department of Administration