

BID INFORMATION SHEET

State of Indiana Negotiated Bid 21-2176
Bulk Toilet Tissue – Department of Administration
Proposal Due Date: August 14, 2020 by 3:00 PM ET

Please note new requirement under Bid Submission.

State of Indiana Bid Contact

Teresa Deaton-Reese, CPPO
Sr. Account Manager
Indiana Department of Administration
tdeaton@idoa.in.gov
317-233-3818

Please complete the following information and submit this bid information cover sheet with your proposal package.

CONTACT INFORMATION

Company Name	Easy Tissues LLC
Bidder ID#	54385
Contact Person	Tai Adkins
Contact Email	taiadkins@gmail.com
Contact Cell Phone	219-201-1359

PREFERENCES CLAIMED IN YOUR COMPLETED BID PACKAGE

<i>Pricing Preferences (you can only claim either IBP or ISBP; the IMP can be claimed in conjunction with the one being claimed)</i>	
<input type="checkbox"/>	Indiana Business Preference (IBP)
<input checked="" type="checkbox"/>	Indiana Manufacturing Preference (IMP)
<input checked="" type="checkbox"/>	Indiana Small Business Preference (ISBP)
<input type="checkbox"/>	Indiana Veterans Business Preference (IVBF)

PROVIDE ALL ITEMS LISTED BELOW IN THE FOLLOWING FORMATS

- **ONE ELECTRONIC COPY ON CD**

CHECKLIST OF COMPLETED ITEMS SUBMITTED WITH YOUR BID

<input checked="" type="checkbox"/>	Bid Information Sheet
<input checked="" type="checkbox"/>	Signed Bid Package (includes MWBE and IVBE Form)
<input checked="" type="checkbox"/>	Completed Indiana Economic Impact Form
<input checked="" type="checkbox"/>	BidList.xls (please submit in Excel format)
<input checked="" type="checkbox"/>	Specification sheets

Purpose

The purpose of this competitive bid is to select a vendor who can sell, deliver Bulk Toilet Tissue for the Indiana Correctional Industries.

Type of Award

The award will result in a two year contract.

Question and Answer Period

All questions that you may have pertaining to bid 21-2176, including but not limited to pricing and specifications, are due by **July 17th, 2020**. Your questions must be submitted on the provided Excel document (Attachment A) to tdeaton@idoa.in.gov. Once the State has received questions they will be answered in one document and then posted to the State's website. Responses will be posted by **July 24, 2020**.

Respondents are encouraged to visit the solicitation website regularly while this bid is open to check for any bid updates.

Bid Instructions

Please use the Bid List (an Excel document) to enter prices and to confirm your proposed products meet specifications. Respondents must bid on all line items within each category they are bidding in order for their proposal to be deemed responsive.

The listed unit prices shall be the purchase price of the product offered to the State. Listed specifications must be met or exceeded for your proposal to be considered for award. Please answer YES or NO (in Column B) to confirm whether or not your product meets or exceeds the specifications. If NO, then a comment or explanation must be provided in the Comments section (Column C). Failure to include any information requested in the worksheet may result in the removal of your proposal from consideration.

Shipping

FOB Destination. Indiana Correctional Industries 757 Moon Road, Plainfield, In. 46168

Pricing

Pricing must be all inclusive, including delivery, set up, installation and any service and/or administrative costs associated with the product. Pricing on this solicitation must be firm and

remain open for a period of not less than 180 days from the bid due date. Should additional pricing rounds be conducted, the State will not accept price responses for any line item that is higher than the bidder's prior offer. Any attempt to manipulate the format of the files, attach caveats to pricing, or submit pricing that deviates from the current format may put your bid at risk.

Payments

For transactions with State agencies, IC 4-13-2-14.8 requires:

Notwithstanding any other law, rule, or custom, a person or company whom has a contract with the State or submits invoices to the state for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the state to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credit.

Indiana Economic Impact

All companies desiring to do business with state agencies must complete an “Indiana Economic Impact” form (**Attachment B**). The form is an Excel document and contains two tabs: Attachment B and FTE Details. Both sections must be completed. The form asks for, among other information:

- a. The amount of the contract that is being allocated for payroll and benefits to Indiana residents.
- b. The amount that is being awarded to Indiana subcontractors and suppliers.
- c. The amount that is being subcontracted to Indiana certified minority and women owned businesses.

The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

Submission Requirements

New Procedures – ELECTRONIC BIDDING

PLEASE READ

The Department of Administration, Procurement Division is in the process of rolling out electronic bidding. Please enter your response via our new supplier portal at:

https://fs.gmis.in.gov/psc/guest/SUPPLIER/ERP/c/NUJ_FRAMEWORK.PT_LANDINGPAGE.GBL

A video has been prepared that walks you through this new electronic bid process. The video can be found at:

<https://www.in.gov/idoa/wbt/SupplierElectronicBidding/index.html>

Suppliers must submit their completed bid list, bid package, IEI form, bid information sheet and specification sheets to the State. The bid list must be submitted as a working Excel file. No alterations to the templates are allowed.

PROVIDE ANY ADDITIONAL COMMENTS ABOUT YOUR BID HERE

This bid is submitted by an Indiana based minority owned business located in a disadvantaged business enterprise certification for both are in progress.