**FORENSIC SUPPLIES**

SPECS FOR SOURCING EVENT 001000000086446

**ITEM NEEDED:** VARIOUS FORENSIC SUPPLY ITEMS NEEDED FOR STOCK

**QTY:** SEE LINES FOR QUANTITY

**DEADLINE FOR BID TO BE RETURNED: JANUARY 17, 2026, BY 11:00 AM EDST**

**PURPOSE:** The purpose of this bid is to restock our inventory with the supplies needed. This is a “All or None” bid.

**Please see Notice of Addendum. Line 8 description has changed. Sign and return along with other files attached in this file.**

See event detail pages for list of the requested items.

All questions regarding this event are to be sent to Kelsey Webster, Procurement Agent, by email [Kwebster@isp.in.gov](mailto:Kwebster@isp.in.gov), or by phone 317-232-6867.

**Completed bids MUST be submitted by choosing ONE the following methods below:**

1. **Email:** kwebster@isp.in.gov
2. **Fax:** 317-233-6668. Please use Attn: Kelsey Webster.
3. **Mail:**

Attn: Kelsey Webster

100 N Senate Avenue IGCN-N340

Indianapolis, IN 46204

This bid is **NOT** eligible for electronic submission through the supplier portal.

**ALL PAGES** of the sourcing event may not apply, but **ALL PAGES MUST** be returned with your bid. Before sending your packet, please be sure to have the Sourcing Event and the included Event Details packet.

Items are to be shipped to: (various locations, please see even details lines for address)

Hours for delivery are between 9AM – 3PM EDST

The dock has a lift if needed.

A completed bid package MUST be submitted by the due date/time. The bid package is available for download through the Bid Documents link in the Event Name column.

For the State to create a purchase order and process payment of invoices from a Supplier, you will need to complete a W9 and the State’s direct deposit form. These forms will be sent out to the low vendor if they are not in our procurement system. The vendor will be given a deadline to get the forms completed and returned. If they miss the deadline, the next low vendor will be contacted.

Quotes received after the deadline will be deemed late and only used if other quotes are not received before the deadline. They also may be used for determining fair & responsible with quotes from other vendors received before deadline.

**INSTRUCTIONS IF YOU ARE NOT A REGISTERED BIDDER**

If you are not registered as a bidder, you will need to do so. This is a one-time registration to get your company into our system as a bidder and is good for all State Agencies to see.

REGISTER AS A BIDDER WITH THE IND. DEPT. OF ADMINISTRATION (IDOA)

**This is free registration.**

Please go to: https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/

Then click on the Complete the Bidder Registration hyperlink in the Indiana Department of Administration (IDOA) block. Then click the hyperlink Bidder Registration Guide. The guide will take you step-by-step on how to register as a bidder.

Once you have a bidder number, please include it on the signature page of the Event Detail pages.