

# **STATE OF INDIANA**

## ***Request for Quotation***

SOLICITATION NO: \_\_\_\_\_ 235-86688 \_\_\_\_\_

REQUEST FOR: **BMV – Photo/Video/Audio Equipment**

REQUESTED BY: **Indiana Bureau of Motor Vehicles (BMV)**

REQUESTOR: **Brett Bobb, Purchasing Administrator**

PHONE: **317-234-1458**

E-mail: **bbobb@bmv.in.gov**

**YOUR RESPONSE MUST BE RECEIVED BY: March 2, 2026 by 3:00 PM**

## **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 information.
- Manually sign the Signature Page and Contract if applicable.
- Fax, email or mail your response to the Requestor listed above.
- 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.
- If you have questions regarding this request, contact the requestor listed above.

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 electronically, 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
00235-0000086688	Buy	RFx	1
Event Round	Version		
1	1		
Event Name			
Photo/Video/Audio Equipment			
Start Time		Finish Time	
01/20/2026 07:30:43 EST		03/02/2026 15:00:00 EST	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

## Event Description

Sourcing event 235-86688 is for obtaining bids for photo, audio and video equipment for the BMV Marketing and Communications team.

Questions can be emailed to Brett Bobb at [bbobb@bmv.in.gov](mailto:bbobb@bmv.in.gov).

Completed bids must be emailed to Brett Bobb at [bbobb@bmv.in.gov](mailto:bbobb@bmv.in.gov) or faxed to (317) 233-4234. Attn: Brett Bobb.

A completed bid package MUST be submitted by the due March 2, 2026 at 3:00PM. 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.

## General Comments

- As required by IC 4-13-2-14.8:

Notwithstanding any other law, rule, or custom, a person or company who 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 credited. For forms and additional information see the State Comptroller's website at <https://www.in.gov/comptroller/forms/>

Prior to award of this solicitation, your business needs to be registered as a Bidder with the State; see the information posted

at <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>. Click Create a Bidder Profile. You may also see the Buy Indiana page at

<https://www.in.gov/idoa/procurement/supplier-resource-center/programs-and-preferences/buy-indiana/> for certification information. It is preferred that businesses register immediately, so that a delay of the solicitation award will not occur. You must keep your registration updated and your information current at all times.

The supplier assures that if they are receiving this award based on the Indiana Small Business Preference, that they will be performing a minimum of 80% of the work involved with their own forces. This contract is not assignable either in whole or in part, nor shall it be subcontracted after award without the State's prior written consent. By signing the certification page of the solicitation package, you are certifying adherence to all bid requirements as well as the above notice.

The BMV intends to award all items listed in the solicitation; however, if the total bid amount exceeds the available budget, the agency may choose to award only the most critical items in order to remain within the established budget limit. Vendors are permitted to submit alternate products for any of the thirty items, but all alternate item information must be included both in the bid package and in the "Line Details" comment section of the response. If a vendor does not provide the required alternate item information, the alternate product may not be considered. Vendors must clearly indicate whether they are submitting a bid for all items or only selected items. If a vendor's pricing or bid conditions require the award of all items or include specific price-validity requirements, this information must be stated directly in the bid package. When submitting the bid, vendors should disregard electronic submission instructions and instead send the complete bid package and all necessary documentation to Brett Bobb at [bbobb@bmv.in.gov](mailto:bbobb@bmv.in.gov). Shipping and delivery for all awarded items should occur within two to four weeks. If any items will require a longer delivery timeframe, the vendor must note this information in the comments section of the bid response.

# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	2
Event Round	Version		
1	1		
Event Name	Photo/Video/Audio Equipment		
Start Time	Finish Time		
01/20/2026 07:30:43 EST	03/02/2026 15:00:00 EST		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS  
Submit To: Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States  
Contact: Brett Bobb - 00235  
Phone:  
Email: BBobb@bmv.IN.gov

### Line Details

						No Bid:	<input type="checkbox"/>
Line: 1	Item ID:	Line Qty:	1	UOM: Lot	Weighting: 3.33%	Bid Qty:	<input type="text"/>
Required: No	Reserve Price: No					Min/Max Qty:	No min / No max

Description: Sony PXW-Z200  
Comments: - <<4K 1" CMOS Sensor XDCAM Camcorder, Sony 80GB CFexpress Type A TOUGH Memory Card, Sony BP-U35 Battery Pack, Large Case, Telephoto Lens, Memory Card Reader, Filter Kit, Wide Angle Lens Attachment, Memory Card Wallet, Lens Cap Keeper, Cleaning Kit, HDMI Cable  
  
Bundle Items Include:  
1 x Sony PXW-Z200 4K 1" CMOS Sensor XDCAM Camcorder  
1 x Sony 80GB CFexpress Type A TOUGH Memory Card  
1 x Sony BP-U35 Battery Pack  
1 x Large Case  
1 x Telephoto Lens  
1 x Memory Card Reader  
1 x Filter Kit  
1 x Wide Angle Lens Attachment  
1 x Memory Card Wallet  
1 x Lens Cap Keeper  
1 x Cleaning Kit  
1 x HDMI Cable>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>
Required: Yes Mandatory Response: No					

Response Comments

						No Bid:	<input type="checkbox"/>
Line: 2	Item ID:	Line Qty:	2	UOM: Each	Weighting: 3.33%	Bid Qty:	<input type="text"/>
Required: No	Reserve Price: No					Min/Max Qty:	No min / No max

Description: Sony Alpha a7S III Mirrorless Full Frame Camera  
Comments: - <<Digital camera kit bundle includes Pixel Connection Essential Cleaning kit | Promaster Connect Led Light | Promaster Sdxc 128Gb Performance 2.0 | Promaster Sony Np-Fz100 Li-Ion Battery | Micro SD Card Reader | Water Resistant Gadget Bag | Dust Off Blower | Flexible tripod>>

# Event Details (cont.)

## State of Indiana Request for Quotation

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
00235-0000086688	Buy	RFx	3
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Photo/Video/Audio Equipment			
<b>Start Time</b>	<b>Finish Time</b>		
01/20/2026 07:30:43 EST	03/02/2026 15:00:00 EST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 3	<b>Item ID:</b>	<b>Line Qty:</b> 2	<b>UOM:</b> Each	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** DJI Osmo Pocket 3 Creator Combo

### Comments:

- <<Vlogging Cameras with 1'' CMOS, 4K/120fps Vlog Camera, 3-Axis Stabilization, Face/Object Tracking, Mic Included for Clear Sound, Digital Vlogging Camera>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 4	<b>Item ID:</b>	<b>Line Qty:</b> 1	<b>UOM:</b> Lot	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** GoPro HERO 13

### Comments:

- <<GoPro HERO13 (HERO 13) Black - Waterproof Action Camera With 5.3K HDR Video, 27MP Photos, 1/1.9" Image Sensor, Live Streaming, Webcam, Stabilization | 1 x 50 in 1 Go Pro Accessory Kit | 1 x Extreme Pro 64gb microSDXC Card | 1 x 6AVE Electronics TM Microfiber Cloth

Manufacturer Included Items Include:

GoPro HERO13 Black - Waterproof Action Camera

GoPro Enduro Rechargeable Li-Ion Battery

Curved Adhesive Mount Mounting Buckle + Thumbscrew

USB Type-C Cable

Bundle Items Include:

SanDisk Extreme Pro 64gb microSDXC Card

50-In-1 Action Camera Accessory Kit Which Includes:

Suction Cup

Floating Handle GripStrap

# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	4
Event Round	Version		
1	1		
Event Name	Photo/Video/Audio Equipment		
Start Time	Finish Time		
01/20/2026 07:30:43 EST	03/02/2026 15:00:00 EST		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS

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INDIANAPOLIS IN 46204  
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Contact: Brett Bobb - 00235  
Phone:  
Email: BBobb@bmv.IN.gov

360-Degree Rotation Clip  
Insurance Tether Straps  
Wrist Strap  
Handheld Monopod  
Bicycle Handlebar  
Chest Strap  
Head Strap Mount  
Wrench  
Wrist Mount With Screw  
Tripod Mount Adapters  
Car Ring Case  
Helmet Extension Arm  
Helmet Strap Mount  
Mini Tripod  
2 X Switch Support  
2 X Surface J-Hook Buckle  
3 X Basic Mount  
3 X Flat Mounts  
2 X Curved Mounts  
4 X Screws  
5 X Adhesive Pads  
13 X Anti-Fog Inserts  
6AVE Electronics Microfiber Cloth>>>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

No Bid: ☐

Line: 5	Item ID:	Line Qty: 1	UOM: Lot	Weighting: 3.33%	Bid Qty:
Required: No	Reserve Price: No				

Min/Max Qty: No min / No max

Description: Sony FE 24-70mm F2.8 GM Standard Zoom Lens

### Comments:

- <<Sony FE 24-70mm f/2.8 GM Lens, 64GB Ultra SDXC Memory Card, Pro Sling Backpack, Flexible Tripod, Memory Card Reader, Cleaning Kit, Memory Card Wallet, Lens Cap Keeper, Hand Strap

### Included Items

1 x Sony FE 24-70mm f/2.8 GM Lens  
1 x 82mm 3 Piece Filter Kit  
1 x Pro Sling Backpack  
1 x SanDisk 64GB Ultra SDXC Memory Card  
1 x Memory Card Reader  
1 x 12 inch Flexible Tripod  
1 x Memory Card Wallet  
1 x Lens Cap Keeper  
1 x Cleaning Kit  
1 x Hand Strap

\*\*Must pair and be compatible with Line Item #2\*\*>>

# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	5
Event Round	Version		
1	1		
Event Name			
Photo/Video/Audio Equipment			
Start Time		Finish Time	
01/20/2026 07:30:43 EST		03/02/2026 15:00:00 EST	

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS

Submit To: Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

Contact: Brett Bobb - 00235  
Phone:  
Email: BBobb@bmv.IN.gov

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

No Bid: ☐

Line: 6	Item ID:	Line Qty: 1	UOM: Lot	Weighting: 3.33%	Bid Qty:
Required: No	Reserve Price: No				

Min/Max Qty: No min / No max

Description: Sony FE 70-200mm f/2.8 GM OSS II Lens

### Comments:

- <<1 x Sony FE 70-200mm f/2.8 GM OSS II Lens, 1 x 64GB Ultra Memory Card, 1 x 3 Piece Filter Kit, 1 x Pro Sling Backpack, 1 x Memory Card Reader, 1 x 12\_inch Flexible Tripod, 1 x Memory Card Wallet, 1 x Lens Cap Keeper, 1 x Cleaning Kit, 1 x Hand Strap

### Items Include:

1 x Sony FE 70-200mm f/2.8 GM OSS II Lens  
1 x 64GB Ultra Memory Card  
1 x 3 Piece Filter Kit  
1 x Pro Sling Backpack  
1 x Memory Card Reader  
1 x 12\_inch Flexible Tripod  
1 x Memory Card Wallet  
1 x Lens Cap Keeper  
1 x Cleaning Kit  
1 x Hand Strap

\*\*Must pair and be compatible with Line Item #2\*\*>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

# Event Details (cont.)

## State of Indiana Request for Quotation

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
00235-0000086688	Buy	RFx	6
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Photo/Video/Audio Equipment			
<b>Start Time</b>	<b>Finish Time</b>		
01/20/2026 07:30:43 EST	03/02/2026 15:00:00 EST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

**No Bid:**

☐

**Line:** 7 **Item ID:** **Line Qty:** 1 **UOM:** Lot **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No  
**Min/Max Qty:** No min / No max

**Description:** VG-C4EM Battery Grip

**Comments:**

- <<Compatible with Sony A7R V A7R IV A9 II A7 IV A7S III A1 Cameras, Replacement for Sony Vertical Grip, Use NP-FZ100 Battery.

\*\*Must pair and be compatible with Line Items #2\*\*>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

**Required:** Yes **Mandatory Response:** No

**Response Comments**

**No Bid:**

☐

**Line:** 8 **Item ID:** **Line Qty:** 1 **UOM:** Lot **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No  
**Min/Max Qty:** No min / No max

**Description:** Sachtler System aktiv8 flowtech75 MS S2068S-FTMS Black

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

**Required:** Yes **Mandatory Response:** No

**Response Comments**

# Event Details (cont.)

## State of Indiana Request for Quotation

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
00235-0000086688	Buy	RFx	7
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Photo/Video/Audio Equipment			
<b>Start Time</b>	<b>Finish Time</b>		
01/20/2026 07:30:43 EST	03/02/2026 15:00:00 EST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

**No Bid:**

☐

**Line:** 9 **Item ID:** **Line Qty:** 1 **UOM:** Lot **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No **Min/Max Qty:** No min / No max

**Description:** SMALLRIG Universal Quick Release Tripod Adapter Plate for Sony VCT-14

**Comments:**

- <<Tripod adapter plate with V-wedge front is for Sony VCT-14 standard>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>
Required: Yes Mandatory Response: No					

**Response Comments**

**No Bid:**

☐

**Line:** 10 **Item ID:** **Line Qty:** 1 **UOM:** Lot **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No **Min/Max Qty:** No min / No max

**Description:** SMALLRIG Quick Release Shoulder Plate

**Comments:**

- <<Compatible with Sony VCT-14 Tripod Adapter with Rosettes>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>
Required: Yes Mandatory Response: No					

**Response Comments**



# Event Details (cont.)

## State of Indiana Request for Quotation

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
00235-0000086688	Buy	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Photo/Video/Audio Equipment			
<b>Start Time</b>	<b>Finish Time</b>		
01/20/2026 07:30:43 EST	03/02/2026 15:00:00 EST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

**No Bid:**

☐

**Line:** 11 **Item ID:** **Line Qty:** 2 **UOM:** Each **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No **Min/Max Qty:** No min / No max

**Description:** SmallRig AD-50 Heavy Duty Tripod, Carbon Fiber Video Tripod

**Comments:**

- <<64" Lightweight Travel Tripods with Step-Less Damping Fluid Head, Detachable Handle, Lift Rope, Load up to 13.2lb for Camcorder, Cameras

\*\*Must pair and be compatible with Line Item #2\*\*>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

**Required:** Yes **Mandatory Response:** No

**Response Comments**

**No Bid:**

☐

**Line:** 12 **Item ID:** **Line Qty:** 1 **UOM:** Lot **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No **Min/Max Qty:** No min / No max

**Description:** NEEWER Basics 3 Pack LED Video Panel Light

**Comments:**

- <<Studio Lighting Kit with Tripod Stand & Phone Holder for Video Recording Photography Streaming, 850lx/0.5m Bi Color 2700-6500K Dimmable Key Light, BP300>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

**Required:** Yes **Mandatory Response:** No

**Response Comments**

# Event Details (cont.)

## State of Indiana Request for Quotation

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
00235-0000086688	Buy	RFx	9
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Photo/Video/Audio Equipment			
<b>Start Time</b>	<b>Finish Time</b>		
01/20/2026 07:30:43 EST	03/02/2026 15:00:00 EST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

**No Bid:**

☐

**Line:** 13 **Item ID:** **Line Qty:** 1 **UOM:** Lot **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No  
**Min/Max Qty:** No min / No max

**Description:** Godox TT350S Flash

**Comments:**

- <<Compatible with Godox TT350S camera flash compatible for Sony DSLR cameras, such as a7RII a7R a58 a99 ILCE6000L a77II RX10 a77II a77 a350 a6000 a9 a9III a7M3 a7R1II a7RIV a7MIV a7R5 a6400 a6500 ZV-E10 etc cameras; with TTL autoflash

\*\*Must pair and be compatible with Line Item #2\*\*>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

**Required:** Yes **Mandatory Response:** No

**Response Comments**

**No Bid:**

☐

**Line:** 14 **Item ID:** **Line Qty:** 1 **UOM:** Lot **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No  
**Min/Max Qty:** No min / No max

**Description:** DJI Mic 2

**Comments:**

- <<(2 TX + 1 RX + Charging Case), Wireless Lavalier Microphone, Intelligent Noise Cancelling, 32-bit Float Internal Recording, 820 ft.(250m) Range, Microphone for iPhone, Android, Camera

Mic 2 (2 TX + 1 RX + Charging Case) - includes 2 TX, 1 RX, a Charging Case, and more for extended use and videos with multiple speakers

\*\*Must pair and compatible with Line Items #2 & #3\*\*>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

**Required:** Yes **Mandatory Response:** No

**Response Comments**

# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	10
Event Round	Version		
1	1		
Event Name			
Photo/Video/Audio Equipment			
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01/20/2026 07:30:43 EST		03/02/2026 15:00:00 EST	

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS

Submit To: Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

Contact: Brett Bobb - 00235  
Phone:  
Email: BBobb@bmv.IN.gov

No Bid: ☐

Line: 15 Item ID: Line Qty: 1 UOM: Lot Weighting: 3.33% Bid Qty:   
Required: No Reserve Price: No Min/Max Qty: No min / No max

Description: Cable Matters 2-Pack Premium XLR to XLR Cables

Comments: - <<10ft, Male to Female Microphone Cable, Oxygen-Free Copper (OFC) Mic Cord, Black>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

Required: Yes Mandatory Response: No

Response Comments

No Bid: ☐

Line: 16 Item ID: Line Qty: 1 UOM: Lot Weighting: 3.33% Bid Qty:   
Required: No Reserve Price: No Min/Max Qty: No min / No max

Description: Sennheiser Pro Audio Sennheiser Pro Audio Wireless Microphone System

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

Required: Yes Mandatory Response: No

Response Comments

No Bid: ☐

Line: 17 Item ID: Line Qty: 1 UOM: Lot Weighting: 3.33% Bid Qty:   
Required: No Reserve Price: No Min/Max Qty: No min / No max

Description: Movo X1 Supercardioid Shotgun Microphone

Comments: - <<3.5mm/XLR/USB-C Camera Mic for DSLR, Smartphones, and Computers - Professional Boom Microphone with Advanced Audio Controls, Tripod

\*\*Must pair and be compatible with Line Item #2\*\*>>

# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	11
Event Round	Version		
1	1		
Event Name			
Photo/Video/Audio Equipment			
Start Time		Finish Time	
01/20/2026 07:30:43 EST		03/02/2026 15:00:00 EST	

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS

Submit To: Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

Contact: Brett Bobb - 00235  
Phone:  
Email: BBobb@bmv.IN.gov

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

No Bid: ☐

Line: 18	Item ID:	Line Qty: 1	UOM: Lot	Weighting: 3.33%	Bid Qty:
Required: No	Reserve Price: No				
					Min/Max Qty: No min / No max

Description: Microphone Stand

### Comments:

- <<InnoGear Microphone Stand, Tripod Boom Arm Floor Mic Stand Height Adjustable Heavy Duty with Carrying Bag 2 Mic Clips 3/8" to 5/8" Adapter for Singing Podcast for Blue Yeti Shure SM58 SM48 Samson Q2U

Item dimensions L x W x H: 61.42 x 18.7 x 29.92 inches>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

No Bid: ☐

Line: 19	Item ID:	Line Qty: 1	UOM: Lot	Weighting: 3.33%	Bid Qty:
Required: No	Reserve Price: No				
					Min/Max Qty: No min / No max

Description: Whirlwind PRESSPOWER 3 Active Press Box

### Comments:

- <<High-performance mic feed distributor with two RF-shielded mic/line inputs and 16 transformer-isolated mic/line outputs>>

# Event Details (cont.)

## State of Indiana Request for Quotation

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
00235-0000086688	Buy	RFx	12
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Photo/Video/Audio Equipment			
<b>Start Time</b>	<b>Finish Time</b>		
01/20/2026 07:30:43 EST	03/02/2026 15:00:00 EST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 20	<b>Item ID:</b>	<b>Line Qty:</b> 1	<b>UOM:</b> Lot	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** Professional Portable All-in-One Integrated 2-Way PA System Fixed Setup

### Comments:

- <<Suitcase Design w/ 8-Channel Mixer, 2 Speaker Stands, Bluetooth, Mic for Performances, Presentations>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 21	<b>Item ID:</b>	<b>Line Qty:</b> 3	<b>UOM:</b> Lot	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** 6ft Extension Cords

### Comments:

- <<Flexible & Durable, Indoor 3 Prong Power Cable, Suitable for Home and Office, 13 Amp 1625 Watt 125VAC 16AWG>>

# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	13
Event Round	Version		
1	1		
Event Name			
Photo/Video/Audio Equipment			
Start Time		Finish Time	
01/20/2026 07:30:43 EST		03/02/2026 15:00:00 EST	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 22	<b>Item ID:</b>	<b>Line Qty:</b> 1	<b>UOM:</b> Lot	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** Surge Protector Power Strip

### Comments:

- <<25 Ft Cord, Ultra Thin Flat Extension Cord with 8 Outlets 4 USB Ports(2 USB C), Flat Plug Power Strip, 25 Ft Long Braided Power Cord>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 23	<b>Item ID:</b>	<b>Line Qty:</b> 2	<b>UOM:</b> Each	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** Cable Sleeve

### Comments:

- <<Trolling Motor Cable Organizer Sleeve,60" Neoprene Cable Sleeve for Trolling Motor Wire Cover Black>>

# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	14
Event Round	Version		
1	1		
Event Name			
Photo/Video/Audio Equipment			
Start Time		Finish Time	
01/20/2026 07:30:43 EST		03/02/2026 15:00:00 EST	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 24	<b>Item ID:</b>	<b>Line Qty:</b> 1	<b>UOM:</b> Lot	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** 8.5 x 10 ft Backdrop Support System

### Comments:

- <<Professional Photography Lighting Kit with 50W LED Blub, 6 \* 9ft Backdrop \*3, Reflector, Umbrellas & Softbox Lighting Kit for Studio, Portrait, Video Shooting>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 25	<b>Item ID:</b>	<b>Line Qty:</b> 1	<b>UOM:</b> Lot	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** AA Batteries 100 Pack

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

# Event Details (cont.)

## State of Indiana Request for Quotation

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
00235-0000086688	Buy	RFx	15
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Photo/Video/Audio Equipment			
<b>Start Time</b>		<b>Finish Time</b>	
01/20/2026 07:30:43 EST		03/02/2026 15:00:00 EST	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

**No Bid:**

☐

**Line:** 26 **Item ID:** **Line Qty:** 2 **UOM:** Each **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No **Min/Max Qty:** No min / No max

**Description:** Vidpro VB-3 Triple Shoe Mounting Y-Bracket

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

**Required:** Yes **Mandatory Response:** No

### Response Comments

**No Bid:**

☐

**Line:** 27 **Item ID:** **Line Qty:** 1 **UOM:** Lot **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No **Min/Max Qty:** No min / No max

**Description:** Triple Cold Shoe Mount with 1/4" Thread

**Comments:** - <<Aluminum Camera Hot Shoe Extension Bracket with 3 Port Cold Shoe Mounts for LED Video  
Light Monitor Microphone Camera Cage>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	<input type="text"/>

**Required:** Yes **Mandatory Response:** No

### Response Comments

**No Bid:**

☐

**Line:** 28 **Item ID:** **Line Qty:** 3 **UOM:** Each **Weighting:** 3.33% **Bid Qty:**   
**Required:** No **Reserve Price:** No **Min/Max Qty:** No min / No max

**Description:** SanDisk 128GB Extreme PRO SDXC UHS-I Memory Card

**Comments:** - <<SanDisk 128GB Extreme PRO SDXC UHS-I Memory Card - C10, U3, V30, 4K UHD, SD Card -  
SDSDXXD-128G-GN4IN>>



# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	16
Event Round	Version		
1	1		
Event Name			
Photo/Video/Audio Equipment			
Start Time		Finish Time	
01/20/2026 07:30:43 EST		03/02/2026 15:00:00 EST	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States

**Contact:** Brett Bobb - 00235  
**Phone:**  
**Email:** BBobb@bmv.IN.gov

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 29	<b>Item ID:</b>	<b>Line Qty:</b> 1	<b>UOM:</b> Lot	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** RØDE RØDECaster Video – Professional Video Switcher and Audio Interface

**Comments:**  
- <<Multi-Camera, 6 x Video Inputs (HDMI and USB), 1080p60, Multi-Source Scenes  
Product Dimensions: 30.59 x 13.25 x 6.14 inches>>

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

### Response Comments

**No Bid:** ☐

<b>Line:</b> 30	<b>Item ID:</b>	<b>Line Qty:</b> 1	<b>UOM:</b> Lot	<b>Weighting:</b> 3.33%	<b>Bid Qty:</b>
<b>Required:</b> No	<b>Reserve Price:</b> No				

**Min/Max Qty:** No min / No max

**Description:** White Paper Backdrop

**Comments:**  
- <<Photography White Photo Backdrop Paper (106.8''x32.8' Arctic White)>>

# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	17
Event Round	Version		
1	1		
Event Name			
Photo/Video/Audio Equipment			
Start Time	Finish Time		
01/20/2026 07:30:43 EST	03/02/2026 15:00:00 EST		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS  
  
Submit To: Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States  
  
Contact: Brett Bobb - 00235  
Phone:  
Email: BBobb@bmv.IN.gov

Question	UOM	Best	Worst	Weighting	Response
What is your quote/bid price?				100%	

Required: Yes Mandatory Response: No

Response Comments

# Event Details (cont.)

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00235-0000086688	Buy	RFx	18
Event Round	Version		
1	1		
Event Name			
Photo/Video/Audio Equipment			
Start Time		Finish Time	
01/20/2026 07:30:43 EST		03/02/2026 15:00:00 EST	

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS  
  
Submit To: Motor Vehicles  
Bureau of Motor Vehicles  
Procurement  
100 N SENATE AVE  
INDIANAPOLIS IN 46204  
United States  
  
Contact: Brett Bobb - 00235  
Phone:  
Email: BBobb@bmv.IN.gov

## Bidder Information

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

## 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/programs-and-preferences/>

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)?**

*This is per individual line and should be noted below*

Yes \_\_\_\_ No \_\_\_\_

If claiming the U.S. Manufactured preference, Respondents must clearly specify the items qualified for the preference, at the individual line level, on the lines provided below. 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.) This preference can only be applied to the items the State is actually purchasing.

Additionally, Respondents must include a letter on **company (manufacturer) letterhead** confirming the cost of the product or its components exceed 50% of the cost of all components.

If claiming this preference, the bidder is certifying under penalties of perjury that each of the bidder's end products claimed is a U.S. Manufactured Product as described in IC 5-22-15-21. **Failure to indicate individual line items claimed under this preference or failing to include a letter may affect the evaluation of the bid.**

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 also called Buy Indiana (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, can include the email confirmation of their status provided by [buyindianainvest@idoa.in.gov](mailto:buyindianainvest@idoa.in.gov). Or you **MUST** be certified on the State's website (<https://www.in.gov/idoa/procurement/supplier-resource-center/programs-and-preferences/buy-indiana/>)

\_\_\_\_ (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.

**CLAIMING PURCHASING PREFERENCES**

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 \_\_\_

To be eligible to claim the Indiana Small Business Preference, the bidder must be an Indiana business (as defined above in the Indiana Business Preference section) and qualify in at least one of the following categories:

\_\_\_ 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 \_\_\_

SF47895 (ELEC2/06)

## MINORITY & WOMEN'S BUSINESS ENTERPRISES SUBCONTRACTOR COMMITMENT FORM

Indiana Code 4-13-16.5 and 25 IAC 5 governs the Division of Supplier Diversity program as it relates to the certification, oversight, and responsibilities around the certified Indiana Minority and/or Women Business Enterprises (MWBE). There is a commitment goal for this solicitation. The MWBE Subcontractor Commitment Form is to be submitted as a part of the Respondent's proposal. The entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>.

If utilizing 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 contract, the deliverable requirements as agreed upon between the Contractor and subcontractor, 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 amount entered in the Bid List Template ("Bid List" tab; Cell M65). The MBE and/or WBE subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. The overall committed subcontractor percentage shall be sustained throughout the life of the contract including any time after the initial term.

The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed subcontractors meet the following criteria:**

- Must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>, on or before the proposal due date
- Prime Contractor must include with their proposal the subcontractor's MWBE Certification Letter provided by IDOA to show current status of certification
- Each firm may only serve as one classification – MBE, WBE, or IVOSB
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement. (See 25 IAC 5-6-2(d))
- **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 service only in the industry area for which it is certified
- Must be used to provide the goods or services specific to the contract
- National Diversity Plans are generally not acceptable

## MINORITY & WOMEN'S BUSINESS ENTERPRISES SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE 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. The MBE and/or WBE subcontractor amount and subcontractor percentage is only 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.

By submission of the proposal, the Respondent acknowledges and agrees to be bound by the rules and requirements of the State's Division of Supplier Diversity. Questions about those rules and requirements should be directed to: Division of Supplier Diversity at (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

## MINORITY & WOMEN'S BUSINESS COMPLIANCE (MWBE)

If awarded the contract with MWBE subcontractor participation, the Respondent will be required to report payments made to Division of Supplier Diversity certified subcontractors under the Contract monthly using the online audit tool, commonly referred to as "Pay Audit." The Contractor should also notify subcontractors that they must confirm payments received from Contractor in Pay Audit. The Pay Audit system can be accessed on the [IDOA Pay Audit System webpage at https://www.in.gov/idoa/mwbe/payaudit.htm](https://www.in.gov/idoa/mwbe/payaudit.htm).

Further, a copy of each subcontractor agreement must be submitted to IDOA's Division of Supplier Diversity within thirty (30) days of the effective date of this contract. The contracts may be uploaded into Pay Audit, emailed to [MWBECompliance@idoa.IN.gov](mailto:MWBECompliance@idoa.IN.gov); or mailed to Division of Supplier Diversity Compliance 402 W. Washington Street, Indianapolis IN 46204. Failure to provide a copy of any subcontractor agreement or failure to meet these commitments could be considered a material breach of this contract and result in sanctions per 25 IAC 5.

Any changes to this information during the term of the contract must be approved by MWBE Compliance at [MWBECompliance@idoa.IN.gov](mailto:MWBECompliance@idoa.IN.gov).

## STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

Quote/Bid
DUE DATE:
TOTAL Quote/ BID AMOUNT:

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm		
Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount:	Telephone Number: (   )	Fax Number: (   )
Sub-Contract Percentage of Total Bid:	Describe service/product to be provided:	
Provide approximate dates when Sub-Contractor will perform on this project:		

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm		
Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount:	Telephone Number: (   )	Fax Number: (   )
Sub-Contract Percentage of Total Bid:	Describe service/product to be provided:	
Provide approximate dates when Sub-Contractor will perform on this project:		

Respondent Firm \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Representative \_\_\_\_\_

Date \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

☐ Please check if additional forms are attached.  
Page \_\_\_\_\_ of \_\_\_\_\_

**IF PARTICIPATION EXISTS, THIS FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.**



## INDIANA VETERAN OWNED SMALL BUSINESS ENTERPRISE 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 on a contract awarded under this solicitation. The IVOSB Subcontractor Commitment Form is to be submitted as a part of the Respondent's proposal. The entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>.

If participation is met 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 an 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 contract, the deliverable requirements as agreed upon between the Contractor and subcontractor, 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 amount entered in the **Bid List** Template ("Bid List" tab; Cell M65). The IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. The overall committed subcontractor percentage shall be sustained throughout the life of the contract including any time after the initial term.

If the Respondent to the bid is an IVOSB certified entity, the letter confirming same should be submitted with their response. The Respondent has the responsibility to alert IDOA of their certification.

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

The Department may verify all information included on the IVOSB Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed subcontractors meet the following criteria:**

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://www.vetbiz/va/gov/vip/> under INDIANA, or listed at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>, **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://www.vetbiz/va/gov/vip/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB
- IVOSB must have a Bidder ID
- 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://www.vetbiz/va/gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>
- Must be used to provide the goods or services specific to the contract

## INDIANA VETERANS' BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB 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. The IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. The overall committed subcontractor percentage shall be sustained throughout the life of the contract including any time after the initial term.

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 about those rules and requirements should be directed to: Division of Supplier Diversity at [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov), (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

**STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM****BID#****DUE DATE:****TOTAL BID AMOUNT: \$**

<b>Company Name:</b>		<b>Contact Person:</b>	
<b>Address:</b>		<b>E-mail:</b>	
<b>Sub-Contract Amount:</b>		<b>Telephone Number:</b> ( )	<b>Fax Number:</b> ( )
<b>Sub-Contract Percentage of Total Bid:</b>		<b>Describe service/product to be provided:</b>	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b>			

<b>Company Name:</b>		<b>Contact Person:</b>	
<b>Address:</b>		<b>E-mail:</b>	
<b>Sub-Contract Amount:</b>		<b>Telephone Number:</b> ( )	<b>Fax Number:</b> ( )
<b>Sub-Contract Percentage of Total Bid:</b>		<b>Describe service/product to be provided:</b>	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b>			

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.**



# INDIANA ECONOMIC IMPACT - PROPOSALS AND CONTRACTS

State Form 51778 (R4 / 1-06)

DEPARTMENT OF ADMINISTRATION

Approved by State Board of Accounts, 2006

This information is required by the Indiana Department of Administration for all contractors, vendors/suppliers to the State of Indiana (complete all 22 items).

1	Legal Name of firm:	
2	Address/City/State/Zip Code:	
3	Telephone #/Fax #/Website:	
4	Federal Tax Identification Number:	
5	State/Country of domicile/incorporation:	
6	Location of firm's headquarters or principal place of business:	
7	Name of parent company or holding company (if applicable):	
8	State/Country of domicile/incorporation of company listed in #7:	
9	Address of company listed in #7:	
10	IN Department of Workforce Development (DWD) account number:	
11	IN Department of Revenue (DOR) account number:	
12	Number of Indiana resident employees per most recently completed IRS Form W-2 distribution:	
13	Total number of employees per most recently completed IRS Form W-2 distribution:	
14	Total amount of payroll paid to Indiana resident employees per most recently completed IRS Form W-2 distribution:	
15	Total amount of payroll paid to all employees per the most recently completed IRS Form W-2 distribution:	
16	Total amount of this proposal, bid, or current contract:	

**ACCOUNTING OF INDIANA RESIDENT**

17	<b><u>Prime Contractor Company</u></b> <b>Name:</b>	
18	<b><u>Number of Full Time Equivalent (FTE) employees</u></b> that are Indiana residents specifically for this proposal or contract:	

19	<b><u>Subcontractor Company</u></b> <b>Name:</b>				
20	Address/Contact Person/Telephone Number/Tax ID Number:				
21	<b><u>Number of Full Time Equivalent (FTE) employees</u></b> that are Indiana residents specifically for this proposal or contract:				

22	<b><u>Affirmation by authorized official:</u></b> I affirm under penalties of perjury that the foregoing representations are true to be the				
	Signature:				
	Name of auththorized official:				
	Title:				
	Date:				

**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 them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- B. Establishing a drug-free awareness program to inform its employees of: (1) the dangers of drug abuse in the workplace; (2) the Contractor'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;
- 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 Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- D. Notifying the State in writing within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction;
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) taking appropriate personnel action against the employee, up to and including termination; or (2) requiring 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 <http://www.in.gov/ig/commission.html>. 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.) \_\_\_\_\_

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.