**REQUEST FOR QUOTATION**

**Date: February 20, 2026**

**RE: Gastineau Site Tire Removal Solicitation #00495-0000086910**

## Dear Potential Contractor:

The Indiana Department of Environmental Management (IDEM) is seeking contractual services to provide IDEM staff with the removal of tires at the Gastineau Property, located at 485 S 750 W Lyons, Indiana 47443 (Green County).

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

Prospective respondents interested in submitting any questions regarding this Request for Quote (RFQ) must do so in writing, to the attention of Monieka Radford at [mradford@idem.in.gov](mailto:mradford@idem.in.gov), or U.S. Mail at 100 N. Senate Avenue IGCN 1345, Indianapolis, IN 46204. **The deadline for submitting questions is 2:00 p.m. EST on April 6, 2026.**

**A list of potential questions and answers are listed below:**

Who is responsible if damages occur to the property? This was in specific reference to a drainage pvc pipe that is located on a possible entry point to the property.

The contractors will be responsible for returning the property to the condition it was in prior to their entering the property. Any damage to the pipe would need to be addressed by the contractors. If it is such that they cannot access the property without damaging the pipe, we would need to address that with the owner prior to their entering.

Is the contractor responsible for damages to the property i.e. rutting, fallen or damaged trees? **Yes**

Are the contractors required to reseed any areas where vegetation is destroyed in the removal process?

Contractors are responsible for returning the property to the condition it was in prior to their entering the property. Contractors would need permission from the property owners for any changes. Please describe any issues and possible solutions in detail for IDEM to consider in the bid process.

To what extent would we allow the contractors to remove any vegetation, if any, if it impedes the

collection of tires? If there are access issues at the site, please describe any issues and possible solutions in detail for IDEM to consider in the bid process.

How possible gravel road construction would work and the responsible parties for cleaning up the gravel afterwards? Gravel, or any type of road construction is not allowed. Describe and justify any additional needs besides collecting, processing, and disposing of tires in the bid for IDEM to consider. Any item

that you would like to leave on site requires the permission of the property owner.

Regarding the possibility the contractor may need to use gravel, sand, or wood chips for traction if their equipment gets stuck. Would IDEM consider a gravel/stone road if there are access issues, with the

caveat that the gravel/stone be removed once the project is completed? If there are access issues at the site, please describe any issues and possible solutions in detail for IDEM to consider in the bid process.

There were some tires that are visible now that were not visible in July during the initial count in a pond on the north side of the property. The question was asked are the tires to be removed, since during the summer months they are submerged in the pond? At this time, waste tires submerged in water are not required to be removed. Only visible waste tires on ground level are required for removal.

Are the neighbors amiable to the clean-up effort? The agency does not currently have an access

agreement with the neighbors; contractual arrangements will not include any access on neighboring property. Please describe any issues and possible solutions in detail for IDEM to consider in the bid process.

If necessary, will the contractor have the ability to construct access roads made of stone**? No**

How long will someone have to conduct a clean up after winning the bid? Please include a timeframe for removal in your bid.

Who has the liability for damage to the property and cars/ scrap metal that need to be moved? If contractors need to alter or move something on the property, permission from the property owner

would be needed. In addition, the contractor would be responsible for any damage. Describe and justify any additional needs besides collecting, processing, and disposing of tires in the bid for IDEM to consider.

I was wondering if they move the cars then do they need to move them back to their original position on the property? Contractors would need permission from the property owner to leave them in a new location. Describe and justify any additional needs besides collecting, processing, and disposing of tires in the bid for IDEM to consider.

## Task Related Questions

Task A.3: The Contractor shall submit written remediation plans to the State for the Gastineau Property. These plans shall be approved in writing prior to the removal of tires from the site mentioned in Task A.1 and shall include the following: 1) Method(s) of removal; 2) Final destination(s) of removal tires. If the destination(s) is outside of Indiana, the Contractor must provide the following information: a. A copy of written approval for processing and/or disposal from the Stat agency; and b. Contact name and telephone number for the State agency granting approval. 3) Names, addresses, and contact persons of any subcontractors to be used for the project and a description of the work to be performed by subcontractors; and 4) Timeframe for initiation and completion of the project.

1. Is the remediation plan an open format containing the noted points of interest or does the State have a specific format that must be followed? This is an open format response.

Task B.1: The Contractor shall be responsible for securing the Gastineau Property.

1. Define “Securing” – Is the contractor to secure the site so that no one is allowed in or out? Does that require perimeter fencing of the property? Are you only expecting the waste collection point(s) to be secure and if so, do you expect temporary fencing around the property? The contractor shall secure the site in a way to prevent from illegally dumping or additional material being added to the site when the work crew is not present.
2. Does the State perceive the property owners/occupants as hostile or as a threat? No.

Task B.2: “The Contractor shall remove all tire material and waste tire material from the Gastineau Property even in the event that this amount exceeds the originally estimated totals and the Total Cost Not to exceed amount has been reached (see exhibit B, Contractor Project Budget)

1. Can you define “Waste Tire Material”? This has not been a portion of past scopes for these projects so we want to be clear what is and what is not considered “waste tire material”. Past projects have not included he removal of partial tires, only whole tires. Waste tire material includes side walls, treads, quartered, and whole waste tires.
2. What is the proposed plan if the amount of tire and waste tire material exceeds the originally estimated amounts and the NTE costs? Based on this statement, the contractor is to continue the removal process until all tire and waste tire material is removed but there is no reference to how the contractor will be reimbursed these expenses. The State estimated the quantities, not the contractor, and past experience with these projects, estimations provided by the State have not been accurate, in some instances, such as the Paragon, IN site, grossly inaccurate.

*In the event that the actual tonnage exceeds the originally estimated tonnage, the cost to be paid by the State will be based on the per tonnage cost, as agreed to by both parties and included in the resulting contract. If the contract limit is reached, the contractors will stop work and estimate the remaining volume of waste tire materials remaining prior to seeking approval to continue removal. Approval time for re-mobilization will be determined on a case-by-case basis. The contractor is responsible for creating and submitting an accurate as possible tonnage estimate to IDEM after the site walk through to prevent the contractor from performing a stop work or delay resulting in a demobilization.*

Task B.4: The Contractor shall properly remove any whole waste tires on the Gastineau Property, In accordance with IC 13-20-14-1, whole waste tires may not be disposed of at an Indiana solid waste landfill and only shredded or ground up tires may be used for daily cover at Indiana solid waste landfills. Processing and reuse of waste tires is preferred over final disposal.

1. In Comparison to the language of Task B.2 – This statement clearly states “whole waste tire”. If not clarified by answers given to Task B.2 can you please clear up the contradiction of terms from Task B.2 to Task B.4. Both “whole” and “waste tire material” are to be removed from the site. Whole waste tires must be processed by quartering, or by removal of the sidewalls before they can be disposed of in an Indiana solid waste landfill. Shredded or ground tires may be used or disposed of without further processing.

Task B.8: This statement is only in regards to the transportation component. Should the contractor expect hour restrictions on the labor component of these projects as well? Based on the information

provided by the State, this project will require a great deal more effort to collect and stockpile tires than past projects have required. Will the labor crews performing the collection and stockpiling be permitted to perform work outside of these hours? The collection and stockpiling of tire materials shall take place during the stated hours.

Task B.9: The Contractor shall weigh each load within fifteen (15) miles of the Gastineau Property.

* 1. Does this have to be a certified scale? In past instances this initial weighing of the load was not required to be a certified scale it was more for the protection of the contractor to make sure the load did not exceed the 80,000 lbs limit and for the state to show that no tires were added or removed from the load from the time it left a close proximity of the site until the time it arrived at its final destination. If there is not a weigh station within fifteen (15) miles of the site, the contractor shall weigh each load at the nearest weigh station available. The contractor must weigh each load on a certified scale with a digital printout.
  2. Does there have to be a printed receipt indicating the weight of the vehicle? Again, in the past, this has not been a requirement. See B.9.1 above.
  3. Are these tickets required to be provided to the State as a condition of payment or is it only the weight ticket provided by the recycling facility that is required for condition of payment? The Contractor shall be paid based upon signed end user tickets with accompanying weight transporter manifest, weigh tickets, end user receipts, and printed scale receipts from a certified scale.
  4. There have been a number of instances in the past where this condition could not be met due to scale locations. Does the State intend to waive this condition if that is the case or is the contractor going to be required to make provisions to bring portable/mobile scales to the property if these conditions cannot be met? See B.9.1 above.

**Should your firm be interested in responding to this solicitation then it must do so by 2:00 p.m. EST April 30, 2026, in order to be considered for selection.**

**SCOPE OF WORK**

The Contractor shall perform the following tasks and provide the following services relative to this contract for the specific purpose of scrap and waste tire removal and disposal from the Gastineau Property, located at 485 S 750 W Lyons, Indiana 47443 (Greene County).

**Task A: Project Planning**

**Task A.1:** The Contractor shall conduct an initial analysis of the Gastineau Property.

**Task A.2:** The Contractor shall attend a kick-off meeting to discuss remediation plans for the site, mentioned in Task A.1, with the State. This meeting for the Gastineau Property shall be held in Indianapolis, Indiana at the Indiana Government Center North or at the Gastineau Property.

**Task A.3:** The Contractor shall submit written remediation plans to the State for the Gastineau Property. These plans shall be approved in writing prior to the removal of tires from each site mentioned in Task A.1 and shall include the following:

1) Method(s) of removal;

2) Final destination(s) of removal tires. If the destination(s) is outside of Indiana, the Contractor must provide the following information:

a. A copy of written approval for processing and/or disposal from the State agency; and

b. Contact name and telephone number for the State agency granting approval.

3) Names, addresses, and contact persons of any subcontractors to be used for the project and a description of the work to be performed by subcontractors; and

4) Timeframe for initiation and completion of the project.

**Task A.4:** The Contractor shall submit a schedule within seven (7) days of the kick-off meeting for State approval. The Contractor may not begin work activities until the State approves the schedule.

**Task B: Waste Tire/Material Cleanup at the Gastineau Property**

**Task B.1:** The Contractor shall be responsible for securing the Gastineau Property.

**Task B.2:** The Contractor shall remove all waste tire material and waste tires from the Gastineau Property. In the event that the actual amount exceeds the originally estimated totals and the Total Cost Not to Exceed amount has been reached**,** the contractormust seek an approval from IDEM to continue with removal activities. When the actual tonnage exceeds the originally estimated tonnage, the cost to be paid by the State will be based on the per tonnage cost, as agreed to by both parties and included in the resulting contract.

**Task B.3:** The Contractor shall process on-site or remove and process off-site waste tires from the Gastineau Property and transport them to a permitted facility or to a permitted final disposal facility. If processing waste tires in the State of Indiana, the Contractor and/or an approved subcontractor must be registered as a Waste Tire Processor and operate in accordance with 329 IAC 15-3-5.

**Task B.4:** The Contractor shall properly remove any whole waste tires on the Gastineau Property. In accordance with IC 13-20-14-1, whole waste tires may not be disposed of at an Indiana solid waste landfill and only shredded or ground up tires may be used for daily cover at Indiana solid waste landfills. Processing and reuse of waste tires is preferred over final disposal.

**Task B.5:** The Contractor and/or any approved subcontractor utilized by the Contractor, if transporting more than twenty (20) tires at one time, shall either be registered as a tire transporter and operate in accordance with 329 IAC 15-4 or be able to ensure that transporters being utilized are registered and operate in accordance with 329 IAC 15-4 and 329 IAC 15-5.

**Task B.6:** The Contractor and/or any approved waste tire transporter utilized by the Contractor shall be required to prepare an official State Waste Tire Manifest for each load of waste tires in accordance with 329 IAC 15-4-13 and IC 13-20-14-5. The official form may be found at: <https://forms.in.gov/Download.aspx?id=5350>

**Task B.7:** The Contractor shall not be remunerated for any truck load of tires that exceeds the 80,000-pound limit. IC 9-20-4 sets the General Weight Restrictions for the operation of vehicles upon Indiana highways. IC 9-20-4-1(a)(1) states that the overall gross weight limit of vehicles may not exceed 80,000 pounds.

**Task B.8:** The Contractor shall transport tires and tire material off-site between the hours of 8:00AM and 5:00PM local time, Monday through Friday, excluding State holidays.

**Task B.9:** The Contractor shall weigh each load within fifteen (15) miles of the Gastineau Property. If there is not a weigh station within fifteen (15) miles of the site, the contractor shall weigh each load at the nearest weigh station available. The contractor must weigh each load on a certified scale with a digital printout.

**Task B.10:** The Contractor shall remit copies of all tire transporter manifests, weight tickets, and end user receipts. The Contractor shall be paid based upon signed end user tickets with accompanying weight transporter manifest, weigh tickets, end user receipts, and printed scale receipts from a certified scale.

**Task C: Progress Reporting**

**Task C.1:** The Contractor shall provide written quarterly progress reports to the State on a quarterly basis.

**The Response to this RFQ must include the following:**

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

The following criteria will be used to evaluate the submittal:

* + - * + Completeness Pass/Fail
        + Conflict of Interest Pass/Fail
        + Adherence to Mandatory Requirements Pass/Fail
        + Minority Business Enterprises Participation Plan 5%
        + Women Business Enterprises Participation Plan 5%
        + Veteran Owned Small Business 5%
        + Narrative Approach to Project 25%
        + Overall and Itemized Costs 20%
        + Experience 40%

**If submitting paper proposals: Two (2) copies of the proposal must be submitted to IDEM for review. All proposals must be received no later than 2:00 p.m. EST on April 30, 2026 for consideration.**

Your mailed proposal must be delivered to the address below:

Indiana Department of Environmental Management

Monieka Radford, Contracts Administrator

Office of Finance

100 North Senate Ave., IGCN 1340

Indianapolis, Indiana 46204

Your emailed proposal must be sent to: [mradford@idem.in.gov](mailto:mradford@idem.in.gov)

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

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

**Please complete the enclosed Direct Deposit form and W9 Form and include it with the proposal.**

**For IDOA bidder/subcontractor registration please follow this link.** [**https://www.in.gov/idoa/2464.htmn**](https://www.in.gov/idoa/2464.htmn)**. Please submit a request for assistance form if you need assistance with your registration.**

**Please contact The Indiana Secretary of State at: 317-234-9768 to register your business with the Secretary of State.**