



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

We Protect Hoosiers and Our Environment.

100 N. Senate Avenue • Indianapolis, IN 46204
(800) 451-6027 • (317) 232-8603 • www.idem.IN.gov

Mike Braun
Governor

Clint Woods
Commissioner

REQUEST FOR QUOTATION

Date: August 19, 2026
RE: Liebert PM Contract
RFQ: 00495-0000088357

Dear Potential Contractor:

The Indiana Department of Environmental Management (IDEM) is seeking contractual services to provide IDEM staff with contractual services to provide IDEM with quarterly preventive maintenance and emergency service as needed for two Liebert's. The Liebert's are necessary to maintain the Clean Rooms at 20-23 degree C and 30-40% humidity per EPA requirements for the measurement of PM2.5 and PM10.

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, 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 September 11, 2026.**

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

SCOPE OF WORK

The Contractor shall provide the following:

Task A-

Four preventive maintenance inspections each year at approximately 90-day intervals. Inspections must be performed by service technician that has been factory trained and certified to work on Liebert Thermal Products. The inspection must include the examination of all functions and adjustments as recommended by the Liebert Thermal Products. Inspections will be done during normal working hours from 8:00 a.m. to 4:30 p.m., Monday through Friday, except for holidays.

Task B-

All service technicians must be factory trained and certified to work on Liebert Thermal Products units. Each PM visit will include changing filters as needed and cleaning the outdoor condensing fans when the temperature is above freezing. The indoor units will be inspected for fan belt wear, proper condensate drainage, and maintenance on the humidification water pan, as well as any other items listed on a pre-approved Maintenance Inspection Checklist.

Task C

Emergency services will be given priority and will be provided by a licensed Liebert Thermal Products service provider. Emergency Service should have a response time of less than 6 hours, not to exceed 24 hours. Emergency service will be defined as service other than scheduled quarterly preventive maintenance inspection. Labor and parts for emergency and repair services will be invoiced separately. Parts necessary for repair should be billed with a discount.

Task D-

All parts used for service and repair must be from Liebert Thermal Products or their equivalent to ensure no damage to the units. All staff must be factory trained and certified to work on Liebert Thermal Products units.

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:
 - a. The cost per task for conducting all tasks listed above in the Scope of Work.

- b. Total estimated cost breakdown 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 and experience of the company in performing similar tasks. Additionally, include any specific information regarding your company's experience, certifications (if applicable), 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, their current IDOA IVOSB Certification Letter, and the task(s) they will perform relative to the tasks described in the Scope of Work.
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
• Veteran Owned Small Business	5%
• Narrative Approach to Project	20%
• Overall and Itemized Costs	25%
• Experience	50%

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 September 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

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 and W9 forms and include them with the proposal.

For bidder registration please follow this link. <https://www.in.gov/idoa/2464.htm>. Please contact the Indiana Department of Administration (IDOA) if you need assistance.

Please contact The Indiana Secretary of State at: 317-234-9768 or visit <https://inbiz.in.gov/BOS/Home/Index> to register your business with the Secretary of State.