



## **Request for Quotes Janitorial Services**

<b>Release Date:</b>	<b>March 17, 2023</b>
<b>Quote Submission Deadline:</b>	<b>April 14, 2023, by 4:00pm EST</b>
<b>Contract Begins:</b>	<b>May 1, 2023</b>

## **Table of Contents**

<b><i>Purpose of RFQ</i></b> .....	<b>3</b>
<b><i>About Eastern Indiana Works/ASG</i></b> .....	<b>3</b>
<b><i>Procurement Timeline</i></b> .....	<b>4</b>
<b><i>RFQ Questions and Answers</i></b> .....	<b>4</b>
<b><i>Space Walk through</i></b> .....	<b>4</b>
<b><i>Submission is Final</i></b> .....	<b>4</b>
<b><i>Right to Appeal</i></b> .....	<b>5</b>
<b><i>RFQ Provisions and Expectations</i></b> .....	<b>5</b>
<b><i>Important Notes for Bidders</i></b> .....	<b>5</b>
<b><i>Eastern Indiana Works/ASG Contact Information</i></b> .....	<b>6</b>
<b><i>Overview of RFQ</i></b> .....	<b>6</b>
<b><i>Tasks Performance Standards</i></b> .....	<b>8</b>
<b><i>General Terms and Conditions</i></b> .....	<b>11</b>
<b><i>Quote Requirements and General Instructions</i></b> .....	<b>12</b>
<b><i>Proposal Evaluation</i></b> .....	<b>13</b>
<b><i>Regulations and Requirements</i></b> .....	<b>13</b>
<b><i>Attachment 1- Janitorial Services Information Sheet and Budget</i></b> .....	<b>14</b>
<b><i>Attachment 2- Reference Information</i></b> .....	<b>15</b>
<b><i>Attachment 3- Proposer Agreement</i></b> .....	<b>16</b>
<b><i>Attachment 4- Non-Collusion Affidavit</i></b> .....	<b>17</b>
<b><i>Attachment 5- Assurances and Certifications</i></b> .....	<b>18</b>

## **Purpose of RFQ**

The Alliance for Strategic Growth, Inc. (ASG), doing business as Eastern Indiana Works, serves as a pass-through entity for a myriad of employment and training programs in Economic Growth Region 6 (EGR 6) using a variety of state and federal grant resources, including those available through the Workforce Innovation and Opportunity Act (WIOA).

Grant funds for this RFQ are allocated under the Workforce Innovation and Opportunity Act of 2014 and distributed by formula allocation to local WDBs by the Indiana Department of Workforce Development (DWD). This Request for Quotes (RFQ) solicits quotes for the delivery of janitorial services for the Eastern Indiana Works/ASG.

Contract(s) awarded are anticipated to commence May 1, 2023, and continue through April 30, 2024, contingent upon available funding. Pending performance, funding, and at the discretion of the Eastern Indiana Works/ASG Board of Directors, an awarded contract(s) may be renewed on an annual basis for three (3) additional, one-year program periods, through April 30, 2027.

## **About Eastern Indiana Works/ASG**

Eastern Indiana Works /ASG provide strategic leadership, oversight, and content delivery to the Economic Growth Region 6 (EGR6). EGR6 has been structured by the Governor of Indiana in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), and serves the eastern Indiana counties of Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union, and Wayne. Eastern Indiana Works/ASG is designated by the Economic Growth Region 6 Chief Elected Officials Executive Council to serve as the Eastern Indiana Works/Workforce Development Board. Eastern Indiana Works/ASG strives to prepare the Eastern Indiana workforce for high demand, high wage employment, and convenes regional private/public partners to provide funding for credential, certificate and degree programs that empower job seekers to meet the current and future workforce needs of eastern Indiana employers.

Eastern Indiana Works/ASG's mission and vision align with the intent of WIOA through the following commitments:

**ENGAGE Employers-** to gather real-time workforce demand data.

**CONVENE Partners-** convenes Economic Development, Education and Training Provider Partners to design and implement data-driven, cost-effective, Employer-demanded workforce training.

**ALIGN Resources-** to fund data-driven, cost-effective, Employer-demanded training.

**EMPOWER the Workforce-** empowers the current and future Eastern Indiana workforce with targeted training opportunities that prepare participants with opportunities for high-demand, high-wage jobs.

## Procurement Timeline

RFQ Release Date: March 17, 2023

RFQ Questions & Answers due: March 24, 2023, at 12:00pm (EST)

RFQ Q&A Responses posted to [www.easternindianaworks.org](http://www.easternindianaworks.org)

Space Walk through: March 27<sup>th</sup> to April 6<sup>th</sup>, 2023

**Proposal Packages Due- no later than Friday April 14, 2023, 4:00pm EST**

Contract Begins: May 1, 2023

## RFQ Questions and Answers

Beginning with the release of this RFQ and continuing through Friday March 24, 2023, 12:00 pm (EST), bidders may submit questions electronically to Rebecca Jennings, Director of Strategic Initiatives [rjennings@easternindianaworks.org](mailto:rjennings@easternindianaworks.org). Questions will not be answered over the phone, in person, via email, or directly to inquiring parties in any form. A question-and-answer page will be updated and posted on the website on a rolling basis at [www.easternindianaworks.org](http://www.easternindianaworks.org). All requests for walk-through must be made by March 27<sup>th</sup>, 2023 electronically to Rebecca Jennings at [rjennings@easternindianaworks.org](mailto:rjennings@easternindianaworks.org)

## Space Walk through

Space walk through will be available by appointment only March 27<sup>th</sup> through April 6<sup>th</sup>, 2023. All appointment requests are subject to EIW staff availability. All requests for a space walk through must be made by March 27<sup>th</sup>, 2023 electronically to Rebecca Jennings at [rjennings@easternindianaworks.org](mailto:rjennings@easternindianaworks.org).

## Submission is Final

Unless specifically requested by Eastern Indiana Works/ASG, changes and/or amendments to the originally submitted proposal will not be considered. In addition, Eastern Indiana Works/ASG reserves the right to: (1) amend or withdraw this RFQ at any time, (2) reject any and all quotes, and (3) re-issue this RFQ if necessary.

## **Right to Appeal**

Bidders have the right to appeal any action or decision related to this RFQ. Appeals must be submitted to Eastern Indiana Works/ASG and will be reviewed and investigated by the Executive Board. If a bidder wishes to appeal, a letter of inquiry must be submitted in writing within fifteen (15) calendar days of the date of the notice of non-award. Letters must detail the specific appeal and can include additional documentation as deemed necessary by the nature of the appeal. Letters should be addressed to:

**Attn: Lyndsey Hellems, Chief Administrative Officer**

**Eastern Indiana Works**

**[lhellems@easternindianaworks.org](mailto:lhellems@easternindianaworks.org)**

***The decision of the Workforce Development Board in such situations shall be final.***

## **RFQ Provisions and Expectations**

Bidding organizations must assure that they will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act of 2014; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29 CFR Part 38 final rule and all other regulations implementing the laws listed above. This assurance applies to the WIOA Title I financially assisted program or activity, and to all agreements to carry out the WIOA Title I financially assisted program or activity. This WIOA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

## **Important Notes for Bidders**

This RFQ does not commit Eastern Indiana Works/ASG to award a contract. Eastern Indiana Works/ASG reserves the right to accept or reject any or all quotes received, and to accept or reject portions of quotes received.

All awards are contingent upon fund availability.

No costs will be paid to cover the expense of preparing a quote or negotiating a contract for services.

Proposers are advised that most documents in the possession Eastern Indiana Works/ASG are considered public records and are subject to disclosure under Federal and State public records laws.

Bidding organizations should note that specifications in this RFQ may change based on issuance of State or Federal policy. Eastern Indiana Works/ASG will work with successful bidders to implement any changes required by the State or the federal Department of Labor. By submitting a quote, the bidder agrees to work cooperatively with Eastern Indiana Works/ASG to comply with any required subsequent changes.

## **Eastern Indiana Works/ASG Contact Information**

For the purpose of this solicitation, questions regarding RFQ content and the final quote submissions should be directed to Eastern Indiana Works/ASG electronically to Rebecca Jennings, Director of Strategic Initiatives, at [rjennings@easternindianaworks.org](mailto:rjennings@easternindianaworks.org)

***Bidders are responsible to check the webpage frequently to stay informed throughout the procurement process.***

## **Overview of RFQ**

Eastern Indiana Works/ASG is issuing this Request for Quotes (RFQ) to procure quotes for the delivery of janitorial services for Eastern Indiana Works/ASG Delaware County Offices located at **4620 W Bethel Ave. Muncie, IN 47304 and 3310 W Fox Ridge Lane, Suite A, Muncie, IN 47304.**

**4620 W Bethel Ave. Muncie, IN 47304 Location-The office is 2 floor layout that is 18,000 square feet in total.**

Common area/ vestibule area/lobby (approx. 1,000 sq ft)

1<sup>st</sup> floor (approx. 10,000 sq ft)- The layout of the space is open concept with 18 cubicles, 2 large open training rooms, 1 small office, 2 restrooms, 1 breakroom

2<sup>nd</sup> floor (approx. 7,000 sq ft)- The layout of the space is open concept with 16 cubicles, 3 large offices, 2 conference rooms, 2 restrooms, 1 breakroom

**Janitorial Service for 4620 W Bethel Ave. should include:**

### **Daily**

- Sweep/damp mop, clean and disinfect all restrooms and replenish supplies
- Clean kitchenette area.
- Damp clean washable table surfaces.
- Sweep floors and vacuum carpets

- Empty trash receptacles and replace trash bags. Dispose of all trash and garbage generated in or about the building.

### **Twice a week**

- Dust horizontal surfaces that are readily available and visibly require dusting.
- Clean inside and outside all exterior doors.
- Spot clean carpet and upholstered chairs as needed.
- Clean interior windows.

### **Monthly**

- Wash inside/outside of waste cans used for collection of food remnants.
- Sweep walls and ceilings for removal of cobwebs.
- Thoroughly clean/dust base of furniture.

### **Semi Annual**

- Clean Exterior window of lower-level floor
- Clean all carpets.

**3310 W Fox Ridge Lane, Suite A, Muncie, IN 47304 Location-The office is 1 floor layout that is 3,000 square feet in total.**

- The layout of this space is open concept with 6 cubicles, 7 offices, 1 conference room, 2 restrooms, and 1 breakroom

**Janitorial Service for 3310 W Fox Ridge Lane, Suite A should include:**

#### **Three time a week:**

- Sweep/damp mop, clean and disinfect all restrooms and replenish supplies
- Clean kitchenette area.
- Damp clean washable table surfaces.
- Sweep floors and vacuum carpets
- Empty trash receptacles and replace trash bags. Dispose of all trash and garbage generated in or about the building.
- Dust horizontal surfaces that are readily available and visibly require dusting.
- Spot clean carpet and upholstered chairs as needed.

## Monthly

- Wash inside/outside of waste cans used for collection of food remnants.
- Sweep walls and ceilings for removal of cobwebs.
- Clean inside and outside all exterior doors.
- Thoroughly clean/dust base of furniture.

## Semi Annual

- Clean interior and exterior windows
- Clean all carpets.

## Tasks Performance Standards

**Sweeping:** Sweeping is defined as the removal of loose dirt, dust, debris, and other foreign material through either manual or mechanized methods as appropriate for the location and situation.

*Standard: When properly completed a swept area will be free of all loose dirt, dust, debris, or other foreign material with no build up in corners, crevices, under or around furniture parts. All items moved to remove dirt, etc. will be returned to their original location.*

**Damp Mopping:** Damp mopping is defined as the use of cotton or similar yarn type mop which has been mechanically wrung/squeezed to remove excess solution for purpose of removing light soil, dirt, liquid, or other foreign material from a floor which does not require the complete mopping of the area, or the area is not soiled sufficiently to require wet mopping.

*Standard: When properly completed, a damp mopped floor will be free of all dirt, soil, liquids, or other foreign material. It will present a uniform appearance free of streaks smudges, heel-marks or any other marks which can be reasonably removed through this cleaning method. All splash marks/spots on walls and furniture/fixtures must be removed or the proper completion of the wet mopping task. All items moved to accomplish this task will be returned to their original positions.*

**Spot Cleaning:** Spot cleaning is defined as the removal of dirt, soil, debris, liquids, stains or other foreign materials from floors, wall, furniture, fixtures, or other areas which can be accomplished by cleaning only the immediately affected area where the requirement of cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling.



**Standard:** *When properly completed spot cleaning will remove completely any evidence of the soiling which necessitated the cleaning and return the finish of the item/area affected to its pre-soiled condition without evidence of occurrence or cleaning.*

**Vacuuming:** Vacuuming is defined as the mechanical removal of loose dust, dirt, soil, debris and other foreign material from carpeted floors and other items; ex. couches, chairs, walls, curtains/drapes; which lend them to this method of cleaning.

**Standard:** *When properly vacuumed there shall be no evidence of any dust or dirt or any other loose foreign material. All items moved during this process will be returned to their original positions.*

**Shampooing:** Shampooing is defined as the application of an approved cleaning agent to a carpeted floor or cloth material or covering for the purpose of removing embedded soil, dirt, stains or other foreign materials. Application may be manual or mechanized methods.

**Standard:** *When properly shampooed the item will be free of any foreign material such as dirt, soil, and stains. The item will be free of any cleaning residue and shall present a clean and uniform appearance. All excess cleaning agent shall be removed from baseboards, walls, and furniture/fixtures. Any items moved during this process will be returned to their original positions.*

**Dusting:** Dusting is defined as the removal of laden airborne dirt, soil, lint, or other foreign material from furniture, fixtures, ledges, shelves, frames, walls, and any other items which may accumulate airborne particles. Normal or low dusting is all levels up to and including six (6) feet in height. All high dusting will be all levels above six (6) feet high.

**Standard:** *When properly dusted the item will be free of any laden airborne materials, streaks, and smudges. Laden airborne matter will be removed by either mechanical, chemical or manual means except that device which merely displace or redistribute the matter, such as feather dusters, will not be used, unless treated to attract and hold the matter. All items moved to accomplish this task will be returned to their original position.*

**Glass/Window Cleaning:** Glass/Window cleaning is defined as the removal of dirt, soil, smudges, fingerprints and other foreign material from glass window, doors, partitions, or any other items which may consist in whole or part of a glass or similar material including mirrors.

**Standard:** *When properly cleaned glass objects will be free of all dirt, soil, smudges, smears, or any other substances which will interfere with the passage or reflectance of light rays as may be applicable to the particular object. All excess spray/solution must be removed from any surrounding trim or surfaces. Any items moved to accomplish this task must be returned as close as possible to their original positions.*

**Trash/Waste Removal:** Trash/Waste removal is defined as the collection and disposal of all materials, which have been placed into appropriate containers dedicated for disposal. This service also includes the separation of identified recyclable materials and placement into an identified recycling container.

**Recycling:** *All specified recyclable materials must be collected, maintaining separation into appropriate containers. Once collected, materials are to be moved to the proper designated locations for transportation.*

**Standard:** *When properly removed the waste receptacles will be free of all wastes and disposed materials. When any liner is used in a waste receptacle it shall be replaced if there is any evidence of soiling, tearing or other damage or contamination. When any receptacle has been used for disposal of liquid or wet wastes the liner shall be replaced regardless of its age or appearance. If the liner leaked or otherwise allowed wastes to contact the receptacle the receptacle will be cleaned and disinfected. (Recyclable materials will be separated and placed into their appropriate containers).*

**Metal Cleaning/Polishing:** Metal cleaning/polishing is defined as the removal of dirt, soil, fingerprints, smudges, water marks, scale, and other foreign material from material from metal surfaces and fixtures.

**Standard:** *When properly cleaned/polished with an approved non-abrasive cleaner/polish the metal surface will present a clean uniform appearance free from all dirt, soil, marks, smudges, scale, etc.*

**Disinfecting:** Disinfecting is defined as the removal or neutralization of material containing or supporting the growth of bacterial/viral organisms capable of causing infection in humans if untreated, through the application of an approved disinfectant by either manual or mechanical methods.

**Standard:** *When properly disinfected surfaces shall be as free as possible of material containing living bacteria, viruses, or other contaminants capable of causing infections. Testing may be accomplished by the agency or through an independent testing facility.*

**Woodwork Cleaning/Polishing:** Woodwork cleaning/polishing is defined as the treatment of wood furniture, fixtures, and walls with an approved wood cleaner, oil and/or polish to prevent the aging, cracking, and/or drying of wood items and to remove soil, stains, fingerprints, and smudges.

**Standard:** *When properly cleaned and polished the wood will exhibit a high uniform sheen free of all dirt, soil, stains, or other foreign material which would detract from a clean and appealing appearance.*

**Dispenser Service:** Dispenser service is defined as the checking and refilling of all bathroom paper towels, toilet tissue, soap, or any other dispensers which may be identified by the Eastern Indiana Works/ASG. Contractor will purchase all client used dispensable products bathroom paper towels, toilet tissue, soap, and trash bags and will be reimbursed monthly at procurement costs.

**Standard:** *When properly serviced dispensers will have an adequate supply of dispensed product or will be identified as needing a follow-up check to ensure that the dispenser does not remain empty for an extended period of time.*

**Cleaning, General:** Cleaning in general is defined as the removal of dirt, soil, stains, liquids, trash, refuse and any other foreign material from an item, fixture, or area and may include the process of disinfecting, if required by the Eastern Indiana Works/ASG.

**Standard:** *When properly cleaned an area, fixture or item will be free of all dirt, soil, stains, or other foreign material and will present clean, safe, healthful, and pleasant appearance.*

The preceding tasks are general in nature and are not intended to eliminate specific elements of the housekeeping routine. However, the specific elements of the housekeeping routine will be judged against the general task description and standard.

## General Terms and Conditions

Contractor is expected to provide your own sweeper, broom, dustpan, dusting materials for mopping (mop, bucket) and all other janitorial cleaning supplies and equipment. When cleaning of floors, the contractor is required to provide those machines. An area will be provided to store supplies and equipment.

Eastern Indiana Works request that the bidders organization orders restroom supplies (IE: toilet paper, paper towels, and soap) that will be billed to Eastern Indiana Works at cost on an as needed basis for both locations.

Bidders should include in bid proposal package any additional services or hourly rate for services requested by Eastern Indiana Works through the contracting period(s) should additional service needs arise.

A monthly invoice shall be provided to Eastern Indiana Works/ASG electronically for payment at [fiscal@easternindianaworks.org](mailto:fiscal@easternindianaworks.org) (preferred) or mailed to Eastern Indiana Works/ASG at 4620 W Bethel Ave. Muncie, IN 47304.

Janitorial service will be performed when the office is closed to the public and not to interfere with normal office routine. Normal working hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Contractor will be required to provide proof of liability insurance and bond insurance on all staff. Contractor is also to have a background check on employees for review by Eastern Indiana Works/ASG at any time. These costs are 100% paid by Contractor.

Contractor, or its employees, will not use the organization's office equipment. Office telephone use will be restricted to emergency contact only and no calls will be placed which will incur a cost to the organization. Any theft or damage to the organization's equipment, which is a result of carelessness and/or unauthorized use by contractor or its employees, will be the responsibility of the contractor.

Contractor is to notify the designated contact of any inoperative or defective water fixtures, lights, commodes, etc., or damage to the building. Contractor will also report any infestation of insects or rodents.

Contractor agrees it is an independent contractor and not an employee of the organization and, as such, is responsible for the payment of all its own taxes and insurance, such as but not limited to Federal Income Tax, Social Security Tax, Unemployment Insurance Tax and Workers Compensation.

Contractor will **not** make extra keys to the premises without prior written approval from Eastern Indiana Works/ASG. Upon termination of this contract, all keys must be returned to the organization immediately. Failure to do so will delay contractor's final payment. In the event employees of the contractor should lose keys to any office, and the organizations is required to change any or all

locks, contractor will be responsible to pay for the installation or re-keying of locks and sufficient quantity of duplicate keys for all agency staff that have been issued keys.

Contractor, or its employees, will ensure the office is secured (doors and windows locked) when leaving the premises.

Contractor, or its employees, will not permit loitering on the premises by any unauthorized person or persons while the janitorial service is being performed, and only the contractor and/or its employees actually performing the service are permitted on the premises.

## **Quote Requirements and General Instructions**

All quotes must be received electronically by Friday April 14<sup>th</sup>, 2023, no later than 4:00pm EST. Eastern Indiana Works/ASG has the right to refuse late submissions.

Proposals should be assembled in the following order:

- Janitorial Services Information and Reference Sheet
- Budget Summary
- Proposer Agreement
- Non-Collusion Affidavit
- Assurances and Certifications Form

### Attachments

- Attachment 1 – Janitorial Services Information Sheet and Budget
- Attachment 2 – Reference Information
- Attachment 3 – Proposer Agreement
- Attachment 4 – Non-Collusion Affidavit
- Attachment 5 – Assurances & Certifications Form

All quotes must be legibly printed or typed, and all pages numbered.

Eastern Indiana Works/ASG are requesting that proposals be submitted electronically to:

**Rebecca Jennings**  
**Director of Strategic Initiatives**  
[rjennings@easternindianaworks.org](mailto:rjennings@easternindianaworks.org)

The bidder is responsible to assure the proposal is compatible with Eastern Indiana Works/ASG software.

Eastern Indiana Works/ASG has the right to request finalist to participate in a vendor meeting to present your proposal and answer questions.

Respondents whose quotes are not selected will be notified.

## Proposal Evaluation

Each proposal will be reviewed for completeness toward meeting the submittal guidelines. Proposals that are incomplete will not be evaluated further.

Proposals will be scored according to the following matrix:

Proposal Evaluation Scoring Matrix	
Proposal Requirement	Total Points
Inclusion of required information	30
Cost Effectiveness	55
Prior experience in providing similar services	15
Subtotal	100

## Regulations and Requirements

**RIGHT TO CANCEL:** The Eastern Indiana Works/ASG reserves the right to delay, amend, reissue, or cancel, all or any part of this RFQ at any time without prior notice. Eastern Indiana Works/ASG also reserves the right to modify the RFQ process and timeline as deemed necessary. Subject to guidance being issued by US Department of Labor and/or Indiana Department of Workforce Development and/or any subsequent sub-awards will be modified to ensure compliance.

**TYPE OF CONTRACT:** Proposed costs will be analyzed, and a fixed cost contract will be negotiated with a demonstrated performance basis. Payment under a fixed cost contract will be a specific level of support without regard to actual costs incurred under the contract. For the purposes of responding to this RFQ, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs. Bidders may not subcontract services described in this proposal without prior written consent.

**COMPLIANCE WITH WORKFORCE INNOVATION AND OPPORTUNITY ACT:** The selected bidder(s) are required to operate the Workforce Innovation and Opportunity Act (WIOA H.R. 803, Public Law 113-128) in accordance with all applicable current or future federal, state, and local laws, Rules and Regulations. As a condition to the award of financial assistance from the Department of Labor, under WIOA the selected bidder will assure that it will comply fully with the nondiscrimination and equal opportunity provisions of as follows: WIOA prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity.

**Attachment 1- Janitorial Services Information Sheet and Budget**

**Janitorial Services Information Sheet and Budget**

Legal Name/Name of Individual/Firm:			
Single Point of Contact for Vendor Communication:			
Mailing Address			
Physical Address			
Telephone		Cell	
Fax			
Email		DUNS	
Federal ID # or Social Security #		Website	
# of years potential bidder has been in business under the corporate/ business structure submitting the response to this request for proposal.			
Total Labor Cost for Janitorial Services on a monthly basis not to exceed: \$_____			
Total annual cost for all services not to exceed: \$_____			
Cost Per Hour for Additional Services: \$_____			
<input type="checkbox"/> Check box if vendor is including an al carte list of services			
<b><u>I certify that this price is firm for 120 calendar days from RFQ Due Date:</u></b>			
Signature: _____ Printed Name: _____			

## Attachment 2- Reference Information

List of current/former clients for whom services similar to those in this solicitation have been performed in the last five (5) years. Failure to provide the following information at the time and date this RFQ closes could affect proposer's evaluation score under the qualification evaluation criteria.

### **REFERENCE 1.**

Name of the firm and point of contact to which the service was provided

\_\_\_\_\_

Street address of the firm to which the service was provided

\_\_\_\_\_

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

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

### **REFERENCE 2.**

Name of the firm and point of contact to which the service was provided

\_\_\_\_\_

Street address of the firm to which the service was provided

\_\_\_\_\_

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

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

### Attachment 3- Proposer Agreement

The proposer must sign this offering. By signing below, the proposer's firm agrees to provide the items and services described above and agrees to abide by all the terms and conditions as. Any exceptions taken to the terms and conditions as set forth in this document must be identified in detail and accompany this offering. Any exceptions not identified in detail at the time this proposal is presented will not be considered.

\_\_\_\_\_  
Signature of the person authorized to make this agreement

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Printed name of the person signing above

\_\_\_\_\_  
Name of Firm

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

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



### Attachment 4- Non-Collusion Affidavit

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Eastern Indiana Works/ASG whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Notary Public

County of: \_\_\_\_\_

Commission Expiration Date: \_\_\_\_\_

## Attachment 5- Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Development Act, Workforce Development Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies, and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached quote.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage and bonding. The proposing organization will produce a certificate of such, as requested.

---

Signature of Authorized Representative

---

Print or Type Name