

**IUPUI**  
**Campus Facility Services**  
**Invitation to Quote**

**Purpose:**

The intent of this Request for Quotation (RFQ) is to solicit the necessary information and communicate the Indiana University ('University') standard terms and conditions concerning the materials and or services required and described herein in order to select certain Suppliers or Contractors as approved sources based upon their competitive response. The sources selected may then be awarded discrete purchase orders or may be awarded a longer term Master Supply Agreement by the University procurement organization as a "Preferred Supplier" of the materials or services described.

**Taylor Hall room 2006**  
**Update finish on reception desk**  
**Work Request# 2604868**  
**MR # 249848**

**QUOTES DUE**  
**Monday, November 27, 2017 by 2:00pm**

All inquiries for information regarding this request should be directed to:

Procurement Office  
1410 Indiana Avenue  
Indianapolis, IN 46202  
Phone: 317-274-5237  
Fax: 317- 274-2499

**Pre-Quote Conference**  
**MANDATORY (FORMAL QUOTE)**

The pre-proposal conference will be held on  
**Friday, November 17, 2017 at 1:00pm**

**Eskenazi Fine Arts Center** (north side of building)  
**1410 Indiana Avenue, Indianapolis, IN (use side entrance marked: IUPUI-CFS Purchasing)**  
Park in a designated 'GUEST' parking space on the north side of the building.

The purpose of this conference will be to clarify the contents of this Invitation to Quote (RFQ) in order to prevent any misunderstandings of the University's position. Any doubt as to the requirements of this RFQ, or any apparent omission or discrepancy should be presented to the University representative at this conference. The University representative will issue a written amendment to the RFQ. Oral statements or instruction shall not constitute an amendment to this RFQ.



## PROVISIONS: TERMS AND CONDITIONS

### INSTRUCTIONS TO POTENTIAL SUPPLIERS:

1. Proposals ***must*** be addressed and delivered to Procurement Department, on or before the time and date of Quote Due. The envelope ***must*** clearly indicate “***sealed Quote***” and identify the ***Requisition and/or Proposal number***. Quotes may be sent by facsimile at (317) 274-2499 or delivered in person, or by US Postal mail.
2. No oral advice given to Suppliers or Contractors will bind the University, and a prospective Supplier or Contractor ***must*** seek clarification in writing so that the University may provide any clarification in writing to all participating Suppliers or Contractors. All inquiries or requests for clarification or interpretation or to notify the University of errors or omissions relating to the Invitation To Quote ***must*** be directed, in writing or by facsimile, to:  
  
Procurement Office  
1410 Indiana Avenue  
Indianapolis, Indiana 46202  
  
Phone: (317) 274-5237  
Fax: (317) 274-2499
3. No department, school, or office at the University has the authority to solicit or receive official proposals for this project other than the Procurement Department. All solicitations are performed under the direct supervision of the Procurement Manager and in complete accordance with University policies and procedures.
4. As indicated in the University “Contractor Operating Guidelines”, available at [www.iupui.edu/~cfs](http://www.iupui.edu/~cfs) or on request, the Supplier, Contractor, or Subcontractor ***shall*** be required to conform to the policies, rules, regulations and requirements of the University, pertaining to behavior, performance, receiving materials, equipment and the conduct of its employees or Subcontractors while on the premises.
5. The University reserves the right to conduct discussions with Bidders, and to seek and accept revisions of proposals, and to negotiate price changes. During this discussion period, the University will not disclose any information derived from proposals submitted or from discussions with other bidders. Once an award is made, the solicitation file and the proposals contained therein are public record and will be disclosed upon request.
6. The University is committed to the development of Disadvantaged Business Enterprise (DBE) [Minority Business Enterprise (MBE), Woman-Owned Business Enterprise (WBE), and Small Business Suppliers (SB)]. If subcontracting is necessary, the Supplier or Contractor will make every effort to use a DBE in the performance of this contract/project. A report will be required at the completion of the contract indicating the extent of DBE participation. A description of the bidders expected efforts to solicit DBE participation should be enclosed with the proposal. (To include Subcontractor Names and Diversity Classifications)
7. Any manufacturer names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and or establishing the quality, design and performance required. Any such reference is not intended to limit or restrict an offer (unless indicated) by any Supplier or Contractor, but is only enumerated in order to advise potential Supplier or Contractor of the requirements for the University. Deviation from the stated specifications within this solicitation shall be annotated in the exception area on “Project Quote Form.” Any offer, which, proposes like quality, design or performance will be considered, but ***must*** be accepted as equal from an authorized University Project Manager.
8. Any person, firm, corporation or association submitting a proposal ***shall*** be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work, included herein and in the Contractor Operating Guidelines.
9. Bidders invited to submit formal sealed price Quotes ***shall not*** be required to submit a quote bond or a performance bond with the Invitation to Quote.
10. If you are not willing to accept a split award (partial order), your response ***must*** include the statement “Quoting all or none”.

11. If subcontractors are included in the proposals, then only one subcontractor per work category is to be listed on the Bid Proposal.
12. Control and possession of the premises shall remain with the University and Suppliers or Contractor(s) shall respect the University's rights therein.
13. The Supplier, Contractor, or Subcontractor agrees to execute its respective responsibilities by following and applying at all times the highest professional and ethical standards. The Supplier, Contractor, or Subcontractor shall employ only competent employees skilled in the work specified and shall enforce good order among them. The Supplier, Contractor, or Subcontractor shall be called upon to dismiss any employee when, in the opinion of the University, the employee is disobedient, incompetent, unfaithful, disrespectful, or otherwise exhibits conduct inappropriate to the University and its policies. If the University becomes dissatisfied with the work product or the working relationship with those individuals assigned to work on this or any contract, the University may request the replacement of any or all such individuals.
14. Indemnification: Both parties shall indemnify the other party, and the agents and employees of either against damages, losses, and expenses occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with any legal agreement/contract arising from the provider(s) services, except for matters caused solely by the University's negligence. Provided however, that the University's obligations hereunder shall be limited in substance by statutes and constitutional provisions designed to protect the exposure and liability of University as an instrumentality of the State of Indiana e.g. actions and conditions as to which the University is immunized by the Indiana Tort Claims Act, dollar limits stated in such Act, exemption from punitive damages, the continued ability to defeat a claim by reason of contributory negligence or fault of claimant, so that it's liability to indemnify, defend and hold harmless shall not exceed what might have been its liability to a claimant if sued directly by the claimant in Indiana and all appropriate defenses had been raised by the University.
15. The Supplier, Contractor, or Subcontractors agrees to remedy any defects due to faulty materials, equipment, or workmanship at no cost to the University and shall be financially responsible for any damages to University property resulting from such defects for a period of two (2) years from the date of 'substantial completion' unless otherwise specified and agreed to in writing. It is understood that all guarantees from materials and equipment manufacturers for the purposes of the project specifications hereunder shall pass to the University at final payment. The commencement date of the two (2) year warranty shall begin on the date the G704-2000 Certificate of Substantial Completion form is signed.
16. In the event that either party is unable to perform any of its obligations under this contract/project or to enjoy any of its benefits because of (or if failure to perform the services is caused by) natural disaster, actions or decrees of governmental bodies or communication line failure not the fault of the affected party (hereinafter referred to as a "Force Majeure Event"), the party who has been so effected 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 contract 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 effected may, by giving written notice, terminate this contract.
17. Quoted prices are considered valid for sixty (60) days from Quote opening date unless stated otherwise.
18. Materials or equipment shall be quoted FOB destination, freight allowed.
19. The Certificate of Insurance and Worker's Compensation Certificate must be received in the Procurement Office prior to commencement of work by the Supplier, Contractor and/or Subcontractor.
20. No work may commence on any University property or facility prior to the receipt by the Supplier or Contractor of a University Purchase Order.
21. The University will not pay for stored materials unless prior approval is granted by the office of the Vice-President Capital Planning and Facilities, which will be applicable to unique situations.

**CLOSE-OUT / AS-BUILT DOCUMENTS DELIVERABLE REQUIREMENTS**

Indiana University requires that the As-Built Documents Deliverable be submitted via hard copy (CD or DVD and Paper). The electronic portion of this deliverable should include: .dwg files for each document sheet, .pdf files for each document sheet, As-built Field Data Set (a .pdf of each sheet), and O & M Manuals. When a sheet has no changes, it still must be included along with a notation of “no changes” on it. Use AutoCAD e-transmit to bind all .dwg files; this is the best way to insure that no x-ref files, text files, or plot styles are lost in the submittal. Follow the As-Built Document Matrix below to determine the responsible party for each deliverable, and in what format.

<b>Category 3: non-public bid Projects at or under \$150,000 of invitational bidding from contractors, or procured through job order contracting (JOC), or other methods not qualifying for categories 1 or 2:</b>				
<i>Construction Documents Deliverables</i>	<i>Resp. Party</i>	<i>Quantity</i>	<i>Format</i>	<i>Due Date</i>
Construction Document CAD Drawings	A/E	1 set	.dwg & .pdf	10 days after construction contract is awarded
Addenda	A/E	1 set	.docx & .pdf	10 days after construction contract is awarded
Specifications	A/E	1 set	.docx & .pdf	10 days after construction contract is awarded
<i>As-built and Record Documents Deliverables</i>	<i>Resp. Party</i>	<i>Quantity</i>	<i>Format</i>	<i>Due Date</i>
Record Document CAD Drawings and all project Affidavit(s)	A/E	(see note)	(see note)	* 1 set each .pdf & .dwg on CD or DVD as well as 2 sets hard copy (paper). Prior to Final Payment
As-Built Field Mark-ups - Files and/or Scans	C	1 set	.pdf & hard	At Substantial Completion & Prior to Final Payment
Operations & Maintenance Manuals (O&M)	C	1 set	.pdf	At Substantial Completion & Prior to Final Payment

**Specific requirements for Contractor’s field record of changes to contract drawings:**

The Contractor shall keep at the construction site a complete set of full size prints of the contract drawings, reproduced at Contractor expense. During construction, these prints shall be marked to show all deviations in actual construction from the contract drawings. The color red shall be used to indicate all additions and green to indicate all deletions. The drawings shall show the following information but not be limited thereto:

- a. The locations and description of any utility lines and other installations of any kind or description known to exist within the construction area. The location includes dimensions and elevations of permanent features.
- b. The locations and dimension of any changes within the building or structure, and the accurate location and dimension of all underground utilities and facilities.
- c. Correct grade or alignment of roads, structures, and utilities if any changes were made from contract plans.
- d. Correct elevations if changes were made in site grading from the contract plans.

- e. Changes in details of design or additional information obtained from working drawings specified to be prepared and/or furnished by the Contractor including, but not limited to, fabrication erection, installation, and placing details, pipe sizes, insulation material, dimensions of equipment foundations, etc.
- f. The topography and grades of all drainage installed or affected as part of the project construction.
- g. All changes or modifications from the original design and from the final inspection.
- h. Where contract drawings or specifications allow options, only the option actually used in the construction shall be shown on the as-built drawings. The option not used shall be indicated as deleted.

These deviations shall be shown in the same general detail utilized in the contract drawings. Markings of the prints shall be pursued continuously during construction to keep them up to date. This information shall be maintained in a current condition at all times until the completion of the work. The resulting field-marked data shall be referred to and marked as "As-Built Field Data" and shall be used for no other purpose. They shall be made available for inspection by IU's representative whenever requested during construction and shall be jointly inspected for accuracy and completeness by IU's representative and a responsible representative of the Contractor prior to submission of each monthly pay estimate. Failure to keep the As-Built Field Data current shall be sufficient justification to withhold a retained percentage from the monthly pay estimate.

**Operations and Maintenance Manuals (O&M's)** – Includes all manufacturers' warrantee information, product data and maintenance requirements and recommendations as would be required to properly and safely maintain installed building elements and equipment and maintain the warrantee status of same. Also shall include all temperature control drawings, fire protection system documents, security system documents, and Interior Finishes binders (in format as required by UAO Interiors Dept.)

## SUPPLIER'S – CONTRACTOR'S REPRESENTATION

By the act of submitting a Quote for the proposed contract award, the Supplier or Contractor represents that:

- ◆ The Supplier, Contractor, and all Subcontractors have carefully and thoroughly reviewed the drawings, specifications and or other construction documents provided and have found them complete and free from ambiguities and sufficient for the purpose intended.
- ◆ The Supplier or Contractor and all workers, employees and Subcontractors are skilled and experienced in the type of construction represented by the construction contract documents quoted upon.
- ◆ The quote is based solely upon the materials specifications or construction contract documents and properly issued written addenda(s) (clarification sheet(s)) and not upon any other written or oral representation.
- ◆ Neither the Supplier or Contractor, or any of its employees, agents, intended Suppliers or Subcontractors have relied upon any verbal representations from the University or its employees in assembling the quotation.
- ◆ Supplier or Contractor, and its Subcontractors acknowledge that no asbestos containing products were specified for use in this project and that to the best of their knowledge no asbestos products will be used.
- ◆ The Supplier, Contractor, or Subcontractor accepts that their response to this RFQ, the terms and conditions set forth herein and the specifications, references and clarifications provided shall all become a part of any contract or purchase order awarded as a result of this solicitation.
- ◆ E-Verify.
  - Supplier or Contractor shall enroll in and verify the work eligibility status of all newly hired employees of the Supplier or Contractor through the E-Verify program as described in IC 22-5-1.7-3. Supplier or Contractor is not required to verify the work eligibility status of all newly hired employees through the E-Verify program if the E-Verify program no longer exists. Prior to commencing the Work, Supplier or Contractor shall sign and provide an affidavit, in a form acceptable to Owner, affirming that the Supplier or Contractor does not knowingly employ any unauthorized aliens. Neither Supplier or Contractor nor any of its Subcontractors may knowingly (a) employ or contract with an unauthorized alien or (b) retain an employee or contract with a person that the Supplier, Contractor or Subcontractor subsequently learns is an unauthorized alien. If Supplier or Contractor uses a Subcontractor to provide work or services for any portion of the Work, Supplier or Contractor must obtain certification from the Subcontractor that the Subcontractor, at the time of certification (a) does not knowingly employ or contract with any unauthorized aliens, and (b) has enrolled and is participating in the E-Verify program.
  - Prior to commencing any work, Supplier or Contractor agrees, and represents to Owner, that Supplier or Contractor and all subcontractors of any tier that furnishes any portion of the Work, either directly or indirectly to Supplier or Contractor (collectively referred to herein as “Subcontractors”), will submit the E-Verify case verification number for each individual who is required to be verified under IC 22-5-1.7 prior to commencing work in connection with the Project.
- ◆ Supplier or Contractor agrees, and represents to Owner, that at least 15% of the Base Bid, including any accepted alternates, (at the time the bid or quote is accepted) is comprised of any combination of the following:
  1. Work performed by Supplier or Contractor’s employees;
  2. Services supplied directly by Supplier or Contractor’s employees; or
  3. Materials supplied directly by Supplier or Contractor.
- ◆ Supplier or Contractor agrees, and represents to Owner, that Supplier, Contractor and Subcontractors will comply with the following employee related programs and laws during the Project:

1. Supplier, Contractor and Subcontractors will not pay cash to any employee for any work performed on the Project.
2. Supplier, Contractor and Subcontractors are, and will continue to be during the Project, in compliance with the following:
  - (a) The Federal Fair Labor Standards Act of 1938, as amended and IC 22-2-2-1 through IC 22-2-2-8;
  - (b) IC 22-3-5-1 and IC 22-3-7-4; and
  - (c) IC 22-4-1 through IC 22-4-39.5.

Acknowledged:

By: \_\_\_\_\_

For: \_\_\_\_\_

Date: \_\_\_\_\_



## **License**

The Supplier, Contractor, or Subcontractor shall not commence work under the Contract/Project until he/she has obtained all licenses required by city, state, or federal agencies regarding these specifications and until such licenses have been approved by the University, nor shall the Supplier or Contractor allow any Subcontractor to commence work on his Subcontract until all similar licenses required of the Subcontractor have been so obtained and approved. Licenses expiring on a fixed date before final acceptance of the project must be renewed and evidence of such renewal submitted to the University before such date.

Revised: 11.14.2014 (per University Office of Insurance, Loss Control & Claims)

### **INDIANA UNIVERSITY MINIMUM INSURANCE REQUIREMENTS FOR CONSTRUCTION, NON-CONSTURCTION AND PROFESSIONAL DESIGN CONTRACTS**

Contractor (whether corporation, sole proprietorship or partnership) shall procure and maintain during the term of the contract and until final acceptance of the completed work under the contract, and shall deposit with Owner prior to beginning work, Certificate(s) of Insurance evidencing the types of coverages and minimum limits as set out in this Exhibit.

No contractor or subcontractor shall commence work and shall not be paid for any work performed until proper certificate(s) of insurance have been submitted to and approved by the owner. All required insurance policies shall be written by a company(s) authorized to do business in Indiana. The owner shall not be liable to any person for the failure of the contractor or any subcontractor to carry specified insurance.

CERTIFICATE HOLDER:  
The Trustees of Indiana University  
c/o Office of Insurance, Loss Control & Claims  
400 E. 7th Street Room 705  
Bloomington, IN 47405-2206

#### ENDORSEMENTS

All insurance policies must provide the following endorsements to their policy and must be noted on the certificate(s):

1. Additional Insured Endorsement (CG2010 10 01 and CG2037) or equivalent form required on General Liability, Automobile Liability and Excess Liability policies naming the Owner and/or Other Parties as defined in Owner's Contract and including coverage for completed operations. (Owner is defined as: "The Trustees of Indiana University, its officers, agents and employees").
2. Waiver of Subrogation on Comprehensive General Liability, Automobile Liability, and Employer's Liability/Workers' Compensation Policies.
3. All insurance policies shall be primary and non-contributing with any insurance carried by the University, and shall contain a severability of interests clause in respect to liability, protecting each named insured as though a separate policy had been issued to each.
4. All policies shall contain a covenant requiring (30) days written notice by the insurer to the Indiana University Office of Insurance, Loss Control & Claims before cancellation, reduction or other modifications of coverage for any reason.
5. Because of the provisions of the ACORD 25 form, each type of liability insurance (general, automobile and excess) must include a copy of a valid endorsement such as CG 20 33 07 04 as assurance that the additional insured requirement has been met.

**TYPE OF INSURANCE COVERAGES REQUIRED**

TYPE OF INSURANCE COVERAGES REQUIRED:	MINIMUM COVERAGE REQUIREMENTS	
<b>GENERAL LIABILITY/OCCURRENCE FORM</b>		
Commercial General Liability	General Aggregate	\$2,000,000
Premises and Operations	Occurrence	\$1,000,000
The policy must cover claims arising from sexual misconduct.		
Personal and Advertising Injury	Aggregate	\$1,000,000

- AUTOMOBILE LIABILITY** \$1,000,000 Each Accident  
 (Contact INLOCC about the need for this coverage.)  
 Combined Single Limit
- Any Auto
  - Hired Autos
  - Non-Owned
  - Medical Payments

Note: Owner reserves the right to require increased limits of coverage if, in opinion of the Owner, project is hazardous in nature or poses a higher than usual risk.

**WORKER’S COMPENSATION, OCCUPATIONAL DISEASE AND EMPLOYER’S LIABILITY**

If the Vendor will be on University premises (other than incidental visits to the Purchasing Department), the Vendor shall procure and maintain a Workers' Compensation policy to cover its obligation under the applicable laws of any state or federal government to its employees employed on the jobsite or elsewhere on this project, including its liability as an employer under common law (commonly known as Employer's Liability Coverage "B") with limits of not less than that listed below. Before commencing contracted activities, Vendor shall submit to IU a valid State Form 41321 (Certificate of Compliance - Worker's Compensation and Occupational Diseases) or a facsimile thereof at IU's option. If the Vendor is not required to carry workers compensation insurance then a Certificate of Exception must be obtained from the State. See <http://www.in.gov/dor/4473.htm>. Form WCE-1 can be obtained at <https://forms.in.gov/download.aspx?id=7134>.

Worker’s Compensation:	Statutory
Employer’s Liability:	\$ 1,000,000 each accident or disease \$ 1,000,000 policy limit \$ 1,000,000 each employee
University as Additional Insured	“The Trustees of Indiana University, its officers, agents and employees” shall be added as an additional insured under the commercial general and automobile liability policies only.

**INSURANCE CARRIERS**

All insurance carriers selected by contractor must be rated “A-” or above in the most recent edition of the “A.M. Best’s Key Rating Guide.”

Hold Harmless Agreement: Contractor shall indemnify and save harmless the Owner from any and all losses, costs, damages, liability and expenses, including reasonable attorney fees, arising out of or in conjunction with claims or suits for damage to property and/or injury to persons, including contractor’s employees and all sub-contractor’s employees at any tier, including death, alleged or claimed to have been caused by or through the performance of the work or operations incidental to the work by the Contractor, its agents or employees, or by its subcontractors of any tier, their

agents or employees, whether through negligence or willful act; and Contractor shall, at the request of Owner, undertake to investigate and defend any and all such claims or suits against Owner.

Anything herein contained to the contrary notwithstanding, the Owner and Contractor waive all rights, each against the other, for damages caused by perils covered by any insurance purchased in accordance with the provisions of the Fire and Extended Coverage section of the Contractor's insurance policy, except such rights as they may have to the proceeds of such insurance. This provision shall not release the Contractor from its obligation to complete, according to plans and specifications, the project covered by the Contract and the Contractor and its Surety shall be obligated to the full performance of the Contractor's undertaking.

NOTE: Please refer to the following Indiana University website for complete information related to the Minimum Insurance Requirements of all vendors and contractors prior to performing work on any University campuses:

**<https://inlocc.iu.edu/SiteMap2.cfm>**

# DECLINE TO QUOTE FORM

(Reply Mandatory - if declining)

Project Title: Taylor Hall 2nd floor  
Project Description: Update finish on reception desk room 2006  
Work Request #: 2604868  
MR #: 249848

**Quote Due Date: Monday, November 27, 2017 by 2:00pm**

COMPANY NAME: \_\_\_\_\_

COMPANY CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

## *REASON FOR DECLINING QUOTE:*

- Our company is too busy at this time.
- Project is too small for our company.
- Project is too large for our company.
- Our company does not perform this type of work.

Please explain: \_\_\_\_\_

- Our company does not provide the materials required:
- Other: \_\_\_\_\_

Please return to:

Procurement Office  
1410 Indiana Avenue  
Indianapolis, In 46202  
or  
Fax to (317) 274-2499

## ----PROCUREMENT USE ONLY----

- No response from company. Procurement employee initials: \_\_\_\_\_

**PROPOSAL CERTIFICATION**

\_\_\_\_\_  
(Date)

Procurement Office  
1410 Indiana Avenue  
Indianapolis, IN 46202-5183

The undersigned certifies that to the best of his/her knowledge: **(check one)**

- ( ) There is no officer or employee of the University who has, or whose relative has, a substantial interest in any contract award subsequent to this proposal/Quote.
- ( ) The names of any and all public officers or employees of the University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal/Quote are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) \_\_\_\_\_ IS or \_\_\_\_\_ IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with this Invitation to Quote No. **249848, Taylor Hall 2nd floor, Update finish on reception desk room 2006** and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

\_\_\_\_\_  
(Firm) (Phone Number)

\_\_\_\_\_  
(Address) (Fax Number)

\_\_\_\_\_  
(By) (Federal Id Number)

\_\_\_\_\_  
(Title)

**MINORITY, WOMEN’S AND VETERAN’S BUSINESS ENTERPRISE PARTICIPATION PLAN**

The Bidder/Firm is expected to submit with its bid/proposal a Minority, Women’s, and Veteran’s Business Enterprise Participation Plan. Minority Business Enterprise (MBE), Women’s Business Enterprise (WBE), and Veteran’s Business Enterprise (VBE) are defined below. In this Plan, the Bidder/Firm must show that there are certified racial minority-, women-, and/or veteran-owned enterprises participating in the project. Participation may be as a subcontractor or second tier participation with common suppliers (e.g., office suppliers, courier services). The Bidder/Firm must indicate the name of the MBE/WBE/VBE(s) with which it will work; the contact name and phone number at the MBE/WBE/VBE(s); the service supplied by the MBE/WBE/VBE(s); and the specific dollar amount from the project that will be directed toward each MBE/WBE/VBE. Please note: If the Trade is an overhead item for your entire business, please calculate the proportion of the business that will actually apply to the project in question.

Documentation of the Bidder’s/Firm’s good faith effort to meet the participation goal must be submitted at bid time; see Page 3 of this form.

Failure to provide the Plan and evidence of a good faith effort at the time of bid/proposal submission will result in the rejection of the bid/proposal. Indiana University reserves the right to verify all information included in the Minority, Women’s, and Veteran’s Business Enterprise Participation Plan before making final determination of the Bidder’s/Firm’s responsiveness and responsibility.

By submission of the bid/proposal, the Bidder/Firm thereby acknowledges and agrees to be bound by the IU Business Diversity Initiative. Questions involving the Minority, Women’s, and Veteran’s Business Enterprise Participation Plan should be directed to the IU Business Diversity Department at 317/278-5384.

Definitions:

- a. “Minority Business Enterprise” (MBE) means an individual, partnership, corporation, limited liability company, or joint venture of any kind that is owned and controlled by (1) or more persons who are (a) United States citizens; and (b) members of a racial minority group: African American, American Indians, Hispanics, Asian Americans, or other similar minority group as defined by 13 CFR 124.103
- b. “Women’s Business Enterprise” (WBE) means an individual, partnership, corporation, limited liability company, or joint venture of any kind that is owned and controlled by (1) or more persons who are (a) United States citizens; and (b) whose gender is female.
- c. “Veteran’s Business Enterprise” (VBE) means an individual, partnership, corporation, limited liability company, or joint venture of any kind that is owned and controlled by (1) or more persons who are (a) United States citizens; and (b) veterans or service-disabled veterans.

**MBE/WBE/VBE PARTICIPATION PLAN**

PROJECT # \_\_\_\_\_ BID/PROPOSAL DUE DATE \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

BIDDER/FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

URL: \_\_\_\_\_

MBE, WBE and VBE Participation Plan (Continued)

BIDDER/FIRM \_\_\_\_\_ PROJECT # \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

The following certified minority-, women- and/or veteran-owned firms will be participating in the project according to the following schedule. Indicate whether each firm is an MBE, WBE or a VBE by circling MBE, WBE or VBE below.

Submit each firm's certification document, within 48 hours post-bid, to the Owner via fax @ 812-855-5635.

1.	<u>MBE/WBE/VBE</u>	<u>TRADE</u>	<u>AMOUNT</u>
<hr/>			
	<u>CONTACT NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
<hr/>			
2.	<u>MBE/WBE/VBE</u>	<u>TRADE</u>	<u>AMOUNT</u>
<hr/>			
	<u>CONTACT NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
<hr/>			
3.	<u>MBE/WBE/VBE</u>	<u>TRADE</u>	<u>AMOUNT</u>
<hr/>			
	<u>CONTACT NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
<hr/>			
4.	<u>MBE/WBE/VBE</u>	<u>TRADE</u>	<u>AMOUNT</u>
<hr/>			
	<u>CONTACT NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
<hr/>			

**If additional room is necessary, please attach a separate page.**

By my signature, I certify that the above statements are true and accurate, all as of the date below. I also understand that any changes to this plan must be approved by Indiana University and documented by Construction Change Directive.

\_\_\_\_\_  
Agent of Bidder

\_\_\_\_\_  
Date

MBE, WBE and VBE Participation Plan (Continued)

BIDDER/FIRM \_\_\_\_\_ PROJECT # \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

Describe below your efforts to obtain minority, women's and veteran's business enterprise participation for this project. Be sure to attach a copy of all solicitation efforts, e.g., ads that were published or networking events, etc.

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List below the minority contractors you individually contacted to request a quote for this project.

Check all that apply:

Minority firms contacted (company name and commodity)	Method of contact (i.e., phone number, fax number, email address, mailing address AND contact name)	MBE	WBE	VBE	Quote Rec'd – Not low	No response

If extra space is necessary, please attach additional pages.

**PAGES 14, 15 AND 16 OF THIS DOCUMENT MUST BE SUBMITTED WITH THE BID**