

Indiana University

Request for 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 a Supplier or Contractor as an approved source based upon their competitive response.

Project: **SB000A Landscaping (North/South Parking Lots)**
Project Number#: **20191841**
IU Campus: **South Bend**

QUOTES DUE: **November 3, 2020 at 2:00 PM EDT**

Quotes must include:

1. Formal Bid Proposal Form
2. Supplier's Representation Form
3. Proposal Certification Form
4. Minority, Women's and Veteran's Business Enterprise Participation Plan

Pre-Bid Meeting: **October 21, 2020 at 11:00 AM EDT**
Administration Building – meet at entrance
1700 Mishawaka Ave
South Bend IN

Inquiries: **For information regarding this request:**

Capital Planning & Facilities Procurement
2901 East Discovery Parkway
Bloomington IN 47408
PHONE: 812-855-5294
bidtab@indiana.edu – Inquiries only

****Submit quotes online via IU Plan Room. See Submittal Procedure on Next Page****

The purpose of the Pre-Quote Conference will be to clarify the contents of this Request for 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.

BID SUBMITTAL PROCEDURE

1. Bids must be submitted electronically. Save your bid and required forms in Adobe PDF format, and title as follows:

“[your company name] - IU 20191841 Bid”

2. Log in at www.iuplanroom.com. If you are not already registered on IU Plan Room, you must create a User ID and Password, in order to log in and submit your bid.
3. Click on the project listing.
4. Click on Submit Bid next to the job name on the information tab. Attach your bid file with all required forms, and add comments, if any.
5. Click on Submit Bid at bottom of screen.
6. You will receive a confirmation screen, stating that, “Your Bid Submission has been saved successfully,” as well as an email confirmation, indicating your submission was received.

For assistance with uploading, please contact Eastern Engineering:

Greg Holman - Greg.Holman@easternengineering.com Phone: 317-598-0661
Sean Keefe – Sean.Keefe@easternengineering.com

Indiana University reserves the right to disqualify any submittal received after the time and date indicated above. Indiana University reserves the right to select the firm or firms that best meets the needs of the University based on the submitter’s qualifications and experience.

All correspondence regarding the submittal should be emailed to:

IU VPCPF Support Resources – Construction Procurement
bidtab@indiana.edu

Submittals that are incomplete, do not follow the format requested below, or otherwise unclear or contrary to the guidelines of this request may be rejected as non-responsive.