

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: **IN084 Cavanaugh Hall Rm 425 - Renovation**
Project Number#: 20200068
IU Campus: Indianapolis

QUOTES DUE: **January 27, 2021 at 2:00 PM Eastern Time**

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

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

Bids will be electronically opened via Zoom:

Join by Phone or Computer: <https://iu.zoom.us/j/612788404>

Meeting ID: 612 788 404

Join By Telephone: 312-626-6799

Pre-Bid Meeting: **January 12, 2021 at 2:00 PM Eastern Time**

Cavanaugh Hall, Room 425

425 University Boulevard

Indianapolis, IN 46202

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

Mindy Homan-Wise, INFLUENCE architecture + interiors

PHONE: 317-513-3620 EMAIL: mhwise@influence-ai.com

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 20200068, Bid for IN084 Cavanaugh Hall Rm 425 - Renovation”

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.