



**REQUEST FOR PROPOSAL
AS-NEEDED UNDERGROUND UTILITY LOCATING
SERVICES
FOR THE
INDIANA STATE FAIR COMMISSION
RFP-SER20250009**

DATE: JANUARY 29, 2025

RE: INDIANA STATE FAIR COMMISSION – AS-NEEDED UNDERGROUND UTILITY LOCATING SERVICES

This Request for Proposal (“RFP”) is the official notice that the Indiana State Fair Commission, an Indiana body corporate and politic established at Ind. Code § 15-13-2-1, (the “Commission”) is seeking bids for as-needed Underground Utility Locating Services. The intent of the Commission after the review and evaluation of responses is to enter into a contractual agreement with a qualified contractor to provide the services contained in this RFP. By bidding on these services, you are guaranteeing pricing as set forth in this RFP.

I. Overview

Under Indiana Code section 15-13-3-2, the Commission is responsible for the administration of the Indiana State Fairgrounds and property owned by the Commission to provide for maximum use for the benefit of the citizens of Indiana. The Commission is a separate body, corporate and politic under Indiana law and its members are appointed by the Governor.

Although best known for hosting the 15-day Indiana State Fair in August of each year, the State Fairgrounds is a year-round venue for events, hosting over two million visitors annually. The events hosted include equestrian, livestock, small animal, car, ice, arts and crafts shows, home and builders’ shows, concerts, circuses, live horse racing, rodeos and many others.

II. Summary/Scope of Work

Utilities on the Indiana State Fairgrounds are considered “private utilities.” Therefore, from time to time, the Commission will call underground utility locating services when planning improvement projects, raising large tents, etc. Please see Section IX.

III. Evaluations

A. Evaluation of Responses

This is a best value procurement where the Commission will award the contract to the lowest responsible and responsive bidder who meets the requirements and criteria set forth in this RFP. The Commission will appoint an evaluation team consisting of Commission employees.

The Commission reserves the right to withdraw this solicitation at any time in the process prior to contracting upon notification to all vendors in receipt of the solicitation documents by fax, letter or email to their last known business address. If such action is taken by the Commission, no Bidder will have claim for recompense.

This RFP may contain specific quantities, phases, levels, etc., however, this RFP does not guarantee any certain amounts.

The Commission reserves the right to contact and hold discussions with responsible bidders for the purpose of clarification to assure full understanding of responsiveness to the solicitation and to inspect the tractor in person before entering into a purchase contract. The Commission has the right to reject any bid if, after inspection, the Commission finds the tractor does not meet the specifications required by this RFP.

B. Evaluation Criteria

1. Adherence to Required Proposal Contents: Responding Bidder must provide a complete proposal per the terms of this RFP.	5 points
2. Price: Bidder must submit a completed section IX for evaluation purposes.	50 points
3. Experience/References: Demonstrated experience at similar sized facilities.	25 points
4. Detailed Company Information: Responding Offeror must provide a description of the business, services provided, and the ability to provide the services outlined in this RFP, including but not limited to, staffing resources and equipment list.	20 points
Total Points:	<hr/> 100 points

C. Pre-Bid Questions

The Commission will receive pre-bid questions via email at contracts@indianastatefair.com. The Commission reserves the right to hold further discussions for the purpose of clarification to assure full understanding of and responsiveness to this RFP.

IV. RFP Response Structure and Process

A. Content of the Proposal

Bidder must submit written proposals that are complete, thorough and accurate. All information requested must be submitted, or alternatively, a statement providing the rationale for not submitting the requested information must be provided. The Commission will, if determined to be in its best interest, take such statements into consideration in determining the responsiveness of the proposal. All documents submitted in response to this RFP become property of the Commission.

All proposals shall contain the sections, with the content described for each section, as set forth in **section VI** to this RFP.

B. Submission Requirements

Submit pdf of proposal to contracts@indianastatefair.com by 2pm, February 21, 2025.

C. Key Dates

- Submissions: See Section IV (B) above.
- Selection of Proposal(s): On or before March 1, 2025.

It is Offeror's responsibility to ensure the RFP is received by the Commission on or before the above deadline. No exceptions.

No public opening due to evaluation process. All responders will be notified upon award.

V. State Contract Requirements

The successful Bidder will enter into a contract with the Commission under the terms and conditions set forth at **section VIII** to this RFP. Bidders must initial each page of section VIII to acknowledge acceptance of these terms and conditions.

VI. Content of Proposal

- Section 1 – Identifying Information
 - Offeror must complete the Bidder Information Bid Response Sheet, **section VII** to this RFP.
- Section 2 – Letter of Transmittal
 - A brief letter, prepared in standard business format, and signed by the person authorized to commit the Bidder to perform the services under this RFP. This letter should also identify all materials and enclosures submitted in response to this RFP.
- Section 3 – Bidder’s Statement of Prices and Rates
 - Bidder must submit a completed **section IX** for evaluation purposes
- Section 4 – Acceptance by initials of the Commission’s Terms and Conditions
 - Please return a copy of each page of **section VIII** of this RFP, below, which sets forth the Commission’s contract terms and conditions, initialing at the bottom of each page to acknowledge review and acceptance of these terms. These terms and conditions will be included in any contract with the successful Bidder(s).
- Section 5 – Certificate of Insurance
 - Offeror must submit a current certificate of Insurance (“COI”) with this proposal.
 - Be prepared to submit COI according to page 11, #17 upon award.
- Section 6 – Qualification to do Business in Indiana
 - Bidder must complete the form in **section X** to this RFP.
- Section 7 – W-9 Tax form

VII. Bidder Information Bid Response Sheet (Please type or print legibly.)

Company Name: _____

Company Address: _____

City, State, Zip: _____

Contract Rep: _____
Printed Name

Representative with Contract Signature Authority: _____

- Email of authorized signor: _____

Contact Numbers: _____
Business Cell Fax

XBE Certified: _____
Yes No

XBE Type (Minority, Women, Veteran, etc. owned business): _____

VIII. Contract Terms and Conditions

**THE RESPONDER AGREES TO BE BOUND BY THE FOLLOWING TERMS AND CONDITIONS,
WHICH WILL BE PART OF THE CONTRACT WHEN AWARDED:**

- 1. Duties of Contractor(s).** The Contractor shall provide **as-needed underground utility locating services** as specified in RFP-SER202500009.
- 2. Consideration.** Contractor shall be paid the rates/prices set forth in Contractor’s bid response to **RFP-SER202500009**. All payments shall be made by the Commission upon receipt of detailed invoices. Payment shall be made upon net 30 terms.

An annual not to exceed dollar threshold will be indicated on the contract cover page upon award of the contract.

- 3. Period of Performance/Term of Contract.** This Contract shall commence upon full execution and shall terminate February 29, 2028. Upon mutual agreement of the parties, this Contract may be renewed for an additional four (4) one-year terms. The first renewal, if exercised, shall commence March 1, 2028 and shall expire February 28, 2029. The second renewal, if exercised shall commence March 1, 2029 and shall expire February 28, 2030. The third renewal, if exercised shall commence March 1, 2030 and shall expire February 28, 2031. The fourth and final renewal, if exercised shall commence March 1, 2031 and shall expire February 29, 2032.
- 4. Assignment: Successors.** The Contractor binds its successors and assignees to all the terms and conditions of this Contract. The Contractor shall not assign or subcontract the whole or any part of this Contract without the Commission’s prior written consent. The Contractor may assign its right to receive payments to such third parties as the Contractor may desire without the prior written consent of the Commission, provided that Contractor gives written notice (including evidence of such assignment) to the Commission thirty (30) days in advance of any payment so assigned. The assignment shall cover all unpaid amounts under this Contract and shall not be made to more than one party.
- 5. Access to Records.** The Contractor and its subcontractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to the costs incurred under this Contract. They shall make such materials available at their respective offices at all reasonable times during this Contract term and for three (3) years from the date of final payment under this Contract, for inspection by the Commission or its authorized designees. Copies shall be furnished at no cost to the Commission if requested.

Authorized Initials

6. **Audits.** Contractor acknowledges that it may be required to submit to an audit of funds paid through this Contract. Any such audit shall be conducted in accordance with IND. CODE Ch. 5-11-1 *et seq.*, and audit guidelines specified by the State.

7. **Authority to Bind Contractor.** The signatory for the Contractor represents that he/she has been duly authorized to execute this Contract on behalf of the Contractor and has obtained all necessary or applicable approvals to make this Contract fully binding upon the Contractor when his/her signature is affixed, and this Contract is not subject to further acceptance by Contractor when accepted by the Commission.

8. **Compliance with Laws.**

A. The Contractor shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment of any state or federal statute or the promulgation of rules or regulations thereunder after execution of this Contract shall be reviewed by the Commission and the Contractor to determine whether the provisions of this Contract require formal modification.

B. The Contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the Commission, as set forth in Indiana Code § 4-2-6 *et seq.*, the regulations promulgated thereunder, and Executive Order 05-12, dated January 10, 2005. If the Contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at www.in.gov/ethics/. If the Contractor or its agents violate any applicable ethical standards, the Commission may, in its sole discretion, terminate this Contract immediately upon notice to the Contractor. In addition, the Contractor may be subject to penalties under Indiana Code § 4-2-6-12.

C. The Contractor certifies by entering into this Contract, that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. The Contractor agrees that any payments currently due to the State of Indiana may be withheld from payments due to the Contractor. Additionally, further work or payments may be withheld, delayed, or denied and/or this Contract suspended until the Contractor is current in its payments and has submitted proof of such payment to the Commission.

D. The Contractor warrants that it has no pending or outstanding criminal, civil, or enforcement actions initiated by the State of Indiana, and agrees that it will immediately notify the Commission of any such actions. During the term of such actions, Contractor agrees that the Commission may delay, withhold, or deny work under this Contract and any supplements or amendments.

Authorized Initials

E. If a valid dispute exists as to the Contractor's liability or guilt in any action initiated by the State of Indiana or its agencies, and the Commission decides to delay, withhold, or deny work to the Contractor, the Contractor may request that it be allowed to continue, or receive work, without delay. The Contractor must submit, in writing, a request for review to the Commission following the procedures for disputes outlined herein. A determination by the Commission shall be binding on the parties.

F. Any payments that the Commission may delay, withhold, deny or apply under this section shall not be subject to penalty or interest under IC 5-17-5.

G. The Contractor warrants that the Contractor and its subcontractors, if any, shall obtain and maintain all required permits, licenses, and approvals, as well as comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the Commission. Failure to do so may be deemed a material breach of this Contract and grounds for immediate termination and denial of further work with the Commission.

H. The Contractor affirms that it is properly registered and owes no outstanding reports with the Indiana Secretary of State.

I. Contractor agrees that the Commission may confirm, at any time, that no liabilities exist to the State of Indiana, and, if such liabilities are discovered, that the Commission may bar Contractor from contracting with the Commission in the future, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the Contractor is current in its payments on its liability to the State of Indiana and has submitted proof of such payment to the Commission.

J. As required by IC 5-22-3-7:

(1) The Contractor and any principals of the Contractor certify that (A) the Contractor, except for de minimis and nonsystematic violations, has not violated the terms of (i) IC 24-4.7 [Telephone Solicitation Of Consumers], (ii) IC 24-5-12 [Telephone Solicitations] , or (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines] in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) the Contractor will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.

(2) The Contractor and any principals of the Contractor certify that an affiliate or principal of the Contractor and any agent acting on behalf of the Contractor or on behalf of an affiliate or principal of the Contractor: (A) except for de minimis and nonsystematic violations, has not violated the terms of IC 24-4.7 in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.

Authorized Initials

9. Condition of Payment. All goods provided by the Contractor under this Contract must meet the Commission's reasonable satisfaction, as determined at the discretion of the undersigned Commission representative and in accordance with all applicable federal, state, local laws, ordinances, rules, and regulations. The Commission shall not be required to pay for goods found to be unsatisfactory, inconsistent with this Contract or obtained in violation of federal, state, or local law.

10. Disputes. Should any disputes arise with respect to this Contract, the Contractor and the Commission agree to act immediately to resolve any such disputes. Time is of the essence in the resolution of disputes.

The Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all its responsibilities under this Contract, which are not affected by the dispute. Should the Contractor fail to continue without delay to perform its responsibilities under this Contract in the accomplishment of all non-disputed work, any additional costs incurred by the Contractor or the Commission as a result of such failure to proceed shall be born by the Contractor, and the Contractor shall make no claim against the Commission for such costs.

If the Contractor and the Commission cannot resolve a dispute within ten (10) calendar days following notifications in writing by either party of the existence of said dispute, then the following procedure shall apply:

1. The parties agree to resolve such matter through submission of the dispute to the Executive Director of the Indiana State Fair Commission who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the Contractor and the Commission within ten (10) working days after presentation of such dispute for this decision.
2. The decision shall be final and conclusive unless the Contractor mails or otherwise furnishes the Executive Director, within ten (10) working days after receipt of the Executive Director's decision, a written appeal.

The Commission may withhold payments on disputed items pending resolution of the dispute. The unintentional nonpayment by the Commission to the Contractor of one or more invoices not in dispute in accordance with the terms of this Contract will not be cause for Contractor to terminate this Contract, and the Contractor may bring suit to collect these amounts without following the disputes procedure contained herein.

Authorized Initials

11. Drug-Free Workplace. As required by Executive Order No. 90-5 dated April 12, 1990, issued by the Governor of Indiana, the Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor, or an employee of the Contractor in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of this Contract and/or debarment of contracting opportunities with the State for up to three (3) years.

In addition to the provisions of the above paragraph, if the total amount set forth in this Contract is in excess of \$25,000.00, the Contractor certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment, the employee will (1) abide by the terms of the statement; and (2) notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- D. Notifying the State in writing within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction;
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) taking appropriate personnel action against the employee, up to and including termination; or (2) requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

Authorized Initials

- 12. Force Majeure.** In the event that either party is unable to perform any of its obligations under this Contract or to enjoy any of its benefits because of natural disaster, environmental contamination, hostile military or paramilitary action, riot, or decrees of governmental bodies not the fault of the affected party (hereinafter referred to as a "Force Majeure Event"), the party who has been so affected 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 affected may, by giving written notice, terminate this Contract.
- 13. Funding Cancellation.** If the Executive Director, with the approval of the Commission, makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Contract, this Contract shall be canceled. A determination by the Executive Director shall be final and conclusive. Nothing in this clause shall be construed to preclude the Contractor from being paid for work performed through the date of cancellation.
- 14. Governing Laws.** This Contract shall be construed in accordance with and governed by the laws of the State of Indiana without regard to its conflict of laws rules and suit, if any, must be brought in a competent court situated in Marion County, Indiana.
- 15. Indemnification.** To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the Commission and the State of Indiana, its agents, officers and employees from all claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of Contractor and/or its subcontractors, if any, in the performance of this Contract regardless of concurrent negligence. Any defense shall be provided by counsel approved by the Commission. The Commission and the State shall not provide such indemnification to the Contractor.
- 16. Independent Contractor.** Both parties hereto, in the performance of this Contract, will be acting in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever.
- 17. Insurance.** Contractor shall secure and keep in force during the term of this Contract the following insurance coverage, covering the Contractor for any and all claims of any nature which may in any manner arise out of or result from Contractor's performance under this Contract:

Authorized Initials

- A. Commercial General Liability with the following minimum coverage limits naming the Commission and the State of Indiana as additional insureds:
 - a. \$1,000,000 Per Occurrence Bodily Injury and Property Damage
 - b. \$1,000,000 Per Occurrence Personal and Advertising injury
 - c. \$2,000,000 General Aggregate
 - d. \$1,000,000 Products and Completed Operations Aggregate

- B. Commercial Automobile Liability – Minimum coverage limit of \$1,000,000 combined single limit for bodily injury and property damage, covering all owned, non-owned or hired (if applicable) automobiles used in the course of this Contract

- C. Workers Compensation - In compliance with any and all statutes requiring such coverage in the State of Indiana, covering employees, volunteers, temporary workers and leased workers.

- D. If the Contractor engages any sub-contractors or independent contractors to complete or perform any work called for in the Contract, the Contractor is responsible for maintaining evidence that all of the subcontractors or independent contractors are compliant and maintaining the required insurance as though they were parties to the Contract.

- D. Property – Contractor shall be responsible for its own personal property, regardless of the type, to be insured on a replacement cost basis.

18. Indiana Tort Claims Act. Pursuant to IC 34-13-3, et seq., the Commission is covered by the Indiana Tort Claims Act. The Commission is not obligated to indemnify or defend Contractor or its employees, agents, or affiliates for anything arising out of or relating to the Contract.

19. Nondiscrimination. As required by IC 22-9-1-10 and the Federal Civil Rights Act of 1964, Contractor shall not discriminate against any employee or applicant for employment in the performance of this Contract with respect to the hire, tenure, terms, conditions or privileges of employment or in any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry. Acceptance of this Contract signifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination in the provision of services based on race, color, national origin, age, sex, disability or status as a veteran.

Authorized Initials

20. Notice to Parties. Whenever any notice, statement or other communication shall be sent to the Commission or Contractor, it shall be sent to the following address, unless otherwise specifically advised.

A. Notices to the Commission shall be sent to:

Indiana State Fair Commission
Attn: Chad Lethig, Director of Facility Maintenance
1202 East 38th Street
Indianapolis, IN 46205-2869
clethig@indianastatefair.com
(317) 927-7500

B. Notices to the Contractor shall be sent to:

Provide Information as seen in section VII.

21. Penalties/Interest/Attorney’s Fees. The Commission will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest, or attorney’s fees, except as required by Indiana law, in part, IC 5-17—5-1 et seq., IC 34-54-8-5 et seq., and IC 34-13-1-6 et seq.

22. Severability. The invalidity of any section, subsection, clause or provision of the Contract shall not affect the validity of the remaining sections, subsections, clauses or provisions of the Contract.

23. Taxes. The Commission is exempt from state, federal and local taxes. The Commission will not be responsible for any taxes levied on the Contractor as a result of this Contract.

24. Termination for Convenience. This Contract may be terminated, in whole or in part, by the Commission whenever, for any reason, if the Commission determines that such termination is in its best interest. Termination of services shall be effected by delivery to the Contractor of a Termination Notice at least thirty (30) days prior to the termination effective date, specifying the extent to which performance of services under such termination becomes effective. The Contractor shall be compensated for services properly rendered prior to the effective date of termination. The Commission will not be liable for services performed after the effective date of termination. The Contractor shall be compensated for services herein provided but in no case shall total payment made to the Contractor exceed the original Contract price or shall any price increase be allowed on individual line items if canceled only in part prior to the original termination date.

Authorized Initials

25. Termination for Default. The Commission may terminate and cancel this Contract without prejudice to any rights and cause of action the Commission may have against the Contractor, if:

1. The Contractor is judged bankrupt, or
2. The Contractor makes a general assignment for the benefit of creditors, or
3. A receiver is appointed due to the Contractor's insolvency, or
4. If a court of competent jurisdiction finds that the Contractor persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or
5. The Contractor is acquired by or merged with another entity.

The Commission may also terminate this Contract in whole or in part, if the Contractor fails to:

1. Correct or cure any breach of this Contract;
2. Perform the services as required by this Contract;

If the Commission terminates this Contract in whole or in part, it may acquire, under the terms and in the manner it considers appropriate supplies and services similar to those terminated, and the Contractor will be liable to the Commission for any excess costs for those supplies and services.

26. Warranty. The Contractor warrants all good delivered to be free from defects of material or workmanship. This warranty shall survive inspection, delivery, acceptance, and payment by the Commission of the goods.

27. Work Standards. The Contractor agrees to execute its respective responsibilities by following and applying at all times the highest professional and technical guidelines and standards. If the Commission becomes dissatisfied with the work product or the working relationship with those individuals assigned to work on this Contract, the Commission may request the replacement of any or all such individuals.

28. Non-Collusion and Acceptance. The undersigned attests, subject to the penalties for perjury, that he/she is the representative, agent, member or officer of the Contractor, that he/she has not, nor has any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, to the best of his/her knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof.

Authorized Initials

IX. Price Information

OVERVIEW

1. Project Background and Description

Utilities on the Indiana State Fairgrounds are considered “private utilities”. Therefore, from time to time we will call for underground locating services when planning improvement projects, or raising large tents, etc.

2. Price List & Types of Service

(Please fill in your competitive rates)

	Item	Unit	Regular	Overtime
1	Hourly Rate (simple ground marking)	\$/HR		
2	Hourly Rate (Marking, PDF map & liability)	\$/HR		
3	Materials Mark-up (if applicable)	%		
4	Truck/Trip Charge (if applicable)	\$		
5	Minimum Trip charge (or min hours)	\$		

X. Qualification to do Business in Indiana

Indiana Law requires that all corporations, limited liability companies, limited liability partnerships, and limited partnership trusts **must** be registered with the Indiana Secretary of State in order to do business in Indiana. This requirement **does not** apply to **sole proprietorships or general partnerships**. Failure to register with the Indiana Secretary of State will result in a determination that the company is not a responsible vendor.

PLEASE INDICATE IF YOUR COMPANY IS A:

- SOLE PROPRIETORSHIP**
- GENERAL PARTNERSHIP**
- CORPORATION**
- LIMITED LIABILITY COMPANY**
- LIMITED LIABILITY PARTNERSHIP**
- LIMITED PARTNERSHIP**
- OTHER** _____

Our corporation, limited liability company, limited liability partnership or limited partnership is incorporated in the state of _____/

This company is currently registered with the Indiana Secretary of State (check one). Failure to provide complete and accurate information may affect your future ability to do business with the State of Indiana.

- YES** **Control Number assigned by the Indiana Secretary of State for Verification Purposes** _____
Entity Creation date in the State of Indiana _____
NOTE: This information may be obtained through the Secretary of State's office at the following website: www.in.gov/sos/business/2436.htm

- NO** Our company is not registered with the Indiana Secretary of State's office.

Information concerning registration with the Indiana Secretary of State may be obtained by contacting:

Indiana Secretary of State
Corporation Section
302 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576 or www.in.gov/sos/business/3672.htm

Section X – Continued

I certify that the information provided is a full and true account of this company's standing with the Indiana Secretary of State as of the date this bid is submitted.

Name of Company

Authorizing Signature

Date

Printed Name and Title

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.