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# **DELTA INSTITUTE**

## **Request for Quotes (RFQ) for Tree Removal for the Hammond Green Canopy Initiative Project**

### **RFQ Release**

**July 16, 2025 at 2:00 PM CST**

### **DEADLINE FOR QUESTIONS**

**July 30, 2025 at 5:00 PM CST**

### **QUOTES DUE**

**August 13, 2025 at 5:00 PM CST**

### **PREPARED BY**

**Delta Institute**

**35 E. Wacker Drive, Suite 1760**

**Chicago, IL 60601**

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# OVERVIEW

## About Delta Institute

Delta Institute is a 501(c)(3) organization. Delta Institute collaborates with communities to solve complex environmental challenges throughout the Midwest. We address Midwestern environmental, economic, and climate challenges today so that our home and region are more resilient, equitable, and innovative tomorrow.

## RFQ Submittal Requirements

All digital quotes shall be addressed to: **Jamie Zouras, Senior Specialist, Nature-Based Climate Solutions** and emailed to [hmhardy@delta-institute.org](mailto:hmhardy@delta-institute.org) and [jzouras@deltainstitute.org](mailto:jzouras@deltainstitute.org).

All quotes should be received by Delta Institute before **Wednesday, August 13, 2025 at 5:00 PM CST**.

## Questions

For any questions regarding the RFQ, please email Helen Hardy, Delta Institute at [hmhardy@delta-institute.org](mailto:hmhardy@delta-institute.org). All questions must be received by **Wednesday, July 30, 2025 at 5:00 PM CST**.

All questions will be answered and issued to all companies that are on the RFQ holders list. If you are unsure if you are on the RFQ holder's list, please contact Helen Hardy, Delta Institute, Phone: 312-554-0900 ext. 11 or email: [hmhardy@delta-institute.org](mailto:hmhardy@delta-institute.org) to confirm.

# PROJECT DESCRIPTION

Delta Institute and the City of Hammond, Indiana Parks and Recreation Department are seeking quotes from qualified Contractors interested in supporting our efforts to enhance urban forestry in Hammond by removing 10 trees that pose significant safety concerns in Harrison Park and the areas thereabout. Tree removal will be completed alongside other urban forestry initiatives through this project, including creating a detailed management plan and tree inventory, tree planting (for each tree removed, at least two will be planted), and fostering community involvement. However, this RFQ only relates to tree removal.

The overall project seeks to revitalize green spaces for underserved residents, promote equitable access to nature, and strengthen community resilience. It also supports the strengthening of a much-needed community urban forestry program that promotes urban forestry benefits through proper tree selection, planting, and care.

Beautifying Harrison Park will restore and diversify the community tree canopy in this underserved area, promoting urban forestry benefits such as cleaner air, improved watershed health, reduced erosion, stormwater runoff, and reduced urban heat island effects. These efforts collectively enhance the built environment by improving aesthetics and fostering year-round enjoyment and outdoor activities for all community members.

## Project Scope

The selected firm(s) (hereinafter referred to as “Contractor”) shall serve as part of the Project Team for the project and shall, at a minimum, complete the scope of services outlined below.

The selected Contractor will be responsible for the removal of ten (10) trees and stumps. Tree removal must be completed in a timely manner to ensure the planting schedule can proceed without delay. Tree removal must be completed between Monday, September 1, 2025 and Tuesday, September 31, 2025.

Because the exact size of each tree to be removed is not yet determined, Contractors shall provide unit prices per tree removed, based on the tree’s measured Diameter at Breast Height (DBH) at the time of removal.

Quotes must include a per-tree removal price for each of the following DBH classifications:

- Up to and including 12” DBH: \$\_\_\_\_\_ per tree
- Over 12” and up to and including 24” DBH: \$\_\_\_\_\_ per tree
- Over 24” and up to and including 36” DBH: \$\_\_\_\_\_ per tree
- Over 36” DBH: \$\_\_\_\_\_ per tree

The selected Contractor shall complete all work in accordance with industry standards like American National Standards Institute (ANSI A300) and ANSI Z133 Arboriculture Safety Standards.

Any trees intersecting with utilities or within above ground utility easements shall be reviewed by the utility, receive clearance pruning by the utility, and the Contractor shall receive the utilities’

approval prior to the Contractor proceeding with any removals. It is the responsibility of the Contractor to train and properly supervise all employees to safely work within these areas, and to arrange with the utility for clearance pruning or other protective measures prior to tree removal or site access by the Contractor.

Tree removal shall include:

- Safe removal of all specified trees (all trees removed must present a significant and present harm to the community).
- Proper personal protective equipment and proper signs, barricades, and other warnings and protections shall be in place to protect employees, the public, and public and private property.
- Full stump grinding/removal to at least 10" below grade.
- All debris and materials associated with the tree removal or stump grinding smaller than 3 inches in diameter shall be removed, cleaned up, reused, recycled, and/or legally disposed of, including sweeping and raking, immediately after the removal or stump grinding has taken place.

The Contractor shall coordinate closely with Delta Institute and the City of Hammond to confirm:

- Final tree removal locations, based on a tree inventory that will be completed in August.
- Site access and staging needs.
- All equipment at the end of each workday is removed.
- Precautions are taken to protect lawns, curbs, sidewalks, vehicles, structures, and other public and private property from any damage related to tree removal operations. At no time shall any equipment, debris, or materials be stored in the critical root zone of any tree. If any damage occurs, the Owner shall immediately be notified. Any and all damage shall be the responsibility of the Contractor.
- Any necessary traffic or pedestrian controls.

To receive reimbursement for tree removals or pruning, a report signed by an ISA Certified Arborist is required. The report should state the species, size, and location of each tree removed, along with relevant details. The signed report must also explain why the trees to be removed present a significant and present harm.

## Project Schedule

Our intent is for the following schedule of activities, subject to change:

Project Activities	2025												2026											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Community & Stakeholder Engagement																								
Tree Canopy Assessment UTCC Done by Davey Resource Group																								
Green Infrastructure Fellowship (Indiana University)																								
Additional GIS Assessment of UTCC																								
Tree Inventory																								
Urban Forestry Management Plan Development																								
Urban Forestry Management Plan Implementation																								
Tree Removal																								
Tree Procurement, Planting, and Maintenance																								
Public Unveiling																								

Please note that this RFQ is for the Tree Removal project activity only. The selected Contractor will be responsible for the removal of all 10 trees in advance of scheduled community tree planting efforts in October 2025. Tree removal must be completed between Monday, September 1, 2025 and Tuesday, September 31, 2025.

## Requisite Experience

The chosen Contractor must possess the ability, experience, and reputation for quality service necessary to produce high-quality results. Contractors should have at least one ISA Certified Arborist on staff that holds the Tree Risk Assessment Qualification (TRAQ). Contractors should also have familiarity with Indiana DNR tree removal guidance and local permitting processes.

## *SUBMITTAL CHECKLIST*

All submittals must include this completed submittal checklist with the following completed components:

- ☐ Completed Non-collusion Affidavit Form.
- ☐ Completed Official Submittal Pricing Form.
- ☐ Submission narrative of 4 pages maximum, identifying a clear understanding of the project scope, the contractor's approach to project management, and a clear cost breakdown.
- ☐ Completed References and Qualifications Form.
- ☐ Description of key personnel with brief bios and their role on this project.
- ☐ Résumé for project manager with whom Delta will interface.
- ☐ Certificate of Insurance.
- ☐ Completed Delta Institute Signature Authorization Form.
- ☐ Completed Delta Institute Questionnaire Form.
- ☐ Completed Delta Institute Exception Form.
- ☐ Completed Delta Institute Workers' Compensation Certificate Form.
- ☐ Completed Acknowledgement of Addendum Form for all Addendums Form.
- ☐ Drug Free workplace policies and procedures.
- ☐ Affidavit and statement regarding E-Verify compliance.
- ☐ No investment in Iranian energy sector.

# METHOD AND CRITERIA FOR SELECTION

Delta Institute will evaluate each submission.

A Selection Committee, consisting of at least 3 members, has been appointed by Delta Institute to review all submissions. The Committee will review each written submission to determine if they meet the requirements of this RFQ. Failure to meet the essential requirements of this RFQ may be cause for rejection of the submission. The Committee will make independent random checks of the submitter's references as well as major sub-contractors.

The following criteria will be applied by the Committee to evaluate each submission with the relative weight to be attributed (in points) to each criterion:

Submissions will be evaluated on Bidder's qualifications, technical approach, and relevant experience.

Disadvantaged Business Enterprises (e.g., Minority-owned business enterprises or MBEs, Women-owned business enterprises or WBEs, etc.) are encouraged to respond to this RFQ. Firms with staff with at least one ISA Certified Arborist will be considered more qualified than those that do not have any.

MAXIMUM POINTS	CRITERIA
10	Understanding the scope of work and quality of the submission to meet this scope.
10	Qualifications of Team
20	Ability to meet the Project Team's needs, on time and within budget.
60	Price including all costs
<b>100</b>	<b>TOTAL</b>

Upon submissions being scored by the Committee, Delta Institute reserves the right to accept or reject any and all submissions, to waive any irregularities or informalities in any submission, and to award a contract to the Contractor who best meets the RFQ's requirements.

Relevant factors include completeness and accuracy of submission; references from other owners, developers, or municipalities regarding past work done by the Contractor and its subs; combination of the certifications; customer service record and experience of the proposed staff; ability to complete the job in the specified time; or other considerations to the advantage of the Delta Institute.

Submissions may not be withdrawn for a period of ninety (90) days after the date set for



opening thereof, unless otherwise required by law.

The award of the contract, if awarded, will be made within sixty (60) days after opening of the Proposals. The submitter's signature on the Submission Form shall constitute a commitment on the part of the submitter to perform the work in a workmanlike manner as set forth in the Request for Qualifications. The Contractor to whom the contract is awarded shall be notified upon award of the contract by the Delta Institute. The Submission Form, the Terms and Conditions, the Special Provisions, the Request for Qualifications, together with any plans and/or attachments, shall all be considered as part of the contract between the Delta Institute and the Contractor to whom the contract is awarded.

Discussions may be conducted with responsible submitters determined by the Committee to be reasonably susceptible of being selected for award.

The prospective contractor is advised that, should its submission result in award of a contract, the contract will not be in effect until it is approved and fully executed by the Delta Institute.

## *TERMS AND CONDITIONS*

NOTE: IT IS THE SUBMITTER'S RESPONSIBILITY TO EXAMINE THE "REQUEST FOR QUALIFICATIONS" SOLICITATION IN ITS ENTIRETY PRIOR TO SUBMITTING A QUOTE.

All information should have been updated within the past three (3) months.

### Contract Type

The contract between the successful firms and Delta Institute will be for specific activities and submittals and specifying a maximum not-to-exceed amount.

### Term of Contract

The contract shall commence after approval by Delta Institute. It is expected to be completed in a period not exceeding two (2) months. The contract will expire on Tuesday, September 30, 2025.

### Federal requirements

Bids cannot use a "cost plus a percentage of cost" nor "percentage of construction costs" form of pricing.

The contractor chosen will be required to complete and sign USDA form AD-1048 certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

The contractor chosen must follow all provisions in Title 2 Code of Federal Regulations Part

200, Appendix II (2 CFR 200, Appendix II) titled “Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.”

The contractor chosen for the implementation portion of the RFP will need to follow the rules of the Davis-Bacon Act and the Build America, Buy America Act in their work.

The chosen contractor will also need to follow federal guidelines regarding purchasing anything that meets the federal definition of “equipment”.

The chosen contractor will need to be registered in SAM.gov before a contract can be executed. It is not required that contractors be registered at the time of submitting bids. A federal UEI number must be included in the bidder’s submission if the contractor is currently registered. If the bidder does not have one yet, they should indicate so.

The contract executed with the chosen contractor will include the above federal regulations, as well as any other applicable regulations with which the contractor must comply.

## Indiana Department of Natural Resources requirements

The following expenses are not allowable for reimbursement under this contract: food, promotional materials, vehicles, tools or equipment that exceed \$500 each in value and are not likely to be used up during your contract (does not apply to urban forestry software).

Contractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

## Waiting Period

Submissions shall be firm offers, subject to acceptance or rejection for a period of up to ninety (90) days per “Request for Quote” from the date of the RFQ opening until proceedings are completed and an award is made. Submitter shall assume full responsibility for the effect of the waiting period on all proposal fees and terms.

## Insurance

Contractors are required to provide with their submissions, certificates of insurance verifying coverage, as well as a letter from the Contractor’s insurance agent or corporate Risk Management Department acknowledging that the Contractor is able to comply with all insurance requirements.

It is highly recommended that Submitters confer with their respective insurance carriers or brokers to determine in advance of proposal submittal, the availability of insurance certificates and endorsements as prescribed herein.

During the term of this Contract, the Contractor shall maintain, at Contractor’s sole expense, the following insurance.

1. Minimum Scope of Insurance:

- a General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- b Professional Liability and errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents in conjunction with the services to be provided. Coverage limits shall be \$1,000,000 or more, per occurrence without reduction for claims paid during the policy period. The carrier should be duly insured and authorized to issue similar insurance policies of this nature in the State of Indiana.
- c Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- d Workers' Compensation and Employers Liability: Statutory Workers' compensation limits as required by the State of Indiana and employers Liability limits of \$1,000,000 per incident.

2. Deductibles and Self-Insured Retention:

Any deductibles or self-insured retention must be declared to and approved by Delta Institute. At the option of Delta Institute, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects Delta Institute, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Umbrella or excess liability coverage of \$5,000,000 per occurrence and in the aggregate.

4. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

- a. Delta Institute is to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Delta Institute.
- b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects to Delta Institute. Any insurance or self- insurance maintained by Delta Institute shall be excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to Delta Institute.
- d. The Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. Each insurance policy required by this section shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after thirty (30) days prior written notice, by certified mail return receipt requested, has been given to Delta Institute.

- f. Professional Liability Insurance or Errors and Omissions insurance as appropriate to Contractor's profession shall be required and written on a policy form specifically designed to provide coverage for and protect against liability for the negligent acts, errors and omissions of the Contractor in the performance of the services required by this Contract. A minimum coverage of at least \$1,000,000 per claim and in the aggregate, must be provided.

## Submission Preparation Costs

Delta Institute is not and will not be deemed liable for any costs incurred by Submitters in the preparation, submittal, or presentation of their quotes.

## Submission Inclusions

The RFQ response documents shall be returned completed in their entirety, with ALL applicable portions fully completed by the submitter.

All submitters are encouraged to review and confirm that their quote includes and specifically addresses all of the requirements for the submission, including any addenda, prior to submitting as outlined elsewhere in this RFQ.

## Withdrawal of Submission Before Closing

Any submitter may request the withdrawal of their submitted quote, by written request, at any time **prior** to the scheduled submission deadline. Upon receiving the written request to withdraw any submission, Delta Institute will consider the submission null and void and return the quote to the submitter unopened. Withdrawal of a quote will not prejudice the submitter's re-submittal for this or any future request for qualification(s).

## Mistake in Submission

Any submitter may request to withdraw their quote after the submission opening, subject to the time restrictions indicated below, **only** if the Contractor can establish, to the Delta Institute's satisfaction, that a mistake was made in preparing the submission.

1. A submitter declaring a mistake must provide a written notice to Delta Institute within five (5) calendar days following the scheduled opening date, specifying in detail the alleged mistake, how the mistake occurred, and how the mistake made the submission materially different than it was intended.
2. Withdrawal of the submission will **only** be permitted for mistakes made in the completion of the submission determined by Delta Institute to justify withdrawal.

## Written Questions and Answers

**ALL QUESTIONS MUST BE SUBMITTED BY July 30, 2025 at 5:00 PM CST by email to [hmhardy@delta-institute.org](mailto:hmhardy@delta-institute.org)**

In order for all competing submitters to receive the same information, no response shall be given to verbal questions submitted by telephone or in person. Personal and/or telephonic contact with Delta Institute in regard to this RFQ is prohibited. Delta Institute may reject the submission of any firm violating this rule.

Answers to all relevant questions will be provided in one or more addenda, if deemed necessary, and supplied to all entities on the RFQ holder's list. If you are unsure if you are on the list, please contact: [hmhardy@delta-institute.org](mailto:hmhardy@delta-institute.org) to place yourself on the list.

## Submission Acceptance

Delta Institute reserves the right to accept or reject any and all quotes and waive any irregularities or informalities in any quotes or in the submission process.

Delta Institute further reserves the right to award the contract to other than the lowest submitter if such action is deemed to be in the best interest of the project.

Failure to provide the information requested or falsification of any information provided shall result in disqualification of the submission.

## Public Record

Be advised that **all** information contained in quotes submitted in response to this RFQ **shall** become a matter of public record upon contract award, and be made available to the public upon request. The submitter may identify, in writing, all copyrighted material, trade secrets, or other proprietary information the proposer claims are exempt from disclosure. The submitter who claims such an exemption must also state in the submission that, "The submitter agrees to indemnify and hold harmless Delta Institute and its employees from any claims, liability or damages against them and to defend any actions brought against them for their refusal to disclose such material, trade secrets, or other proprietary information to any party."

## Acceptance and Payment

Properly executed original invoice(s) shall include reference to the contract and be accompanied by detailed supporting documentation based on the approved schedule of values.

Delta Institute shall pay the Contractor's properly executed invoice, subject to approval by Delta Institute, within thirty (30) days following receipt of the properly prepared invoice.

Payment will be made based on invoices provided for work completed, based on the timeline of the project, and as the work is completed to the satisfaction of Delta Institute.

Total payment for all Work shall not exceed the sum of the estimated cost of all completed phases plus the partial payments for partially completed phases.

Payment may be withheld for any services which do not meet or exceed Delta Institute's requirements or have proven unacceptable until such services are replaced, resubmitted, and accepted by Delta Institute.

## Retention of and Access to Records

At all reasonable times during the term of the contract and for a minimum of three (3) years following final settlement, Delta Institute, and any designated representative thereof shall have access to all records related to work performed under this contract and the Contractor and all sub-contractors shall make such records available for inspection, audit, copying excerpts and transcriptions.

## Drug-Free Workplace Requirements

The Contractor and all sub(s) shall comply with the requirements of the Drug- Free Workplace Act of 1990 and IC 36-1-12-24 (for Indiana).

## Americans with Disabilities

The Contractor and all subcontractors shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

## Conflict of Interest

No employee of Delta Institute during his/her/their tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

Furthermore, the parties hereto covenant and agree that, to the best of their knowledge, no board member or employee of Delta Institute has any interest or family members, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor and that if any such interest comes to the knowledge of either party at any time, a full and complete disclosure of such information will be made in writing to the other party or parties, even if such interest would not be considered a conflict of interest.

## Disputes

Any controversy or claim arising out of or relating to the provisions of this Contract or the breach thereof shall be settled by arbitration, in accordance with Illinois laws and regulations, unless the parties agree, in writing, to some other form of alternative dispute resolution.

## Termination for Convenience

Delta Institute may, by written notice, terminate this contract in whole or in part, when deemed in the Delta Institute best interest to do so.

Upon termination of this contract, Delta Institute shall only be liable for payment under the payment provisions of this contract for services rendered or supplies furnished prior to the effective date of termination.

## Termination for Default

Delta Institute may, by written notice of default to the Contractor, terminate the contract, in whole or in part, if the Contractor fails to:

1. Deliver or perform the services within the time specified in the contract or any Delta Institute approved extension; or
2. Fails to make progress, so as to endanger performance of the contract; or
3. Fails to comply with any of the other provisions of the contract.

## Ownership of Materials and Documents/Confidentiality

Delta Institute retains ownership of any and all partial or complete reports, drawings, plans, notes, computations, lists, and/or other materials, documents, information, or data provided to or prepared by the Contractor and/or the Contractor's sub-contractor(s) pertaining to this Project.

Said materials and documents are confidential and shall be available to Delta Institute from the moment of their preparation.

The Contractor shall provide Delta Institute with an electronic version of all project-related documents, including all text documents, calculations, and drawings.

The Contractor agrees that same shall not be made available to any individual or organization, private or public, without the prior written consent of Delta Institute.

Delta Institute and Contractor shall be joint owners of any and all such documents.

## Amendments and Request

Delta Institute reserves the right to amend this Request for Proposals by addendum before the final proposal submittal date.

All addenda will be supplied to everyone on the RFP holders list.

## Affirmative Action

Delta Institute hereby notifies all proposers that they must affirmatively ensure that minority business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this RFP and that they will not be discriminated against on the grounds of race, color, sex, sexual orientation, creed, or national origin when reviewing the proposals for award of the contract.

## Hiring of Illegal Aliens Prohibited

Contractor shall not hire or employ any person to perform work or allow any person to perform work required under the contract unless such person is properly documented and legally entitled to be employed within the United States.

The Contractor, prior to award of the contract, will be required to execute E-Verify and Government of Iran investment declarations as required by the laws of the State of Indiana.

## Safety

The Applicant and its subcontractor(s) shall comply with OSHA regulations applicable to this project regarding necessary safety equipment or procedures.

## Consequential Loss

Neither party shall be liable to the other party in any circumstances for any indirect, economic, special, or consequential loss or damage, including, but not limited to, loss of revenue, loss of production, or loss of profit.

## Limitation of Liability

Notwithstanding any other clause in the contract, the total aggregate liability of the Contractor to the Delta Institute for any claims, losses, costs or damages arising out of or in connection with the Contractor's performance of the contract, whether under the law of contract, tort (including negligence), statute or otherwise, shall be limited, to the extent permissible by law, to five times the total compensation received by the Contractor or the limits of the relevant insurance policies pursuant the contract, whichever is greater.



# ***NO-COLLUSION AFFIDAVIT FORM***

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

## **OATH AND AFFIRMATION**

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Title of Person Signing)

\_\_\_\_\_  
(Signature)

## **ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_)

) ss

COUNTY OF \_\_\_\_\_)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

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

\_\_\_\_\_  
(Notary Public Signature)

My Commission Expires: \_\_\_\_\_

# OFFICIAL SUBMISSION PRICING FORM

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Activities	Price
<b>TOTAL</b>	

My signature on this submittal certification is affirmation that all items listed within this submission are fully accurate, completed, and executed and are hereby submitted with the quote as required. I understand that failure to complete and/or submit any of the required documents may be cause for rejection of this submission.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed

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

# *REFERENCES AND QUALIFICATIONS FORM*

All submitter must provide information on three (3) example projects of a similar nature performed in the last five (5) years. In addition, you must include the name, address, and telephone number of the contact person having knowledge of the project and knowledge of the integrity and business practices of the submitter.

## **Three Project References:**

### **1. Project Name:**

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Address:

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Brief Description of Project:

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Contact Person & Phone Number: 

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### **2. Project Name:**

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Address:

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Brief Description of Project:

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Contact Person & Phone Number: \_\_\_\_\_

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**3. Project Name:**

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Address:

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Brief Description of Project:

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Contact Person & Phone Number: \_\_\_\_\_

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# *DELTA INSTITUTE SIGNATURE AUTHORIZATION FORM*

SUBMITTER:

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I hereby certify that I have the authority to offer this submission to Delta Institute for the above-listed individual or company. I certify that I have the authority to bind myself/this company in a contract should I be successful in my submission.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

The following information relates to the legal contractor listed above, whether an individual or a company. Place check marks as appropriate:

1. If successful, the contract language should refer to me as:

☐ An individual or Sole proprietorship

☐ A Partnership

partner's names: \_\_\_\_\_

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☐ A Limited Liability Company

☐ A Corporation

2. My Tax Identification Number Is \_\_\_\_\_

(For individuals this number is usually the Social Security Number.)

3. I certified that

- ☐ I am a certified as an MBE WBE DBE company.
  - ☐ I attached a copy of my certification.
- ☐ I have recently filed for MBE WBE DBE certification but have not yet received certification.
- ☐ I am not a MBE WBE DBE company.

4. Federal Unique Entity Identifier (UEI)

- ☐ Contractor is currently registered in SAM.gov.
  - UEI number: \_\_\_\_\_
- ☐ Contractor is not currently registered in SAM.gov.

### Submitter's Information

Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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



# DELTA INSTITUTE EXCEPTION FORM

Should Submitter take exception to **ANY** of the terms and conditions or other contents of this RFQ, list the exceptions below.

**THIS COMPLETED FORM MUST BE RETURNED WITH YOUR SUBMISSION.**

If no exception(s) are taken, enter "**NONE**" for the first item. *(Make additional copies of this form as necessary)*

Page Number: \_\_\_\_\_

Section Title: \_\_\_\_\_

Paragraph Number: \_\_\_\_\_

Exception Taken:

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Paragraph Number: \_\_\_\_\_

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# *DELTA INSTITUTE WORKERS' COMPENSATION CERTIFICATE FORM*

The Submitter shall execute the following form as required by the Worker's Compensation Act of Indiana:

I am aware of the provisions of the Indiana Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and on behalf of my firm, I will comply with such provisions before commencing the performance of the services of any contract entered with Delta Institute.

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Signature

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Company Name

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Printed Name Business

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License Number

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Title

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Date

# *ACKNOWLEDGEMENT OF ADDENDUM FORM*

**TO BE RETURNED WITH REQUEST FOR PROPOSAL**

TITLE \_\_\_\_\_

ACKNOWLEDGEMENT OF RECEIVING ADDENDUM #(s) \_\_\_\_\_

NAME OF VENDOR \_\_\_\_\_

FIRM CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

SIGNATURE OF AUTHORIZED AGENT \_\_\_\_\_

DATE \_\_\_\_\_