



Indianapolis Airport Authority

REQUEST FOR QUOTE

FOR:

GRADING & DRAINAGE IMPORVEMENTS AROUND ISOLATION VALVE VAULT AND SERVICE ROAD

Due Date: Tuesday, November 10, 2009 at 10:00 a.m. (local time)

Release Date: October 23, 2009

Released By: Rebecca Reddick

Telephone Number:317.487-8564

Email Address:reddick@indianapolisairport.com

Bidder's Name

GENERAL INFORMATION

Below is a checklist provided to assist you. Please note that these instructions may not contain all applicable requirements. Careful reading of this request is critical. Failure to follow these instructions, or those printed throughout this form, may lead to the rejection of your quote. It is not necessary to return this page with your response.

- A. _____ If you are a new bidder to the Indianapolis Airport Authority (IAA), you must complete Survey A and B forms in order to receive an Award. Forms will be available upon award.
- B. _____ Type or print legibly in black ink, all requested information, including prices and extensions, as well as the correct vendor information. Clearly detail in writing, any deviation from, or exception taken to, the stated specifications.
- C. _____ The Indianapolis Airport Authority will only accept original signatures. The quote may be rejected if it contains any alternations or erasures that are not initialed by the signer of the quote. The Non-Collusion Certification is included and must be signed and returned with your quote. When you sign the quote, you are agreeing to the general conditions, specifications, certifications, and all other documents of this package. The quote may be rejected if it is returned without the appropriate forms signed (i.e. Quote Form, Non-Collusion Certification, etc.). Facsimile or electronic quote are NOT ACCEPTABLE AT THIS TIME.
- D. _____ Do not add, delete, or modify, any contractual terms and conditions. Terms of the award will be those listed in this package.
- E. N/A If you are not willing to accept a split award (partial order), your response must include the statement "Bidding all or none". The IAA reserves the right to accept or reject any or all quotes/bids, or any part thereof, and to award the items separately, all to one vendor/bidder or to make a multiple-award. ITEMS NOT BID – If a vendor/bidder does not desire to submit a quote/bid for an item, you should indicate "NO QUOTE/BID" in the unit column for that item.
- F. _____ The quote must be received and clocked in by or prior to the Due Date and Time indicated above. Each quote must be returned in a separate envelope. LATE QUOTES/BIDS WILL NOT BE ACCEPTED
 - 1. The envelope must clearly indicate the information set out in the instructions
- G. _____ The quote envelope must be returned to:

Rebecca Reddick, Procurement Manager
Indianapolis Airport Authority
Program Office
2349 Aviation Drive
Indianapolis, Indiana 46241

CAUTION TO CONTRACTORS ABOUT SHIPPING/MAILING: IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MAKE SURE THAT QUOTE RESPONSES ARE RECEIVED ON OR BEFORE THE DESIGNATED DATE AND TIME.

IN ORDER TO PROTECT THE INTEGRITY OF THE PROCUREMENT PROCESS, FAILURE TO PROPERLY IDENTIFY YOUR QUOTE ACCORDING TO THE INSTRUCTIONS MAY RESULT IN AN AUTOMATIC DISQUALIFICATION FROM CONSIDERATION.