

METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE

**REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS TO DEVELOP AND
CONSTRUCT SELECTED SMALL IMMEDIATE AND ALTERNATE SCOPE PROJECTS
THROUGH A PUBLIC-PRIVATE PARTNERSHIP AND AGREEMENT**

Issued: May 21, 2026
Proposal Date: May 21, 2026
District Contact: Dr. Eric Bowlen, Superintendent / Mr. Kyle Stout, Director of Operations
389 East Jackson Street
Martinsville, Indiana 46151
(765) 342-6641

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- Exhibit A – Compensation Structure and Amount
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I. Introduction

A. Statement of Intent.

In accordance with IC 5-23-5, the Board of Education (the “**Board**”) for the Metropolitan School District of Martinsville (the “**District**”), invites any and all qualified parties (“**Offerors**”) to submit Proposals and Statements of Qualifications (“**Proposals**”) to provide initial scoping services in the form of existing facilities analysis, initial design, estimating, scheduling and constructability analysis within the Budget for the development, design, construction, and transfer of improvements related to the specific work for the projects and facilities (the “**Projects**”) under a potential public-private partnership. The purpose and intent of the development of the Projects is to provide safe, efficient, updated and upgraded school facilities to fulfill the District’s responsibility to serve the community with essential educational services and facilities.

B. Objectives.

The District seeks private involvement to investigate, evaluate, develop, design and construct the work at the Projects as (i) the District lacks relevant expertise to develop and construct the required Projects; (ii) using private sector expertise in the investigation, evaluation, design, development and construction will allow for timely and efficient delivery of the selected work at the Projects; (iii) private sector expertise will shift risk from the District to developers and contractors; (iv) private sector expertise is anticipated to minimize the District’s exposure to unknown costs in delivering the Projects; and (v) the District desires an aggressive schedule to deliver the work at the Projects that is best served by private sector involvement.

II. Budget

The District’s budget for completion of the work at the Projects is \$12,500,000 funded by General Obligation Bonds (the “**Budget**”). Offerors should submit Proposals that can be completed within the Budget. **By submitting Proposals in response to this RFPQ, Offeror is affirming its Proposal can be performed within the Budget.**

III. Projects

A. Small Scale Projects.

Immediate Needs:

John R. Wooden Middle School – Gymnasium Roof;
Poston Road Elementary - HVAC Upgrades;
Martinsville High School - Auditorium Upgrades;
Martinsville High School - Cafe RR Project;
Martinsville High School - Gym Sound Upgrade;
Poston Road Elementary - Branding;
Poston Road Elementary - Plumbing, Paint, and Flooring;
Charles L. Smith Fine Art Academy – Demolition;
Poston Road Elementary, Brooklyn STEM Academy, Paragon Elementary School and South Elementary School of Communications – Playground Upgrades;
Poston Road Elementary and Brooklyn STEM Academy Paragon Elementary School and South Elementary School of Communications – Furniture Upgrades; and

Paragon Elementary School and Martinsville High School - Solar.

Alternative Projects:

John R. Wooden Middle School - Football Lights;
Martinsville High School - Roofing Sections, F, H, and I;
District - Sealcoating;
District - Fleet Upgrades/Purchasing;
District - Drain Cleaning (Plumbing).

B. Large Scope Projects:

John R. Wooden Middle School – Roofing;
Poston Road Elementary – Roofing;
Vocational – Roofing;
Martinsville High School - Pool Renovation / New Weightroom;
Martinsville High School - Soccer, Team Room, Rest Room;
Paragon Elementary School – STEM Addition;
South Elementary School of Communications - STEM Addition South;
Central Education Center - HVAC Upgrades;
Brooklyn STEM Academy - HVAC Upgrades;
South Elementary School of Communications - Chiller Upgrade;
Martinsville High School - Heat Pump Replacement;
Martinsville High School - Tennis Courts;
Martinsville High School - Football Bleachers;
Martinsville High School – Flooring;
Martinsville High School – No. 2 Cafe Project (Moving Doors & Opening Up Space);
District - Switchgear Maintenance;
District - Fleet Upgrades;
District - Sealcoating;
Central Education Center – Elevator;
Paragon Elementary School - Elevator;
Site work and parking lot reconfiguration at Martinsville high school supporting performing arts and athletics; and
John R. Wooden Middle School - Solar.

IV. Scoping Services, Period and Deliverables.

The selected Offeror will provide existing facilities analysis, initial design, estimating, scheduling and constructability analysis within the Budget for all potential development, design, sitework, labor and material to develop and construct the work for the Projects. Although the District has clear needs for improved facilities related to the Projects, the scope of work at the Projects is not yet determined. The final Projects scope of work will be determined through a initial scoping period with the selected Offeror, during which the selected Offeror will provide existing facilities analysis, initial design, estimating, scheduling and constructability analysis to create final scopes of work for the Projects within the Budget (the “**Scoping Services**”). As part of the Scoping Services and during the scoping period, the District will require the Offeror to prepare analysis that will provide sufficient information for the Board to determine whether it is necessary and wise to

proceed with further development, design and construction at any or all of the Projects in the District (the “**Scoping Deliverables**”). The scoping period will be an intense and fast-tracked process, with the goal of receiving Scoping Deliverables timely enough to accomplish a potential commencement of construction in 2027 as soon as the current school year ends. Upon receiving satisfactory Scoping Deliverables and after evaluation, the District may move forward with the Projects and selected Offeror by resolution or ordinance at a public hearing to complete the development, design and construction of the work at the selected Projects. If (1) the selected Offeror is unable to timely produce satisfactory Scoping Deliverables, or (2) the District determines that the Projects are not necessary or wise based on the results of the Scoping Deliverables, then the District reserves the right to begin a separate scoping period for new Scoping Services with another Offeror or cancel this public-private partnership procurement process altogether. In either event, the resulting Scoping Deliverables will be solely owned, retained and controlled by the District, and the District may fully use the Scoping Deliverables for its use and benefit.

IV. Procurement Process.

The Act authorizes the District to solicit proposals, conduct discussions with Offerors for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements, to negotiate the best and final offers with responsible Offerors who submit Proposals that are determined to be reasonably susceptible of being selected for a Public-Private Agreement, and to enter into a Public-Private agreement with the Offeror to investigate, evaluate, design, develop and construct the work at the Projects. The District anticipates the following sequential steps as part of the procurement process:

A. Review Proposals.

The District will form a committee to review the Proposals. The criteria which will be utilized in evaluating Proposals includes, but may not be limited to the following:

- Experience with public-private procurement delivery;
- Demonstrated ability and capacity to perform the Work, including reputation as indicated by references for performing this type of Work;
- Approach to develop the Projects; and
- Proposed fees for Scoping Services.

The Offeror’s stated Scoping Services Fee will be an important factor in determining the most appropriate Offeror, but the Offeror’s team qualifications and experience will be the most important factor in determining the selected Offeror. The District will (1) review Proposals to this RFPQ based on the factors and weight provided to each factor; and (2) may negotiate with Offeror for the best and final offer, as more particularly described herein. The District may refuse to disclose the contents of Proposals during discussions with eligible Offerors.

B. Responsiveness/ Minimum Qualification (Pass/ Fail).

In accordance with the Act, the District will evaluate the Proposals to determine whether the Proposal is complete and responsive. Only those timely submitted Proposals that are as complete and responsive will be evaluated by the District.

C. Discussion / Clarification.

Offerors will be accorded fair and equal treatment with respect to any opportunity for discussion and revision to its Proposal in order for District to clarify and assure full understanding of Offer's Proposal. Offerors shall not contact District Board members or any other District public officials during the RFPQ process other than the RFPQ representative (the "**RFPQ Representative**") listed below, unless authorized or directed to do so by the Representative. All correspondence and questions for this RFPQ should be directed to the Representative as follows:

Email: Courtney Vandeventer (courtney.vandeventer@msdmartinsville.org)

D. Content of Proposals (Scoring).

The District will complete an evaluation and ranking of the Proposals based upon the following criteria:

- **Experience & Expertise: 25%;**
- **Demonstrated ability and capacity to perform the Work, including reputation as indicated by references: 35%;**
- **Approach to development of the Projects: 25%; and**
- **Proposed Scoping Services Fees (Exhibit A): 15%**

E. Public-Private Agreement Recommendation.

The District reserves the right to enter into an interim Scoping Agreement with an Offeror for preliminary development, design, scheduling and estimating services prior to the District agreeing to move forward with the Projects. After the scoping period, the RFPQ Committee shall either make a recommendation to award a Public-Private Agreement to the Offeror, engage another Offeror, or shall terminate the public-private procurement process. The District may recommend an Offeror to its Board for completing the Projects pursuant to a Public-Private Agreement. The Board shall entertain the District's recommendation to enter into a Public-Private Agreement at a duly noticed public hearing. If a recommendation to award the Public-Private Agreement is made to the Board, the Board shall satisfy the statutory processes included in the Act prior to awarding a Public-Private Agreement.

F. Award.

If a recommendation to award the Public-Private Agreement is made to the Board, the Board shall schedule a public hearing on the recommendation and publish notice of the hearing one

(1) time in accordance with Ind. Code §5-3-1 at least seven (7) days before the public hearing. The Proposals and a written explanation of the basis upon which the recommendation is being made shall be delivered to the Board and made available for inspection and copying in accordance with Indiana Code chapter 5-14-3 at least seven (7) days before the scheduled public hearing.

V. Anticipated Procurement Schedule

Date	Action Item
May 21, 2026	Resolution Adopting Indiana Code Article 5-23.
May 21, 2026	RFPQ published, distributed and available for pickup with required notice seven (7) days apart / before submission
June 5, 2026	Last Day to Submit Questions regarding the RFPQ.
June 11, 2026	Last day to Answer Questions and Distributed by Addenda.
June 12 2026	RFPQ Submission Deadline
June 15-19, 2026	Determination of Potential Awardees
June 24 – July 3, 2026	District Award Recommendation / Public Hearing
	Proposals and Written Explanation Delivered to
July 16 2026	Public Hearing Award
TBD	Execution of Public-Private Agreement
TBD	Commencement of Construction

This schedule is for illustration purposes only and should not be construed as binding.

VI. District’s Reserved Rights and General Limitations

The District reserves, at all times in connection with this procurement process, all rights available to it under the Act and applicable law, including without limitation, with or without cause and with or without notice, the right to the following: (1) terminate this RFPQ in whole or in part prior to the execution of a Scoping Agreement or Public-Private Agreement, (2) issue a subsequent RFPQ after the withdrawal of this RFPQ for the Projects or any part of the Projects, (3) reject any and all Proposals at its sole discretion, (4) terminate, suspend, or elect not to proceed in negotiations of a Proposal with an Offeror at any time, (5) waive any deficiencies, nonconformities, irregularities, and/or apparent clerical mistakes in a Proposal, and (6) enter into a Scoping Agreement for preliminary inspection, evaluation, development, design services, estimating and scheduling prior to the District moving forward with the Projects under a Public-Private Agreement. The issuance of this RFPQ does not commit or bind the District to enter into any agreement or proceed with the procurement process. **Unless otherwise stated herein, the District assumes no obligations, responsibilities, or liabilities to reimburse all or part of the costs incurred by Offerors responding to this RFPQ, which shall be borne solely and exclusively by each Offeror.**

VII. Solicitation and Proposal Requirements

A. Proposal Submission Deadline.

Proposals must be received by the District at the address provided below **no later than June 12, 2026, at 2:00 p.m. EDT** (the “**Submission Deadline**”). Only complete Proposals delivered before the Submission Deadline will be accepted by the District. Proposals delivered after the Submission Deadline will be rejected and returned unopened to the Offeror. The District will accept physically delivered or emailed submissions of Proposals.

B. Delivery of Proposals.

All Proposals shall be delivered to the following:

Attention: Superintendent
MSD Martinsville
389 E. Jackson Street
Martinsville, IN 46151

The sealed package containing the Proposal must have the following information written on the outside of the package:

SEALED PROPOSALS – DO NOT OPEN

MSD Martinsville
389 E. Jackson Street
Martinsville, Indiana 46151
Attention: Superintendent

(Name of Offeror)
(Name of Offeror’s Duly Appointed Representative)
(Mailing Address of Offeror)
(Telephone Number of Offeror)
(E-Mail Address of Offeror)

A Proposal need not be accompanied by a certified check or bond. As provided herein, Offeror shall provide the District with information relative to its financial responsibility.

C. Questions and Requests for Clarification.

Offerors must refrain from communicating with any District Board members, official, employee, agent, or representative regarding the Projects or this RFPQ. **All communication and requests for information and clarifications shall be made via e-mail correspondence to the following addresses:** Courtney Vandeventer (courtney.vandeventer@msdmartinsville.org). **No oral requests will be considered.** No requests for additional information or clarification to any person other than the e-mail address provided in this section will be considered. **Failure to abide by this section may result in disqualification from the procurement process.**

All questions and requests for clarification must be submitted on or before June 5, 2026, at 2:00 p.m. EDT. Answers to questions deemed appropriate for response by the District, in its sole discretion, will be distributed by publication on the District’s website and will constitute Addenda (as defined herein below) to the RFPQ. The District may rephrase questions as it deems appropriate and may consolidate similar questions.

D. Addenda to the RFPQ.

The District reserves the right to issue written addenda to this RFPQ (each, an “**Addendum**” or “**Addenda**”) at any time before the Submission Deadline and will post any Addenda on its website. These Addenda will be numbered consecutively. Any Addenda shall constitute a part of this RFPQ. All Proposals shall be prepared with full consideration of the Addenda issued prior to the Submission Deadline. Each Offeror is solely responsible to ensure that it has received and considered all Addenda issued by the District. Offerors should monitor the District’s website for information concerning this procurement.

E. Modification & Withdrawal of Proposals.

Proposals may be modified or withdrawn in writing by request to the Superintendent, if received prior to the Submission Deadline. Any modification to an Proposal received by the District after the Submission Deadline will not be considered by the District. The Offeror may also withdraw its RFPQ in person at any time before the Submission Deadline.

VIII. Format and Content of Proposal

A. Format of Proposal.

The Proposal shall be bound and typed, single or double sided, on 8 1/2” x 11” paper in English using no less than 11-point font with 1” margins on all sides. The Proposal shall include a table of contents, which identifies the major response sections as outlined herein, and any illustrations, tables, charts, graphics or exhibits included in the Proposal. Offerors shall submit one (1) original and three (3) complete copies of the original. Additionally, Offerors shall submit one (1) electronic copy on CD, DVD, or USB flash drive in searchable and printable format.

B. Organization.

Offerors must organize their Proposal in the order set forth in **Exhibit B**, attached hereto and incorporated herein. If an offeror elects to include material in addition to the information specifically requested, offeror shall append that material to the end of the most appropriate defined section of the outline.

C. Content of Proposal.

For a Proposal to be complete, the Offeror shall provide the following:

1. **Entity Information**

- Legal name.
- Nature and History of Organization.
 - o Identify the legal structure of organization.
 - o When was organization created.
 - o Location of organization.
 - o Number of employees.
 - o Operations within Indiana.
- Describe the management structure of organization.
 - o Allocation of roles and responsibilities.
 - o Provide an organizational chart.
- Identify key members in the organization.
 - o List the equity members in the organization.
 - Position of each equity member within the organization.
 - Background/expertise of each equity member.
 - Percentage of ownership in the organization.
 - o List other important team leaders.
 - Position of each member within the organization.
 - Background of each member.
- Identify a contact person for organization.
 - o Provide his/her name, title, address, telephone number and e-mail address.
- Identify and describe proposed team.
- Describe how overall business structure is well suited to complete the Projects.

2. **Experience and Expertise.** Offeror shall provide the District with information relative to experience evaluating, designing, developing, estimating, scheduling and constructing the Projects. Specifically, the District seeks Offerors with substantial experience constructing similar work and size Projects.

The following is a list of suggested items that may be included:

- Related Experience.
 - o A description of at least three (3) other projects performed by Offeror that demonstrates Offeror's experience. This section should highlight Offeror's experience **developing, designing and constructing the Projects** of approximately the same size and constructing necessary improvements to support the Projects and maximize use. Each should include but not be limited to the following information:
 - General description of project;
 - Offeror's role such project;

- Work performed;
- Construction value of the project; and
- References with contact information.

Proposed Schedule.

- Include a proposed example schedule for the Projects, including proposed dates to start and complete investigation / analysis, development, design, construction, and to transfer the Projects to the District. The final schedule will be determined during the scoping period as part of the selected Offer’s Scoping Deliverables.

Proposed Delivery for the Projects.

- Include Offeror’s proposed options for delivery of the Projects.

Proposed Scoping Fees.

- The Scoping Services will be fast-tracked and focused; the selected Offeror will need to prepare existing facilities evaluation and analysis, design services, within the Budget sufficient for the District to make a decision on whether to proceed with the Projects and/or the selected Offeror. Please identify fee that may be requested by Offeror for the required Scoping Services and Scoping Deliverables in **Exhibit A**.

3. **Confidential Information.** Offeror is solely responsible for reviewing the Act and Indiana’s Public Records Act and other applicable laws concerning the District’s disclosure obligations. This section shall include any confidential and proprietary information that the Offeror claims should be exempt from public disclosure and specifically state the reasons for why it believes the information to be confidential. The District reserves the right to contest Offeror’s assessment regarding confidentiality in order to comply with applicable law. The District intends to respond individually to those questions identified by Offeror and deemed by District, in its sole discretion, as containing confidential information relating to Offeror’s Proposal. If the District disagrees with Offeror’s confidential assessment, the District may allow Offeror to withdraw the question, rephrase the question, or have the question answered non-confidentially. **The District shall not be liable to Offeror for disclosing materials that the District determines, in its sole discretion, are not protected by the Act and/or Indiana’s Public Records Act, including, without limitation, materials marked “Confidential”.**

4. **Legal Requirements.** This section shall include Offeror’s provision of the following required documents:

Transmittal Letter. The Proposals must include one (1) fully executed Transmittal Letter, in accordance with the form of Transmittal Letter set out in **Exhibit C** from the Offeror acknowledging that the Offeror has fully reviewed and understands and agrees to be bound by the terms and requirements of the RFPQ and procurement process. The Transmittal Letter must be executed by a duly authorized

representative of offeror.

Non-Collusion Affidavit. Each Offeror must certify that it has not participated in collusion or other anticompetitive practices in connection with its Proposal or this procurement process by executing and returning with its Proposal the Non-Collusion Affidavit content provided in **Exhibit D** attached hereto.

No Default, Breach or Bankruptcy. Each Offeror must include an affidavit, with content provided in **Exhibit E** attached hereto and incorporated herein, of the Offeror's authorized representative affirming that the Offeror and/or its affiliates are not: (a) involved in any current or pending litigation or legal disputes with any governmental entity; (b) in arrears to any governmental entity of any debt or contract; (c) a defaulter as surety or other obligation upon any governmental entity; (d) in failure to perform faithfully in any previous contract with a governmental entity in the preceding five (5) years; and (e) have not, in the preceding five (5) years, voluntarily or involuntarily filed for bankruptcy or other similar insolvency proceeding. In the event Offeror cannot affirm representations (a)-(e), it must sufficiently detail the reasons why and provide the District with sufficient detail surrounding the event or proceedings.

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**EXHIBIT A
COMPENSATION STRUCTURE AND AMOUNT**

Please complete each of the following. **Include any additional categories of fees not specifically listed in this chart and Offeror's fee for each such category.**

	Category of Fees	Amount	Explanation
1.	Scoping Services Fee		

EXHIBIT B
OUTLINE OF PROPOSAL

Offerors shall organize Proposals in the order set forth below. If an Offeror includes material in addition to the information specifically requested, Offeror shall append that material to the end of the most appropriately defined section of the outline.

- I. Table of Contents.**
- II. Entity Information.**
- III. Experience & Expertise.**
- IV. Confidential Information, if any.**
- V. Legal Requirements:**
 - o Transmittal Letter.**
 - o Non-Collusion Affidavit.**
 - o No Default, Breach or Bankruptcy**

**EXHIBIT C
TRANSMITTAL LETTER**

Offeror: _____ **Date:** _____

**MSD Martinsville
c/o Superintendent
389 E. Jackson Street
Martinville, Indiana 46151**

The undersigned (“Offeror”) submits this proposal in response to the Request for Proposal and Qualifications dated May 21, 2026, issued by the Metropolitan School District of Martinsville, Indiana (“District”) to develop and construct selected small immediate and alternative scope projects (the “RFPQ”). Offeror represents and warrants that is has read the RFPQ and any addenda issued by the District and agrees to abide by the contents and terms of the RFPQ.

Offeror understands that the District is not bound to negotiate with any Offeror and may reject each Proposal that it receives. Offeror further understands that all costs and expenses incurred by it in preparing this Proposal and participating in the procurement process will be borne solely by Offeror, except as specifically provided in the RFPQ. Offeror understands that any documents, work product, or proprietary information submitted to the District in response to this RFPQ or throughout the procurement process shall become the sole and exclusive property of the District.

Offeror acknowledges and agrees that the District reserves, at all times in connection with this procurement, all rights available to it under the Act and applicable law, including without limitation, with or without cause and with or without notice, the right to the following: (1) terminate this RFPQ in whole or in part at any time prior to the execution of the Public-Private Agreement, (2) issue a subsequent RFPQ after the withdrawal of this RFPQ, (3) reject any and all Proposals, (4) terminate, suspend, or elect not to proceed in negotiations with Offeror at any time, (5) waive any deficiencies, nonconformities, irregularities, and/or apparent clerical mistakes in a Proposal, and (6) enter into a Scoping Agreement with an Offeror for preliminary development and design services prior to the District moving forward with the Projects. Offeror acknowledges and agrees that the issuance of this RFPQ does not commit or bind the District to enter into a contract or proceed with the procurement process.

Offeror acknowledges and agrees that this RFPQ and all aspects of the procurement process shall be governed by and construed according to the laws of the State of Indiana.

By: _____ **Its:** _____

EXHIBIT D
NON-COLLUSION AFFIDAVIT
[included on following page]

The undersigned authorized representative of Offeror, being duly sworn on oath, states and affirms that neither Offeror nor any other member, representative or agent of the Offeror has entered into any combination, collusion or agreement with any person or entity relative to the price or other factors offered or in response to the RFPQ or in any way acted to prevent any other Offeror from responding or otherwise submitting a proposal to the RFPQ. Offeror's Proposal is made without reference to any other Proposal and without any agreement, understanding or combination with any other person in reference to such Proposal.

Further, no member of the District or Board, or other representatives or officials of the District, or any person in the employ of the District is interested in the Proposal, or the work to which it relates.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING FACTS AND INFORMATION ARE TRUE AND CORRECT.

Dated this ____ day of _____, 2026

(Offeror)

(Offeror's Authorized Representative)

(Signature)

ACKNOWLEDGEMENT

STATE OF INDIANA)
COUNTY OF _____)

Before me, a Notary Public, personally appeared the above-named and swore that the statements contained in this Non-Collusion Affidavit are true and correct.

Subscribed and sworn to me this _____ day of _____, 2026.

Notary Public Signature

EXHIBIT E
NO DEFAULT, BREACH OR BANKRUPTCY
[included on following page]

The undersigned authorized representative of Offeror, being duly sworn on oath, states and affirms that Offeror and its affiliates: (a) are not involved in any current or pending litigation or legal disputes with any federal, state, or local governmental entity; (b) are not in arrears to any federal, state, or local governmental entity of any debt or contract; (c) are not a defaulter as surety or other obligation upon any federal, state, or local governmental entity; (d) have not failed to perform faithfully in any previous contract with a federal, state, or local governmental entity in the preceding five (5) years; or (e) have not, in the preceding five (5) years, voluntarily or involuntarily filed for bankruptcy or other similar insolvency proceeding

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING FACTS AND INFORMATION ARE TRUE AND CORRECT.

Dated this ____ day of _____, 2026

(Offeror)

(Offeror's Authorized Representative)

(Signature)

ACKNOWLEDGEMENT

STATE OF INDIANA)
COUNTY OF _____)

Before me, a Notary Public, personally appeared the above-named and swore that the statements contained in this Non-Collusion Affidavit are true and correct.

Subscribed and sworn to me this _____ day of _____, 2026.

Notary Public Signature