



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
**PURCHASING DEPARTMENT**

525 N. Main, 8<sup>th</sup> floor, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055

[www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp)

**REQUEST FOR PROPOSAL**  
**RFP # 13-0025**  
**LIVERY SERVICES**

March 7, 2013

Sedgwick County, Kansas (hereinafter referred to as *County*) desires to acquire Livery Services for the Sedgwick County Regional Forensic Science Center. It is anticipated that an official purchase order and/or contract will be issued for service(s) and/or product(s) after the Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of the service(s) and/or product(s) described herein.

Carefully review this Request for Proposal, it provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original and one (1) copy of the entire document with any supplementary materials **NO LATER THAN 1:45 p.m. CDT, Tuesday, March 26, 2013**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Receipt of vendor proposals will only be acknowledged at the bid opening (no details or pricing will be read into record). After the evaluation process proposed base pricing for goods/services may be disclosed at the Board of Bids and Contracts meeting. Other information provided in your response will be considered proprietary and will not be divulged during the proposal evaluation process. Because purchases and contractual agreements of this nature require the expenditure of public funds and the use of public facilities, proposers shall understand that portions (potentially all) of their proposal (including final contracts) will become public record after acceptance of a proposal by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your firm to provide goods/services prior to award and will not be shared with any other persons not involved with the selection process.

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Dallas R. Shaffer, C.P.M.  
Purchasing Agent

## **1. ABOUT THIS DOCUMENT**

This document is a Request for Proposal. It differs from a Request for Bid in that the County is seeking a solution, as described on the cover page and in the following Background Information section. This is not a bid meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated base on criteria formulated around the important features of a product or service, of which quality, testing, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract for award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received.

## **2. BACKGROUND INFORMATION**

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 450,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas's counties. Located in south-central Kansas, it is about 50 miles north of the Kansas-Oklahoma border. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. public safety, public works, criminal justice, recreations/entertainment/culture and human/social and education.

In accordance with the specifications outlined herein, it is the intent of this invitation to receive a proposal for providing professional livery services for Sedgwick County to successfully be available to provide 24 hour service, seven days a week to the Sedgwick County Regional Forensic Science Center including services necessary and appropriate to complete the work as shown in the individual sections of these specifications.

## **3. OBJECTIVES**

As a direct result of implementing a recommended solution within the parameters outlined in this document, the Sedgwick County Regional Forensic Science Center desires to:

1. Contract with a reputable firm to provide livery services on an on-call basis at the direction of the Forensic Center;
2. Contract with a reputable firm to ensure handling of bodies, supplies, and bio-hazardous materials in a manner consistent with all applicable codes, laws, statutes, policies, and ordinances of the State of Kansas, Sedgwick County, and City of Wichita;
3. Contract with a reputable firm with high standards of ethics, professionalism, and passion.

## **4. SELECTION CRITERIA**

The selection process will be based on the responses to this Request for Proposal and any interviews required verifying the ability of bidders to provide services/products in response to this document. Vendors will NOT be compensated for any part of the bid process. Each firm's response will be judged by meeting the following criteria:

1. Meeting all Requests for Proposal conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Providing references (which may be contacted) and past/current customers of the proposed bid verifying service levels and capability to provide a thorough bid.
3. Meeting all Requests for Proposal's Mandatory Requirements as outlined herein.
4. Propose the services described herein with the most advantageous and prudent methodology and costs to the County.

**5. CONTRACT PERIOD AND PAYMENT TERMS**

The contractual period for these services will begin on March 1, 2013 or immediately following Sedgwick County Board of County Commission approval. Contract period will be for two (2) years with three (3) one year options to renew. Pricing will be firm for the first two years. Contract could extend to 2018 if all options are taken. The County reserves the right to cancel the contract and discontinue services with a thirty (30) day written notice as a result of the failure of the contracted provider to provide acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources. In the event of termination of this agreement as a result of a breach by contractor hereunder, the County will not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm with the best bid, or call for new bids and award an agreement for the same services to another qualified firm to provide services.

Payment for all specified services to the successful firm will be made following:

1. Itemized invoice, detailing hours, description of work per task;
2. Compensation at the determined body rate will be paid when Livery responds to a call where an employee or agent of County, or the Sedgwick County Coroner/Medical Examiner authorizes a body for transport where nobody is actually transported, due to circumstances outside the control of the Livery.
3. Approval of completed tasks by the Forensic Science Center.

**6. INSURANCE COVERAGE**

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker’s compensation and employer’s liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

**Worker’s Compensation:**

Applicable State Statutory Employer’s Liability

**Employer’s Liability Insurance:**

\$100,000.00

**Contractor’s Liability Insurance:**

Form of insurance shall be by a Commercial General Liability and include  
Automobile comprehensive/liability

**Bodily Injury:**

Each Occurrence	\$500,000.00
Aggregate	\$500,000.00

**Property Damage:**

Each Occurrence	\$500,000.00
Aggregate	\$500,000.00

**Personal Injury:**

Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00

**Automobile Liability-Owned, Non-owned and Hired**

Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00

**Professional Liability**

\$500,000.00

## **7. INDEMINIFICATION**

To the fullest extent of the law, the Provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the providers performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

## **8. QUESTIONS AND CLARIFICATIONS**

Any questions regarding this document must be submitted in writing to Dallas Shaffer at [drshaffe@sedgwick.gov](mailto:drshaffe@sedgwick.gov) by 4:00 p.m. March 14, 2013. Answers will be provided in written form as an addendum and posted on the County's website at [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp), current RFPs/RFQs; under the RFP number by 5:00 p.m. March 18, 2013. **Vendors are responsible for checking the web site and acknowledging any addendums on their response form.**

## **9. GENERAL REQUIREMENTS**

The following requirements of the bidders are provided to assist bidders in understanding the objectives of the County and submitting a thorough response. The successful bidder must:

1. Supply labor, equipment and supplies necessary to complete the required services, except where noted otherwise in this Request for Proposal.
2. If applicable, discuss any current ongoing litigation, either federal or state, which may cause conflicts or affect the ability of the bidder to provide services.
3. Provide your written policy or standard operating procedure that is currently implemented and signed, within the last two years, covering body transportation and handling.

## **10. MANDATORY REQUIREMENTS**

The following requirements are provided to assist the bidder in understanding the objective of the County and submitting a thorough response. The successful proposer shall:

1. Provide the proper transportation equipment, including carts and hearse, modified station wagon, van or other suitable vehicle.
2. Provide two individuals on any call from the Coroner to respond to each call for unaided removal and transportation.
3. Use vehicles and equipment adorned with markings signifying the professional nature of the services required on behalf of Sedgwick County. Further, when providing services for Sedgwick County, staffing of the successful firm will be attired in a professional manner. The coroner may request changes of the successful firm to ensure that a professional appearance is maintained when services are performed for Sedgwick County.
4. Provide transportation services as directed by the Coroner, 24 hours each day, seven days a week, every week of the year. The successful firm will respond to each call by the Coroner within a period of 30 minutes if located within the limits of the City of Wichita, and will respond within a period of 45 minutes if located outside the limits of the City of Wichita.
5. Ensure that all bodies transported by the successful firm pursuant to this agreement will be properly identified with appropriate bands showing the deceased person's name, if known and the Coroner case number shall be written on the body pouch by transport staff. The band will be placed on the right

ankle in all cases. The body will also be placed into a suitable body pouch for transport. The successful firm will accomplish banding and shrouding of the body in the absence of the medical investigators.

6. Comply with all applicable standards and requirements adopted by OSHA, including but not limited to standards relating to blood borne pathogens, hazardous communications, labeling, employee training, signage and reporting.
7. Dispose of all disposable supplies and bio-hazardous materials used in or remaining from transporting deceased individuals in a manner consistent with OSHA guidelines and all other applicable environmental codes, statutes, resolutions, and ordinance of the United States, the State of Kansas, Sedgwick County, Kansas, and the City of Wichita.
8. Transportation personnel shall possess a valid Kansas driver's license.
9. All personnel will be subject to a complete criminal background check at the contractor's expense. The contracting company will be asked to certify that none of the individuals providing services are convicted felons, convicted of a crime involving drugs, theft or dishonest practices. A report will be provided for each individual providing services to the county to the Forensic Science Center and it will be the county's discretion on whether to use the individual or not. The contracting company must provide certification on all new personnel providing services under this contract. During the contract period, the contracting company may be asked to recertify personnel at county's expense.
10. Transportation personnel are bound to confidentiality of information pertaining to the deceased, and are authorized to transport individuals from Coroner's calls to the Regional Forensic Science Center **ONLY**.
11. The successful firm shall NOT be compensated by Sedgwick County for responding to a call made by individuals NOT employed by Sedgwick County. Sedgwick County will not compensate the successful firm where the body has not been authorized for transport, where a hospital or nursing facility and the hospital or nursing facility refuses to allow immediate release of the body due to circumstances outside the control of the County.
12. In accordance with the National Association of Medical Examiners (N.A.M.E.) accreditation requirements, the successful proposer will provide documentation of scheduled maintenance and repair on transport vehicles.
13. Provide documentation of regular interior cleaning and disinfection of transport vehicles to the Forensic Science Center's office.

## **11. REQUEST FOR PROPOSAL CONDITIONS**

In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. Pricing offered in the proposal document will be provided to other local governments and governments whom Sedgwick County regularly enters into agreements.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
4. Sedgwick County may award a purchase contract, based on initial offers received, without discussion of such offers. **A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
5. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
6. Proposals may not be withdrawn for a period of 120 days following the opening of this *Request for Proposal*.

Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.

7. Proposers MUST return the entire document with any supplementary materials to Sedgwick County, Kansas, Purchasing Department, 525 North Main, 8<sup>th</sup> Floor, Suite 823, Wichita, KS 67203, on or before 1:45 p.m. on the proposal due date. The time clock stamp in the Purchasing Department will determine the time of receipt. Bids and Proposals will be opened and acknowledged at 2:00 p.m. the same day and location unless otherwise specified.
8. Envelopes/container containing Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.
9. Sedgwick County interprets the term "lowest responsible and best bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.
10. All requested information must be supplied. If proposers cannot respond to any part of this request proposers should state the reason they cannot respond. Proposers may provide supplemental information, if necessary, to assist Sedgwick County in analyzing their proposal.
11. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and shall become binding for all terms set forth herein, when it is accepted by the service provider by acknowledgment or performance, and subject to the terms and conditions of the County to be memorialized by written agreement.
12. After the award, if the successful contractor/supplier refuses or fails to make deliveries of the materials/services within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
13. The proposer responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
14. If a response to this Request for Proposal is accepted, the proposer agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer.
15. If a proposer is awarded a contract, Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.
16. Sedgwick County will not award to any vendor that is currently listed in the exclusion records of the SAM (System for Award Management) website maintained by the General Services Administration (GSA) or to any vendor presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
17. The proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
18. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County, and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.
19. Sedgwick County reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners

- has formally accepted a recommendation.
20. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
  21. County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
  22. No prepayment of any kind will be made prior to implementation. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
  23. Unless specified elsewhere in the document, all prices quoted must be F.O.B. County destination and will include all delivery, handling, and any other charges related to delivery including surcharges.
  24. The successful proposer may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable. If the successful proposer is a business associate as that term is defined under HIPAA, the contract shall include the County's standard business associate addendum. A copy of that standard addendum is available on request.
  25. The successful proposer agrees all data, records and information, which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. Proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**
  26. The Proposer agrees to comply with K.S.A. 44-1030, and hereby agrees that:
    - a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
    - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
    - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
    - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
    - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
  27. The successful proposer agrees all project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Act (ADA), including the 2008 ADA Amendments Act, and 2010 ADA Standards for Accessible Design.
  28. The successful proposer agrees all contractors/subcontractors performing new construction, maintenance, alterations, or additions to Sedgwick County buildings or facilities must comply with building guidelines/codes, and the 2010 ADA Standards for Accessible Design. Any violation of the provisions of the ADA or 504, or specification deficiencies, should be reported to the county's ADA coordinator. Failure to notify the county's ADA coordinator for remedy may be considered a breach of contract and may be grounds for cancellation, termination for suspension, in whole or in any part of the contract. All construction plans will have the county's ADA coordinator approval prior to beginning any work.
  29. Sedgwick County is desirous of allowing as many Kansas vendors as possible the opportunity to participate including minority men and women-owned businesses, and small businesses in the roles of providing goods and services to Sedgwick County. If your company does not fall into any of these categories, your efforts to contract

with vendors who do fall into these categories are appreciated. Construction projects utilizing subcontractors requires a subcontracting worksheet. Contact purchasing department for details.

30. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division, or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
31. No gifts or gratuities of any kind shall be offered to any County employee at any time.
32. The Proposer certifies that this proposal is submitted without collusion, fraud, or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open, and competitive proposing among all vendors.
33. Prior to the opening of proposals, proposers may correct, modify, or withdraw their proposals. A proposer who wishes to withdraw a proposal must make the request in writing to the Purchasing Director. Any correction or modification to a proposal must be submitted in writing and in a sealed envelope clearly identifying the envelope as being a correction or modification to the proposer's proposal.

## **12. PROPOSAL CONTENT**

Proposal(s) should be organized in the following format and information sequence:

1. Company complete name and address.
2. Provide 3 references (which may be contacted) and past/current customers of the proposed bid verifying service levels and capability to provide a thorough proposal.
3. Provide a list of employees and background information.
4. Include any topics not covered in the Request for Proposal that you wish to disclose to the County that further describes your firm's level of qualifications to provide the outlined service(s) and/or product(s).
5. Provide a completed Proposal Response Form below.
6. Provide detailed costs for service(s) proposed.



**PROPOSAL RESPONSE FORM**  
**RFP # 13-0025**  
**LIVERY SERVICES**

The undersigned, on behalf of the Proposer , certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME \_\_\_\_\_  
DBA/SAME \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_  
TAX PAYER I.D. NUMBER \_\_\_\_\_ STATE INCORPORATED \_\_\_\_\_  
COMPANY WEB SITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_  
TYPE OF ORGANIZATION: Public Corporation \_\_\_\_ Private Corporation \_\_\_\_ Sole Proprietorship \_\_\_\_  
Partnership \_\_\_\_ Small Business \_\_\_\_ Manufacturer \_\_\_\_ Distributor \_\_\_\_ Retail \_\_\_\_ Dealer \_\_\_\_  
General Nature of Business \_\_\_\_\_ FEIN/SS # \_\_\_\_\_ W-9 included \_\_\_\_\_  
Not a Minority Owned Business \_\_\_\_ Minority Owned Business: \_\_\_\_ Certification # \_\_\_\_\_  
African American \_\_\_\_ Asian \_\_\_\_ Hispanic \_\_\_\_ Native American \_\_\_\_ Other \_\_\_\_ Woman Owned Business \_\_\_\_

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to [www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing).

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

**Yes, I would like to be on the emergency vendor list.**      **No, I would not like to be on the emergency vendor list.**  
**After Hours Phone #:** \_\_\_\_\_      **Emergency Contact Name:** \_\_\_\_\_  
**After Hours Fax #:** \_\_\_\_\_

**PRICING:**

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions for per each flat fee of \$\_\_\_\_\_.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_