



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
Iris Baker, Purchasing Director

604 N. Main, Suite F ~ Wichita, KS 67203
Phone: 316 383-7494 Fax: 316 383-7055
www.sedgwickcounty.org/purchasing

REQUEST FOR PROPOSAL
#03-0049
FIRE DEPARTMENT RESOURCE ALLOCATION CONSULTANT

September 30, 2003

Sedgwick County, Kansas (herein after referred to as "County"), is soliciting proposals for the purpose of obtaining consulting services to analyze Sedgwick County Fire District #1 and provide recommendations for efficiency and cost improvements. It is anticipated that an official contract and/or purchase order will be issued after Board of County Commission approval of the recommended proposal. It should be noted that the County cannot guarantee the purchase of the services/product described herein.

Please carefully review this Request for Proposal; it provides information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, complete one (1) original and four (4) copies of the PROPOSAL RESPONSE and send in a sealed envelope to the Sedgwick County Purchasing Department, 604 N. Main Street, Suite F, Wichita, KS 67203, on or before **1:45 p.m., C.D/S.T., Tuesday, October 28, 2003**. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this solicitation, at the Sedgwick County Board of Bids and Contracts meeting. It should be noted that other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. Because purchases or contractual agreements of this nature require the expenditure of public funds and the use of public facilities, the successful proposer shall understand that portions (potentially all) of their proposal (including any final contracts) will become public record after acceptance by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your firm to handle this account and **will not** be shared with any other persons not involved with the selection process.

Iris Baker, C.P.M.
Purchasing Director

1.0 ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the County is **seeking a solution**, as described on the cover page and in the following Background Information section. As such, **the lowest price proposed will not guarantee an award** recommendation. As defined in Charter Resolution No. 55, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most 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 or award. The proposal evaluation criteria should be reviewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the County. The criteria to be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule meetings with vendors, after receipt of all proposals.

2.0 BACKGROUND INFORMATION and OBJECTIVES

Sedgwick County Fire District #1 provides services to 63,000 people in an area covering 633 square miles surrounding the City of Wichita. The areas served are a mixture of suburban, small city and rural agricultural environments. The District has a number of large industrial clients, including the Boeing Company, Raytheon Aircraft and Vulcan Chemicals among the largest. The department is staffed with 133 full-time employees (129 commissioned) who operate out of 8 dispersed fire stations. It is a "full service" department providing fire suppression, medical first response, HazMat, technical rescue, fire prevention, investigation and inspection services. The Fire District does not provide ambulance services. The department has an \$11M budget with revenues principally from taxes derived from property within the Fire District.

Growth and annexation by cities outside of the District have altered service boundaries and impacted revenues over the last few years. Rapid growth is also occurring in cities and areas within the District. Those factors have led to a desire to assess current and future station and resource allocation to ensure that we are serving and continue to serve our constituents in an operationally and cost effective manner.

Broadly stated, the County desires to contract with a consultant to:

- ?? Review current resource allocations, which include locations of fire stations along with operations (people and equipment),
- ?? Determine economic benefits that would result from Insurance Service Organization (ISO) ratings improvements; and
- ?? Provide recommendations for improvements in efficiency and costs, in both current and future years.

3.0 SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal, and any interviews required to verify the ability of respondents to provide services in accordance to this document. A committee comprised of county staff will judge each firm's response as determined by meeting the following criteria (ranked in no particular order):

1. Demonstrate clearly and completely, your organization's ability and capacity to meet all Request for Proposal Conditions and miscellaneous instructions as outlined herein.
2. Referenceable performance of proposed services, which will verify service levels and capability of the respondent to provide a thorough solution.
3. Meeting or exceeding all provider qualification requirements and/or specifications as outlined herein.
4. Overall quality of the firm's proposal.

It is the intention of Sedgwick County to review the RFP responses and select the top proposals which appear most beneficial for the County to further evaluate. Those proposers may be invited to participate in a session where they would be given time to present the merits of their solution followed by a question and answer session.

Those submitting a proposal do so entirely at their expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County or for participating in any selection interviews.

No negotiations, decisions, or actions will be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document. Sedgwick County reserves the right to select the service(s) and/or provider(s), and subsequently recommend for award, the proposed services which best meets its required needs, budget constraints, quality levels, and expectations.

4.0 SEDGWICK COUNTY'S RESPONSIBILITY

To assist the successful firm, Sedgwick County will do the following:

- ?? Provide a liaison (single point of contact) to facilitate the consulting firm's research and data gathering needs.
- ?? Provide access to the Sedgwick County GIS for mapping and data source. (Analysis and interpretation of data and information is the responsibility of the consultant.)
- ?? Provide access to The Metropolitan Area Planning Commission who will provide insight and resources about growth and development trends.
- ?? Provide information from the 911 Computer Aided Dispatch System. (Collating or formatting outside of County's system capability will be the responsibility of the consultant.)
- ?? Provide data from the Fire Department's "Firehouse" management information system.
- ?? Provide a copy of a recent pre-audit ISO ratings report on the Fire District.

5.0 INDEMNIFICATION

The vendor agrees to indemnify and hold harmless the County, its officers, employees, and agents, from and against all claims, damages, losses, and expenses arising out of the submission of your proposal and any possible subsequent limitation on the amount or type of damages, compensation or benefits payable for or by the vendor or any agent of the vendor under the Workers' Compensation Act, disability benefit acts or other employee benefits acts.

6.0 CONFIDENTIAL MATTERS and DATA OWNERSHIP

The successful proposer agrees all data, records and information, which the successful proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information of any form to any person or entity. Additionally, the successful proposer agrees it will not use any names or addresses contained in such data, records and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. Additionally, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful 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.**

7.0 CONTRACT

A contractual period will begin following Sedgwick County Board of County Commission approval of the recommended proposal and receipt by the County of any/all required contractual paperwork.

8.0 TERMINATION

The County reserves the right to cancel the contract and discontinue services with a 30 thirty 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 proposal, or call for new proposals and award an agreement for the same services to another qualified firm to provide services.

9.0 PAYMENT TERMS

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

- ?? Provision of services;
- ?? Verification by Fire District that the specified services have been completed; and,
- ?? Receipt of detailed invoice.

10.0 QUESTIONS AND CONTACT INFORMATION

Technical questions only, must be submitted in writing to:

Robert Lamkey
 Sedgwick County Public Safety
 525 N. Main
 Wichita, KS 67203
 Phone: (316) 660-9393; FAX: (316) 383-7946
 Email: Rlamkey@sedgwick.gov

Questions regarding the purchasing process should be submitted in writing to:

Iris Baker
 Sedgwick County Purchasing
 604 N. Main, Suite F
 Wichita, KS 67203
 Phone: (316) 383-7494; FAX: (316) 383-7055
 Email: Ibaker@sedgwick.gov

11.0 TENTATIVE TIMELINE

The following dates are provided for informational purposes are subject to change without notice.

Distribution of Request for Proposal -----	September 30, 2003
Proposal Due Date -----	October 28, 2003
Proposal Evaluations -----	October 29, 2003-November 19, 2003
Board of Bids and Contracts Recommendation -----	November 20, 2003
Board of County Commission Approval -----	November 26, 2003

12.0 QUALIFICATIONS

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the services specified. Specific responses to each must be provided and it is expected that the successful firm will exceed these qualifications. Firms will:

- ?? Have a minimum of 5 years experience as a business entity doing similar work.
- ?? Have provided similar services for jurisdictions as large or larger than SCFD#1 in last 3 years.
- ?? Have working knowledge of ISO ratings methodologies.

- ?? Provide five (5) references (which may be contacted) and /or past/current customers of the proposed services verifying service levels and capability of vendor to perform services.
- ?? Provide a sample of a recent study of similar nature.
- ?? If applicable, discuss any current ongoing litigation, which may cause conflicts or affect the ability of the proposer to provide services.

13.0 SPECIFICATIONS and SCOPE OF WORK

The following specifications outline the minimum requirements of the proposed service. They are provided to assist proposers in understanding the objectives of the County in submitting a thorough response. Vendors may propose methodologies which meet the spirit of the listed requirements, but should note that the proposed service which meets all, or most closely meets the specifications will be recommended for award.

The successful vendor will:

1. Evaluate resource levels and placement, property tax requirements, and service delivery implications currently, 10 years, and 20 years into the future for each of four scenarios:
 - a. **Resources are constrained:** Current number and classifications of personnel, fire apparatus and stations is maintained, optimal coverage of service area, property tax revenue and/or rate may increase.
 - b. **Property tax rate is constrained:** current property tax rate is maintained, optimal coverage of service area, number or classifications of personnel, fire apparatus, and/or stations may change.
 - c. **Risk of loss is optimized:** Number or classifications of personnel, fire apparatus, and/or stations may change as necessary no less than 90% of the population and structures in the Fire District to qualify for ISO rating of 8 or lower, optimal coverage of service area, property tax revenue and/or rate may increase.
 - d. **Risk of loss is minimized:** Number or classifications of personnel, fire apparatus, and/or stations may change as necessary to qualify for ISO rating of 8 or lower throughout service area, optimal coverage of service area, property tax revenue and/or rate may increase.
2. Provide a specific justification with assessment of costs, revenue adjustments and service consequences of any increase or decrease in resources for all scenarios.
3. Provide a comprehensive written report with specific recommendations and detailed financial analysis by February 15, 2004.
4. Provide at least two formal presentations.

14.0 PROPOSAL CONTENT

Proposals received should reflect in detail their inclusion and the degree provided. The Proposal should be organized in the following format and information sequence:

- A. Provide full name and address of your organization. Include names, titles, and qualifications of lead professional personnel to be assigned to the County account.
- B. Provide a brief description of your firm, including qualifications, experience, and depth of staff, quality control, and the demonstration of your ability to be the County's training provider. Identify special licensing or registrations held by professional(s) assigned.
- C. Include a resume and list of engagements of those individuals who will provide services as outlined in the Request for Proposal.
- D. Provide a list of references including names, addresses, phone numbers, e-mail address, and contact person.
- E. Provide a proposed contract that incorporates by reference to this RFP and your proposal.
- F. 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 as a provider of requested services.
- G. Provide a completed and signed Fee Proposal Form in the same format as that appearing at the end of this Request for Proposal.
- H. Provide a sample of a similar study performed by your firm.

15.0 PROPOSAL CONDITIONS

Vendors will understand that pricing offered in the proposal document will be provided to other local government entities with whom Sedgwick County regularly enters into cooperative agreements. In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.
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. The proposals submitted, and any further information acquired through interviews, will become, and are to be considered, a part of the final, completed contract. If there is any variance or conflict, the proposal specifications, conditions, and requirements will control.
4. 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.
5. 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.
6. 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.
7. **Prices proposed 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.**
8. **Proposers MUST return five (5) signed, completed copies of attached Response Form to Sedgwick County, Kansas, Purchasing Department, Suite F, 604 North Main, Wichita, KS 67203-3672, on or before 1:45 p.m. on the proposal due date. The time stamp clock in the Purchasing Department will determine the time of receipt.**
9. Envelopes containing Response Forms 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.
10. Sedgwick County interprets the term "lowest responsible 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.
11. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist Sedgwick County in analyzing your proposal.
12. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and will become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.

13. After the award, if the successful vendor/supplier refuses or fails to make deliveries of the materials 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.
14. The vendor 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.
15. Unless specified otherwise, all items/services proposed are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
16. If a response to this Request for Proposal is accepted, the responder 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. The Proposer agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the responder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Proposer will be liable for the County's actual damages that exceed the amount of the surety.
17. It will be understood that time is of the essence in the Proposer's performance. The Proposer agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the Proposer defaults in the performance of the Contract Documents, the Proposer will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
18. 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, that he or she has inspected the location of the project (if applicable), and 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.
19. 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.
20. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Proposal, including any onsite (or otherwise) interviews, and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve 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.
21. 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.
22. 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.

23. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications/requirements, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
24. Successful contractor 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.
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. Neither Agreements nor any rights or obligations hereunder shall be assigned or otherwise transferred by any party without the prior written consent of the others.
27. The Proposer agrees to comply with K.S.A. 44-1030, which reads as follows: "The Proposer 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.
28. 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.
29. No gifts or gratuities of any kind shall be offered to any County employee at any time.
30. The supplier will hold and save Sedgwick County, Kansas, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
31. 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.
32. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Proposals must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not

accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for proposals which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a proposal response via a facsimile does NOT relieve the proposer of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-proposal conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of proposal sureties (bonds, certificates of insurance, etc.)

33. The Proposer must provide Sedgwick County with a toll-free telephone number, OR accept collect calls. FAX numbers should also be provided if available. Additional information may be obtained from Iris Baker, Sedgwick County, Kansas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703 (316) 383-7494.

16.0 PROPOSAL RESPONSE FORM

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 making a proposal 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 understand 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.

FIRM NAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____

GENERAL NATURE OF BUSINESS _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____

Sole Proprietorship _____ Partnership _____ Minority Business _____ Woman-Owned Business _____

Small Business _____ Distributor _____ Retail _____ Dealer _____ Educational Institution _____

We acknowledge receipt of addenda: NO. _____, DATED _____; NO. _____, DATED _____,

I/We _____, in submitting this proposal, understand and agree to meet or exceed all specifications, requirements, and conditions described in this document.

I/We propose \$ _____ as fee to provide services for this project.

Signature _____ Title _____

- - - Pages 1 through 9 of this RFP must be returned with this proposal - - -