



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

604 N. Main, Suite F

Wichita, KS 67203

Telephone (316) 660-7255

Fax (316) 383-7055

**REQUEST FOR PROPOSAL
05-0071
SECURITY SERVICES FOR
COMCARE OF SEDGWICK COUNTY**

October 7, 2005

Sedgwick County, Kansas (hereinafter referred to as "County") desires to select a firm to provide security services for COMCARE of Sedgwick County.

Carefully review this Request for Proposal, it provides specific information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, complete one (1) original and two (2) copies of the proposal and any supporting information requested. Response must be received no later than 1:45 p.m., (CDT), Tuesday, October 25, 2005 in a sealed envelope to Sedgwick County Purchasing Department, 604 N. Main, Suite F, Wichita, KS 67203. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposed base pricing requested may be disclosed at a public meeting to receive and file responses of this and other solicitations, and at the Sedgwick County Board of Bids and Contracts meeting. Although purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, it should be noted that all other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. The successful proposers shall understand, however, that portions (potentially all) of their proposal (including any final contracts) will become public record after its acceptance by the Board of County Commissioners.

Carol Bevelhymer, C.P.M.
Purchasing Agent

1. 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, not a bid/quotation 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. 57, 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 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. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal.

2. BACKGROUND & OBJECTIVES

COMCARE of Sedgwick County is a licensed community mental health center, and a licensed alcohol and drug treatment center. COMCARE is committed to providing a safe environment for our staff and all visitors on our premises. Preference for selection is given to agencies with a proven record providing security services for organizations providing mental health services.

Due to the array of services provided, COMCARE's security hours are diverse. Hours of operation and security will vary from location to location. The following is a list of locations and scheduled times security is needed.

- COMCARE's **Crisis Intervention Services office** at 934 N Water is a 24-hour facility and requires security 24 hours per day, 365 days of the year (168 hours per week).
- COMCARE's **Addiction Treatment Services**, 940 N. Waco requires security Monday, Tuesday, & Thursday 8:00 a.m. - 9:00 p.m.; Wednesday & Friday 8:00 a.m. - 7:00 p.m. and random weekends (Saturday or Sunday) 9:00 a.m. - 12:00 p.m. This could be up to 3 weekend days a month (average of 70 hours per week).
- **Center City**, COMCARE's homeless program, located at 154 N. Topeka requires security from 8:00 a.m. to 5:00 p.m. Monday through Friday. At a random time each day, security will drive their own vehicle to COMCARE's Supported Housing location at 731 Hunter and spend a portion of one hour at that location (average 45 hours per week).
- COMCARE's **Community Support Services** located at 1929 W. 21st N. requires security Monday through Friday from 8:00 a.m. – 5:00 p.m. (average 45 hours per week).

All locations will require security during lunch hours. Additionally security is required on a sporadic basis to cover special events or to respond to situations at unguarded sites. An additional guard may be needed as an on-call basis during situations where more than one guard is needed. Our goal is to obtain safe, reliable and reasonable security for COMCARE locations.

3. SELECTION CRITERIA

The selection process for participating proposers will be based upon the responses to the *Request for Proposal* and any interviews required verifying the ability to provide services in response to this document. Vendors shall note that the lowest price proposed may not have a direct bearing on the final selection of a firm to provide the specified services. A committee will evaluate each response as determined by meeting the following criteria:

- Ability to meet all Request for Proposal program requirements as outlined herein and the clarity, completeness and comprehensiveness of the proposal.
- Proposing services, which will best address COMCARE's objectives and specific requirements as set forth in this document.
- Proposing the security services at the most advantageous cost to COMCARE.
- Provide references verifying exemplary service for similar services.

A committee will review all proposals received meeting mandatory requirements. No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussions with any County employee prior to the

opening of responses to this document. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/services which best meets its required needs, quality levels, and budget constraints. Sedgwick County would like to receive responses addressing the needs in a document that are **not more than three-pages long**.

4. INSURANCE COVERAGE

The vendor shall furnish a certificate of insurance naming Sedgwick County as an “additional insured” in the minimum amounts as specified herein. 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 the vendor to ensure that any and all approved subcontractors meet the minimum insurance requirements.

The contractor shall furnish the County with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the County before work commences. Renewal of expiring certificates shall be furnished to the County 30 days prior to expiration.

The following minimum coverage is generally required of vendors providing services:

Workers Compensation	Applicable State Statutory
Employers’ Liability	\$100,000.00
Contractor’s Liability Insurance	

Form of insurance shall be by a Comprehensive General Liability and Comprehensive Automobile 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

5. 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 bid 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. CONTRACTUAL INFORMATION & PAYMENT TERMS

The contract period for these services will be for one (1) year following Board of County Commission approval. Concluding the one (1) year contract, the County will have an option to renew the contract for two (2) additional one (1) year terms, approved at the prices proposed in response, if agreeable between all parties. A formal contractual agreement will be completed referencing this document, the successful vendor’s response and any applicable terms, conditions or instructions. A contractual period will commence approximately February 1, 2006 if the **County has secured all required legal documents (e.g. bonds, insurance certificate, certification of background checks, etc.)**

Payment will be processed upon of the receipt and approval by COMCARE of an itemized monthly billing.

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 firm 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.

7. MANDATORY REQUIREMENTS

The County requires the most thorough and professional services available. The following requirements are listed to assist proposers in understanding the objectives and in submitting a thorough response. All proposals must speak to their ability to meet the following requirements.

1. Security companies must provide industry standard bonding, and submit verification of such with their response to this document. Agency and individual guards must be fully licensed either/or certified **before** they can begin providing services. All local requirements for licensing, certification and or registration must be followed and proof of such provided prior to services being initiated.
2. Security shall carry no weapons at any time on the premises including MACE or Pepper Spray. Plastic hand restraints may be kept in a drawer at certain locations to be determined in Post Orders.
3. The company providing the security staff must be available 24-hours a day, seven (7) days a week by phone.
4. All activities and individuals observed by staff during the course of duties will be considered confidential information. Each security staff member at each location must sign a confidentiality agreement.
5. Provide proof of criminal background check to include felony and child/adult abuse and sexual predator registry, and drug tests before services can be provided at any COMCARE site. Company must provide a copy of each guard's license/registration, driver license and a memo verifying the guard passed the required tests/checks.
6. All security staff on site shall wear a uniform while on duty, which at all times clearly identifies them as security personnel and not law enforcement.
7. Experience providing security in a mental health facility will be given preference.
8. Provide additional guards as needed for emergencies.
9. Security services to be performed by carefully selected and trained employees in conformity with accepted security practices and standards.
10. Security guards will not be employees of COMCARE. All assigned guards shall be trained and licensed by the Wichita Police Department with completion at the Advanced Level. All assigned guards must also be in compliance with the Wichita City Ordinances Chapter 3.72 governing private security services and should be High School graduates. Guards must be Red Cross certified in CPR and First Aid. Guards must be in sufficient physical condition to provide staff security, apprehend suspects and properly direct or assist staff in emergency situations.
11. All security staff furnished by the contractor will, before starting at any facility, have a minimum of two (2) hours structured training in the following: crowd psychology, management and control techniques, public relations, limited force ejection techniques, use of fire extinguishers and locations of emergency equipment and personnel, and visual inspection and search techniques.
12. Security staff shall use LIMITED physical force in performing their duties and only when absolutely required.
13. Security staff shall enforce all COMCARE rules and regulations and County resolutions including, but not limited to those dealing with fire lanes and smoking.
14. Security staff shall secure all fire exits from unauthorized entry.

15. Security staff shall act to prevent vandalism to the building and its equipment.
16. Security staff shall escort COMCARE personnel from buildings at the end of shifts, as required.
17. Security staff shall maintain order outdoors among consumers taking breaks.
18. Security staff shall assist facility personnel with patron ingress/egress.

8. QUESTIONS & INQUIRIES

Any questions regarding this document will be submitted in writing to Carol Bevelhymmer, Purchasing Agent at cbevelhy@sedgwick.gov. Questions regarding the facility(s) or clarification of requirements should be directed to Lynne Frazier, COMCARE 635 N. Main, Wichita, KS 67203, 316-660-7654, or e-mail: lfrazier@sedgwick.gov. All questions must be submitted in writing by 5:00 pm (CDT), October 20th. Answers will be provided in written form as an addendum and will be posted on the County website at www.sedgwickcounty.org/purchasing by 5:00 pm (CDT), October 21, 2005.

9. TENTATIVE TIMELINE

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

Distribution of Request for Proposal-----	October 7, 2005
Question submittal Deadline-----	October 20, 2005
Addendum Posted-----	October 21, 2005
Proposal Due Date-----	October 25, 2005
Proposal Evaluations-----	October 25-Nov 15, 2005
Board of County Commission Approval-----	November 30, 2005

10. GENERAL INSTRUCTIONS

- 1) Carefully review the complete Request for Proposal packet, particularly the mandatory requirements. If you have any questions call Lynne Frazier at 660-7654.
- 2) Start work on your proposal early. Questions must be submitted in writing no later than Thursday, October 20, 2005.
- 3) Fill out the Proposal Response Form completely, following all instructions. The narrative (which states how you will meet each of the mandatory and program requirements) cannot be more than three pages in length; any pages over three will not be reviewed.
- 4) The proposed cost should be for a one-year time frame.
- 5) Address all the mandatory requirements. If it is your belief a mandatory requirement does not apply to your agency, this must be noted on the check-off sheet. Any proposals that do not satisfactorily meet the mandatory requirements will not be considered for service.
- 6) Please number the pages in the proposal. The first page of the Proposal Response Form, as provided on page 9, should be the first page of the proposal.
- 7) Proposals should be printed on single-sided paper.
- 8) The original proposal and two copies submitted must be complete.

11. 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 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.
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. 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 successful 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. 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. Upon award, (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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. Sedgwick 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), and 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.
24. 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.
25. The 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.
26. 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.
27. 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.
28. 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.
29. 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 will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
30. No gifts or gratuities of any kind shall be offered to any County employee at any time.
31. 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.
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. 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.)
34. 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 Carol Bevelhimer, Sedgwick County, Kansas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703 (316) 660-7261.

**PROPOSAL RESPONSE FORM
SECURITY SERVICES FOR COMCARE OF SEDGWICK COUNTY
05-0071**

Financial Information

1. State the YEARLY amount requested to provide the described services in meeting ALL Mandatory Requirements, Specific Program Components, and Conditions listed in this Request for Proposal:

\$ _____

2. Cost Analysis: Please attach a detailed cost analysis with specific and detailed line items.

NARRATIVE

The following information must be presented and shall be no longer than three pages (not including appendices). Only three pages of narrative will be reviewed.

1. Statement of business:

- a) Provide a brief description of the security services available.
- b) Provide information on types of training provided for security officers: general, CPR, first aid, limited force and any other types of training.
- c) Provide information about uniforms worn by guards.
- d) Provide a brief statement about the proposer's background, experience, and understanding of services required.

2. Management Plan:

Describe the management plan for implementation of the proposed service. The management plan may include information describing ability to meet needs of additional guards as needed, and a process to reach the company after normal business hours.

3. Miscellaneous Agency Information:

Provide the following information about the proposer:

- a. Date established: _____
- b. Provide proof of licenses, permits, and certificates to provide services in the State of Kansas, if applicable.
- c. Provide information about any current relevant litigation in which you are a defendant.
- d. Equal Employment Opportunity Policy

**PROPOSAL RESPONSE FORM
SECURITY SERVICES FOR COMCARE OF SEDGWICK COUNTY
05-0071**

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 _____

SIGNATURE _____ TITLE _____

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 _____ Manufacturer _____ Distributor ___ Retail _____ Dealer _____

WE ACKNOWLEDGE RECEIPT OF ADDENDUMS: All addendums(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.

NO.____, DATED _____; NO. _____, DATED _____, NO._____, DATED _____

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.

Signature _____ Title _____

Your response must include all pages of this document.