



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

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www.sedgwickcounty.org/finance/purchasing.asp

**REQUEST FOR PROPOSAL
RFP # 13-0074
LAUNDRY EQUIPMENT & SERVICES**

June 24, 2013

Sedgwick County, Kansas (hereinafter referred to as *County*) desires to acquire Laundry Services for the Sedgwick County Work Release Facility. 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.

A **MANDATORY PRE-PROPOSAL MEETING AND SITE VISIT** will be held at the Sedgwick County Work Release Facility located at 701 W Harry, Wichita, KS 67213 on Tuesday, July 9, 2013 beginning at 1:00 p.m. If you do not attend the pre-proposal meeting you will not be allowed to submit a proposal.

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 two (2) copies of the entire document with any supplementary materials **NO LATER THAN 1:45 p.m. CDT, Tuesday, July 23, 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.

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 or 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 or 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. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, 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 that 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. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) or product(s) which best meets its required needs, quality levels and budget constraints.**

2. GENERAL & BACKGROUND INFORMATION

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 480,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas counties. 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 works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The Sedgwick County Sheriff's Office has existed for 136 years, and has been guided by 40 different Sheriffs since its inception in 1870. Currently, the department has over 500 employees and is one of the busiest departments in the state of Kansas. The Sheriff's Office is responsible for the Work Release Facility. The Work Release Facility is divided into four (4) pods and houses approximately 151 inmates. Each pod has a washer and dryer area for inmates to use. The washer and dryer areas are equipped with one (1) 220v electrical outlet (for dryer), one (1) 4" vent (for dryer), one (1) 120v electrical outlet (for washer) hot & cold water inlets (for washer) and a 2" standpipe drain (for washer). Machines may be operated by inmates continuously twenty-four (24) hours a day, seven (7) days a week. Currently inmates pay for laundry services by purchasing a card from the vendor's machine. A vendor currently owns and services the four (4) washer(s) and four (4) dryer(s) in operation.

The goal of this request for proposal is to select a vendor to provide laundry services and equipment in the Work Release Facility as described in the document specifications. The vendor will furnish all the equipment, labor, services, and supplies necessary to set up and to conduct a first-class laundry service, including, but not limited to: washers; dryers; card machines; and machine servicing, repair and replacement as necessary. To reduce the overall cost to the inmates the Sheriff's Office will not require any commission from vendors.

3. OBJECTIVES

The County has identified the following objectives for securing Laundry Services described herein:

- a. Obtain a Laundry Service (Equipment) that will operate within current areas on each pod.
- b. Procure Laundry Services meeting the parameters, conditions and mandatory requirements presented in this document.
- c. Select a vendor who provides the best-proven "track-record" in performance, installation, service, quality and customer satisfaction.
- d. Procure Laundry Services with the most advantageous overall cost to the County and inmates.

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 proposer to provide information in response to this document. Vendors will not be compensated for their participation in this selection process. A committee will judge each firm’s response as determined by meeting the following criteria:

1. Meeting or exceeding all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Proven ability to provide high quality products with superior service within the specifications, mandatory requirements, miscellaneous instructions and conditions as outlined in this and future related documents. Such ability will be determined by:
 - a. Providing four (4) references verifying exemplary service. These references MUST have received service(s) and/or product(s) similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, e-mail address, length of service contract for each site, and a brief description of product installation.
 - b. Meeting or exceeding all vendor qualification requirements.
 - c. Meeting or exceeding all mandatory requirements.
 - d. Meeting or exceeding all minimum requirements.
 - e. Providing the County with the most advantageous proposal.

The review committee will select the proposals which appear most beneficial. These proposers may be asked to provide a marketing presentation to the review committee during the evaluation period. 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 completion of the request for proposal (RFP) process. Sedgwick County reserves the right to select and subsequently recommend for award, the proposed service or product which best meets its required needs, quality levels, and budget constraints.

5. INSURANCE REQUIREMENTS

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

6. 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.

7. CONTRACT PERIOD

The contract period with the successful firm will be one (1) year, to begin following Board of County Commission approval of the recommended proposal, as finalized, and receipt by the County of any/all required paperwork. The County will have an option to renew the contract for three (3) additional one (1) year terms, if agreeable between all parties.

The County reserves the right to cancel the contract and discontinue services with a fifteen (15) day written notice as a result of the failure of the contracted proposer to provide acceptable reports and services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources.

8. TENATIVE TIME LINE

The following dates are provided for information purposes and are subject to change without notice. Contact Dallas R. Shaffer, Purchasing Department at (316) 660-7258 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	June 24, 2013
Mandatory Pre-proposal site visit	July 9, 2013
Clarification, Information and Questions submitted in writing by 4:00 p.m. CDT	July 15, 2013
Addendum Issued	July 17, 2013
Sealed proposals due before 1:45 p.m. CDT	July 23, 2013
Evaluation Period	July 23 to July 31, 2013
Board of Bids and Contracts Recommendation	Aug. 1, 2013
Board of County Commission Award	Aug. 7, 2013

9. QUESTIONS and CLARIFICATIONS

Any questions regarding this document must be submitted in writing to Dallas Shaffer at drshaffe@sedgwick.gov by 4:00 p.m. July 15, 2013. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, current RFPs/RFQs; under the RFQ number by 5:00 p.m.

July 17, 2013. **Vendors are responsible for checking the web site and acknowledging any addendums on their response form.**

10. DELIVERY AND INSTALLATION

The successful vendor will install equipment in such a manner that disruption of laundry service to the Work Release Facility (inmates) is held to a minimum. Minimum disruption shall include changing out one pod at a time if so desired by the Facility. The vendor is responsible for maintaining a safe work environment and upon completion of installation, returning the workspace or area to its original state as approved by the County.

The vendor will be responsible for the complete installation of all equipment. Installation shall include but is not limited to setting in place and connecting to existing water, electrical, sewer, exhaust systems and anchoring to floor. The vendor will furnish at the vendor's own expense all labor, materials, supplies, equipment and services necessary to connect all machines proposed.

11. MANDATORY FIRM REQUIREMENTS

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this RFP. Firms must meet or exceed these qualifications to be considered for award. Specific responses to each must be provided in the accompanying Response Form. Firms shall:

1. Have proper certification(s) or license(s) to distribute, deal, install and service proposed product(s) at the time of proposal closing.
2. Have the capacity to acquire all required bonds or insurances.
3. Have provided service(s) and/or product(s) similar to those specified in this RFP.
4. Provide contact name(s), title(s), qualification(s), phone number(s) and e-mail address(s) of lead professional personnel assigned to the County account.
5. Complete a Criminal History Background Check Certification for each employee, who shall install or service the machines, indicating the employee's name, birth date, address, and telephone number. The Sedgwick County Sheriff's Office shall perform a criminal history background check to authorize entrance into the facility.
6. Have appropriate material, equipment and labor to perform job safely and efficiently. All costs associated with meeting this requirement will be the sole responsibility of the vendor.
7. Provide four (4) references verifying exemplary service. These references **MUST** have received service(s) and/or product(s) similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, e-mail address and a brief description of product installation.
8. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide service(s) and/or product(s).
9. Wear company uniform or ID badge for identification purposes.

12. MINIMUM REQUIREMENTS AND SPECIFICATIONS

The County desires the most acceptable service(s) and product(s) available. The following specifications outline the minimum design and performance requirements for this RFP. Minimum requirements are provided to assist vendors in submitting a thorough response that meets the County's objectives. Proposals received must reflect in detail their inclusion and the degree provided. Vendors may propose methodologies which meet the purpose and meaning of the listed requirements, but should note that the proposed service(s) and product(s) which meets all, or most closely meets the specifications will be recommended for award within the listed selection criteria. The successful proposer shall:

1. Submit inmate pricing for laundry services.
 - a. Washer - cost per cycle (all increases shall be approved by Sheriff's Office).
 - b. Dryer - cost per cycle (all increases shall be approved by Sheriff's Office).
 - c. Card - cost per card (all increases shall be approved by Sheriff's Office).
2. Provide the following number of machines at the following locations:

Pod	Inmate Capacity	Washers	Dryers
Pod #1 (Male)	39	1	1
Pod #2 (Male)	48	1	1
Pod #3 (Male)	48	1	1
Pod #4 (Female)	16	1	1
Total	151	4	4

3. Provide and maintain a card machine in the Work Release Facility. The vendor shall stock the card machine, refill as necessary, address any maintenance issues with the card machine that may arise to ensure the card machine is in operation at all times. The County desires a card system that performs all transactions. The intent is for the inmate to purchase cards and be able to add value to cards from the same machine. The intent is to not have the deputies perform any transactions.
4. Meet the following Laundry Equipment General Specifications:
 - a. All washers, dryers, and auxiliary equipment furnished shall be NEW and delivered in unopened cartons from the manufacturer.
 - b. All washers and dryers are to be ELECTRIC.
 - c. Each machine shall have tamper-proof, non-reset able cycle counters.
 - d. All machines shall be top loading.
 - e. The vendor shall anchor all machines to the floor.
 - f. Machine Operations – Card Reader: Each and every laundry machine furnished shall be designed and equipped to be operable by a card reader.
 - g. Cost per cycle shall be the same in all machines at all locations.
 - h. The cost per cycle for complete wash and for forty-five (45) minutes of drying time shall not be changed without the express written permission of the Sheriff's Office.
 - i. Provide detailed literature on washer, dryer and card system proposed.
5. Prominently post the following in each laundry area to the satisfaction of the Work Release Facility:
 - a. Instructions concerning machine function and laundering techniques.
 - b. Instructions concerning refund procedure in the event of equipment malfunction.
6. Meet the following service specifications:
 - a. The repair and maintaining of all machines and equipment shall be the vendor's responsibility.
 - b. Make a continuous effort to keep all machines and equipment in top operating condition at all times to the satisfaction of the Work Release Facility. This shall include but not limited to: preventative maintenance of all machines; regular removal of lint from all ductwork and equipment; and regular inspection of washer hoses. **Note: Above services must be performed at least annually.**
 - c. Provide complete details regarding route services to include but not limited to frequency of service (i.e. weekly, bi-weekly), types of services performed (i.e. preventive maintenance, collection runs), experience and skills of service technicians.
 - d. Provide repair service as necessary within not more than forty-eight (48) clock hours of notice of need of such service— Saturdays, Sundays and holidays excepted. If unable to make repair, a replacement machine will be provided prior to 72 hours of notification of the need for service.
 - e. Each machine in each laundry area shall be identified by numbers and/or letters to facilitate the reporting of needed repair service.
7. Maintain a safe work environment and upon completion of installation in each area, return the workspace or area to its original state as approved by the County.
8. Prior to installation of new machines, vendor shall clean all vents of debris and lint.
9. Leave the work area clean and free of materials, tools, equipment and debris after servicing equipment.
10. Remove and dispose of all defective materials in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes and industry standards.
11. Vendor is responsible for all clean up and haul off of all types of debris.
12. Collect and pay any and all taxes (including Kansas State sales tax and any other applicable sales tax or other tax) as required by law in connection with operations under the Contract.

13. 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, 8th 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 other 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. The successful proposer agrees all employee consultants, engineers, contractors or subcontractors entering into the Sedgwick County Work Release Facility will undergo training, provided by the Sheriff's Office, on the Prison Rape Elimination Act (PREA) and will comply with PREA in regards to refraining from sexual contact or harassment of inmates.

30. 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.
31. 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.
32. No gifts or gratuities of any kind shall be offered to any County employee at any time.
33. 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.
34. 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.

14. PROPOSAL CONTENT

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

- A. Organizations complete name and address.
- B. Provide a brief description of your firm to include but not limited to:
 - a. Qualifications
 - b. Experience
 - c. Depth of staff
 - d. Quality control
 - e. Demonstrate firm's ability to provide the outlined service(s) and/or product(s).
- C. Acknowledge and address in sequential order each mandatory requirement listed in Section 11.
- D. Acknowledge and address in sequential order each minimum requirement and specification listed in Section 12.
- E. 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).
- F. Complete Criminal History Background Check Certification.
- G. Provide a completed Proposal Response Form.
- H. Submit inmate pricing for laundry services.
 - a. Washer - cost per cycle (all increases must be approved by Sheriff's Office)
 - b. Dryer - cost per cycle (all increases must be approved by Sheriff's Office)
 - c. Card - cost per card (all increases must be approved by Sheriff's Office)

15. PRICING INFORMATION

All pricing shall include shipping, handling, in-side delivery, (FOB to the Sedgwick County Work Release Facility located at 701 W. Harry, Wichita, KS 67213), installation, route services and emergency services.

DESCRIPTION	INMATE PRICING
1. Washer (top load)	\$ / cycle
2. Dryer	\$ / cycle
3. Card	\$ / card

How soon can the washers and dryers be installed? _____

Criminal History Background Check Certification

I, _____, _____ of _____, hereby certify that all
(name) (title) (company)

personnel assigned to work at Sedgwick County Locations have obtained a criminal history background check.

I further certify that the following employees have no convictions for any felony or any crime involving larceny or dishonesty/false statement.

Company Name: _____

Name: _____
Title: _____

Name _____ Date of Birth _____ Address _____

PROPOSAL RESPONSE FORM
13-0074
LAUNDRY EQUIPMENT & SERVICE

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.

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 #: _____

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 _____

Print Name _____ Dated _____