



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT

525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055
www.sedgwickcounty.org/purchasing

REQUEST FOR PROPOSAL
#13-0101
MASS FATALITY MORGUE TRAILER

November 7, 2013

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking to obtain proposals from vendors to provide one (1) Mass Fatality Morgue Trailer for Sedgwick County Health Department. 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, however, that the County cannot guarantee the purchase of the product described herein.

Carefully review this document. If your firm is interested in participating in this selection process commensurate with the specifications, conditions, mandatory requirements, and instructions as contained herein, submit one (1) original, two (2) copies and one electronic copy on disc, of the entire document with any supplementary materials to:

Gunda Angelica
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CST, November 19, 2013** Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award. The time stamp clock in the Purchasing Department will determine the time of receipt.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m., CDT on the due date. No information other than the respondent's name will be disclosed at bid opening.

QUESTIONS and CLARIFICATIONS

All requests for clarifications of the RFP process and document content should be directed to Gunda Angelica at gangelic@sedgwick.gov. All questions must be submitted in writing by **5:00 p.m. CDT, November 12, 2013**. Answers will be provided in written form as an addendum and will be posted on the County website at www.sedgwickcounty.org/purchasing by November 14, 2012. **Vendors are responsible for checking the web site and acknowledging any addendums in their response.**

Gunda Angelica
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. 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) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

2. GENERAL & BACKGROUND INFORMATION

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at 500,000 persons. It is the sixteenth largest in area, with 1,009 square miles, and reportedly has the second highest per capita wealth among Kansas counties. Organizationally, the County is a Commission/Manager entity, employs nearly 3000 persons, and hosts or provides a full range of municipal services, e.g., public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

3. MINIMUM QUALIFICATIONS

The successful proposer must:

1. Have experience with the equipment, technical ability, personnel and facilities to properly complete, coordinate and administer the contract, if awarded.
2. Proposal shall demonstrate a minimum of two (2) years experience in building morgue trailers.
3. Proposal shall demonstrate a minimum of three (3) references from agencies that have a current trailer of the same or similar construction and service.
4. Have proven ability to provide high quality product(s) within the specifications, mandatory requirements, miscellaneous instructions and conditions as outlined in this and future related documents.
5. Provide product/services following all applicable federal, state, and local laws, regulations, and ordinances.

4. GENERAL REQUIREMENTS

1. Must be new current production model.
2. Provide manufacturer name, model proposed and include specifications.
3. Provide a lead time for production. **Delivery may not exceed March 15, 2014.**

5. MINIMUM MANDATORY REQUIREMENTS AND SPECIFICATIONS

The following requirements are provided to assist bidders in understanding the objective of the county and submitting a thorough response. Firms must meet or exceed these requirements to be considered for award.

1. Any items appearing in the equipment manufacturer’s regular published specifications furnished by the proposers are assumed included in the proposer’s response.
2. Price proposal must include delivery to Sedgwick County Regional Forensic Science Center located at 1109 N. Minneapolis, Wichita, Kansas 67213.
3. Sedgwick County Health Department will not accept ownership until equipment has been inspected for compliance with specifications below and MSO has been delivered. Equipment must be fully complete and ready to use.
4. Successful vendor shall at time of delivery provide copies of all warranties, owner’s manuals, brochures and other pertinent materials regarding the contents for the trailer.
5. After award and prior to delivery, an appointment must be made to deliver equipment to Sedgwick County Regional Forensic Science Center located at 1109 N. Minneapolis, Wichita, Kansas. Please contact Anna Meyerhoff at 316-660-4800.
6. Technical manuals must be invoiced separately.
7. Manufacturer’s ordering form must be included for the purpose of ordering the trailer.
8. Equipment shall be legal to operate on highways at highway speeds as well as in off road conditions.

General specifications are as follows: equipment shall meet or exceed the following, any additions, deletions, or variations from the following specifications must be noted.

5a. Technical Specifications:

1. **Provide a trailer that is 16’L x 8’W x 8’H**
2. **Trailer should be capable of holding, cooling and safely transporting a minimum of 20 sets of human remains on stainless steel trays secured to fold down shelving**
3. **Trailer should have dual axles**
4. **Trailer should include, at a minimum 220v refrigeration unit, front mounted, exterior; trailer shall have the capacity to hold interior temperature between 37-41 degrees Fahrenheit.**
5. **Equipment shall have proper weight distribution for legal highway use.**
6. **NO USED OR REFURBISHED EQUIPMENT WILL BE CONSIDERED.**

	GENERAL TRAILER DESIGN	Yes	No
1	FULLY UNDERCOATED STEEL FRAME		
2	MINIMUM 1” STEEL TUBING MAXIMUM 16” ON CENTER, WALLS AND CEILING		
3	SPRING AXLES		
4	EZ LUBE HUBS OR EQUIVALENT		
5	ELECTRIC BREAKS – TANDEMS		
6	GEL CELL BATTERY BREAKAWAY KIT - TANDEMS		
7	2-5/16” COUPLER		
8	SAFETY CHAINS AND HOOKS		
9	MINIMUM 2000# ZINC PLATES MANUAL JACK		
10	MAXIMUM 24” O/C FLOOR CROSS MEMBERS		
11	MAXIMUM 16” O/C MINIMUM 1” STEEL ROOF CROSS MEMBERS		
12	MAXIMUM 16” O/C STEEL WALL SUPPORTS		
13	INTERIOR WHEEL BOXES		
14	FLAT FLOOR DESIGN		
15	60” TONGUE		
16	COLOR: WHITE		

	INTERIOR		
17	ADVANTECH SUBFLOOR OR EQUIVALENT		
18	SKID RESISTANT, SEAM SEALED, WASHABLE FLOORING AND WALLS THAT ARE CHEMICAL RESISTANT TO ALLOW FOR REPEATED BLEACH CLEANING 8 – 12 VOLT LED LIGHTS (4 EACH SIDE-CEILING MOUNTED)		
19	CEILING PANELS (WASHABLE)		
20	WALL PANELS (WASHABLE)		
21	4" THICK SPRAY FOAM INSULATION MINIMUM R-28 FACTOR IN ALL WALLS, FLOOR, AND CEILING		
22	ONE (1) INTERIOR RECEPTACLE WITH GFI		
23	ONE (1) 100 AMP PANEL WITH CIRCUIT BREAKERS		
24	TWO (2) 4' FLUORESCENT LIGHTS WITH DIFFUSERS		
25	ONE (1) ENTRANCE AREA LIGHT SWITCH FOR FLUORESCENT LIGHTS		
26	ONE (1) SKID RESISTANT RAMP DOOR MINIMUM 36" WIDE 84" TALL SPRING ASSIST		
27	TWO (2) REAR FACING QUARTZ SCENE LIGHTS HIGH MOUNTED – SWITCHED INSIDE UNIT		
28	IN-FLOOR SPARE TIRE COMPARTMENT SPARE TIRE TO MATCH		
29	MINIMUM ¾" THICK TONGUE AND GROOVE PLYWOOD FLOOR.		
	EXTERIOR:		
30	1 ½" UPPER RUB RAIL TRIM		
31	1 ½" LOWER RUB RAIL TRIM		
32	.050 ALUMINUM EXTERIOR NO RIVET / SCREWLESS EXTERIOR – SMOOTH SURFACE		
33	COLOR MATCHED FRONT VERTICALS		
34	ONE PIECE ALUMINUM ROOF		
35	GRAY MOD WHEELS		
36	7-WAY TRAILER PLUG		
37	24" HIGH STONE GUARD ON TRAILER FRONT		
38	DOT APPROVED LED TRAILER CLEARANCE LIGHTS		
39	ONE (1) SET OF DOT APPROVED LED BRAKE LIGHTS		
40	TWO (2) OPPOSITE SIDE EXTERIOR MOUNTED GFI RECEPTACLES WITH WEATHER PROOF COVERS		
41	BIAS PLY TIRES		
42	ONE (1) PAIR REAR DROP-DOWN STABILIZER JACKS		
43	TWO (2) PAIR OF WHEEL CHOCKS		
	OTHER EQUIPMENT AND INCLUSIONS		
44	ONE (1) DIAMOND PLATE ALUMINUM REFRIGERATOR UNIT COVER OR EQUIVALENT		
45	ONE (1) ELECTRIC START 8000 WATT GENERATOR 110/220 VOLTS – FRONT MOUNTED		
46	ONE (1) DIAMOND PLATED ALUMINUM LOCKING GENERATOR COVER THAT ALLOWS FOR SAFE WET-LOCATION OPERATION WHEN COVERED		
47	TWENTY (20) STAINLESS STEEL BODY TRAYS		
48	FIVE (5) WALL MOUNTED FOLD-DOWN RACKING SYSTEMS, 400 POUND - CAPACITY EACH TRAY, EACH RACK 2000 POUND CAPACITY. RACKS MUST BE PERMANENTLY MOUNTED TO THE WALL. EACH RACK FOLDS DOWN FOR USE AND UP FOR ADDITIONAL SPACE FOR STORAGE WHEN NOT IN USE. EACH OF THE STEEL BODY TRAYS MUST BE MADE TO PERFECTLY FIT INTO THE RACKS TO PREVENT MOVEMENT DURING TRANSPORT AND COME OUT EASILY AT THE FINAL DESTINATION FOR BODY RELOCATION		
49	TWO (2) 50' HEAVY DUTY SHORELINES CAPABLE OF SUSTAINING FULL ELECTRICAL LOAD OF TRAILER AT FULL USE.		
50	ONE (1) 6' HEAVY DUTY CORD FOR GENERATOR		

51	FIVE (5) YEAR – STRUCTURAL WARRANTY		
52	TWO (2) YEAR – PARTS AND SERVICE REFRIGERATION UNIT AND GENERATOR WARRANTIES		
53	FIVE (5) YEAR – REPLACEMENT ON REFRIGERATOR COMPRESSOR UNIT WARRANTY		

6. SELECTION CRITERIA.

The selection process will be based on the responses to this Request for Proposal.

- Demonstrate clearly and completely your ability and capacity to meet all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal
- Meeting or exceeding all provider qualification requirements and/or specifications as outlined herein; and
- Proposing the equipment described herein with the most advantageous and prudent methodology to the County
- Purchase price
- Warranty and availability of equipment

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 cost incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County or for participating in any selection interviews.

County reserves the right to reject any proposal, determine any irregularities, and make final determination for award.

No negotiations, decisions, or actions will be initiated by any firm as a result of any verbal discussion with any County employee during the request for proposal process. Sedgwick County reserves the right to select the service(s) and/or provider(s), and subsequently recommend for award, the proposed services that best meets required needs, quality levels, and budget constraints.

7. TENTATIVE TIMELINE

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	November 7, 2013
Clarification, Information and Questions submitted in writing by 1:00 p.m. CST	November 12, 2013
Addendum Issued	November 14, 2013
Sealed proposals due before 1:45pm CST	November 19, 2013
Evaluation Period	November 19-27 2013
Board of Bids and Contracts Recommendation	December 4, 2013
Board of County Commission Award	December 11, 2013

8. INSURANCE REQUIREMENTS

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

Liability insurance coverage indicated above 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.

9. INDEMNIFICATION

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.

10. TERMINATION

The County reserves the right to cancel the contract and discontinue services with a ninety (90) 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.

11. PROPOSAL CONDITIONS

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

12. 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. Prior to a vendor being 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. Destination, Freight Prepaid and Allowed, which will include all delivery, handling, and any other charges related to delivery including surcharges.
24. The successful proposer may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable. If the successful proposer is a business associate as that term is defined under HIPAA, the contract shall include the County's standard business associate addendum. A copy of that standard addendum is available on request.
25. The successful proposer agrees all data, records and information, which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. Proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**
26. The Proposer agrees to comply with K.S.A. 44-1030, and hereby agrees that:
 - a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
 - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
 - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
 - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
 - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
27. The successful proposer agrees all project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Act (ADA), including the 2008 ADA Amendments Act, and 2010 ADA Standards for Accessible Design.

28. The successful proposer agrees all contractors/subcontractors performing new construction, maintenance, alterations, or additions to Sedgwick County buildings or facilities must comply with building guidelines/codes, and the 2010 ADA Standards for Accessible Design. Any violation of the provisions of the ADA or 504, or specification deficiencies, should be reported to the county's ADA coordinator. Failure to notify the county's ADA coordinator for remedy may be considered a breach of contract and may be grounds for cancellation, termination for suspension, in whole or in any part of the contract. All construction plans will have the county's ADA coordinator approval prior to beginning any work.
29. Sedgwick County is desirous of allowing as many Kansas vendors as possible the opportunity to participate including minority men and women-owned businesses, and small businesses in the roles of providing goods and services to Sedgwick County. If your company does not fall into any of these categories, your efforts to contract with vendors who do fall into these categories are appreciated. Construction projects utilizing subcontractors requires a subcontracting worksheet. Contact purchasing department for details.
30. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division, or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
31. No gifts or gratuities of any kind shall be offered to any County employee at any time.
32. The Proposer certifies that this proposal is submitted without collusion, fraud, or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open, and competitive proposing among all vendors.
33. Prior to the opening of proposals, proposers may correct, modify, or withdraw their proposals. A proposer who wishes to withdraw a proposal must make the request in writing to the Purchasing Director. Any correction or modification to a proposal must be submitted in writing and in a sealed envelope clearly identifying the envelope as being a correction or modification to the proposer's proposal.

13. PROPOSAL CONTENT

The proposal response should be organized in the following format and information sequence:

1. State full name and address of your organization and provide a brief description of your firm, including qualifications, experience, and depth of staff, quality control, and the demonstration of your ability to deliver a quality product.
2. Clearly address in sequential order each of the minimum qualifications listed in Section 3.
3. Clearly address in sequential order each of the general requirements listed in Section 4.
4. Clearly address in sequential order each of the minimum mandatory requirements/specifications listed in Section 5. *Proposers must clearly delineate and describe in detail any exceptions to the requirements and specifications.*
5. Provide copy of Insurance.
6. Provide complete warranty information.
7. Sign and return the completed signed Proposal Response Form.

PROPOSAL RESPONSE FORM
#13-0101
MASS FATALITY MORGUE TRAILER

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 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 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 _____

Qty.	Description	Unit Price	Extended Price
1 ea.	Mass Fatality Morgue Trailer	\$	\$
Make/Model of Trailer			
1 ea.	Owner and Operator Manuals	\$	\$
Grand Total			\$
Delivery Date:			

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 _____