



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
Purchasing Department  
525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055  
<http://sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR BID**  
**#14-0051**  
**EMERGENCY VEHICLE PARTS**

April 25, 2014

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking to obtain bids from vendors to provide EMERGENCY VEHICLE PARTS for Fleet Management's use. It is anticipated that an official contract and/or purchase order will be issued after Board of County Commission approval of the recommended bid. It should be noted, however, that the County cannot guarantee the purchase of the product described herein.

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should firms elect to participate, one (1) complete original, and one (1) copy or one (1) complete electronic copy on a disc or USB flash drive (including all supplementary materials) must be completed and returned to:

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

**SUBMITTALS** are due **NO LATER THAN 1:45 p.m. CDT, May 6, 2014**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid 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.

Gunda Angelica  
Purchasing Agent

## **1. PRODUCT LIST AND COST INFORMATION**

The following is a list of parts which are currently purchased by Fleet Management. The County spent approximately \$46,000 in the last year for products under the current contract. The brand names listed are required, no substitutes. The County does not guarantee the purchase of these products. The actual quantities purchased with this contract may be greater or less than those listed in this table.

	<b>Part</b>	<b>Brand</b>	<b>Part #</b>	<b>2013 qty</b>
1.1	Light bar	Code 3	2747ACC	3
1.2	Light bar	Code 3	2752ACC	4
1.3	Deck lights	Code 3	LX2FR/B	6
1.4	Push bumper lights	Code 3	TRX6RB	16
1.5	LED light bracket	Code 3	X3TLBKT	16
1.6	Led button lights	Code 3	HB6PAK-R	9
1.7	Led button lights	Code 3	HB6PAK-B	9
1.8	Fog lamp	Code 3	36PARCR	8
1.9	Fog lamp	Code 3	36PARCB	8
1.10	Fog lamp bracket	Code 3	DGCHR11FOGBKT	5
1.11	Fog lamp bracket	Code 3	FOGBKT-TH10	5
1.12	Siren	Code 3	Z3	8
1.13	Speaker	Code 3	C3100U	7
1.14	Console with 2.0114 faceplate	D&R	901-0072A	5
1.15	Arm rest	D&R	904-0123A	5
1.16	Cup holder	D&R	CA-0107LS	5
1.17	Console with 2.0114 faceplate	D&R	SRC18SA-Tahoe	5
1.18	Arm rest	D&R	CA-0115	1
1.19	Computer mounts	D&R	LT7600	5
1.20	Cage - (1/2 cage)	Patriot	475-0184	4
1.21	Gun mount	Patriot	475-0370	4
1.22	Rumbler-3	Rumbler	Rumbler-3	7
1.23	Rumbler bracket	Rumbler	RB-CRG11	7
1.24	Laptop tray	D&R	907-0129B	12
1.25	29" floor plate	D&R	FLMNT-29	5
1.26	Leg kit	D&R	LGSUB06	5
1.27	Push bumper	Go-Rhino	3160B	4
1.28	Rear drawer	Adamson	OR36-010	4
1.29	Cage - full	Setina	PK0350TAH10SCA	4
1.30	Rear barrier (recessed)	Setina	RK0745TAH10	4
1.31	Window bar	DeeZee	LEO555	4
1.32	Rumbler bracket	Rumbler	RB-TAH08	7
1.33	Gun mount	Patriot	475-0051	2
1.34	Supervisor front W/S bar	Code 3	SV888-1W	1
1.35	Ticket book holder	D&R	CA-0104S	5

## **2. CONTRACT PERIOD AND PAYMENT TERMS**

The contract period for these services will be for two (2) years following approval of the recommended bid by the Board of County Commissioners. Concluding the two (2) year contract, the County will have an option to renew the contract for three (3) additional one (1) year terms, approved at the prices proposed in response, if agreeable between all parties. Once awarded the bid document and the vendor's response to the document will constitute the official contract for these products.

The County shall retain the right to cancel the contract at any time with thirty (30) days written notice for any cause. Such cancellation will generally result by the failure of the contracted vendor to complete and/or provide the specified services or violation of the Mandatory Requirements.

Satisfactory delivery of items received and an invoice is required for payment of contracted items. Invoice must include Purchase Order number, description, price and quantity, and be directly submitted to Sedgwick County Accounts Payable at [AP\\_Invoices@sedgwick.gov](mailto:AP_Invoices@sedgwick.gov), or 525 N. Main St., Suite 823, Wichita, KS 67213.

### **3. MINIMUM MANDATORY REQUIREMENTS AND SPECIFICATIONS**

Successful firm must meet the following mandatory requirements.

1. Provide extensive inventory of parts available to avoid lengthy back orders. As part of the Bid Response, there is a parts list, which must be completed to verify each vendor's ability to provide material. The parts listed are high volume and/or high cost items.
2. Be able to deliver (or have delivered via carrier) in-stock parts within 24 hours when required by Fleet Management (this requirement is of great importance to the County due to the fact that these parts are for our emergency vehicles which require as little downtime as possible).
3. Make all efforts necessary to reduce or eliminate back orders. Fleet Management contact person must be notified of any back orders. Should an item requested be backordered, vendor must supply the County with an expected lead time for that product within 24 hours of receiving the order.
4. Understand that the County reserves the right to obtain any emergency material that cannot be obtained within the time needed or materials that are unavailable from the contracted vendor from alternate sources.
5. Contract Crystal Hester (316) 660-7479, for deliveries to: Sedgwick County Fleet Management, 1021 Stillwell St., Wichita, Kansas, 67213. A packing slip with each delivery listing the items delivered and prices must be provided.
6. Agree that supplies furnished shall be covered by the most favorable commercial warranties offered by the manufacturer.
7. Understand that the County may return any over shipments above the quantity ordered to the successful vendor without charge.
8. Understand that the County will make all efforts to consolidate orders so repeated delivery trips and or shipments in a given period are minimized.
9. Prices quoted shall be delivered price. All transportation charges shall be prepaid to the destination and absorbed by the vendor. Prices must be guaranteed during the contract period not to exceed the bid price.
10. If during the contract period, the bidder's price on any item is reduced below the originally proposed price, the low price will be extended to the County.
11. Vendor will conform to all relevant Federal, State, and Local hazardous material codes that are relevant.
12. A contact person and a minimum of one back-up person shall be identified within the vendor's company. This person will be responsible for any and all details in regard to the administration of this contract.
13. Any defective material will be promptly picked up and exchanged with new replacements within 24 hours.

### **4. QUESTIONS AND CLARIFICATIONS**

All requests for clarifications of the RFB process and document content should be directed to Gunda Angelica at [gangelic@sedgwick.gov](mailto:gangelic@sedgwick.gov) and Crystal Hester at [chester@sedgwick.gov](mailto:chester@sedgwick.gov). All questions must be submitted in writing by 5:00 p.m. April 29, 2014. Answers will be provided in written form as an addendum and will be posted on the County website at [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp) by 5:00 p.m. May 1, 2014. **Vendors are responsible for checking the website and acknowledging any addenda on their response form.**

### **5. TENTATIVE TIMELINE**

The following dates are provided for information purposes and are subject to change without notice. Contact Gunda

Angelica at (316) 660-7262 to confirm any and all dates.

Distribution of Request for Bid to interested parties	<b>April 25, 2014</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	<b>April 29, 2014</b>
Addendum Issued	<b>May 1, 2014</b>
Sealed bids due before 1:45 p.m. CDT	<b>May 6, 2014</b>
Evaluation Period	<b>May 7-14, 2014</b>
Board of Bids and Contracts Recommendation	<b>May 15, 2014</b>
Board of County Commission Award	<b>May 21, 2014</b>

## **6. 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.

## **7. REQUEST FOR BID CONDITIONS**

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

1. Pricing offered in the bid document will be provided to other local governments and governments whom Sedgwick County regularly enters into cooperative agreements.
2. Sedgwick County reserves the right to reject any and/or all bids and responses to these and/or related documents, to accept any item(s) in the bids, to waive any irregularity in the bids, and further if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County.
3. Alternate bids (two or more bids submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein. The bids submitted, and any further information acquired through interviews, will become and is to be considered a part of the final completed contract. If there is any variance or conflict, the bid specifications will control.
4. Bidders MUST return, completed copies of the entire document to the Sedgwick County Purchasing Department, 525 North Main, 8<sup>th</sup> Floor, Suite 823, Wichita, KS 67203, on or before the date and time specified. Bids must be sealed in an envelope and marked with the firm name and address, bid number, bid opening date, and bid opening time. The time clock stamp, located in the Sedgwick County Purchasing Department will determine the time of receipt.
5. Bids submitted may not be withdrawn for a period of 60 days immediately following the opening of this Request for Bid. Prices MUST be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the bid.
6. Sedgwick County interprets the term "Lowest Responsible and Best Bidder" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the bid, and (b) determine which bid is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as the availability of service(s), part(s) material(s) and/or supply(s), warranty, maintenance, freight costs, performance of product and labor cost of items upon which bids are received.
7. All requested information must be supplied. If bidders cannot respond to any part of this request, bidders should state the reason they cannot respond and note an exception. Bidders may provide supplemental information to assist Sedgwick County in analyzing its bid.
8. If the bidder refuses or fails to make deliveries of the materials within the times specified on the face of the Request for Bid or purchase order, Sedgwick County may, by written notice, terminate the contract or purchase order.
9. The bidder 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. Sections 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
10. The successful bidder will hold and save Sedgwick County, 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. Vendors working on county property or on behalf of County will be required to carry minimum insurance listed in bid document.
11. All items furnished, if applicable, must be the best of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to County inspection and approval at any time within 30 days after delivery. If a substitution is made, it will be the decision of a Sedgwick County representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
12. Unless specified otherwise, all items bid are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.

13. 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.
14. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
15. 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.
16. The Bidder agrees to comply with K.S.A. 44-1030.
  - a. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin, or ancestry;
  - b. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the commission;
  - c. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency;
  - d. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and
  - e. The contractor shall include the provisions of subsections (a) through (d) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
17. 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.
18. 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.
19. Contractors/vendors providing services to the public on behalf of Sedgwick County will agree that all personnel in their employment that have direct contact with the public will attend ADA Awareness and Sensitivity training provided by Sedgwick County or the Independent Living Resource Center. Training should be coordinated through the county's ADA coordinator, (316) 660-7052 and evidence of training shall be provided to the county's ADA coordinator. Any violations of the provisions of ADA or section 504, will be deemed a breach of contract and be subject to termination of contract.
20. The successful bidder 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 bidder 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.
21. The bidder responding to this bid solicitation 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 Bid, Addenda, Contract, Bonds, Insurance, Plans, Specifications, any Instructions, Mandatory Requirements and Conditions.
22. 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.
23. It will be understood that the bidder's sureties and insurers, as applicable, are subject to the approval of the County.
24. If a vendor 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.
25. 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.
26. Upon award, the bidder 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 bidder. The bidder agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the bidder fails to execute and deliver such contract within the specified time. In the further event of such failure, the bidder will be liable for the County's actual damages that exceed the amount of the surety.
27. It will be understood that time is of the essence in the bidder's performance. The bidder 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 bidder defaults in the performance of the contract documents, the bidder will be liable for payment of the sums stipulated in the contract documents as liquidated damages, and not as a penalty.
28. The bidder hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Bid, has inspected the location of the project (if applicable), and understands the nature and scope of the work to

be done; and that this bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid documents. The bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

29. It will be understood that any bid and any and/or all referencing information submitted in response to this Request for Bid will become the property of Sedgwick County, and will not be returned. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation.
30. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Bid 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.
31. By submission of a response, the bidder 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 bidder'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. Bidders 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 bid/quotation. The bidder certifies that this bid is submitted without collusion, fraud or misrepresentation as to other bidders, so that all bids for the project will result from free, open and competitive bidding among all vendors.
32. 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.
33. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
34. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Bids 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 Bids 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 bid response via facsimile does NOT relieve the bidder of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-bid 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 bid sureties (bonds, certificates of insurance, etc.).

**BID RESPONSE FORM**  
**#14-0051**  
**EMERGENCY VEHICLE PARTS**  
(Page 1 of 2)

	<b>Part</b>	<b>Brand</b>	<b>Part #</b>	<b>Price/Each</b>
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(Page 2 of 2)

The undersigned, on behalf of the Bidder, 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 bid is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME \_\_\_\_\_

DBA/SAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

TAX PAYER I.D. NUMBER \_\_\_\_\_ STATE INCORPORATED \_\_\_\_\_

COMPANY WEBSITE 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 RFP/RFB web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to

<http://sedgwickcounty.org/finance/purchasing.asp>.

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 \_\_\_\_\_

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