



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://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#18-0006
PARKING MANAGEMENT
SEDGWICK COUNTY COURTHOUSE COMPLEX

February 12, 2018

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide PARKING MANAGEMENT FOR SEDGWICK COUNTY COURTHOUSE COMPLEX. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45pm CDT March 20, 2018.

A pre-proposal meeting has been scheduled for Friday February 23, 2018, at 10:00 a.m. at 603 N. Main (Visitor Parking Garage) – meet at the corner of Elm and Main on the Northwest side. Attendance is strongly recommended.

All contact concerning this solicitation will be made through the Division of Purchasing. Proposers will not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns will be submitted to the Division of Purchasing in writing. Failure to comply with these guidelines may disqualify the Proposer's response.

Sincerely,

A handwritten signature in black ink, reading "Kristen McGovern", is written over a horizontal line.

Kristen McGovern
Senior Buyer

Table of Contents

- I. [About this Document](#)
- II. [Background](#)
- III. [Project Objectives](#)
- IV. [Submittals](#)
- V. [Scope of Work](#)
- VI. [Sedgwick County's Responsibilities](#)
- VII. [Proposal Terms](#)
 - A. [Questions and Contact Information](#)
 - B. [Minimum Firm Qualifications](#)
 - C. [Evaluation Criteria](#)
 - D. [Request for Proposal Timeline](#)
 - E. [Contract Period and Payment Terms](#)
 - F. [Insurance Requirements](#)
 - G. [Indemnification](#)
 - H. [Confidential Matters and Data Ownership](#)
 - I. [Proposal Conditions](#)
- VIII. [Required Response Content](#)
- IX. [Response Form](#)

I. [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. 68, 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.

II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 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 2,500 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The County constructed a parking garage in 1986 to provide parking for certain employees and patrons of the Courthouse Complex (Employee/Public Garage, located at 603 N. Main, Wichita, KS 67203). A second parking garage was constructed in 1997 to accommodate approximately 437 additional employees (New Employee Garage, located at 626 N. Water, Wichita, KS 67203). All patrons of the parking garage are required to pay for parking privileges except for jurors, Eighteenth Judicial District victims, witnesses, and special visitors to County facilities.

The County owns all equipment (gates, parking ticket dispensers, etc.). A garage attendant “shack” and an administrative office (unfurnished) are available for use by the successful firm, with vendor responsible to pay telephone bill.

The County maintains two (2) parking garages that are used by the public and/or county employees as well as 25 parking meters on Water Street Access Way. All facilities will be serviced under this contract.

Lot 1 Employee Garage – is a parking zone of 437 spaces generally the north half of the Sedgwick County parking garage with a three lane entrance/exit from Pine Street. The lot is currently used by County and State employees at a quarterly rate of \$40.00.

Lot 2 Public / Employee Garage – is a parking zone of 437 spaces located on the northwest corner of Main and Elm Streets. The lot is currently used by County and State employees at a quarterly rate of \$40.00. The lot is also used by the public at a rate of \$0.75 per half-hour and \$5.00 for all day. Jurors, victims, witnesses and special visitors park at no cost with a validated parking ticket.

Water Street Access Way – The parking zone consists of 25 parking meters located directly west of the parking garages on Water Street.

Approximately 250 employees and public patrons use the public/employee garage, and 420 employees use the employee garage daily during normal business hours. (Second and third shift employees are not included in these counts.)

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Parking Management Services for Sedgwick County Courthouse Complex. The following objectives have been identified for this contract:

1. Acquire services for Parking Management Services for the Sedgwick County Courthouse Complex meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven “track-record” in performance, service and customer satisfaction.
3. Acquire Parking Management Services for the Sedgwick County Courthouse Complex with the most advantageous overall cost to the County.

IV. Submittals

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** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Kristen McGovern
Senior Buyer
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, Kansas 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, March 20, 2018**. 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.

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

V. Scope of Work

1. The successful firm will be responsible for managing the previously identified parking zones Monday through Friday, from 7:00 a.m. through 6:00 p.m. daily, excluding weekends and County holidays. The gates will be lifted/closed according to the attached schedule. The County reserves the right to change the hours of operation with a 30 day written notice to the successful vendor.
 - 1a. The successful firm will provide a trained on-site manager (8 a.m. through 5 p.m., days as identified above) to supervise parking operations, ensure all contract requirements are adhered to and collect end of the day register receipts. The on-site manager will be trained in customer service, money handling, maintenance duties, use of equipment, as well as all other duties necessary to ensure safe and proper operation of facilities.
 - 1b. The successful firm will provide uniformed attendants during the times and days identified above. Each attendant will wear a shirt containing a company logo and a badge identifying first name. Each attendant will be trained and disciplined in the performance of their duties with verification to be provided upon request.
 - 1c. The successful firm will be obligated to control the actions of their employees and require their employees to be clean, neat and professional in their appearance while on duty at all times.
2. The successful firm will be responsible for routine building/ground maintenance of the parking zones including, but not limited to the following:
 - 2a. Notifying the County of necessary structural repairs to the parking facility, changes and replacement required of operating equipment, replacement of fixtures, and landscaping while following specific obligations and the general guidelines of the Parking Garage Maintenance Manual of the Parking Consultants Council and National Parking Association.
 - 2b. Maintaining the equipment supplied by the County in good condition and repair, and keeping the same in operating condition. Upon expiration or termination of the contractual agreement, return the same to the County in good working condition and repair. (Reasonable wear and tear and loss or damage by fire or other incident of force majeure is expected.)
 - 2c. Keeping the premises in a clean and orderly condition by performing trash removal and such other housekeeping services three (3) times a week minimum, and as needed at the request of the County.
 - 2d. Applying ice melt, removing snow and plowing of the roof, entrance and exit areas to and from the parking

garages. As deemed necessary by weather is to be completed no later than 6:00 a.m. Ice melt will be the successful firm's sole responsibility to purchase, stock and utilize during inclement winter weather. Exposed ramps, sidewalks and any other potentially unsafe slippery locations in or around the parking garage must be covered with ice melt.

2e. Striping and maintenance painting (including supplies and labor) annually, or as needed at request of the County. This is at the firm's sole cost.

2f. Cleaning of the parking garage floor surfaces using a suitable high pressure/flush of all surfaces periodically and as necessary, but not less than twice per year, to remove sand, salt, oil, grease, and other items which are a slipping/driving hazard or could cause damage to the floor surface.

2g. The successful firm will maintain and repair the parking meters on Water Street access way.

2h. The successful firm will provide the County with an annual schedule of planned maintenance activities. Completion of such maintenance activities will be documented and provided to the County semi-annual basis in June and December.

3. The successful firm will furnish all expendable supplies (i.e., office supplies, trash bags, cleaning supplies) necessary for the operation/management of the parking zones. The County owned dumpsters located directly south of garages may be used for disposal at no cost to the vendor.
4. The successful firm will keep accurate and complete records, in accordance with generally accepted accounting principles, reflecting all gross receipts, operating expenses and net profit with respect to the parking zones. The successful firm will institute internal control procedures to ensure that all receipts and expenditures are properly accounted for.

4a. The successful firm will provide monthly statements of profit and/or loss accounting within ten (10) calendar days after the end of each month. Statements will include all information as indicated.

4b. Within thirty (30) days following the end of each contract year, and every twelve (12) months thereafter, the successful will provide the County a statement showing the annual gross receipts for the preceding contract year, the amount due and payable to the County for the preceding year and the amount of validated juror and witness tickets.

4c. The successful firm will permit the County to audit the books and records of the parking zones operation during any regular business day.

4d. The successful firm will collect all earnings, deduct monthly management fee and provide remainder of funds by check no later than the 15th day of each month.

5. The successful firm will provide and maintain, subject to the approval of the County, insurance coverage during the terms of the agreement and extensions thereof. The expense of which will be treated as an operating expense. The successful firm will furnish to the County certificates of the required insurance coverage. It will be further understood that if any insurance furnished by the successful firm contains a deductible clause, any claims paid under such deductible clause will be considered an operating expense of the premises and payable for gross receipts.

5a. The successful firm will possess and maintain Worker's Compensation and Employer's Liability coverage for all persons employed at the premises in accordance with applicable State law. The successful firm will obtain and maintain any and all necessary licenses and permits required by a governmental body or agency having jurisdiction in connection with any activities at the premises and will abide by the terms and provisions of any such licenses and permit. Any expense incurred by the successful firms to obtain such licenses and permits will be treated as an operating expense.

7. The successful firm will **NOT** use, and will make every reasonable effort to prevent any person from using, any part of the premises for any use or purpose, which is directly or indirectly forbidden by public law or which may be violation of the laws of the State of Kansas, of any City of Wichita ordinance or which may be dangerous to life, limb or property. The successful firm will provide no-charge parking for employees and other reserved spaces. The successful firm will provide free parking for authorized press vehicles, Boards, Commissioners, Governmental bodies, Contractors with County issued Contractor badges, Law Enforcement, employees who come to the Courthouse Complex for training and other persons as deemed necessary by the County and agreed upon by the successful firm.
 - 8a. The successful firm will supervise and administer a system for validated juror and witness parking whereby these tickets would be identified and stamped by Jury Clerks and or other persons so authorized by the County. The amount of parking fees incurred would be reported monthly and annually to the County.
 - 8b. The successful firm will honor as valid all current permits held by persons other than County employees, e.g. attorneys. The entry/exit access card and monthly rates are to be reviewed prior to commencement of any renewal term. The number of such monthly permits will be limited to a total of seventy (70). Currently, non-employees are charged a key card deposit of \$15.00 in addition to \$40 quarterly for Con-Med (contracted medical staff in the detention facility) and \$120 quarterly (\$40/month) for all other monthly parkers.
 - 8c. The successful firm will offer parking stamp books to be used as credit for future use by patrons. The stamps will be sold at a cost equal to the hourly and daily fees charged to transient parkers.
 - 8d. The successful firm will provide marked spaces for persons with disabilities in accordance with K.S.A. 8-1,128.
 - 8e. The successful firm will **NOT** contract with, rent, lease, or otherwise offer for a fee any parking space located on the premises to any employee of the County or Eighteenth Judicial District individually, except for those parking spaces which are specifically allocated for rental by such employees as designated by the county.
9. Provide the County with recommendations on how to implement a timesaving process/processes concerning an automated juror parking pass option. This will be solely approved by Sedgwick County Courthouse Police Chief.
10. Upgrades, repairs, or purchases of parking control gates, electronic devices, cameras, security or safety equipment not specifically enumerated in this RFP, must be approved in advance by Sedgwick County Courthouse Police Chief or his designee prior to the expenditure. The repayment for these outlined services will be deducted from the monthly share to be provided to the County as an expense.

VI. Sedgwick County's Responsibilities

- Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- Conduct final inspection and approve payment.
- Provide timely payment of undisputed invoices in ACH form.
- Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract. Such person will have the authority to transmit instructions, receive information, interpret and define the County's policies and decisions with respect to the scope of work.
- The County will guarantee that on the first day of the contractual period that the parking zones will be suitable for use as parking facilities for motor vehicles and will adhere to all laws, regulations, ordinances and codes applicable thereto which are now in existence. The County and the successful firm will conduct a joint inspection of the premises and equipment and will record the results in written condition survey signed by both parties.

- Assist the vendor in obtaining permission to enter public and private property as required for vendor to perform services.
- Examine all studies, test results, reports, sketches, drawings, specifications, proposals, and other documents presented/forwarded by the vendor.
-

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kristen McGovern at Kristen.McGovern@sedgwick.gov by 5:00 p.m. CDT day of Tuesday, March 13, 2018. 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, under view current RFQs and RFPs; to the right of the RFP number by 5:00 p.m. DST Friday, March 16, 2018. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. Minimum Firm Qualifications

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 Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Proposers will:

1. Have a minimum of 5 years of experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, will apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county will be followed with respect to the contract.
5. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

C. Evaluation Criteria

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
a Demonstrated ability to perform the scope of work.	20
b Process and strategy for providing required services.	20
c Cost Competitiveness	20
d Qualifications and References	20
e Proposal response organization, thoroughness and completeness	20
Total Points	100

*Scoring for cost will be calculated by using the total 5 year cost (total implementation and 5 years of annual support) provided in Attachment C.

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

A. \$38,000.00 divided by \$50,000.00 =.76	.76*10	7.6 points
B. \$38,000.00 divided by \$38,000.00 =1.00	1.00*10	10 points
C. \$38,000.00 divided by \$49,000.00= .77	.77*10	7.7 points

Any final negotiations for services, terms and conditions will be based, in part, on the firm's method of providing the service and the fee schedule achieved through discussions and agreement with the county's review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation will become the property of Sedgwick County. All costs incurred in the preparation of this proposal will be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

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

Distribution of Request for Proposal to interested parties	February 12, 2018
Pre-Proposal Meeting at 10:00 a.m. at 603 N. Main – meet at the corner of Elm and Main on the Northwest side.	February 23, 2018
Questions and clarifications submitted in writing by 5:00 p.m. CDT	February 28, 2018
Addendum Issued	March 5, 2018
Sealed Proposal due before 1:45pm CDT	March 20, 2018
Evaluation Period	March 21 – April 3, 2018
Board of Bids and Contracts Recommendation	April 12, 2018
Board of County Commission Award	April 18, 2018

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of Three (3) years with two (2) One (1) year options to renew.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor will furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. **Certificate will be provided prior to award of contract.** Certificate will 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 **(must be acknowledged on the bid/proposal response form).**

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor will obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

Automobile Liability:

Combined single limit \$500,000.00

Professional Liability

If required

Special Risks or Circumstances:

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees will 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 provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider will 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 will 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.

H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees

that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. Proposal Conditions

http://www.sedgwickcounty.org/purchasing/pdf_files/Proposal%20Terms%20%20Conditions.pdf

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VIII. Required Response Content

All proposal submissions will include the following and submitted in this sequential order. Submitting a proposal not in this order may result in being deemed non-responsive.

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The names of the staff members who will be available for work on the contract, including a listing of their work experience.
3. The firm's relevant experience, notably experience working with government agencies.
4. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three years.
5. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or County staff.
6. A description of the type of assistance that will be sought from County staff, including assistance required from the County to lessen the costs of this project.
7. Proof of insurance meeting minimum insurance requirements as designated herein.
8. Those responses that do not include all required forms/items may be deemed non-responsive.
9. Provide a plan of operation, to include, but not necessarily limited to: a detailed budget and program for overseeing the daily operation of the identified parking facilities, a description of the planned method of communication between the County and successful vendor on both policy matters and emergency situations, and a detailed description of anticipated maintenance and facility updating.
10. Provide insurance certification.
11. Provide a bank reference statement and/or copy of the most recent, audited financial statement indicating the ability to financially manage the scope of this project.
12. Describe any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the firm's ability to provide service.
13. Provide detailed information regarding any exception to any requirement, scope of work, term or condition within solicitation.
14. A completed Proposal Response Form.

IX. Response Form

REQUEST FOR PROPOSAL
RFP#18-0006

PARKING MANAGEMENT SEDGWICK COUNTY COURTHOUSE COMPLEX

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 proposer 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 _____

STATE OF INCORPORATION or ORGANIZATION _____

WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

_____ African American (05) _____ Asian Pacific (10) _____ Subcontinent Asian (15) _____ Hispanic (20)

_____ Native American (25) _____ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

_____ Not Minority -Woman Owned (50) _____ African American-Woman Owned (55)

_____ Asian Pacific-Woman Owned (60) _____ Subcontinent Asian-Woman Owned (65) _____ Hispanic Woman Owned (70)

_____ Native American-Woman Owned (75) _____ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

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/finance/purchasing.asp .

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

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____