



**SEDGWICK COUNTY, KANSAS**  
**FINANCE DEPARTMENT**  
**DIVISION OF PURCHASING**  
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 BID**  
**#17-0045**  
**HISTORIC PRESERVATION STATE TAX CREDIT PURCHASE**

March 16, 2017

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking bids from qualified firms interested in purchasing a State of Kansas Historic Preservation Tax Credit. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid. Responses are due no later than 1:45pm CDT, April 11, 2017.

**All contact concerning this solicitation shall be made through the Division of Purchasing.** Bidders shall 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 shall be submitted to the Division of Purchasing in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

Sincerely,

Joe Thomas, CPSM, C.P.M.  
Director of Purchasing

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## **I. Purpose**

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids from firms interested in purchasing State of Kansas Historic Preservation Tax Credits. The credit is for completed work on the Sedgwick County Historic Courthouse located at 510 N. Main, Wichita, KS 67203. This project start date was September 25, 2013 and the completion date was January 21, 2014.

Sedgwick County has received a tax credit certificate in the amount of \$15,857.00. The county will submit the certificate of transfer to the State of Kansas to transfer the credit to the awarded purchaser. Each party is expected to pay for its own legal, accounting, and other expenses associated with the transaction. However, please state whether your firm would be willing to pay the cost of the transfer fee.

## **II. Submittals**

Carefully review this Request for Bid. 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:

Joe Thomas  
Sedgwick County Division of Purchasing  
525 N. Main, Suite 823  
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, April 11, 2017**. 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.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date.

## **III. Sedgwick County's Responsibility**

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or which is relevant to this project.

## **IV. Bid Terms**

### **A. Questions and Contact Information**

Any questions regarding this document must be submitted in writing to Joe Thomas at [joseph.thomas@sedgwick.gov](mailto:joseph.thomas@sedgwick.gov) by 5:00 p.m. CDT, Thursday, March 23, 2017. 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](http://www.sedgwickcounty.org/finance/purchasing.asp), under view current RFQs and RFPs; to the right of the RFB number by 5:00 p.m. CDT, Thursday, March 30, 2017. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

### **B. Minimum 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 Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. The selected firm will be responsible for preparing an agreement to purchase the tax credit from Sedgwick County that follows relevant State and Federal security laws as they relate to the State of Kansas Historic Preservation Tax Credit Program.
2. Firm must be qualified to make an offer on this credit and must so state in the agreement. The agreement will be reviewed by the Sedgwick County Legal Department prior to execution.
3. Have a minimum of three (3) years of experience providing similar services.
4. Provide at least three (3) references verifying exemplary service. These references MUST have received services similar to those proposed under this RFB. Provide the business name, address, contact name, phone number, e-mail address, length of service provided, and a brief description of products/services provided.
5. Have knowledge of and comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the County shall be followed with respect to the contract.
6. 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.
7. Identify a single point of contact for concerns and/or questions.
8. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide services and/or products.

C. Evaluation Criteria

An award will be made to the bidder offering the best value to Sedgwick County.

D. Request for Bid 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 Bid to interested parties	<b>March 16, 2017</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	<b>March 23, 2017</b>
Addendum Issued	<b>March 30, 2017</b>
Sealed Bid due before 1:45pm CDT	<b>April 11, 2017</b>
Evaluation Period	<b>April 11-12, 2017</b>
Board of Bids and Contracts Recommendation	<b>April 13, 2017</b>
Board of County Commission Award	<b>April 19, 2017</b>

E. Payment Terms

Payment and Invoice Provisions

[http://www.sedgwickcounty.org/purchasing/payment\\_and\\_invoice\\_provisions.pdf](http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf)

F. 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 provider's 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.

G. 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 bid, 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 Bid is the property of Sedgwick County.

I. Bid Conditions

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/Bid%20Terms%20%20Conditions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/Bid%20Terms%20%20Conditions.pdf)

General Contractual Provisions

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/General%20Contractual%20Provisions.pdf](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](http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf)

Sample Contract

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/Sample%20Contract.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf)

V. Required Response Content

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Completed and signed Bid Response Form. Acknowledge any addenda issued on the response form page.
3. Those responses that do not include all required forms/items may be deemed non-responsive.
4. Provide a brief overview and history of your company.
5. Detailed information outlining responses to our bid request and the services you will provide. Provide three (3) references for which your organization has conducted similar services during the last three (3) years. Include name of business, address, phone number, contact person and title.
6. Amount being offered for the tax credit.
7. State whether you are willing or not willing to pay the transfer fee for the credit.
8. Any additional information necessary to assist the County in evaluating your bid.
9. Submit an original and one (1) electronic copy of your proposal.

**VI. Response Form**

**REQUEST FOR BID**

**17-0045**

**HISTORIC PRESERVATION STATE TAX CREDIT PURCHASE**

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 bidder 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** \_\_\_\_\_

**STATE OF INCORPORATION or ORGANIZATION** \_\_\_\_\_

**COMPANY WEBSITE ADDRESS** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**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

Yes, I would like to be on the emergency vendor list.

No, I would not like to be on the emergency vendor list.

**After Hours Phone #:** \_\_\_\_\_ **Emergency Contact Name:** \_\_\_\_\_

**After Hours Fax #:** \_\_\_\_\_

**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](http://www.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 \_\_\_\_\_

6425 SW 6<sup>th</sup> Avenue  
Topeka, KS 66615



phone: 785-272-8681  
fax: 785-272-8682  
cultural\_resources@kshs.org

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Kansas Historical Society

Sam Brownback, Governor  
Jennie Chinn, Executive Director

January 17, 2017

Re: Kansas State Rehabilitation Tax Credits, Sedgwick County Historic Courthouse (project #1098)

Dear Sedgwick County KS:

Please find enclosed a copy of a tax credit certificate issued by the Kansas State Historical Society on September 3, 2014. The total state rehabilitation tax credits for this project were calculated from the total verified by the Kansas Department of Revenue (KDOR).

Our records indicate that this project was placed into service (completed) in 2014, however, the \$15,857.00 in allocated tax credits have not yet been claimed.

**State regulations allow not-for-profit entities to transfer or sell tax credits to other taxpayers for up to ten years from the placed into service date.** The taxpayer acquiring the credit (assignee) may use the tax credits to offset up to 100 percent of its tax liability for the taxable year in which the transfer was made. Unused credit amounts claimed by the assignee may be carried forward for up to 5 years, except that all amounts must be claimed within 10 years from the placed into service date.

Please find enclosed a Transfer Notification Form. Contact our office if you have any questions.

Sincerely,

Katrina L. Ringler  
State Historic Preservation Office

ml  
Enclosure



**TAX CREDIT CERTIFICATE**  
**KANSAS STATE REHABILITATION TAX CREDIT PROGRAM**

<p><b><u>APPROVED PROJECT</u></b></p> <p>PROJECT NUMBER: 1098          Building Name: Sedgwick County Historic Courthouse          Address: 510 N Main Street          City: Wichita          State: KS          Zip: 67203</p>	<p><b><u>OWNER OF PROPERTY</u></b></p> <p>NAME: Sedgwick County, Kansas           EIN: 48-6000798</p>
<p><b>PROJECT START DATE:</b></p> <p style="text-align: center;">September 25, 2013</p>	<p><b>DATE PROJECT PLACED IN SERVICE (COMPLETION DATE):</b></p> <p style="text-align: center;">January 21, 2014</p>
<p><b>TOTAL QUALIFYING EXPENSES VERIFIED BY THE KANSAS DEPARTMENT OF REVENUE:</b></p> <p style="text-align: center;">\$63,429.11</p>	<p><b>TOTAL STATE REHABILITATION TAX CREDITS REMAINING FOR THIS PROJECT:</b></p> <p style="text-align: center;">\$15,857.00</p>
<p><b>TAX CREDIT CERTIFICATE NUMBER:</b>                      SH0942757952</p>	

This certificate acknowledges completion of a qualified rehabilitation project on a qualified historic structure pursuant to K.S.A. 2001 Supp. 79-32,211, as amended, and regulations set forth by the Kansas State Historical Society. The dollar amount noted as the 'total qualifying expenses' is based on the total verified by the Kansas Department of Revenue.

Kansas State Rehabilitation Tax Credits may be used to offset income, privilege, or premium tax liability for the year in which the qualified rehabilitation plan was placed in service. Excess amounts may be carried over for deduction from such taxpayer's income, privilege, or premium tax liability in the next succeeding year or years until the total amount of the credit has been deducted from the tax liability, except that no such credit shall be carried over for deduction after the 10th taxable year succeeding the taxable year in which the qualified rehabilitation plan was placed in service.

A copy of this certificate will be provided to the Kansas Department of Revenue. You are required to keep this Tax Credit Certificate on file with your tax records. You may claim your credits by submitting Schedule K-35 with your income or privilege tax return. We encourage you to file your income tax return electronically. Electronic filing information can be found at [webtax.org](http://webtax.org). Please contact the Cultural Resources Division of the Kansas State Historical Society with any questions about this certificate or requests to transfer these tax credits.