



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 PROPOSAL
#13-0068
WINDOW CLEANING SERVICES

May 29, 2013


Sedgwick County, Kansas, will accept proposals for WINDOW CLEANING SERVICES to multiple locations for Sedgwick County. It is anticipated that an official contract 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 services/products described herein.

Carefully review this Request for Proposal. Firms interested in participating must submit one (1) original and two (2) copies of the entire document with any supplementary materials must be completed and returned 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., CDT, Tuesday June 18, 2013. 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.


Gunda Angelica
Purchasing Agent

1. LOCATION OF BUILDINGS

Sedgwick County is seeking proposals for the purpose of window cleaning services for the following locations as stated below. Additional locations may be added to the facilities list as they are constructed and/or incorporated.

Facilities/Locations:

Main Courthouse	525 N. Main	11 floors*
Historic Courthouse	510 N. Main	6 floors
Munger Building	538 N. Main	3 floors
Juvenile Courts	1900 E. Morris	1 floor*
Juvenile DA (new)	1015 S. Minnesota	2 floors
Adult Detention	141 W. Elm	2 floors
Parking Garage	603 N. Main	4 floors
County Extension	7001 W. 21 st North	1 floor
Public Safety Center	714 N. Main	2 floors

*Note: The lobbies of the Main Courthouse and Juvenile Courts have glass that is taller than one floor.

Contractor shall provide all transportation (with fuel) to and from locations for the purpose of performing cleaning services, handling trash, facilitating supervision, etc. are the responsibilities of the contractor.

2. MANDATORY REQUIREMENTS AND SCOPE OF WORK

County shall receive complete, timely, and professional window cleaning services at the County locations listed above, meeting at least the minimum schedule set forth herein. All work shall be performed in an efficient manner, and shall meet the highest standards for the type of service being performed. Cleaning processes are to be completed in such a manner that the surface will be streak-free. Work is to be scheduled between the hours of 8:00 am – 5:00 pm Monday through Friday.

Contractor shall communicate with the appointed County contact for the purpose of scheduling, monitoring the status/satisfaction of the provided services and communicating any issues affecting the cleanup operations, such as, but not limited to, lighting, access, lock and keys and weather. County contact information: Contract Compliant Manager, Ms. Tricia Hoobler, at 316-660-9081.

Request for References:

- a) Provide a brief overview and history of your company.
- b) Provide three (3) references for which your organization has conducted similar services during the past year. Include the name of the business, address, phone number, contact person and title.

Contractor Responsibilities:

- c) All cleaning processes are to be done in such a manner that the surface will be streak free.
- d) Contractor will provide to the County Custodial Supervisor a complete work schedule listing dates and times service is to be provided, within 3 months of start date.
- e) Contractor shall provide the county with a contingency plan in the event of prohibitive weather, within 3 months of start date.
- f) Personnel shall not place or use equipment in locations in such a manner as to create safety hazards.
- g) Personnel shall at all times provide, place and remove warning signs/barricades as needed.
- h) Contractor is responsible for training, education, and compliance with all current OSHA and current industry safety standards, for employees and subcontractors.
- i) Contractor shall be responsible to take sufficient measures to protect people in the area of work from injury (dropped objects, safe distances, chemical exposure, etc.).
- j) List any OSHA violations, litigation claims, and any worker's compensation claims.
- k) Identify and detail any subcontractors. If subcontractors are used, payment bond is required.

- l) Contractor will be responsible for protecting County property including but not limited to all adjacent building surfaces, furniture, wall and floor coverings, computer or electronic equipment in the vicinity of the window being cleaned.
- m) Contractor to provide a list of products to be used and Material Safety Data Sheets (MSDS), within 3 months of start date.
- n) Contractor shall provide a current list of personnel names and photos, within 3 months of start date.
- o) Contractor shall maintain all licenses, permits, bonds and insurance required for carrying out the work to be performed during the entire period of contract. Provide to the county a copy of a current statement/certificate as such from the insurance provider.
- p) Contractor shall employ a sufficient number of experienced employees to adequately perform all services in the frequency specified. Contractor shall be responsible for the conduct and performance of contractor's employees and compliance with the following rules:
 - i. Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted to be inside or around any County buildings.
 - ii. No loud or boisterous conduct shall be permitted at any time.
 - iii. Contractor's employees must adhere to the County's smoking policies.
 - iv. Contractor's employees shall not open desk drawers or cabinets at any time. Contractor's employees shall not disturb any objects in any room without specific approval from occupant of the room or from County point-of-contact.
 - v. Contractor's employees shall not use or tamper with office machines, equipment, or County employees' personal property at any time.
 - vi. Contractor shall provide a supervisor whose full-time responsibility will be to maintain quality control, supervise Contractor's staff, and to serve as the County Custodial Supervisor's liaison with the Contractor.
 - vii. County reserves the right to request removal of any of the Contractor's employees from any County building at any time for reasonable cause. Contractor or the designated supervisory representative shall have such employee to immediately leave the facility's premises upon the receipt of such request.
 - viii. Contractor shall at all times enforce strict discipline and good order among its employees performing under this agreement, and shall not employ on this agreement any unfit person or anyone not skilled in the work assigned.
- q) Contractor shall comply with the County's requirements for security and operational constraints, and must comply with all instructions from Sedgwick County Security Officers regarding safety and/or security issues.
- r) Any damage to finished surfaces resulting from work performed under this agreement shall be repaired to the County's satisfaction at Contractor's expense.
- s) Contractor shall be entirely responsible for any loss or damage to its materials, supplies and equipment, and to the personal property of its employees while they are maintained at a County work site.
- t) Contractor shall furnish all personnel (including Supervision and Quality Control), Equipment and supplies necessary to accomplish required services to the satisfaction of the county. All equipment must be maintained in good operating condition, have sufficient quantities to adequately perform all services and meet current OSHA requirements.
- u) County shall not be responsible or liable for any equipment or supplies left by Contractor at any location.
- v) Contractor to submit written report of damaged windows discovered while cleaning. Report to identify location of building, side of building, floor level, approximate location of damaged window, and brief description of damage found. Damaged windows are not to be cleaned.

3. SERVICES AND FREQUENCY

- a) **Exterior Service:** Exterior Service for each location includes cleaning of **all exterior windows**. County intends for these services to be provided **one time annually**. The front (East) entrance of the Main Courthouse and the East side of Juvenile courts will be cleaned (2) times annually. Service provided for first

cleaning: April/May and second cleaning: September/October. The exception for this year will be once in June and once in October due to timing of Request for Proposal release.

- i. Exterior services shall be performed within three weeks of County's requested date of service.
- ii. Exterior services shall also include **all interior and exterior door glass**. Door glass includes: transoms and sidelites that are incorporated around door and store front glazing at entry.
- iii. The Adult Detention Facility cleaning will exclude all cell windows. The services performed will only include entrance, lobby, and administrative area windows.

b) **Option 1:** service shall be performed upon request by the County.

This work is not scheduled periodically. Option 1 service is as follows:

- i. Provide hourly interior cleaning as requested. Provide proposed cost for **per-hour** cleaning of interior windows in applicable building. **County may ask for additional cleaning services, for example touch up work after a storm to remove debris or dirt. County will require a written quote prior to any services rendered.**
- ii. Services shall be performed within three (3) weeks of the County's requested date for service.

If weather prohibits service on the date and time scheduled, Contractor will be responsible for rescheduling work and will advise Contract Compliant Manager, Ms. Tricia Hoobler, at 316-660-9081.

4. BACKGROUND CHECKS

Throughout the duration of this agreement, Contractor hereby certifies that all personnel assigned to perform services will have been screened by means of a criminal history background check and that no convictions exist for any felony or misdemeanor, excluding traffic violations.

Contractor further agrees that it will complete a Criminal History Background Check certification for each such employee that will include a seven year court search for the following:

- a) National Database Criminal
- b) All Federal Districts, Federal Criminal-KS
- c) Sedgwick County Criminal
- d) Butler County Criminal
- e) Kansas Statewide Criminal Search
- f) Social Security
- g) City of Wichita – Municipality

5. INSURANCE REQUIREMENTS

The Provider shall provide a certificate of insurance naming Sedgwick County as an "additional insured" in the minimum amounts as specified herein. 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 the Provider to ensure that any and all approved subcontractors meet the minimum insurance requirements.

The successful vendor shall furnish the County with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the County before work commences. Renewal of expiring certificates shall be furnished to the County 30 days prior to expiration.

Workers Compensation	Applicable State Statutory
Employers' Liability	\$100,000.00
Contractor's Liability Insurance	
Form of insurance shall be by a Comprehensive General Liability and Comprehensive Automobile 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
Property Damage Each Occurrence	\$500,000.00

6. INDEMNIFICATION

The successful firm shall hold Sedgwick County harmless from and indemnify it against all liability, including attorney's fees, which may arise from and accrue directly from the performance of the work or any obligation of the successful firm or failure of the successful firm to perform any work or obligation provided for in the agreement.

7. PAYMENT BOND

If subcontractors are used anywhere for these services, a payment bond equal to 100% of proposal cost will be required of the successful vendor.

8. CONTRACT PERIOD & PAYMENT TERMS

A three (3) year contractual period will begin after Board of County Commission approval, with options to renew for two (2) additional one (1) year terms. The County reserves the right to cancel the contract and discontinue services within a fifteen (15) day written notice as a result of the failure of the contracted proposal to provide acceptable services as delineated in the response to this document, or if determined that services can be better provided by County or other sources.

Payment for all specified services to the successful contractor will be made following:

- a) Completion of specified job.
- b) Inspection and a completion of service form submitted for signature by an authorized County representative.
- c) Receipt of detailed invoice.

2. 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. June 7, 2013. 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 by 5:00 p.m. June 12, 2013. **Vendors are responsible for checking the web site and acknowledging any addendums on their response form.**

3. 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	May 29, 2013
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	June 7, 2013
Addendum Issued	June 12, 2013
Sealed proposals due before 1:45pm CDT	June 18, 2013
Evaluation Period	June 18-19, 2013
Board of Bids and Contracts Recommendation	June 20, 2013
Board of County Commission Award	June 26, 2013

4. REQUEST FOR PROPOSAL CONDITIONS

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

1. Pricing offered in the proposal document will be provided to other local governments and governments whom Sedgwick County regularly enters into agreements.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
4. Sedgwick County may award a purchase contract, based on initial offers received, without discussion of such offers. **A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
5. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
6. Proposals may not be withdrawn for a period of 120 days following the opening of this *Request for Proposal*. Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.
7. Proposers MUST return the entire document with any supplementary materials to Sedgwick County, Kansas, Purchasing Department, 525 North Main, 8th Floor, Suite 823, Wichita, KS 67203, on or before 1:45 p.m. on the proposal due date. The time clock stamp in the Purchasing Department will determine the time of receipt. Bids and Proposals will be opened and acknowledged at 2:00 p.m. the same day and location unless other specified.
8. Envelopes/container containing Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.
9. Sedgwick County interprets the term "lowest responsible and best bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.
10. All requested information must be supplied. If proposers cannot respond to any part of this request proposers should state the reason they cannot respond. Proposers may provide supplemental information, if necessary, to assist Sedgwick County in analyzing their proposal.
11. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and shall become binding for all terms set forth herein, when it is accepted by the service provider by acknowledgment or performance, and subject to the terms and conditions of the County to be memorialized by written agreement.
12. After the award, if the successful contractor/supplier refuses or fails to make deliveries of the materials/services within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
13. The proposer responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
14. If a response to this Request for Proposal is accepted, the proposer agrees to execute and deliver to the County a contract in accordance

- with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer.
15. If a proposer is awarded a contract, Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.
 16. Sedgwick County will not award to any vendor that is currently listed in the exclusion records of the SAM (System for Award Management) website maintained by the General Services Administration (GSA) or to any vendor presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
 17. The proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
 18. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County, and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.
 19. Sedgwick County reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
 20. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
 21. County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
 22. No prepayment of any kind will be made prior to implementation. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
 23. Unless specified elsewhere in the document, all prices quoted must be F.O.B. County destination and will include all delivery, handling, and any other charges related to delivery including surcharges.
 24. The successful proposer may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable. If the successful proposer is a business associate as that term is defined under HIPAA, the contract shall include the County's standard business associate addendum. A copy of that standard addendum is available on request.
 25. The successful proposer agrees all data, records and information, which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. Proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**
 26. The Proposer agrees to comply with K.S.A. 44-1030, and hereby agrees that:
 - a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
 - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
 - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
 - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
 - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
 27. The successful proposer agrees all project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Act (ADA), including the 2008 ADA Amendments Act, and 2010 ADA Standards for Accessible Design.
 28. The successful proposer agrees all contractors/subcontractors performing new construction, maintenance, alterations, or additions to Sedgwick County buildings or facilities must comply with building guidelines/codes, and the 2010 ADA Standards for Accessible

Design. Any violation of the provisions of the ADA or 504, or specification deficiencies, should be reported to the county's ADA coordinator. Failure to notify the county's ADA coordinator for remedy may be considered a breach of contract and may be grounds for cancellation, termination for suspension, in whole or in 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.

**Proposal Response Form
13-0068
WINDOW CLEANING SERVICES**

Firm pricing for a three year period.

LOCATIONS	Frequency of Exterior Service Annually	Exterior Service Price	Price for Interior Window Cleaning	(Option 1) Hourly Rate
Main Courthouse (525 N. Main)	1 time		NA	
Main Courthouse Front Entrance	1 additional time			
Historic Courthouse (510 N. Main)	1 time		NA	
Munger Building (538 N. Main)	1 time		NA	
Juvenile Courts (1900 E. Morris)	1 time		NA	
Juvenile Courts East Entrance	1 additional time			
Juvenile DA (new) (1015 S. Minnesota)	1 time		NA	
Adult Detention (141 W. Elm)	1 time		NA	
Parking Garage (603 N. Main)	1 time		NA	
County Extension (7001 W. 21st North)	1 time		NA	
Public Safety Center (714 N. Main)	1 time		NA	

PROPOSAL RESPONSE FORM
RFB # 13-0068
WINDOW CLEANING SERVICES

The undersigned, on behalf of the Respondent, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, or corporation making 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 agency in whose name the proposal is entered; (4) they have read the complete Request for Proposal and understand 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.

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 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 _____

Does your company accept credit payments? Yes No

I/We _____, in submitting this proposal, understand and agree to meet or exceed all specifications, requirements, and conditions described in this document. This is firm pricing for a three (3) year period with options to renew for two (2) additional one (1) year terms.

Signature _____ Title _____

Print Name _____ Dated _____