



**SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE DEPARTMENT**

***Purchasing Department***

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

[https://www.sedgwickcounty.org/finance/purchasing/  
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

**REQUEST FOR PROPOSAL  
19-0064  
CLIENT DRUG TESTING**

**August 9, 2019**

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide client drug testing. 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 1:45 pm CDT, August 27, 2019

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

Sincerely,

A handwritten signature in black ink, appearing to read "Britt Rosencutter", is written over a horizontal line.

**Britt Rosencutter  
Buyer**

BR/ch

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## **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 511,000 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 Sedgwick County Department of Corrections/Criminal Justice Alternatives Division is seeking a proposal that is efficient and effective. This request for proposal is specifically for Sedgwick County Department of Corrections, but other departments may use the services as well. The successful vendor will be responsible for providing any permits necessary, labor, supervision, materials, equipment, transportation and service necessary to complete the project.

## **III. Project Objectives**

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide client drug testing. The following objectives have been identified for this contract:

1. Acquire client drug testing services 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 client drug testing services 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:

Britt Rosencutter  
Sedgwick County Purchasing Section  
525 N. Main, Suite 823  
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, August 27, 2019**. 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 pm CDT, on the due date. No information other than the respondent's name will be disclosed at bid opening.

#### V. Scope of Work

Sedgwick County is looking for a vendor to provide client drug testing services to the Department of Corrections. Ideal candidates will be a certified laboratory that can provide services in a timely manner.

#### 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.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

#### VII. Proposal Terms

##### A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Britt Rosencutter at [Britt.Rosencutter@sedgwick.gov](mailto:Britt.Rosencutter@sedgwick.gov) by 5:00 pm CDT, August 15, 2019. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by 5:00 pm CDT, August 19, 2019. 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. Firms must meet or exceed these requirements to be considered for award.

1. Certified Laboratory - Laboratories accredited by the College of American Pathologists-Forensic Drug Testing (CAP-FDT) or the Substance Abuse and Mental Health Services Administration (SAMHSA).
2. Analytical Method - IA (Immunoassay) screening followed by a MS (Mass Spectrometry) confirmation technique.
3. Matrix - The industry standard matrix for forensic drug testing is urine, collected by direct observation by a person of the same sex. Please indicate if your lab offers the option to use oral fluid testing.

4. Specimen Validity - All urine specimens must be checked for dilution and validity. This should include no less than a creatinine level. If the creatinine level is below 5 mg/dl a specific gravity test should be performed. If the IA screening analyzer flags the urine as abnormal, testing for common adulterants should be performed.
5. Normalized THC Levels - Laboratory should provide a “normalized” THC value (THC level divided by the urine creatinine level) on the report so that that recent results can be compared and judgments can be made as to whether the result is due to new or past use of marijuana.
  - a. Please indicate if your lab can complete THC/Creatinine ratios as part of normal confirmation tests.
6. Collection Supplies - The laboratory to provide specimen collection and shipping materials including: chain of custody form, leak-proof urine container with attached temperature strip, tamper evident security tape and a leak-proof/tamper evident transport bag. Containers or devices that include preservatives or chemicals are prohibited.
7. Turnaround Time - Laboratory will provide negative specimen results the same day the specimen is received by the laboratory. Positive specimen results should be reported the following day. Specimens will be transported for next day delivery at the laboratory’s expense.
8. Information Management - The laboratory will provide a secure, HIPPA compliant, web-based application that integrates all of the stakeholders involved in monitoring the donor. The web-based application will include: A random selection function that is user defined and managed. This program must allow blocking out days for “no testing” and providing the option to manually schedule on demand a test at any time as well. A phone-in feature that notifies the donor to report for a test and the system should capture the donor’s phone number as well as the date and time of call. A specimen collection function that can be utilized with an internet connection and basic printer. The module must provide the means to positively identify the donor and allow for different panel and test choices. Email and or text alerts when a donor doesn’t call the system, does not show up for a drug test or has an abnormal test result. These alerts will also appear on the user’s system homepage. Real-time reporting (24/7) of test results, and compliance with calling in and reporting for a drug test. Detailed and summary compliance reports (calls, shows, and tests) for officer/case worker meetings, administrative hearings and court appearances. Optional cross-agency information sharing at all levels of participation and management. System should allow agency to export data into documents, spreadsheets, and computer presentations.
9. Record Retention - Chain of custody and analytical records should be kept for no less than 5 years. An image of the completed Chain of Custody form should be available to view and print from a secure website.

## **OTHER SERVICE REQUEST**

In addition to the mandatory requirements the County request a response with cost amount to the following service:

1. The County request that the bidder provide cost information for UA collection.
  - a. Please identify how the bidder would provide this service.
  - b. How would you accommodate the need for urine collection by direct observation by a person of the same sex?

Proposers shall also:

1. Have an understanding of industry standards and best practices.
2. Have experience in managing projects of comparable size and complexity to that being proposed.
3. 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, 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.
4. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
5. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
6. Provide project supervision (as required) and quality control procedures.
7. Have appropriate material, equipment and labor to perform specified services.
8. Park only in designated areas and display parking permit (if provided).
9. 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. Meeting all Request for Proposal Conditions, miscellaneous instructions, qualifications and requirements as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.	30
b. Relevant experience and knowledge in providing similar services.	30
c. Overall Cost of services	20
d. Proposing services and product described herein with the most advantageous and prudent methodology, costs and schedule to the County.	20
Total Points	100

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 shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall 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 Purchasing Section at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	August 9, 2019
Questions and clarifications submitted in writing by 5:00 pm CDT	August 15, 2019
Addendum Issued by 5:00 pm CDT	August 19, 2019
Sealed Proposal due before 1:45 pm CDT	August 27, 2019
Evaluation Period	August 29-September 13, 2019
Board of Bids and Contracts Recommendation	September 19, 2019
Board of County Commission Award	October 2, 2019

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

[https://www.sedgwickcounty.org/media/39239/payment\\_and\\_invoice\\_provisions.pdf](https://www.sedgwickcounty.org/media/39239/payment_and_invoice_provisions.pdf)

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, Contractor's professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of 3 years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured including both ongoing and completed operations, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**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.

<b>Workers' Compensation:</b>	
Applicable coverage per State Statutes	
<b>Employer's Liability Insurance:</b>	\$500,000.00
<b>Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):</b>	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
<b>Automobile Liability:</b>	
Combined single limit	\$500,000.00
<b>Umbrella Liability:</b>	
Following form for both the general liability and automobile	
<b><u> X </u> Required/ <u> </u> Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Professional Liability/ Errors &amp; Omissions Insurance:</b>	
<b><u> X </u> Required/ <u> </u> Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Pollution Liability Insurance:</b>	
<b><u> </u> Required/ <u> X </u> Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

***Special Risks or Circumstances:***

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

**CONTRACTOR IS PROVIDING CONSTRUCTION SERVICES:**

*In addition to the above coverages, Contractor shall also provide the following:*

<b>Builder's Risk Insurance:</b>	In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, Contractor, and all Subcontractors shall be included as named insureds.
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**G. 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.

**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

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

### **VIII. Required Response Content**

Proposal(s) should be organized in the following format and information sequence:

1. Provide a completed Proposal Response Form (page 10 of this document)
2. Description of firm to include but not limited to:
  - a. Brief history
  - b. Qualifications
  - c. Experience
  - d. Normal hours of operation for each site.
  - e. Depth of staff
  - f. Quality control procedures
  - g. Description of methodology/collection/testing process
  - h. Standard services
3. Acknowledge and address in sequential order the minimum mandatory requirement and specification listed in Section 8.
4. Include any topics not covered in the Request for Proposal that you wish to disclose to the County that further describes your firm's level of qualifications to provide the outlined service(s) and/or product(s).
5. Provide contact name(s), title(s), phone number(s) and e-mail address(s) of lead professional personnel assigned to the County account.
6. Provide four (4) references verifying exemplary service. These references **MUST** have received service(s) similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, length of service contract for each site, and a brief description of product installation.
7. 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 service(s) and/or product(s).
8. Provide name(s) and resume(s) of Certified Medical Review Officer(s) (MRO).
9. Provide sample invoice.
10. Describe any exception to requirements, terms or contract provisions.
11. 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.
12. Be duly qualified to do business in the State of Kansas upon contract award. Domestic (Kansas) corporations shall 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. In addition, the successful firm shall furnish a Corporate Resolution evidencing the firm's authority to execute the Contract Documents and be legally bound by same.

**REQUEST FOR PROPOSAL**  
**RFP# 19-0064**  
**CLIENT DRUG TESTING**

<b>Test Description</b>	<b>Price Per Test</b>
1. Urine: 10 Drug Panel Screen Only Ethanol Alcohol, Meth/Amphetamine, Barbiturates, Benzodiazepines, Cocaine, Methadone, Opiates300, PCP, Propoxyphene, THC50	\$
2. Urine: 10 Drug Panel Screen + Mixed Confirmation Include EtG/EtS EtG/EtS Meth/Amphetamine, Barbiturates, Benzodiazepines, Cocaine, Methadone, Opiates300, PCP, Propoxyphene, THC50. Screen Only on all drugs except THC & EtG. On any positive THC & EtG screen, a confirmation will be performed automatically at no additional charge.	\$
3. Urine: EtG/EtS Panel	\$
4. In Addition to a panel test Single Drug Oxycodone	\$
5. In Addition to a panel test Single Drug Buprenorphine	\$
6. In Addition to a panel test Single Drug Tramadol	\$
7. In Addition to a panel test Single Drug Soma	\$
8 In Addition to a panel test Single Drug Acetylmorphine (6-AM)	\$
9 In Addition to a panel test Single Drug Meperidine	\$
10 In Addition to a panel test Single Drug Zolpidiem/Ambien	\$
11 In Addition to a panel test Single Drug Fentanyl	\$
12.Urine: Designer Stimulants/Bath Salts	\$
13.Urine: Spice/K2	\$
14.Urine: Kratom	\$
15. Urine: Designer Drug Mixer Cathinone, Mephedrone, MDPV, MDMA (Molly, Ecstasy), K2/Spice, EtG/EtS (alcohol metabolites)	\$
16.Urine: Comprehensive Panel including confirmation EtG, Barbiturates, Benzodiazepines, Cocaine, THC 20, Methadone, Opiates 300, PCP, Propoxyphene, Methaqualone, Cotinine, Oxycodone, MDMA, Burenorphine, Soma, Meperidine, Zolpidiem, Fentanyl, Tramadol, (6-AM)	\$
17. Comprehensive Panel with SPICE includes confirmation	\$
18. Urine Confirmations by LC/MS/MS or GC/MS	\$
19. Urine confirmation by GC/MS	\$

<b>Testimony</b>	<b>Per Hour</b>
In Person Testimony 1 <sup>st</sup> Day	\$
In Person Testimony 2 <sup>nd</sup> Day	\$
Telephonic	\$
Skype or Video Conferencing	\$
	<b>Per Package</b>
Litigation/Affidavit Package	\$

**IX. Response Form**

**REQUEST FOR PROPOSAL**

**19-0064**

**CLIENT DRUG TESTING**

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](http://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 \_\_\_\_\_