



**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

#20-0040

Hazardous Material Emergency Preparedness Grant Exercises

July 1, 2020

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide contracted exercises to include a tabletop, EOC functional, and full-scale exercise to fulfill the requirements of the Hazardous Material Emergency Preparedness grant. 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 4, 2020.

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

Sincerely,

A handwritten signature in cursive script that reads "Josh Lauber".

**Josh Lauber
Senior Buyer**

JL/sa/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

Demographically, Sedgwick County is situated in the South-Central portion of Kansas in the Arkansas River Valley. The 2019 estimated count was 516,042 residents identified within a 1,008 square mile area. The county seat and largest city within the county is Wichita with a population of 389,255 in 2018. Sedgwick County is the largest stand-alone governmental entity in Kansas and home to four (4) major airports including McConnell AFB, ICT, Jabara and Beech Factory Airports.

There has not been a Whole Community involvement Full-Scale Exercise in the last ten (10) years. The 2018/2019 Full-Scale Exercise was limited in scope to include specialized players with injected scenarios to simulate Whole Community involvement.

There is a susceptible and special needs population within the county. According to the census, indicates almost 8% of the population are under age 5 and 11.4% of the population are age 65 or older. In addition, there are an unknown number of other special needs individuals within Sedgwick County.

Hazardous materials transportation modes in Sedgwick County include:

- Over 203 miles of railroad lines (utilized by two (2) Class I and three (3) Class III carriers) carrying over 254 hazardous material rail and tank cars per day through the City of Wichita alone.
- Over 157 miles (one-way) or more than 315 miles (directional) of state and federal highways where hazardous materials are primarily transported to and from facilities that store and/or manufacture hazardous materials.
- Over 721 miles of petrochemical and natural gas underground pipelines and two (2) bulk fuel storage facilities.
- Over 72% of the population in the City of Wichita resides within ½-mile of a transportation corridor that carries hazardous materials.

Industrially, Sedgwick County has 265 fixed site industrial facilities that store, manufacture, receive and/or transport reportable quantities of chemicals. Twenty of these facilities have filed Risk Management Plans (RMPs) in the event of a hazardous materials release. Several of these facilities have calculated release scenarios extending from several miles to over 25 miles from the release point.

Based on the amount of hazardous materials transported, stored, manufactured, and reported incidents, the Sedgwick County LEPC/Citizen Corps Council is concerned about the Whole Community being well informed in the event of a hazmat incident.

This project would allow Whole Community involvement to include updating the previous HMEP Grant's emergency plan development, testing of both internal/external communications, continuity of operations to remain resilience and sustainable, and a better understanding of resources available.

Per the HMEP grant, the exercise requirements are a tabletop, EOC functional and full-scale exercises for HazMat.

III. Project Objectives

The county is seeking a firm or firms to provide contracted exercises to include a tabletop, EOC functional, and full-scale exercise to fulfill the requirements of the HMEP grant. The following objectives have been identified for this contract:

1. Acquire Contracted Exercise Vendor 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 Contracted Exercise Vendor 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:

Josh Lauber
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, August 4, 2020**. 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

Items listed in this section are requirements to completion of services under this contract. Contractor shall furnish labor, parts, material, and equipment necessary to perform the following:

Design, conduct, and evaluate a tabletop exercise on either of the dates provided: 11/30/2020, 12/10/2020, or 1/21/2021, dates are negotiable for the tabletop exercise. The tabletop can be conducted with participants in one (1) location and the person conducting the tabletop can be at the location or virtually. The exercise briefing and debriefing will be conducted by the vendor. The After-Action Report/Improvement Plan (AAR/IP) will be provided no later than 30-days post-exercise. The After-Action Report planning team meeting will be done virtually ten (10) days after the AAR/IP is provided. The final AAR/IP will be completed 45 days after the exercise. Travel of vendor is not required, but optional.

The EOC functional exercise will need to be completed sometime in February 2021. The functional exercise can be done virtually with all participants at the EOC. Simulators and facilitators can be provided by the vendor or Emergency Management. The exercise briefing and debriefing will be conducted by the vendor. The After-Action Report/Improvement Plan (AAR/IP) will be provided no later than 30 days post-exercise. The After-Action Report planning team meeting will be done virtually ten (10) days after the AAR/IP is provided. The final AAR/IP will be completed 45-days after the exercise. Travel of vendor is not required, but optional.

The full-scale exercise will need to be completed in April or May 2021. It is preferable the vendor be in-person for the full-scale. They can conduct the exercise briefing. For the evaluator, facilitator, and controller meeting, this can be done virtually by the vendor with participants in one (1) location. This needs to be done five (5) to seven (7) days before the full-scale. The exercise briefing and debriefing will be conducted by the vendor. The vendor has the option to participate the evaluator debriefing with Emergency Management at a pre-determined location. The After-Action Report/Improvement Plan (AAR/IP) will be provided no later than 30-days post-exercise. The After-Action Report planning team meeting will be done virtually ten (10) days after the AAR/IP is provided. The final AAR/IP will be completed 45-days after the exercise. Travel will be required for the actual full-scale day.

All planning team meeting material, exercise materials, and the After Action Report/Improvement Plan will be completed by the vendor. All planning team meetings will be conducted with planning team members in one (1) location and the vendor attend virtually. All exercise material will be completed in HSEEP (Homeland Security Exercise and Evaluation Program). All planning team meeting materials, PowerPoints, and exercise documentation, etc. for review, will be provided seven (7) days prior to the meeting so copies can be prepared for the members of the planning team. All documentation for the actual exercises need to be provided to Emergency Management ten (10) days before the exercise date.

The vendor will not be required to print documentation. The confirmation of meetings and exercises will be completed within ten (10) days of the vendor being approved. This will include all planning team meetings, exercise dates, and a minimum of one (1) virtual meeting between the vendor and Emergency monthly. Monthly virtual meetings shall not last longer than an hour.

The objectives and requirements of the HMEP grant are as follows:

Core Capabilities to be addressed :

- Planning
- Situational Assessment
- Environmental Response / Health Safety
- Public Information & Warning
- Operational Coordination

Goals and objectives:

Goal 1: To identify members of the Whole Community within Sedgwick County, which can be susceptible to an accidental hazardous materials release from a transportation related accident or event. The Whole Community is generally defined as all members of the community (business, schools, government, general populations, out of jurisdiction visitors especially, susceptible populations). Emphasis is to be placed on ensuring that during an event or hazardous materials release, the Whole Community is adequately notified and prepared for such an event.

- **Objective 1:** Identify the Whole Community populations to ensure the location of facilities with known location, proximity to known hazardous materials fixed storage and/or manufacturing sites, and transportation routes.
- **Objective 2:** Determine if the Whole Community near facilities with hazardous materials have an emergency plan, continuity plan, and/or evacuation plan in the event of a hazardous materials release and/or disaster situation. This includes determining provisions, transportation, shelters, and medical supplies available in the event of an emergency situation.

Goal 2: Using the Federal Emergency Management Agency (FEMA) and HSEEP guidelines on exercises, design, and conduct the following types of exercises: Table-Top and Full- Scale Exercise.

- **Objective 1:** Evaluate existing resources and response procedures for initial first response to the Whole Community and susceptible facilities to determine if existing plans need to be modified and/or created.
- **Objective 2:** Use information developed from the all the Drill, Table-Top, and Functional exercises to determine areas needing further evaluation and tested in a full-scale exercise in an existing mid-size community within Sedgwick County.

Goal 3: Develop a full-scale exercise in a mid-sized community with emphasis on first response actions in the Whole Community to actively test evacuation procedures, health related considerations, POD Site activities, and communications.

- **Objective 1:** Determine resources needed by first responders, facilities, and members of the Whole Community in the event of a large hazardous materials release.
- **Objective 2:** Determine if existing plans are adequate or need enhancement to ensure continuity of operations and safeguarding the Whole Community.

Exercise information:

- **Table Top Exercise (TTX):** This will allow attendees to go through a hazardous material release near their facility and discuss what actions they will take. First response agencies will be there to assist as subject matter experts in their fields of expertise. Table-Top - Monitored and led by approved Contracting Agency, LEPC or Emergency Management leadership. Evaluated by subject matter experts.
- **EOC Functional:** A drill to include a full response and activation of the Sedgwick County Emergency Operations Center to test its response time, set up, and identify gaps in its activation plan. Drill - Monitored and led by approved Contracting Agency, LEPC or Emergency Management leadership. Evaluated by subject matter experts.

- **Full-Scale:** This will include SME's, facilities, first responders, and members of the community (businesses, schools, etc.), wishing to participate and conduct exercises, based on the responses of the previous exercises. Full-Scale - Monitored and led by approved Contracting Agency, LEPC or Emergency Management leadership. Evaluated by subject matter experts.

Alternate Scope of Work Option 1:

In the event of increased grant funding, please provide the additional items for the scope:

- Provide all facilitators, simulators, and evaluators for all operational exercises. Emergency Management would still provide specific evaluators to be a part of the evaluators for all operational exercises.
- Add additional community partners to participate in the full-scale exercise.
- Test the Mass Notifications System.
- Provide the person to take notes from all debriefings and have them typed out 10 days after the exercise for review. This will be used for the After-Action Report.

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.
- Will provide all meeting notes 5-days after the meeting.
- Will provide a location for the tabletop exercise, including equipment.
- Will complete all printing of what the vendor provides.
- Will provide all sign-in sheets and participant feedback forms.
- Will provide evaluators. If requested from the vendor, facilitators and simulators as well.
- Will conduct the evaluator debriefing after the full scale exercise, vendor will assist.
- Will provide the planning team members.
- Will provide all Extent of Play agreements.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Josh Lauber at Josh.Lauber@sedgwick.gov by 5:00 pm CDT, Friday, July 17, 2020. 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, Wednesday, July 22, 2020. 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 shall:

1. Have a minimum of three (3) years' experience within the last seven (7) years, 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, 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.
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.
11. Homeland Security Exercise & Evaluation Program (HSEEP) certified.

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. Demonstrate clearly and completely your organization's ability and capacity to meet all Request for Proposal Conditions and miscellaneous instructions as outlined herein.	25
b. Record of performance on similar projects, including customer retention, customer support during and after project implementation, and other feedback from references	20
c. Approach, methodology, and proposed schedule for solution	20
d. HSEEP Certified	15
e. Pricing*	20
Total Points	100

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

- A. \$38,000
- B. \$38,000
- C. \$38,000

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 Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	July 1, 2020
Questions and clarifications submitted in writing by 5:00 pm CDT	July 17, 2020
Addendum Issued by 5:00 pm CDT	July 22, 2020
Sealed Proposal due before 1:45 pm CDT	August 4, 2020
Evaluation Period	August 4-13 2020
Board of Bids and Contracts Recommendation	August 13, 2020
Board of County Commission Award	August 19, 2020

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 until September 30, 2021.

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

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.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
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
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
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.

IF CONTRACTOR IS PROVIDING CONSTRUCTION SERVICES:

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

Builder's Risk Insurance:	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 insured's.
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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

All proposal submissions shall include the following:

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.

IX. Response Form

REQUEST FOR PROPOSAL

#20-0040

Hazardous Material Emergency Preparedness Grant Exercises

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 _____