



**SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE**

***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  
RFP # 21-0001  
CUSTODIAL SERVICES FOR SEDGWICK COUNTY  
PUBLIC WORKS AND HOUSEHOLD HAZARDOUS WASTE**

**March 18, 2021**

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Custodial Services for Public Works and Household Hazardous Waste, totaling approximately 31,450 square feet. 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, Tuesday, April 6, 2021.**

**DUE TO COVID RESTRICTIONS, WE WILL NOT BE ABLE TO DO PHYSICAL TOURS OF THE INDIVIDUAL BUILDINGS.**

To ensure that vendors have complete information prior to submitting a proposal, **a pre-proposal meeting has been scheduled for Wednesday, March 24, 2021 at 11:00 a.m. via ZOOM. To receive a link please email [britt.rosencutter@sedgwick.gov](mailto:britt.rosencutter@sedgwick.gov) with the word ZOOM in the subject line.** This meeting is **not mandatory**. Vendors who wish to have their proposals reviewed are encouraged to have a representative from their firm attend this pre-proposal meeting.

**All contact concerning this solicitation shall be made through the Purchasing Department.** Proposers shall not contact county employees, department heads, using agencies, evaluation committee members or appointed 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,

**Britt Rosencutter  
Buyer**

**BR/lj**

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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 514,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,500 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

## **III. Project Objectives**

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

1. Acquire Custodial 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 Custodial 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 Department  
525 N. Main, Suite 823  
Wichita, KS 67203

SUBMITTALS are due **1:45 pm CDT, Tuesday, April 6, 2021**. 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

The Custodial Contractor Shall:

1. Be responsible to make the management and operational decisions to meet the quality standards required under this contract.
2. **For this particular Contact Group the Director of Public Works and their designees supersede all references to County Custodial Manager, Contact Compliance Manager, Facility Manager and Courthouse Police.**
3. Implement an effective Quality Control Plan (QCP) and provide a copy to the Site Administrator (Representative) (hereinafter referred to as the SA(R)). The QCP shall be submitted as part of the proposal package.
4. Implement an effective service call system, which results in prompt, professional, and courteous resolution of tenant concerns. Service calls shall not excuse incomplete service in other areas.
5. Keep the SA(R) informed of current status of the work being performed, provide work schedules, and provide other pertinent information needed by the SA(R).
6. Reduce the environmental impacts of work performed by using, to the maximum extent, environmentally sound practices, processes, and products when possible. The Sedgwick County Custodial Management Team (SCCMT) recommends applying green cleaning services that are outlined in the current "GS-42 Green Seal Environmental Standard for Cleaning Services." Any conflicting services between the Green Cleaning and this Proposal, the Proposal shall govern.
7. Provide a designated Site Supervisor. The site supervisory duties shall include daily communication with the SA(R). The Site Supervisor shall be responsible for quality completion of all custodial work and for notifying the SA(R) of any incomplete work.
8. Cleaning mops and rags shall occur after scheduled cleaning hours, and a clean mop and rag used each day.
9. Shall submit finding of pest or rodent evidence to the SA(R).
10. Shall submit finding of property damage to the SA(R).
11. Shall submit finding of areas in need to special request cleaning to the SA(R).
12. Relock any doors that are found locked prior to cleaning.
13. Turn off all lights upon completion of cleaning an unoccupied area.
14. In the event a contractor has been requested to clean an area and discovers area is occupied, the contractor may attempt to provide service by politely requesting permission. If the user does not give permission, the custodian shall pass over this area until a later time when the area may be available.

15. Supply a list of all equipment and general materials to be used in the fulfillment of services. The contractor is to keep this list current and updated. Submit List of Equipment / materials to SA(R) one (1) week prior to the first day of custodial work at each facility. The County Custodial Manager (CCM) shall approve all products prior to use (feather dusters are not approved).

Vendor Supply List by Contractor includes:

- Metal cleaners and polisher. All residue shall be removed.
- Cleaning/polishing product for genuine wood paneling and similar surfaces. Do not use products that “cloud” or buildup on surfaces or leave excessive oily surface.
- Water based glass cleaners and countertop cleaners. Products that leave a residue shall not be used.
- All floor cleaners, strippers, sealers, finish products, etc.
- All restroom, bathroom, shower cleaning products and supplies; including liners for disposal receptacles, and dispensers for feminine pads and tampons (with the exception of toilet paper, paper towels and can liners).
- Gloves, rags and other expendables
- Graffiti removal cleaners
- MRSA disinfectant and sanitizer
- All other supplies not specifically identified in this document.

16. Equipment by Contractor includes:

- All equipment used by Contractor (including power equipment)
- Carpet shampoo equipment with self-contained extraction unit to include brush agitator
- Dilution controlled chemical station
- Fine filament microfiber mops
- Ladders with cushions on their feet to protect floors
- HEPA filtered vacuum where required.
- All carts, vacuum cleaners, buffers, scrubbers, batteries, brushes, buffer pads, and other related equipment and supplies. Contractor shall also furnish, supply and display adequate floor signs and cautioning of wet floor when working in buildings that have staff present at time of cleaning.
- Sanitary napkin / tampon dispensers. Contractor is responsible for purchase of products and refill of dispensers. Dispensers shall be provided and installed by county.  
(NOTE: Contractor retains all income from these dispensers.)
- Cleaning solution mixing stations, related plumbing devices
- Any other equipment of similar nature Contractor may use.

17. Keep Material Safety Data Sheets (SDS) updated and a copy readily available at each site at all times. Submit SDS sheets one (1) week prior to the first day of custodial work at facility.

18. Coordinate with the SA(R) prior to the schedule of Periodic Cleaning Services. The Contractor shall be responsible for moving small furnishings (sofas, chairs, benches, tables, chair pad, trash can, etc.). Any furnishings moved are to be returned to their original positions. Moving of large furniture (cubicle, desk, shelving, file storage, special equipment, copiers, refrigerators, etc.) will be by the county. Contractor shall take provisions to protect any furniture remaining, not moved, in area of cleaning. Moving of duplicating equipment, computer equipment, and similar type electric and electronic equipment shall not be by the Contractor.

19. Maintain adequate custodial staffing levels.













## 28. **Room Specific Clean**

### AA. Restroom, Shower Rooms, Locker Rooms

- i. *Clean and Sanitize:* Areas shall be clean, free of debris, mildew, body fluids, calcium deposits, waste and graffiti. Apply routine floor, wall, ceiling care and applicable miscellaneous care with the addition of germicidal disinfectant. Restrooms shall have a clean scent or no odor at all.
- ii. *Floor care:* Contractor shall take provisions to eliminate buildup of detergent residue on grouted surfaces.
- iii. *Partitions* shall be clean, sanitized, and smudge, graffiti, and stain free.
- iv. *Grout* on the wall and floor tiles shall be free of dirt, scum, mildew and residue.
- v. *Policing:* (Applies to Buildings with Day Custodians) all public restroom surfaces shall be clean and free of debris.

## **SECTION 1 – QUALITY ASSURANCE**

The Contractor shall be required to clean each facility subject to this contract to a neat and clean condition satisfactory to the County. The Sedgwick County Custodial Management Team (SCCMT) will monitor the Contractor's performance under this contract.

All questions concerning the quality or acceptability of materials used, the work performed, the manner of performance and progress meeting the requirements of the contract should be taken to the CCM.

Sedgwick County has adopted a modified version of the **APPA** Five levels of Cleanliness, as the standard by which cleaning performance and facility cleanliness will be gauged.

## **SECTION 2 – NON-PERFORMANCE**

### **Contract Deductions for Non-Performance on Creditable Complaints:**

A deduction of \$50.00 per infraction per office/room or area per day may be assessed by the SA(R) following the process described below for failures to perform contract requirements. The deductions will continue daily until such deficiencies or non-performance infractions are corrected. If the infraction is remedied within one (1) hour of notice, no further action is taken. This deduction shall be used to recoup cost the owner incurs in managing the necessary contract compliance and correction, for services not performed.

Process:

- a) A call or e-mail to the contractor is generated from SA(R) stating infraction.
- b) Contractor is expected to respond to this call or email within 15 minutes.
- c) Corrective action is to begin within one (1) hour.
- d) If no response is received after a minimum of one (1) hour from initial call or email, SA(R) shall email contractor to notify them infraction has not been resolved.
- e) If the infraction is not corrected by the next day, or urgency requires the County take corrective action in-house, a deduction in pay is made.

Example:

Day 1: Contractor did not vacuum and did not empty a trash container in an office. A call from the SA(R) was made to the contractor but no response received, and no action to remedy the infraction was taken. The owner follows the outlined notification indicated.

Day 2: The office is still not vacuumed and the trash had not been removed. The owner again follows the outlined notifications indicated.

Day 3: The trash has been removed but the office is still not vacuumed.

Infraction 1: Contractor did not vacuum office.                      \$50.00 x 2 days = \$100.00

Infraction 2: Contractor did not empty trash container.            \$50.00 x 3 days = \$150.00

## **SECTION 3 – CONTRACT INFORMATION**

### **3.1 Contractor's Work Plan**

Within 14 days after award of the contract, the Contractor shall submit to both the County Custodial Supervisor and the Purchasing Department, a complete plan of his/her operations. The plan will become part of the contract. The plan shall include the following (employee names and information is required one (1) week prior to contract start date):

**3.1.1** Name and telephone number of the Contractor's on-site supervisor that is responsible for the assigned employees and responsible for attainment of the performance standards. Contractor shall ensure that this information and telephone number are kept up-to-date.

**3.1.2** Name and telephone number of the Contractor's backup on-site supervisor that is responsible for the assigned employees and responsible for attainment of the performance standards in the event that the primary on-site supervisor is unavailable. Contractor shall ensure that this information and telephone number are kept up-to-date.

**3.1.3** Name and telephone number of the individual who will take immediate corrective actions when notified, from the County Custodial Supervisor, to any major discrepancies.

**3.1.4** Names and cell phone numbers of 24-hour on-call contact persons that will respond to emergencies.

**3.1.5** Name and telephone number of employee(s) assigned to the each jobsite (include any alternates). Contractor must receive approval from the County Custodial Supervisor or his/her alternate prior to allowing any person(s) access to the building through duration of the contract.

**3.1.6** Name, address and telephone number of employee(s) to act as alternates for each site. (Alternates must be used as last-minute staff replacement. Use of last-minute replacements not already listed as approved alternates by County will not be allowed.)

**3.1.7** Provide the County Custodial Supervisor an updated employees list no later than the first week of each month. Contractor shall also provide to County and shall keep updated roster for each employee.

**3.1.8** Detailed schedule of cleaning functions, including dates for other than daily functions, which will be performed during the period of the contract.

**3.1.9** Vendor is required to bring awarded sites into compliance by contract performance standards. This standard must be met within six months of start of contract. Contract Compliance Manager must approve the completed work.

**3.1.10** Transition Plan to begin contract.

**3.1.11** Quality Control Plan.

### **3.2 Contractor's Personnel**

The Contractor shall employ a sufficient number of experienced custodians to adequately perform all the specified services in the frequency specified herein. The Contractor shall be responsible for the conduct and performance of the Contractors' employees and compliance with the following rules:

**3.2.1** Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted in the building.

**3.2.2** No loud or boisterous conduct will be permitted.

**3.2.3** Contractor shall never schedule or otherwise assign an employee to work within a jobsite where the employee has a professional relationship with or is a family member of a County employee having an office at the jobsite. Verification of this will be the responsibility of the successful vendor providing a roster of assigned personnel to the Maintenance Supervisor for cross reference with current listings.

Any newly assigned, interim shift supervisor or others whom will be granted access to any of the jobsites must be identified and shall also be crossed referenced by the Facility Manager.

**3.2.4** Contractor's employees are not permitted to smoke in the buildings and must follow current County smoking policies at all times. Tobacco products are NOT permitted in any County facility, and smoking is NOT permitted outside within 25 feet of any exterior doors.

**3.2.5** Contractor's employees must abide by all County rules for standard conduct.

**3.2.6** Ensure that contractor employees limit their lunch and breaks to designated areas provided by the County Custodial Supervisor.

**3.2.7** Contractor's employees will not open desk drawers or cabinets at any time nor shall they move or disturb any items or documents left on working surfaces or on windowsills, shelving or similar surfaces.

**3.2.8** Contractor's employees shall clean surfaces such as tables. Contractor's employees shall NOT move any items on these surfaces, and are NOT to move, turn-on, use, or tamper with office machines, computers, radios, TVs or any other equipment, papers or anything else whether County owned or County employee's personal property.

**3.2.9** Contractor shall provide a Custodial supervisor whose responsibility will be to maintain quality control, supervise contractor's staff and to serve as the County Custodial Supervisor's point of contact with the contractor. He or she will be responsible to provide:

- On-site Staff supervision.
- Inspection, training, & problem solving.
- Provide a daily written report to County.

**3.2.10** The contractor's staff member assigned as site supervisor shall speak English fluently and understand the English language, as well as understand and speak the language(s) spoken by Contractor's employees that work at any County buildings, and shall be able to write reports to County in English as well as read and understand any written correspondence from County staff.

**3.2.11** Contractor employees are not allowed to bring any non-employed family members or visitors while working on any County property.

### **3.3 Background Check and Drug Screening**

Upon award of the contract, Contractor shall run thorough background investigations and drug screenings on all personnel that will be working in County-owned or County-operated buildings. Any convictions other than misdemeanor traffic incidents shall be cause to deny access to the prospective contract employee.

All Contractor personnel must be a citizen of the United States, or Contractor shall show evidence to County that any of the Contractor's personnel that are not U.S. citizens are in United States legally.

Once contractor is satisfied that the prospective employee is able to pass their in-house background investigation and drug screen, the prospective employee shall complete and sign Attachment C.

Contractor will submit the employee's signed and notarized Attachment C to the Sedgwick County Courthouse Police. Courthouse Police will then conduct background checks using a national search, performed at the highest degree (most in-depth) available, and performed annually. The Contractor will be responsible for the cost of the background checks conducted by Sedgwick County Courthouse Police. The cost of each background check, to include an Issued ID card each year shall be \$35.00. Replacements issued due to loss or damage will be \$20.00 at the cost of the Contractor. Contractor employees shall keep the photo ID visible at all times while working at County facilities.

The criminal history background check on a prospective employee, who has been denied, may be made available for their viewing upon their request to the Sedgwick County Courthouse Police.

County will issue a revocable Contractor Photo I.D. which will bear a color code designating the employee's authorized access to county facilities. (Blue or Green) The card will also bear an expiration date of December 31<sup>st</sup> of the current year. The same I.D. badge will be returned to the Courthouse Police upon their separation of employment with the Contractor. Contractor will maintain a current photo roster of their employees and send the update to Courthouse Police and the Sedgwick County Custodial Supervisor. The roster will provide a photo reference and verification of the employee and their standing. All Contractor employees are required to have the issued photo ID visible at all times while working at County facilities. Employees will not be permitted onto the property without the I.D.

County may request and Contractor shall provide any information necessary for county to perform any background checks that County decides to perform. This information shall include such items as:

- Full name
- Each address used during the last 5-years
- Date of Birth
- Social Security Number
- Work permit number
- Citizenship status

Contractor shall provide all such information to County within 24-hours of the request.

The decision to deny or allow these persons to work at County facilities shall be entirely at Courthouse Police Chief's discretion. In addition, County reserves the right to run a criminal background check on any of Contractor's employees that will be on-site at County facilities.

Contractor will provide Courthouse Police and County Custodial Supervisor with full name, address and phone number for each of Contractor's staff that will be involved with County buildings.

The county reserves the right to request removal of any of the Contractor's employees from the building at any time if evidence of felony or misdemeanor convictions (excluding traffic misdemeanors) is determined prior to, or during contract period.

### **3.4 Security**

The Contractor shall comply with County's requirements for security and operational constraints.

**3.4.1** Employees working for service providers or vendors with contracts with Sedgwick County will not be permitted to bring weapons into Sedgwick County buildings.

**3.4.2 Security Screening:** Contractor's staff will be required to go through Courthouse Police security screening upon entrance to and departure from the Main Courthouse, 525 N. Main and when requested by other locations. All Items brought into County property or taken from County property will be subject to search.

**3.4.3** County will provide Contractor with key(s), or keycards or door-code access numbers in areas requiring entry.

**3.4.4** Contractor shall immediately notify the Courthouse Police or County Custodial Supervisor or in the Supervisor's absence, the Manager's designee when there is a discovery that building security has been breached.

**3.4.5** Costs associated with re-keying that may be required as a result of Contractor's employee's loss of keys or unauthorized duplication of keys shall be the responsibility of the Contractor.

**3.4.6** Any property found in public areas and common areas shall be immediately reported to Courthouse Police with a complete description of the property found, and the time of day and specific location that the property was found.

**3.4.7** Any property found in personal offices shall be left in the location where found, unless there is a compelling reason to do otherwise. For example, if it looks out-of-place for any reason, contact Courthouse Police immediately.

**3.4.8** If property is found in courtrooms or in court areas, do not touch it, but contact Courthouse Police immediately.

**3.4.9** For property found or for related questions, immediately call Courthouse Police at 660-7777 to report the situation.

### **3.5 Training**

The Contractor is required to provide training that meets all State, Local, and Federal regulations including but not limited to Blood Borne Pathogen Training and "Right to Know Training" for all of their employees. This training shall be given prior to anyone working at any County facilities; and verification that this training has been given shall be documented; and itemized documentation provided to County before any of Contractor's employees work at County facilities.

### **3.6 Certifications**

Provide in detail the type of certification your firm holds, and what measures are included. This shall include training relative to custodians:

**3.6.1** Methods Proposer uses to keep items out of the waste stream

**3.6.2** Cleaning methods and products used. GS-42: Green Seal Certification (e.g. GS-42 for information go to: <http://www.sedgwickcounty.org/purchasing/GS42/DOC062112-001.pdf>)

**3.6.3** SCCMT Recommends Brady / Betco Training Certification Programs

**3.6.4** SCCMT Recommends: LEED EBOM -2009 IEQc3.2 Green Cleaning.

**3.6.5** SCCMT Recommends: UL Environmental Product Certification: ISO 14024- Compliant environmental certification service.

**3.6.6** SCCMT Recommends: CIMS and CIMS GB – Certified.

### 3.6.7 SCCMT Recommends: IICRC Certification:

- a. Commercial Carpet Maintenance Technician (CCMT)
- b. Floor Care (Hard Surfaces) Technician (FCT)
- c. Health and Safety Technician (HST)
- d. Odor Control Technician (OCT)
- e. Resilient Floor Maintenance Technician (RFMT)
- f. Rug Cleaning Technician (RCT)
- g. Stone, Masonry and Ceramic Tile Cleaning Technician (SMT)
- h. Upholstery and Fabric Cleaning Technician (UFT)
- i. Wood Floor Maintenance Technician (WFMT)

## 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, Friday, March 26, 2021. 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, Tuesday, March 30, 2021. 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 3 years of experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Provide experience with similar custodial services to single clients with no less than 10,000 square feet of custodian maintenance service needs.
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. 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. Wear company uniform or ID badge for identification purposes.
9. Provide a bank reference statement and a copy of the most recent financial statement.
10. Provide three 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, e-mail address, length of service contract for each site; indicate the number of square feet, and a brief description of services provided.





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	<b>7KXUVGD, March 17, 2021</b>
Pre-proposal ZOOM meeting at 11:00 am CDT	<b>Wednesday, March 24, 2021</b>
Questions and clarifications submitted in writing by 5:00 pm CDT	<b>Friday, March 26, 2021</b>
Addendum Issued by 5:00 pm CDT	<b>Tuesday, March 30, 2021</b>
Sealed Proposal due before 1:45 pm CDT	<b>Tuesday, April 6, 2021</b>
Evaluation Period	<b>April 7 through April 13</b>
Board of Bids and Contracts Recommendation	<b>Thursday, April 15, 2021</b>
Board of County Commission Award	<b>Wednesday, April 21, 2021</b>

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 one (1) year with four (4) 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	
<u> X </u> Required/ ___ Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Professional Liability/ Errors &amp; Omissions Insurance:</b>	
___ Required/ <u> X </u> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Pollution Liability Insurance:</b>	
<u> X </u> Required/ ___ 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.*

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. Quality control plan.
4. Completed response form and all attachments.
5. The firm's relevant experience, notably experience working with comparable agencies.
6. 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.
7. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with Elected Officials or other County staff.
8. 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.
9. Proof of insurance meeting minimum insurance requirements as designated herein.
10. Those responses that do not include all required forms/items may be deemed non-responsive.

**IX. Response Form**

**REQUEST FOR PROPOSAL  
RFP #21-0001  
CUSTODIAL SERVICES FOR SEDGWICK COUNTY  
PUBLIC WORKS AND HOUSEHOLD HAZARDOUS WASTE**

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 \_\_\_\_\_

**Attachment A**

**Price per square foot for standard cleaning:** Shall be used for the addition or elimination of space(s) if needed.

Day(s) / Shift	Per Square Foot
Monday thru Friday (1 <sup>st</sup> Shift)	\$ _____
Monday thru Friday (2 <sup>nd</sup> Shift)	\$ _____
Saturday and Sunday (1 <sup>st</sup> Shift)	\$ _____
Saturday and Sunday (2 <sup>nd</sup> Shift)	\$ _____

**Periodic Cleaning Service Rates** (Should include price per person, per hour, including equipment. Prices to be utilized as an additional service or an elimination of service):

- Dry Vapor Steam Clean: \$ \_\_\_\_\_ per sq. ft.
- Grout Sealer: \$ \_\_\_\_\_ per sq. ft.
- Stain Protector: \$ \_\_\_\_\_ per sq. ft.
- Floor: Non-Carpet, tiled surface:  
Machine Scrub and Spray Buff  
(Typically, no wax floors) \$ \_\_\_\_\_ per sq. ft.
- Floor: Carpet, Clean by:  
Extraction, agitation and shampoo \$ \_\_\_\_\_ per sq. ft.
- Wall: tiled, stone wall panels or  
Acoustical wall clean and scrub \$ \_\_\_\_\_ per sq. ft.
- Upholstered chairs:  
Clean and shampoo \$ \_\_\_\_\_ each

**Service Call Rates:**

- Monday thru Friday (1<sup>st</sup> shift): \$ \_\_\_\_\_ per person, per hour
- Monday thru Friday (2<sup>nd</sup> shift) \$ \_\_\_\_\_ per person, per hour
- Saturday and Sunday (1<sup>st</sup> shift) \$ \_\_\_\_\_ per person, per hour
- Saturday and Sunday (2<sup>nd</sup> shift) \$ \_\_\_\_\_ per person, per hour
- Holidays \$ \_\_\_\_\_ per person, per hour

**Prices for years 2, 3, 4 and 5 shall not exceed:**

Year 2 \_\_\_\_\_%    Year 3 \_\_\_\_\_%    Year 4 \_\_\_\_\_%    Year 5 \_\_\_\_\_%

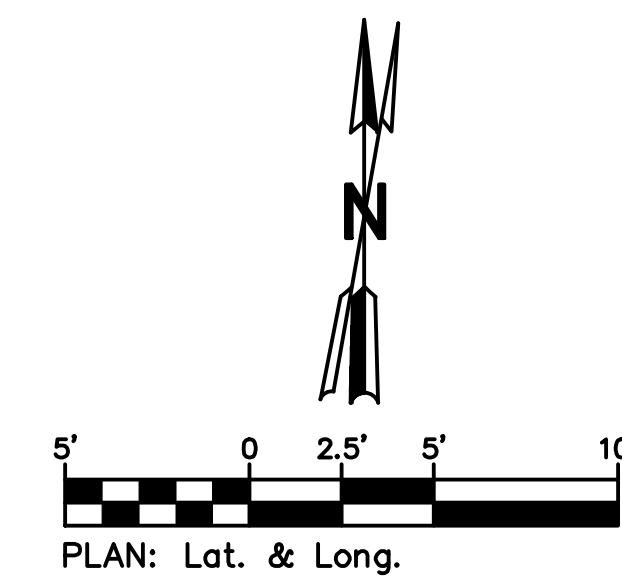
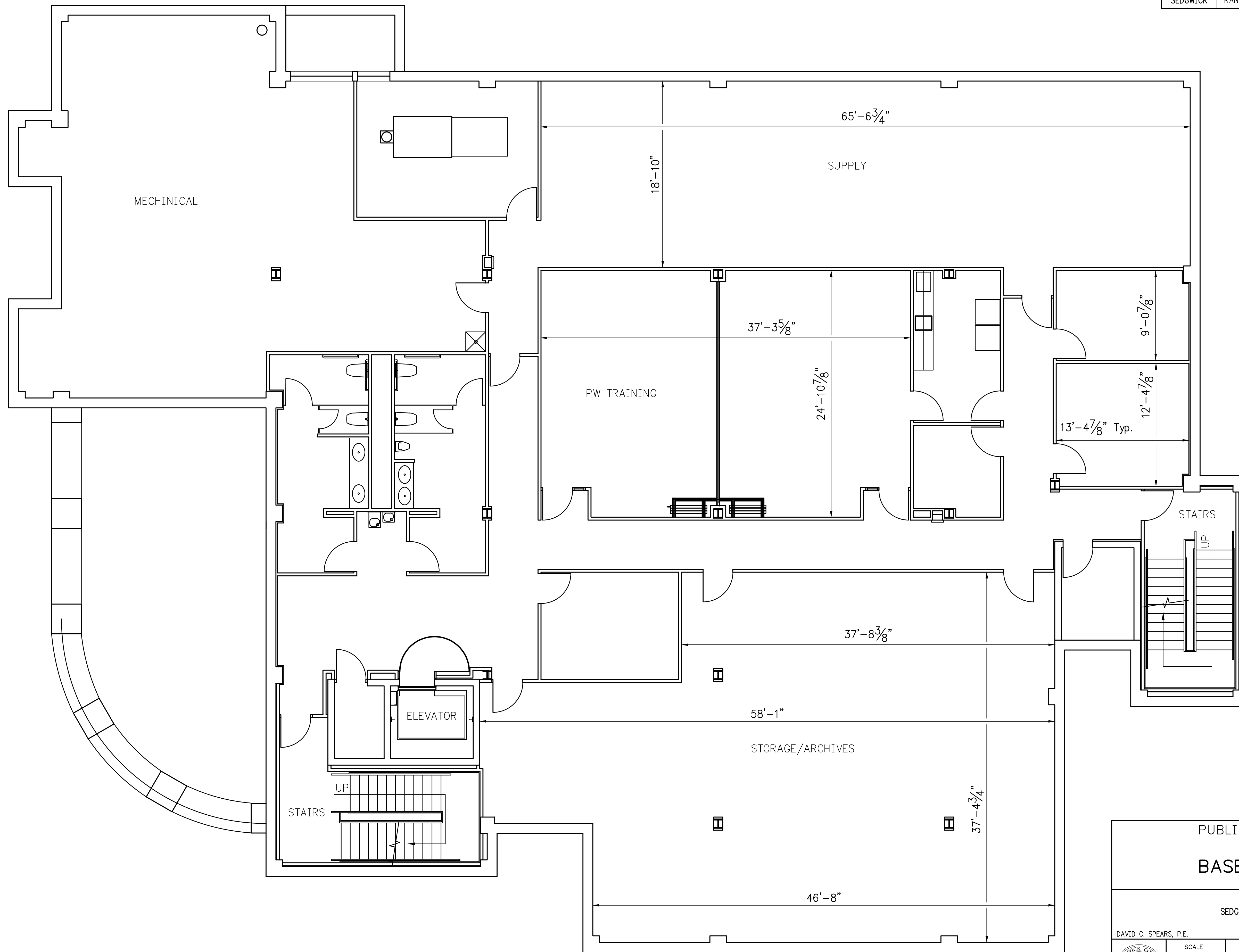
**Attachment B**

<b><u>CONTRACT GROUP</u></b>					
<b>ID</b>	<b>COUNTY BUILDING</b>	<b>ADDRESS</b>	<b>APPROX SQ FT</b>	<b>BASE COST PER MONTH</b>	<b>BASE ANNUAL COST</b>
1.	Public Works	1144 S. Seneca	20,050		
2.	Household Hazardous Waste	801 Stillwell	6,400		
<b><u>HIGH TOUCHPOINT CLEANNG (TWICE DAILY)*</u></b>					
<b>COUNTY BUILDING</b>		<b>ADDRESS</b>	<b>BASE COST PER WEEK</b>		
Public Works		1144 S. Seneca			
Household Hazardous Waste		801 Stillwell			

*\*High touchpoint cleaning would be a quick disinfecting of high touch areas such as door handles, light switches, counters, etc. Also, in the rest rooms and break rooms, faucet handles, door handles, towel dispensers, etc.*

*High touchpoint cleaning will only be required as long as COVID conditions continue.*

COUNTY	STATE	PROJECT NUMBER	FISCAL YEAR	SHEET NO.	TOTAL SHEETS
SEDGWICK	KANSAS	#####	###	###	##



PUBLIC WORKS BUILDING

**BASEMENT LAYOUT**

1144 S. Seneca

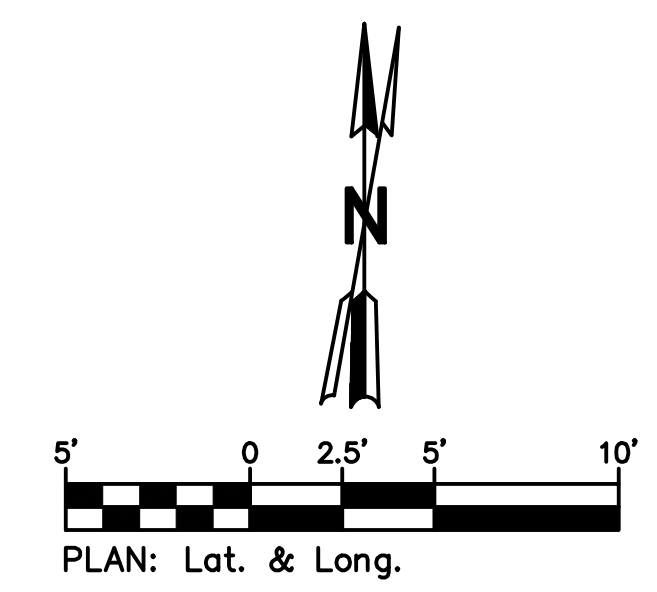
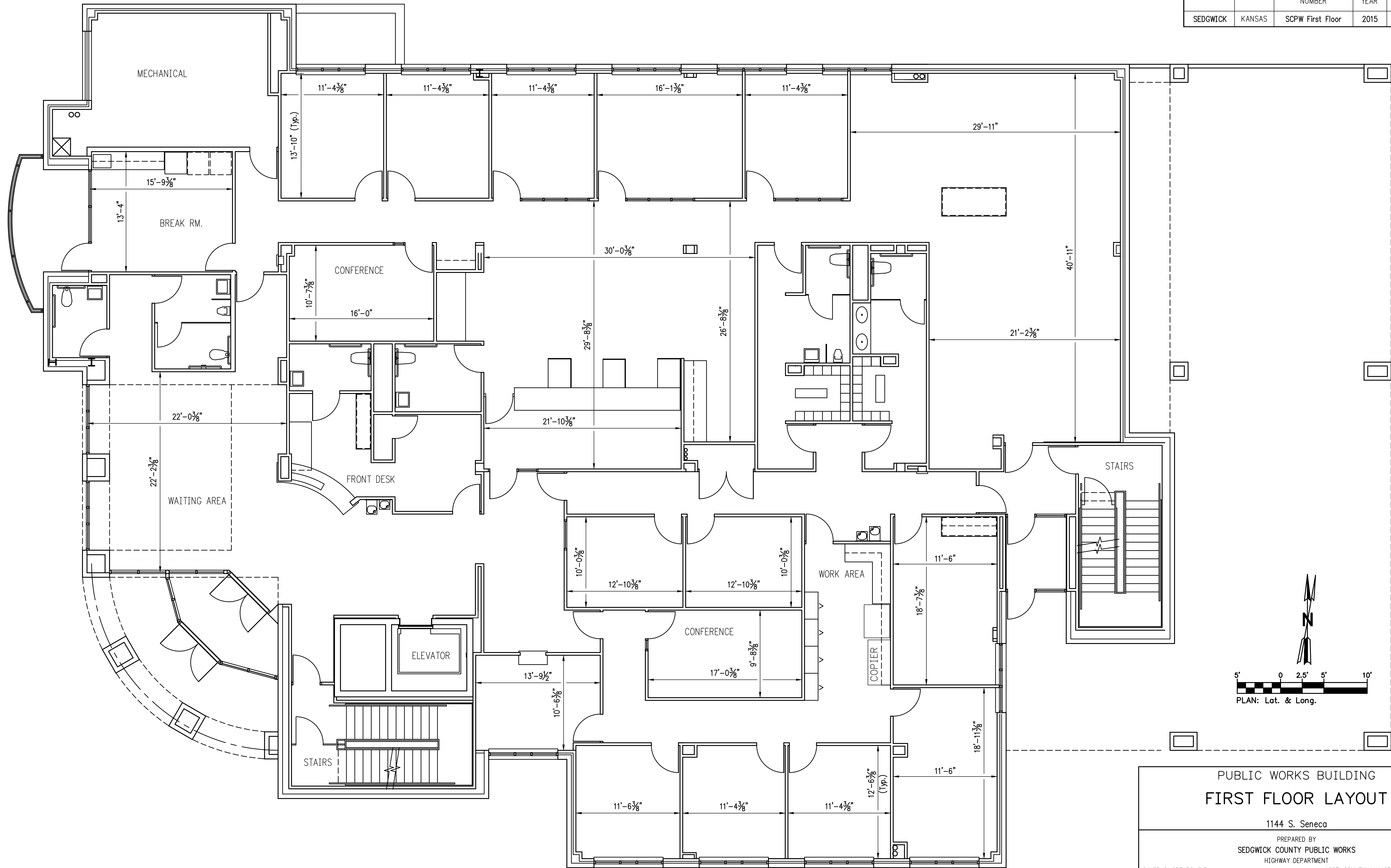
PREPARED BY  
SEDGWICK COUNTY PUBLIC WORKS  
HIGHWAY DEPARTMENT

DAVID C. SPEARS, P.E. ASST. COUNTY MANAGER/COUNTY ENGINEER

SCALE	DESIGNED	DRAWN	CHECKED	SHEET NO.
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DATE				
DWG:				

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COUNTY	STATE	PROJECT NUMBER	FISCAL YEAR	SHEET NO.	TOTAL SHEETS
SEDGWICK	KANSAS	SCPW First Floor	2015	1	1



**PUBLIC WORKS BUILDING  
FIRST FLOOR LAYOUT**

1144 S. Seneca

PREPARED BY  
SEDGWICK COUNTY PUBLIC WORKS  
HIGHWAY DEPARTMENT

DAVID C. SPEARS, P.E. ASST. COUNTY MANAGER/COUNTY ENGINEER

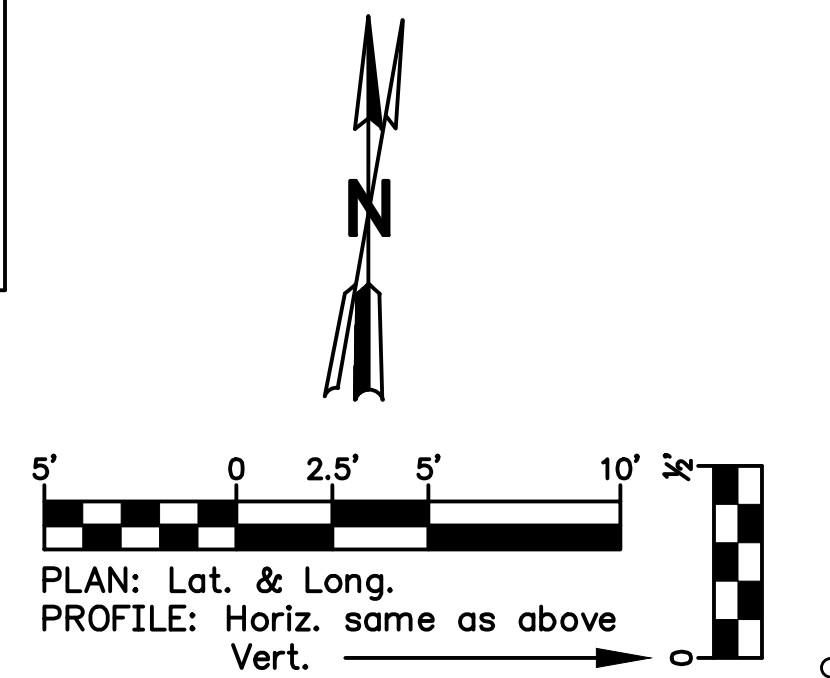
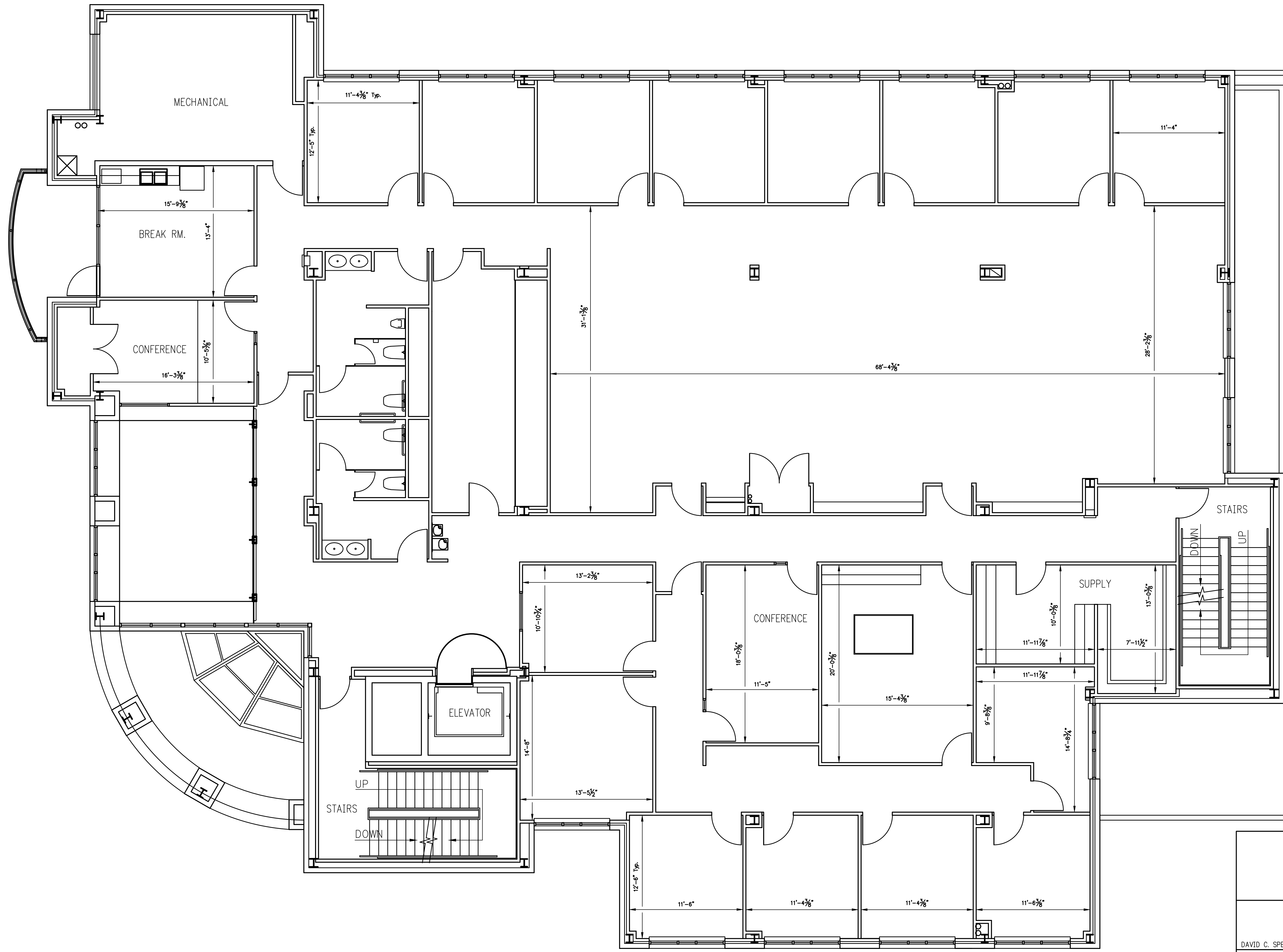
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COUNTY	STATE	PROJECT NUMBER	FISCAL YEAR	SHEET NO.	TOTAL SHEETS
SEDGWICK	KANSAS	#####	###	###	##



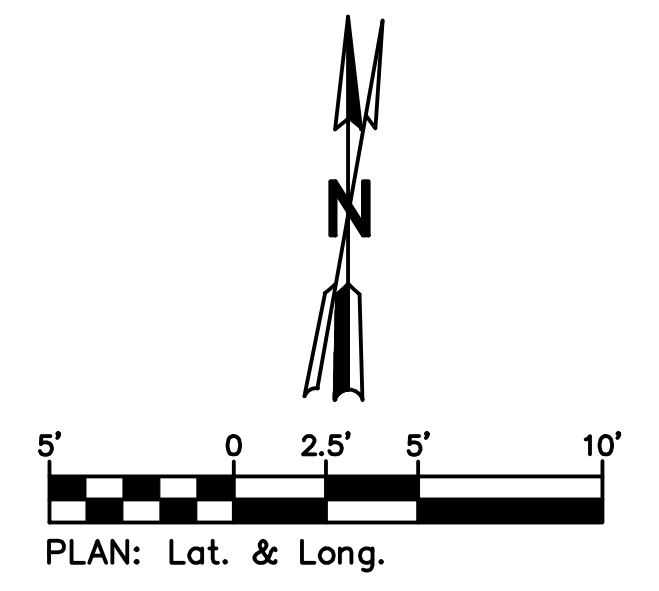
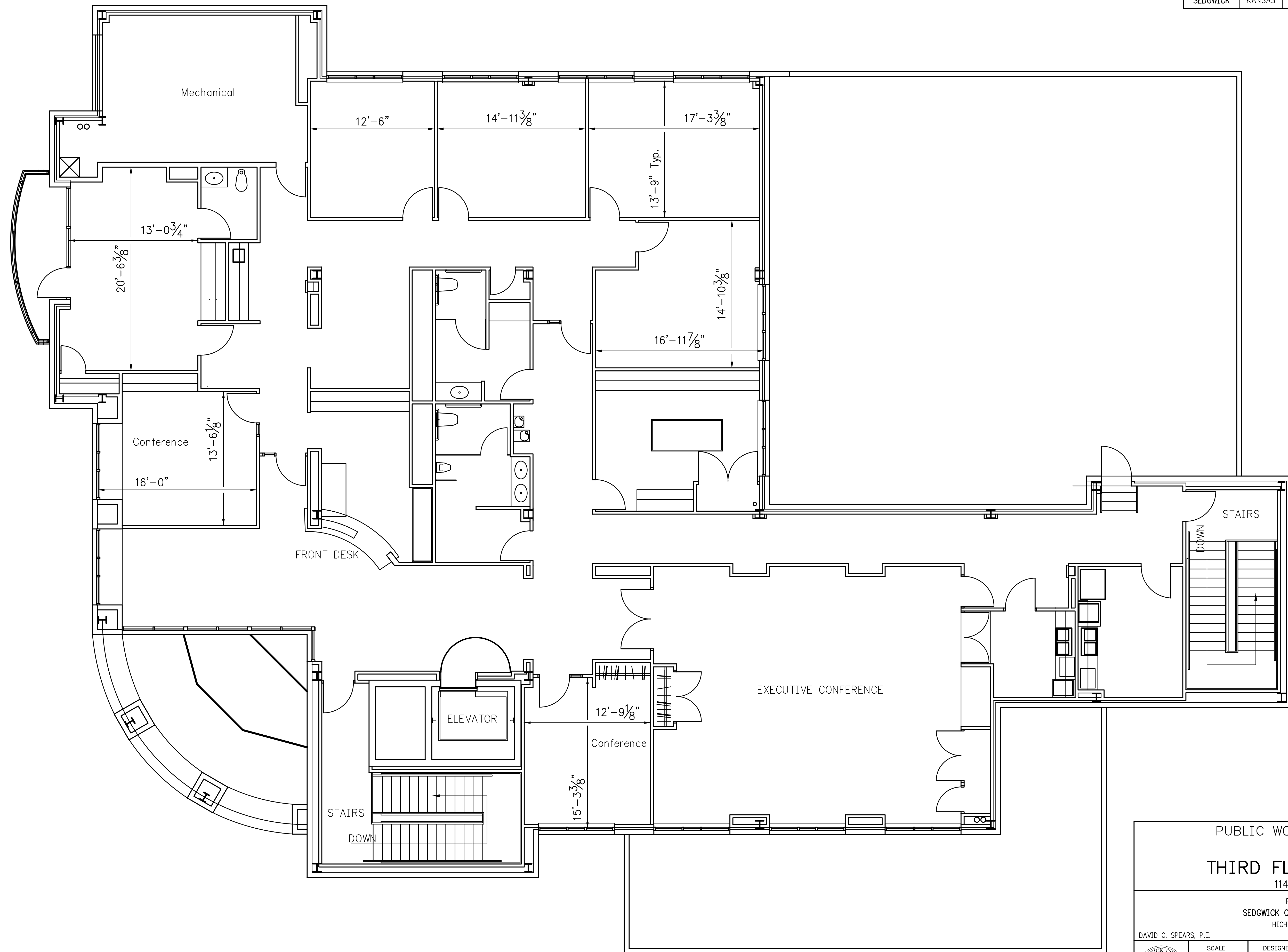
PUBLIC WORKS BUILDING  
**SECOND FLOOR LAYOUT**  
 1144 S. Seneca

PREPARED BY  
 SEDGWICK COUNTY PUBLIC WORKS  
 HIGHWAY DEPARTMENT

DAVID C. SPEARS, P.E.	ASST. COUNTY MANAGER/COUNTY ENGINEER			
SCALE	DESIGNED	DRAWN	CHECKED	SHEET NO.
DATE				####
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COUNTY	STATE	PROJECT NUMBER	FISCAL YEAR	SHEET NO.	TOTAL SHEETS
SEDGWICK	KANSAS	#####	###	###	#



PUBLIC WORKS BUILDING  
**THIRD FLOOR LAYOUT**  
 1144 S. Seneca

PREPARED BY  
 SEDGWICK COUNTY PUBLIC WORKS  
 HIGHWAY DEPARTMENT

DAVID C. SPEARS, P.E. ASST. COUNTY MANAGER/COUNTY ENGINEER

SCALE	DESIGNED	DRAWN	CHECKED	SHEET NO.
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