



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

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

[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 #22-0061
SECURITY GUARD SERVICES**

August 5, 2022

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Security Guard Services for COMCARE and the Sedgwick County Department of Corrections. 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, Thursday, August 23, 2022.

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 Proposer’s response

Sincerely,

Britt Rosencutter
Purchasing Agent

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

COMCARE

COMCARE of Sedgwick County is a licensed community mental health center, a certified community behavioral health center and a licensed alcohol and drug treatment center. COMCARE is committed to providing a safe environment for our staff and all visitors on our premises.

Due to the array of services provided, COMCARE's security hours are diverse. Hours of operation and security will vary from location to location. The following is a list of locations and scheduled times security is needed. COMCARE has requested to receive bids for all types of guards (unarmed and armed) at all locations.

Site Name	Location	Hours of Operation
Community Crisis Center	635 N. Main St, Wichita Ks 67203	24 hour facility and requires security 24 hours per day, 365 days per year.
Sedgwick County Offender Assessment Program (SCOAP)	1720 E. Morris Wichita, Ks 67211	24 hour facility and requires security 24 hours per day, 365 days per year (168 hours per week)
Adult Services	4035 E. Harry St, Wichita, Ks 67218	Requires security Monday through Thursday 7:45 am - 8:00 pm; Friday 7:45 am - 5:00 pm
Center City COMCARE'S Homeless Program	402 E. 2 nd St, Wichita, Ks 67202	Requires security from 7:45 am to 5:00 pm Monday through Friday.
OutPatient Services (OPS)	1919 Amidon Wichita, Ks 67203	Requires 2 security guards. One guard Monday through Friday from 8:00 am – 5:00 pm The second guard Monday through Friday 7:45 am – 3:45 pm
Drug Court	622 E. Central Wichita, Ks 67211	Monday through Thursday from 5:00 pm - 7:30 pm
Children's Services	350 S Broadway East and West Building	8 am – 12 pm Monday, Wednesday, Friday and 3:00 pm -7:00 pm Tuesday & Thursday

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, please email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, AUGUST 23, 2022**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your proposal, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

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. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these bids are read into the record, please dial our Meet Me line @ (316) 660-7271 at 2:00 pm.

V. Scope of Work

MANDATORY REQUIREMENTS and SCOPE OF WORK

The county requires the most thorough and professional services available. The following requirements are listed to assist proposers in understanding the objectives and in submitting a thorough response. All proposals must speak to their ability to meet the following requirements.

1. The primary role of the security guard at each facility is to provide a secure work environment through a visible presence, and when necessary through direct intervention. Security guards are expected to operate in a professional capacity with regards to interactions with clients and staff at all times.
2. Security Company and individual guards must be fully licensed or certified by the Wichita Police Department, **before** they can begin providing services at COMCARE locations. All local requirements for licensing, certification and or registration must be followed and proof of such provided prior to services being initiated. It is expected that the security company and all security guards will be fully compliant with all applicable sections of the Wichita City Ordinance 3.72, pertaining to regulations and requirements for providing security services within the city of Wichita. Security services will be performed by carefully selected and trained employees in conformity with accepted security practices and standards.
3. A centralized trainer for all new guards is required to ensure each guard is fully trained and licensed/certified.
4. Security Company shall provide proof of criminal background check to include felony and child/adult abuse and sexual predator registry, and drug tests for each employee before services can be provided at any COMCARE site. All COMCARE assigned guards must also be trained in CPI and Mental Health First Aid within six (6) months of placement, this training may be provided by COMCARE staff for a fee. Company must provide a copy of each guard's license/registration, driver license and a memo verifying the guard passed the required tests/checks.
5. All security guards on site shall wear appropriate professional uniform while on duty, which at all times clearly identifies them as security personnel and not law enforcement. This uniform shall also be in full compliance with specifications of Wichita City Ordinance section 3.72.290.
6. Security guards will not be employees of COMCARE. All assigned guards shall be trained and licensed by the Wichita Police Department and successfully complete the Advanced Level private security permit. Guards should be High School graduates and be Red Cross certified in CPR and First Aid. Guards must be in sufficient physical and psychological condition to provide staff security, apprehend suspects and properly direct or assist staff in emergency situations.
7. All security staff furnished by the contractor shall, before starting at any facility, have a minimum of two (2) hours structured training in the following: crowd psychology, management and control techniques, public relations, limited force ejection techniques, use of fire extinguishers and locations of emergency equipment and personnel, and visual inspection and search techniques.
8. Security guards will also respond if the Crisis Response Team (CRT) is requested. Guards will participate in Crisis Response Team meetings and trainings, as requested. The security guard will follow the lead of the CRT. Security guards shall use LIMITED physical force in performing their duties and only when absolutely required, and it is visually apparent that staff or other clients are under immediate physical threat.
9. Security guards will monitor calls for assistance through the public address system. Guards shall also assist staff in monitoring individuals identified at potential risk of harming themselves while in the facility.
10. Security guards shall carry no weapons at any time on the premises unless the site is specifically assigned as a 'Lethal Guard placement'. Plastic hand restraints may be kept in a drawer at certain locations to be determined in post orders.
11. The company providing the security staff must be available 24-hours a day, seven (7) days a week by phone.
12. All activities and individuals observed by staff during the course of duties will be considered confidential information. Each security staff member at each location must sign a confidentiality agreement.
13. Security company shall provide additional guards as needed for emergencies at any COMCARE site, regardless of whether or not they are included in the weekly guard service (within one (1) hour of request).
14. Security Company shall assign security personnel by building, eliminating consistent rotations and allowing the guard to become familiar with the logistics and needs of each location.
15. Security guards shall enforce all COMCARE rules, regulations, and county resolutions including, but not limited to those dealing with fire lanes, smoking, and other required duties noted in location post orders.
16. Security guards shall secure all fire exits from unauthorized entry. In addition, security guards shall be familiar with the emergency operations procedures concerning fire, bomb threats, inclement weather, and duress code procedure that is used for COMCARE locations.
17. Security guards shall act to prevent and report any vandalism to the building and its equipment.
18. Security guards shall escort COMCARE personnel from buildings at the end of shifts, as requested.
19. Security guards shall maintain order outdoors among consumers taking breaks.
20. Security guards shall assist facility personnel with patron ingress/egress.

21. During winter months, security guards shall apply ice melt and shovel the immediate entrance to the facility as needed, in order to maintain safe access to and from the building. COMCARE will provide ice melt and shovels for this purpose.
22. Security guards shall conduct interior and exterior patrols of the facility per the location post orders or as specified by program management.
23. Security guards are responsible for securing any weapons or items that could cause harm to self or others, per the location post orders.
24. Since visual alertness is essential to the security guard's ability to ensure proper security to the building, the use of handheld or electronic devices for the purpose of personal entertainment is highly discouraged. This includes the use of personal cell phones, computers, books, electronic reading devices, headphones and video games, when these items are used for entertainment purposes. It is understood that occasional use of cell phones and/or computers may be needed in the course of conducting business.

Given that it is not possible to address each requirement and particular circumstance within this list of mandatory requirements, guards are expected to refer to and follow the post orders at each site and to use common sense and prudence in any situations that are not covered. It is the responsibility of the security guard to contact their direct supervisor or program management if there are any questions in regard to appropriate interactions or how to handle workplace situations.

Drug Court

Security during evening treatment groups by being present and walking the facility.

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 via email to Britt Rosencutter at britt.rosencutter@sedgwick.gov by 5:00 pm CDT, Wednesday, August 10, 2022. 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, Monday, August 15, 2022. 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 five (5) years' experience 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.

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 or exceeding all solicitation conditions and instructions as outlined herein to include clarity, completeness, and comprehensiveness of the response.	20
B. Ability to meet or exceed all requirements and scope of work.	25
C. Proven ability to provide high quality service.	15
D. Qualifications and expertise.	15
E. The most advantageous and prudent methodology and costs as determined by the county.*	25
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 Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	Friday, August 5, 2022
Questions and clarifications submitted via email by 5:00 pm CDT	Wednesday, August 10, 2022
Addendum Issued by 5:00 pm CDT	Monday, August 15, 2022
Proposal due before 1:45 pm CDT	Tuesday, August 23, 2022
Evaluation Period	August 24 – August 29
Board of Bids and Contracts Recommendation	Thursday, September 8, 2022
Board of County Commission Award	Wednesday, September 14, 2022

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.

County 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 three (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	
<u> X </u> Required / ___ Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
___ Required / <u> X </u> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
___ Required / <u> X </u> 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>

Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

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 (3) 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. PRICING INFORMATION

Cost Table/Staffing Table					
	Year 1	Year 2	Year 3	Year 4	Year 5
Crisis Intervention Services 635 N. Main St, Wichita, Ks 67203					
Hourly Rate Nonlethal/Lethal					
Sedgwick County Offender Assessment Program (SCOAP) 1720 E. Morris Wichita, Ks 67211					
Hourly Rate Nonlethal/Lethal					
Adult Services 4035 E. Harry St, Wichita, Ks 67218					
Hourly Rate Nonlethal/Lethal					
Center City (Homeless Program) 402 E. 2 nd St, Wichita, Ks 67202					
Hourly Rate Nonlethal/Lethal					
OutPatient Services (OPS) 1919 Amidon Wichita, Ks 67203 (2 guards)					
Hourly Rate Nonlethal/Lethal					
Drug Court 622 E. Harry St, Wichita, Ks 67211					
Hourly Rate Nonlethal/Lethal					
Children's Services 350 S Broadway Wichita, Ks 67202 East and West Building					
Hourly Rate Nonlethal/Lethal					
Cost for any additional staff needed at any site					
Hourly Rate Nonlethal/Lethal					

Please list any additional costs for services and provide a summary description of costs on a separate page.

X. Response Form

**REQUEST FOR PROPOSAL
RFP #22-0061
SECURITY GUARD SERVICES**

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 _____

COMPANY 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

DUNS NUMBER: _____ **SAM NUMBER:** _____

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 RFB/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 _____