



# SEDGWICK COUNTY, KANSAS

## DIVISION OF FINANCE

### Purchasing Department

| 604 N. Main, Suite F | Wichita, KS 67203 | Telephone (316) 660-7255 | Fax (316) 383-7055 |

### Request for Proposal Proposal # 05-0085

### ON-CALL REMODELING SERVICES

November 21, 2005

Sedgwick County, Kansas (hereinafter referred to as *County*) desires to acquire On-Call Remodeling Services. It is anticipated that an official contract will be issued for service(s) and/or product(s) after the Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of the service(s) and/or product(s) described herein.

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 two (2) copies of the entire document with any supplementary materials **NO LATER THAN 1:45 p.m. CST, Tuesday, December 13, 2005**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposed base pricing may be disclosed at a public meeting to receive and file responses of this and other solicitations, and at the Sedgwick County Board of Bids and Contracts meeting. Because purchases of this nature require the expenditure of public funds and/or public facilities, it should be noted that all other information provided will be considered proprietary and will **NOT** be divulged during the proposal review process. The successful proposer will understand, however, that portions (potentially all) of their proposal (including any final contracts) will become public record after its acceptance by the Board of County Commissioners.

---

James A. McComas  
Purchasing Agent

## **1. 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. 57, 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. Those 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.**

## **2. GENERAL & BACKGROUND INFORMATION**

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 450,000 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 2700 persons, and hosts or provides a full range of municipal services, e.g., public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The County is seeking contract pricing for On-Call Remodeling Services for various buildings/facilities with in Sedgwick County. On-Call Remodeling Services may include but are not limited to general demolition, framing walls and partitions, finishing work (i.e. drywall and trim), repairing and/or installing doors and windows, stairs, suspended ceilings, insulation, hardwood floors, cabinets, and cut, fit and assemble custom made projects as assigned. The successful vendor will be responsible for providing labor, supervision, materials, equipment, transportation, service and the shop facilities necessary to perform high quality work.

## **3. OBJECTIVES**

The County has identified the following objectives for On-Call Remodeling Services described herein:

- Acquire On-Call Remodeling Services meeting the parameters, conditions and mandatory requirements presented in this document.
- Establish contract pricing with the vendor that has the best proven "track-record" in performance, service and customer satisfaction.
- Acquire On-Call Remodeling Services with the most advantageous overall cost to the County.

## **4. SELECTION CRITERIA**

The selection process will be based on the responses to this Request for Proposal and any interviews required to verify the ability of proposer to provide information in response to this document. Vendors will not be compensated for their participation in this selection process. A committee will judge each firm's response as determined by meeting the following criteria:

1. Meeting or exceeding all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.

2. Proven ability to provide high quality service(s) and/or product(s) within the specifications, mandatory requirements, miscellaneous instructions and conditions as outlined in this and future related documents. Such ability will be determined by:
  - a. Providing four (4) references verifying exemplary service. These references MUST have received service(s) and/or product(s) similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, length of service contract for each site, and a brief description of service(s) and/or product(s) provided.
  - b. Meeting or exceeding all mandatory requirements.
  - c. Meeting or exceeding all minimum requirements.
  - d. Providing the County with the most advantageous proposal.

**5. INSURANCE REQUIREMENTS**

Liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide thirty (30) days written notice to the County by registered mail prior to any modification, cancellation, non-renewal or other change in coverage. The policies must be effective prior to the commencement of work and must remain in force until termination of work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract or any extension thereof, any required policies of insurance should expire, or are canceled, it will be the responsibility of the proposer to furnish to the County a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to the expiration or insured. The following minimum coverage is generally required of vendors providing services:

Workers Compensation	Applicable State Statutory
Employers' Liability	\$100,000.00
Contractor's Liability Insurance	
Form of insurance shall be by a Comprehensive General liability and comprehensive Automobile Liability	
Bodily Injury	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability – Owned, Non-owned and Hired	
Bodily Injury Each Person	\$100,000.00
Bodily Injury Each Occurrence	\$500,000.00

**6. INDEMNIFICATION**

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

**7. DELIVERY AND INSTALLATION**

Price(s) proposed must include shipping and handling. The successful vendor is responsible for maintaining a safe work environment and upon completion of installation, returning the workspace or area to its original state as approved by the County.

**8. CONTRACT PERIOD AND PAYMENT TERMS**

The contract period with the successful firm will be one (1) year, to begin following Board of County Commission approval of the recommended proposal, as finalized, and receipt by the County of any/all required paperwork. The County will have an option to renew the contract for two (2) additional one (1) year terms, if agreeable between all parties.

The County reserves the right to cancel the contract and discontinue services with a fifteen (15) day written notice as a result of the failure of the contracted proposer to provide acceptable reports and services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources.

Payments for all specified service(s) and /or product(s) to the successful proposer can be made with the following criteria taken into consideration:

- Successful completion of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Receipt of a detailed invoice;
- Payment won't be made until above conditions are met.

#### 9. **TENTATIVE TIME LINE**

The following dates are provided for information purposes and are subject to change without notice. Contact James McComas, Purchasing Department at (316) 660-7255 to confirm any/all dates.

Distribution of Request for Proposal to interested parties	November 21, 2005
Clarification, Information and Questions submitted in writing by 5:00 p.m. CST	December 01, 2005
Addendum Issued	December 03, 2005
Sealed proposals due before 1:45 p.m. CST	December 13, 2005
Evaluation Period	December 14, 2005 – December 28, 2005
Board of Bids and Contracts Recommendation	December 29, 2005
Board of County Commission Award	January 04, 2005

#### 10. **QUESTIONS and CLARIFICATIONS**

All requests for clarifications of the RFP process should be directed to James McComas, Purchasing Agent, at (316) 660-7255, or e-mail [jmccomas@sedgwick.gov](mailto:jmccomas@sedgwick.gov). All questions must be submitted in writing by 5:00 p.m. CST, December 01, 2005. Answers will be provided in written form as an addendum and will be posted on the County website at [www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing) by December 03, 2005. **Vendors are responsible for checking the web site and acknowledging any addendums in their response.**

#### 11. **MANDATORY FIRM REQUIREMENTS**

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 RFP. Firms must meet or exceed these qualifications to be considered for award. Specific responses to each must be provided in the accompanying Response Form. Firms must:

1. Have proper certification(s) or license(s) for the services specified in this RFP.
2. Have the capacity to acquire all required bonds, escrows or insurances.
3. Have a minimum of three (3) years experience in providing services similar to those specified in this RFP.
4. Provide contact name(s), title(s), qualification(s), phone number(s) and e-mail address(s) of lead professional personnel assigned to the County account.
5. Provide detailed work experience for each employee assigned to provide services to the county. (Information includes but is not limited to skills, specialties and years of experience.)
6. Provide four (4) references verifying exemplary service. These references **MUST** have received service(s) similar to those proposed under this RFP. Provide the business name, address, contact

name, phone number, length of service contract for each site, and a brief description of product installation.

7. Complete a Criminal History Background Check Certification for each employee selected to perform work on County property, indicating the employee's name, birth date, address, and telephone number.
8. Submit a written estimate to the building representative for cost of time and materials for the services/repairs prior to commencing work.
9. Keep legible and detailed documentation on all work performed under this RFP. Detailed documentation includes but is not limited to the following:
  - Requesting Department and/or Division Name
  - Building Name
  - Building Address
  - Date of Service
  - Time In / Time Out
  - Specific Area
  - Service(s) Performed
  - Number of Service Hours
  - Hourly Rate for Service(s) Performed
  - Material(s) Used
  - Cost of Materials and/or Equipment
  - Employee Name(s)
  - Job Title of Employee
  - Department Representative Signature
10. Provide project supervision (as required) and quality control procedures.
11. Have appropriate material, equipment and labor to perform three (3) jobs simultaneously safely and efficiently. All costs associated with meeting this requirement will be the sole responsibility of the vendor. Provide total number of employees by skill set.
12. Park only in designated areas and display parking permit provide.
13. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide service(s) and/or product(s).
14. Wear company uniform or ID badge for identification purposes.

## **12. MINIMUM REQUIREMENTS AND SPECIFICATIONS**

The County desires the most acceptable service(s) and product(s) available. The following specifications outline the minimum requirements for this RFP. Minimum requirements are provided to assist vendors in submitting a thorough response that meets the County's objectives. Proposals received must reflect in detail their inclusion and the degree provided. Vendors may propose methodologies which meet the purpose and meaning of the listed requirements, but should note that the proposed service(s) and product(s) which meets all, or most closely meets the specifications will be recommended for award within the listed selection criteria. The successful proposer must:

- **Vendor**
  - Have ability to perform the following remodeling services.
    - a. General Demolition
    - b. Framing walls and partitions with metal or wood studs
    - c. Repair and installation of doors and windows
    - d. Repair and installation of commercial door hardware to include but not limited to door closures and panic devices (i.e. automatic flush bolt operators and door coordinators)
    - e. Repair and installation of suspended grid ceilings
    - f. Repair, installation and building of stairways
    - g. Repair and installation of hardwood floors
    - h. Repair, installation and building of cabinets
    - i. Repair and installation of Drywall

- j. Repair and installation of decks and porches
- k. Installation of insulation
- l. Fabrication and installation of millwork
- m. Finishing work (i.e. drywall, mud and tape, paint, stain, trim)
- n. Custom projects as assigned to include the cutting, fitting and assemble.
- Provide service coverage on buildings and structures during County business hours, Monday through Friday with County Holidays excluded.
- Respond to the requesting department within twenty-four (24) hours of receipt of a service request.
- Obtain permits needed to complete project.
- Arrange for access to work areas if and when necessary (If approved by using department).
- Coordinate with other on-call services (Electrical or Mechanical) as required.
- Schedule any shut down of service and /or utilities with the building representative.
- Meet all required building codes, ordinances and laws (including ADA).
- **Pricing**
  - Submit a cost plus percent methodology for all remodeling materials.
  - Provide Labor Rate based on the following:
    - Normal Working Hours, Monday through Saturday, 8:00 a.m. – 5:59 p.m.
    - Overtime Hours, Monday through Saturday, 6:00 p.m. – 7:59 a.m.
    - Sunday/Holidays
    - Emergency Call Charge
- **Major Repairs** (Major repairs will be defined as any repair exceeding fifteen hundred dollars.)
  - Submit a written estimate to the building representative for cost of time and materials for the major repair prior to commencing work. (**The County reserves the right to obtain competitive quotes/bids and determine who will be selected to perform the required services for major repairs.**)
  - Receive written authorization and approval from the Purchasing Department or designated representative before commencing work. (If the repair is deemed an emergency then this requirement may be waived.)

Unauthorized work performed under this contract shall be at the contractor's risk and the County will not be responsible for payment to the contractor for any work that was performed by the contractor and not initially authorized.

- **Emergency Service**
  - Provide 24/7 Emergency Service.
  - Respond and commence work within (2) two hours or less for emergency repairs. (Emergency repairs may include but not be limited to any condition that may be considered unsafe or hazardous or may cause property damage to the building.)
- **Warranty**
  - Provide warranty for materials and/or service(s) provided. Work must be free from defects for a period of one (1) year. All materials shall be guaranteed by the manufacturer for one (1) year.
- **Reports**
  - Submit weekly, a schedule of activities report to Facility Project Services and any designated personnel. The report should include all activities (i.e. demolition, installation, service, and repair) for a two (2) week period.
- **Safety**
  - Provide any barricades, tarps, plastic, flag tape and other safety /traffic control equipment required to protect its employees, the public and vehicles.
  - Provide dust protection for projects.
  - Provide Material Safety Data Sheets for hazardous chemicals (i.e. solvents) to be used on projects.
  - Maintain a safe work environment and upon completion of installation, return the workspace or area to its original state as approved by the County.
  - Leave the work area clean and free of materials, tools, equipment and debris.

- Remove and dispose of all defective materials in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statues and industry standards.
- Vendor is responsible for all tear off, clean up and haul off of all types of debris.
- Cover the furnishings and floor area prior to commencing work on equipment located above the ceiling line.
- **Invoice**
  1. Invoices must be delivered to each requesting department for each project.
  2. Clearly print on invoices the following:
    - a. Department Name
    - b. Requestor Name
    - c. Department Address
    - d. Purchase Order Number (If Applicable)
    - e. Material(s) and/or service(s) description
    - f. Quantity Ordered
    - g. Vendor Each Price
    - h. County Each Price
    - i. County Total Price
  3. Provide sample invoice.

### **13. PROPOSAL CONDITIONS**

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

1. Pricing offered in the proposal document will be provided to other local government entities with whom Sedgwick County regularly enters into cooperative agreements.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
4. Sedgwick County may award a purchase contract, based on initial offers received, without discussion of such offers. **A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
5. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
6. **Prices proposed may not be withdrawn for a period of 120 days following the opening of this Request for Proposal. Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.**
7. Proposers MUST return one (1) original and two (2) copies of the entire document with any supplementary materials to Sedgwick County, Kansas, Purchasing Department, Suite F, 604 North Main, Wichita, KS 67203-3672, on or before 1:45 p.m. on the proposal due date. The time clock stamp in the Purchasing Department will determine the time of receipt.
8. Envelopes/container containing Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.
9. Sedgwick County interprets the term "lowest responsible bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, and maintenance costs of items upon which proposals are received.

Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.

10. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist Sedgwick County in analyzing your proposal.
11. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and will become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
12. After the award, if the successful vendor/supplier refuses or fails to make deliveries of the materials within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
13. The vendor responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
14. If a response to this Request for Proposal is accepted, the responder agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer.
15. Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.
16. The Proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
17. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County, and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.
18. Sedgwick County reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
19. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
20. County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
21. No prepayment of any kind will be made prior to implementation. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
22. Successful contractor may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the

privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable.

23. The successful proposer agrees all data, records and information, which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. Proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**
24. The Proposer agrees to comply with K.S.A. 44-1030, which reads as follows: "The Proposer hereby agrees that":
  - a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
  - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
  - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
  - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
  - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
25. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division, or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
26. No gifts or gratuities of any kind shall be offered to any County employee at any time.
27. The Proposer certifies that this proposal is submitted without collusion, fraud, or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open, and competitive proposing among all vendors
28. Prior to the opening of proposals, proposers may correct, modify, or withdraw their proposals. A proposer who wishes to withdraw a proposal must make the request in writing to the Purchasing Director. Any correction or modification to a proposal must be submitted in writing and in a sealed envelope clearly identifying the envelope as being a correction or modification to the proposer's proposal.

#### **14. PROPOSAL CONTENT**

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

- A. Organizations complete name and address.
- B. Provide a brief description of your firm to include but not limited to:
  - Qualifications
  - Experience
  - Depth of staff
  - Quality control
  - Demonstrate firms ability to provide the outlined service(s) and/or product(s).
- C. Acknowledge and address in sequential order each mandatory requirement listed in Section 11.
- D. Acknowledge and address in sequential order each minimum requirement listed in Section 12.
- E. Include any topics not covered in the Request for Proposal that you wish to disclose to the County that further describes your firm's level of qualifications to provide the outlined service(s) and/or product(s).
- F. Provide a completed Proposal Response Form.

- G. Provide detailed costs for service(s) and/or product(s) proposed to include but not limited to:
- Cost plus percent methodology for all remodel materials.
  - Labor Rate based on the following:
    - Normal Working Hours, Monday through Saturday, 8:00 a.m. – 5:59 p.m.
    - Overtime Hours, Monday through Saturday, 6:00 p.m. – 7:59 a.m.
    - Sunday/Holidays
    - Emergency Call Charge

**PROPOSAL RESPONSE FORM**  
**Proposal # 05-0085**  
**On-Call Remodeling Services**

**PRICING INFORMATION**

I/We \_\_\_\_\_, propose to provide the product(s) and/or service(s) described herein with the following costs:

<b>Pricing</b>		
<b>Cost plus percent methodology for all remodeling materials.</b>	<b>Cost +</b>	<b>%</b>
<b>Normal Working Hours, Monday through Saturday, 8:00 a.m. – 5:59 p.m.</b>	\$	/hour
<b>Overtime Hours, Monday through Saturday, 6:00 p.m. – 7:59 a.m.</b>	\$	/hour
<b>Sunday/Holidays</b>	\$	/hour
<b>Emergency Call Charge</b>	\$	/ea

**PROPOSAL RESPONSE FORM  
Proposal # 05-0085  
On-Call Remodeling Services**

# **Criminal History Background Check Certification**

I, \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_,

hereby certify that all personnel assigned to work at Sedgwick County Locations have obtained a criminal history background check. I further certify that the following employees have no convictions for any felony or any crime involving larceny or dishonesty/false statement.

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

<u>Name</u>	<u>Date of Birth</u>	<u>Address</u>	<u>Phone</u>
-------------	----------------------	----------------	--------------

**PROPOSAL RESPONSE FORM**  
**Proposal # 05-0085**  
**On-Call Remodeling 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 making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

<b>Firm Name</b>			
<b>Contact Name</b>			
<b>Address</b>		<b>City</b>	<b>State</b>
<b>Phone #</b>		<b>Fax #</b>	<b>Hours of Operation</b>
<b>Tax Payer I.D. Number</b>			
<b>General Nature of Business</b>			
<b>Number of Locations</b>		<b>Number of Persons Employed</b>	
<b>Company Web Site Address</b>		<b>E-mail</b>	

TYPE OF ORGANIZATION: <input type="checkbox"/> Public Corporation <input type="checkbox"/> Private Corporation <input type="checkbox"/> L.L.C. <input type="checkbox"/> Partnership Minority Business _____ (type) <input type="checkbox"/> Woman-Owned Business <input type="checkbox"/> Small Business <input type="checkbox"/> Distributor <input type="checkbox"/> Educational Institution <input type="checkbox"/> Retail <input type="checkbox"/> Dealer	
We acknowledge receipt of addenda: NO. _____, DATED _____; NO. _____, DATED _____.	

The contract period with the successful firm will be one (1) year, to begin following Board of County Commission approval of the recommended proposal, as finalized, and receipt by the County of any and all required paperwork. The County will have an option to renew the contract for two (2) additional one (1) year terms, if agreeable between all parties.

In submitting this proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. **Any exceptions should be clearly delineated and detailed.**

Signature \_\_\_\_\_ Title \_\_\_\_\_

Dated \_\_\_\_\_