



**SEDGWICK COUNTY, KANSAS**  
**DIVISION OF FINANCE**  
**Purchasing Department**  
**Iris Baker, Purchasing Director**

525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055  
[www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing)

**REQUEST FOR PROPOSAL**  
**#09-0096**  
**CARPET CLEANING SERVICES FOR TAG OFFICES**

March 23, 2009

Sedgwick County, Kansas (hereinafter referred to as "the County") is soliciting proposals from qualified firm(s) to provide carpet cleaning services for the Sedgwick County tag offices. The intent of the award of this proposal(s) is to establish contract pricing for two (2) years, with three (3) additional one (1) year options to renew. This proposal may result in a multi-vendor award. It is anticipated that an official contract and/or purchase order will be issued for these services after Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of the services described herein.

This document provides information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, you must submit one (1) original and two (2) copies of the entire document, along with any additional information requested in a sealed container/envelope to the Sedgwick County Purchasing Department, 525 N. Main Street, Suite 823, Wichita, KS 67203, **on or before 1:45 p.m. CDT, Tuesday, April 14, 2009**. Responses must be marked with firm name and address, bid number and bid opening date. Late responses with insufficient postage or collect on delivery will not be accepted and will not receive consideration for final award. The time stamp clock in the Purchasing Department will determine the time of receipt.

To ensure that vendors have complete information prior to submitting a proposal, a **Pre-proposal conference has been scheduled for 1:30 p.m. Thursday, April 2, 2009**, beginning at 2330 N. Maize Rd, Suite 1100, proceeding to 200 W. Murdock, then to 2120 N. Woodlawn, Suite 370 and ending at 212 W. Greenway, Suite 12 in Derby. **While this is not a mandatory conference, we strongly encourage your attendance as this will be the only opportunity you will have to tour the facilities.**

All questions regarding this document should be submitted in writing to Kandace Johnson, Senior Purchasing Agent at email: [kjohnson@sedgwick.gov](mailto:kjohnson@sedgwick.gov) and Linda Kizzire, Chief Deputy Treasurer, at email: [lkizzire@sedgwick.gov](mailto:lkizzire@sedgwick.gov) no later than 5:00 p.m. CDT, April 6, 2009. Any questions of a substantial nature will be answered in written form as an addendum and posted on the Sedgwick County Purchasing website at [www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing), under online services; current RFP's to the right of the RFP number and description, by 5:00 p.m. CDT, April 8, 2009. Vendors are responsible for checking the web site and acknowledging any addendums in their response form.

*Kandace Johnson*

Kandace Johnson, CPPB  
Senior Purchasing Agent

## 1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid/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/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 a product or service, of which quality, testing, references, 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 equipment/service that best meets its required needs, quality levels and budget constraints.**

Receipt of vendor proposals will only be acknowledged at the bid opening (no details or pricing will be read into record). After the evaluation process proposed base pricing for goods/services may be disclosed at the Board of Bids and Contracts meeting. Other information provided in your response will be considered proprietary and will not be divulged during the proposal evaluation process. Because purchases and contractual agreements of this nature require the expenditure of public funds and the use of public facilities, proposers shall understand that portions (potentially all) of their proposal (including final contracts) will become public record after acceptance of a proposal by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your firm to provide goods/services prior to award and will not be shared with any other persons not involved with the selection process.

## 2. BACKGROUND INFORMATION & OBJECTIVES

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 470,000 persons. It is the sixteenth largest in area, with 1,009 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 3,000 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The County currently has four (4) tag office locations, three located in Wichita and one located in Derby. The County is soliciting proposals from qualified firms to clean the carpets by water extraction at the Murdock Tag Office quarterly (4 times per year), at each of the substations bi-annual (2 times per year), and as needed for emergency situations. The County anticipates selecting one (1) firm to provide the services described herein, however we reserve the right to select more than one firm if that is determined to be the most advantageous solution for the County.

Approximate total square footage of each of the four (4) locations to be cleaned is listed below. Most areas are carpeted, however there are sections that are tile covered and will not be included in the proposal. These areas will be pointed out at the site visits.

SITE ADDRESS	APPROX. SQ FOOTAGE	SITE SUPERVISOR CONTACT NUMBER
200 W. Murdock	6,600	660-5200
2120 N. Woodlawn, Suite 370	2,871	660-5190
2330 N. Maize Road, Suite 1100	3,600	660-5195
212 W. Greenway, Suite 12, Derby	4,000	660-5166

(Awarded vendor may also contact Jo Hillman at 660-5200 or Martha Herridge 660-5203 if unable to reach site supervisors at any location.)

### **3. 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 services in accord with this document. A committee comprised of staff from the Treasurer's Office and the Purchasing Department will evaluate each proposer's response as determined by meeting the following criteria (ranked in no particular order):

1. Demonstrate clearly and completely your organization's ability and capacity to meet all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal;
2. Past performance of proposed services, which will verify service levels and capability of the respondent to provide a thorough solution;
3. Proposing the services described herein with the most advantageous and prudent methodology to the County and the Tag Offices.
4. Overall quality and cost of the firm's proposal.

Those submitting a proposal do so entirely at their expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County or for participating in any selection interviews.

*No negotiations, decisions, or actions will be initiated by any firm as a result of any verbal discussion with any County employee during the request for proposal process. Sedgwick County reserves the right to select the service(s) and/or provider(s), and subsequently recommend for award, the proposed services which best meets its required needs, quality levels, and budget constraints.*

### **4. MINIMUM MANDATORY REQUIREMENTS**

The following requirements are provided to assist firms in submitting a thorough response. Proposals submitted must reflect in detail their inclusion as well as the detail to which they can be provided. The successful firm shall:

1. Submit pricing to include all work performed, including all labor and cleaning products required to complete the scope of work described in this document.
2. Perform all work under this contract between the hours of 6:00 p.m. and 5:00 a.m., Monday through Friday, not including County holidays.
3. Provide the County with a phone number or cell phone number of a contact person within the company that can be reached 24 hours a day in the event of an emergency.
4. Respond to emergency services calls within a maximum of two hours from time contacted.
5. Submit detailed plan of operation to the Tag Office Site Administrator, including the names of all company personnel designated to perform the work, the days and times at which the services will be performed and the names and phone numbers of the crew supervisors.
6. Prohibit their employees from disturbing papers on desks, opening desk drawers, book shelving or cabinets, and using telephone and office equipment located in the facilities.
7. Have a minimum of three (3) years experience providing services similar to those outlined in this RFP.
8. Provide verification that all employees selected to perform work on County property have passed a background check. NOTE: County may perform background checks of any or all of contractor's employees or subcontractors prior to allowing work to begin.
9. Provide at least three (3) references for which firm has provided similar services to, including company name, address, phone number, contact name and dates of service.

### **5. STATEMENT OF WORK**

The following is a general outline of the work to be performed by the successful proposer:

1. Provide water extraction carpet cleaning services quarterly at the Murdock Tag Office.
2. Provide water extraction carpet cleaning services twice annually at each of the substations.
3. All chairs and poles must be moved prior to cleaning areas and must be replaced in their original positions after completion of the work.
4. Provide emergency carpet cleaning services as needed at a fixed per hour rate.

5. All work, with the exception of emergency situations, must be completed between the hours of 6:00 p.m. and 5:00 a.m., Monday through Friday, excluding County holidays.

#### **6. SITE VISIT**

A pre-proposal meeting will start at 1:30 p.m April 2, 2009, beginning at 2330 N. Maize Rd., Suite 1100, proceeding to 200 W. Murdock, then to 2120 N. Woodlawn, Suite 370, and finishing at 212 W. Greenway, Suite 12, Derby, KS.

Interested proposers will have the opportunity to ask questions regarding the required services and tour the areas. As indicated herein, proposers shall be responsible for the complete cleaning of all carpeted areas of the buildings listed and as such, shall properly inform themselves of areas to be cleaned, size of building, existing conditions, etc. Failure of vendors to familiarize themselves with the buildings and conditions will not relieve them of their responsibilities under any contract.

#### **7. INSURANCE REQUIREMENTS**

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker's compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. 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. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

#### **Worker's Compensation:**

Applicable State Statutory Employer's Liability

**Employer's Liability Insurance:** \$100,000.00

#### **Contractor's Liability Insurance:**

Form of insurance shall be by a Commercial General Liability and include  
Automobile comprehensive/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 \$500,000.00  
Bodily Injury Each Occurrence \$500,000.00

**Professional Liability** \$500,000.00

#### **8. 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 providers 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.

### **9. CONTRACT PERIOD**

The contract period for these services will be for two (2) years following Board of County Commission approval. Concluding the two (2) year contract, the County will have an option to renew the contract for three (3) additional one (1) year terms, approved at the prices proposed in response, if agreeable between all parties. A written contract will be completed referencing this document, the successful vendor's response, and any applicable terms, conditions and instructions. A Purchase Order will be issued to the successful vendor to facilitate billing. Prior to commencement of service, a calendar of the required services will be finalized which will ensure and guarantee superior workmanship within the specified parameters.

The County shall retain the right to cancel the contract at any time with thirty (30) days written notice for any cause. Such cancellation will generally result by the failure of the contracted vendor to complete and/or provide the specified services or violation of the Mandatory Requirements. The County may, however, elect to terminate the contract and have services provided by in-house staff or terminate the services entirely.

### **10. TENTATIVE TIMELINE**

The following dates are provided to assist interested firms in planning participation in the project described herein. These dates are for informational purposes and are subject to change without notice. Contact Kandace Johnson at (316) 660-7267 to confirm any/all dates.

Request for Proposal Issued -----	March 23, 2009
Mandatory Pre-Proposal Meeting -----	April 2, 2009
Questions Due by 5:00 p.m. -----	April 6, 2009
Addendum Issued (if required) -----	April 8, 2009
Proposal Responses Due -----	April 14, 2009
Review of Proposals Received -----	April 15-April 22, 2009
Board of Bids and Contracts Approval -----	April 23, 2009
Board of County Commissioners Approval -----	April 29, 2009

### **11. 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 governments and governments whom Sedgwick County regularly enters into 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. Proposals 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 the entire document with any supplementary materials to Sedgwick County, Kansas, Purchasing Department, 525 North Main, Suite 823, Wichita, KS 67203, 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. Bids and Proposals will be opened and acknowledged at 2:00 p.m. the same day and location unless other specified.
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 and best 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 proposers cannot respond to any part of this request proposers should state the reason they cannot respond. Proposers may provide supplemental information, if necessary, to assist Sedgwick County in analyzing their 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 shall become binding for all terms set forth herein, when it is accepted by the service provider by acknowledgment or performance, and subject to the terms and conditions of the County to be memorialized by written agreement.
12. After the award, if the successful contractor/supplier refuses or fails to make deliveries of the materials/services 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 proposer 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 proposer 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. If a proposer is awarded a contract, 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. Unless specified elsewhere in the document, all prices quoted must be F.O.B. County destination and will include all delivery, handling, and any other charges related to delivery including surcharges.
23. The successful proposer 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.
24. 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.**
25. The Proposer agrees to comply with K.S.A. 44-1030, and 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.
26. Sedgwick County is desirous of allowing as many vendors as possible the opportunity to participate including minority men and women-owned businesses, and small businesses in the roles of providing goods and services to Sedgwick County. If your company does not fall into any of these categories, your efforts to contract with vendors who do fall into these categories are appreciated. Construction projects utilizing subcontractors requires a subcontracting worksheet. Contact purchasing department for details.
27. 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.
28. No gifts or gratuities of any kind shall be offered to any County employee at any time.
29. 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.

30. 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.

**CARPET CLEANING SERVICES FOR TAG OFFICES**  
**09-0096**  
**PROPOSAL RESPONSE FORM**

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 proposal is 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.

FIRM NAME \_\_\_\_\_

CONTACT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

TAXPAYER I.D. NUMBER \_\_\_\_\_

COMPANY WEB SITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

GENERAL NATURE OF BUSINESS \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

*TYPE OF ORGANIZATION (check all which apply):*

Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_

Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_

Minority Business \_\_\_\_\_ (Certification # \_\_\_\_\_) Woman-Owned Business \_\_\_\_\_

**Any addendum(s) will be posted on the Sedgwick County Purchasing website at [www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing), under online services; current RFP's to the right of the RFP number and description. Vendors are responsible for checking the web site and acknowledging any addendums in their response.**

We acknowledge receipt of addenda: # 1. \_\_\_\_\_, DATED \_\_\_\_\_; #2. \_\_\_\_\_, DATED \_\_\_\_\_

**PRICING INFORMATION**

**Proposer agrees to provide the carpet cleaning services in compliance with the scope of work and terms and conditions at fixed price per month for the entire period of the contract for the following locations:**

- Main Tag Office, 200 W. Murdock: \$ \_\_\_\_\_ per cleaning.
- Chadsworth Tag Office, 2330 N. Maize Rd., Suite 1100: \$ \_\_\_\_\_ per cleaning.
- Brittany Tag Office, 2120 N. Woodlawn, Suite 370: \$ \_\_\_\_\_ per cleaning.
- Derby Tag Office, 212 W. Greenway, Suite 12: \$ \_\_\_\_\_ per cleaning.

Fixed hourly rate for additional carpet cleaning as needed for emergency situations: \$ \_\_\_\_\_ hour.

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

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

Printed Name \_\_\_\_\_ Dated \_\_\_\_\_