



**SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT**

Purchasing Section

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316-383-7055

<http://www.sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL
#18-0022
SECURITY GUARD SERVICES**

March 30, 2018

Sedgwick County, Kansas (hereinafter referred to as "County") is soliciting proposals to contract with a qualified vendor to provide security guard services for COMCARE and the Sedgwick County Tag Offices. It is anticipated that an official contract and/or purchase order will be issued 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. 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 p.m. CDT, April 24, 2018.**

All contact concerning this solicitation shall be made through the Purchasing Department. Proposers shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Division of Purchasing in writing. Failure to comply with these guidelines may disqualify the Proposer's response.

Sincerely,

Britt Rosencutter
Purchasing Agent

BR/fr

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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 certified community mental 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
Crisis Intervention Services	635 N. Main	24 hour facility and requires security 24 hours per day, 365 days per year.
Sedgwick County Offender Assessment Program (SCOAP)	1720 E. Morris	24 hour facility and requires security 24 hours per day, 365 days per year (168 hours per week)
Adult Services	4035 E. Harry Street	Requires security Monday through Thursday 8:00 a.m.-9:00 p.m.; Friday 8:00 a.m.-5:00 p.m.
Center City COMCARE’S Homeless Program	402 E. 2nd	Requires security from 8:00 a.m. to 5:00 p.m. Monday through Friday. At random times each day, security will drive own vehicle to COMCARE’s Supported Housing location at 731 Hunter and spend a portion of one hour at that location (average 45 hours per week)
Adult Medical Services	1919 Amidon	Requires 2 security guards. One guard Monday through Friday from 8:00 a.m. -5:00 p.m. The second guard Monday through Friday 7:45 a.m. – 3:45 p.m.
Drug Court	4165 E. Harry	Requires security Monday through Friday from 5:00 p.m. to 9:00 p.m. (average 20 hours per week)

SEDGWICK COUNTY TREASURER TAG OFFICES

The County currently has four (4) tag office locations, three (3) located in Wichita and one (1) located in Derby that are the responsibility of the Sedgwick County Treasurer. The Tag offices are maintained and managed under the auspices of the State of Kansas, of which the Treasurer reports. In June or July of 2018 the Chadsworth, Brittany, and Derby offices will be consolidated into one (1) large office located at 5620 E Kellogg, Wichita, KS. This office will require the same mandatory requirements and scope of work as the Douglas office location.

The tag offices are in need of Security Services 2-3 days every month at all four (4) locations. Below is a list of the locations and the hours of operation:

Site Name	Location	Hours of Operation
------------------	-----------------	---------------------------

Main Tag Office	2525 W. Douglas Wichita, KS	Monday through Friday from 8:00 a.m. to 5:00 p.m. Requires Security from 7:45 a.m. to 5:30 p.m.
Chadsworth Tag Office	2330 N. Maize Rd. Wichita, KS	Monday through Friday from 8:00 a.m. to 5:00 p.m. Requires Security from 7:45 a.m. to 5:30 p.m.
Brittany Tag Office	2120 N. Woodlawn Wichita, KS	Monday through Friday from 8:00 a.m. to 5:00 p.m. Requires Security from 7:45 a.m. to 5:30 p.m.
Derby Tag Office	212 W. Greenway, Suite 212 Derby, KS	Monday through Friday from 8:00 a.m. to 5:00 p.m. Requires Security from 7:45 a.m. to 5:30 p.m.

IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Britt Rosencutter
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, TUESDAY, April 24, 2018. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award. Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date. No information other than the respondent's name will be disclosed at bid opening.

V. Scope of Work

MANDATORY REQUIREMENTS and SCOPE OF WORK FOR COMCARE

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 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's 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 including MACE, Pepper Spray or TASER (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 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 and regulations and County resolutions including, but not limited to those dealing with fire lanes and smoking.
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 every 15 minutes, unless otherwise specified by program management.
23. Security guards are responsible for securing any weapons or items that could cause harm to self or others.
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's 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.

MANDATORY REQUIREMENTS and SCOPE OF WORK FOR TAG OFFICES

A separate contract will identify the services for the Tag offices under Sedgwick County and will specifically require the Treasurer's signature along with the County's authorized signatures.

Douglas Office

Shall require the presence of one (1) unarmed guards for 1-3 days per month. Office hours are from 8:00 a.m. to 5:00 p.m. and will require security from 7:45 a.m. to 5:30 p.m. or until after the last citizen has left the building. No services will be required for the following months of December, January, and February due to low traffic volume. The security guards will provide the following services, including but not limited to:

Security guard #1:

1. Guard will be stationed inside the front door of the office.
2. Assure that citizens do not block the entrance and exit doors.
3. Maintain order and ensure the safety of citizens in the office.
4. Remind citizens as they enter the building that proof of insurance and valid Driver's license are required on all registrations.
5. Assist citizens with FAX retrievals.
6. Guard the door at the end of the day to assure that no other citizens come in after hours.
7. Guard will leave only after the last citizen has left the building.
8. This location will require security coverage during the lunch hour.

Substation Tag Offices

Shall require the presence of one (1) unarmed guard at each station 1-3days per month. Office hours are from 8:00 a.m. to 5:00 p.m.; will require security from 7:45 a.m. to 5:30 p.m. or until after the last citizen has left the building. The security guards will provide the following services, including but not limited to:

1. Guard will be stationed inside the front door of the office.
2. Assure that citizens do not block the entrance and exit doors.
3. Maintain order and ensure the safety of citizens in the office.
4. Remind citizens as they enter the building that proof of insurance and valid Driver's license are required on all registrations.
5. Assist citizens with FAX retrievals.
6. Guard the door at the end of the day to assure that no other citizens come in after hours.
7. Guard will leave only after the last citizen has left the building.
8. This location will require security coverage during the lunch hour.

Schedule for Tag Offices (dates are subject to change)

March 30th
April 2nd & 30th
May 1st & 31st
June 1st, 29th
July 2nd & 31st
August 1st, 31st
September 4th, 28th
October 1st & 31st
November 1st, 30th
December 3rd

VI. Sedgwick County’s Responsibilities

- Provide information, as legally allowed, in possession of the County, which relates to the County’s requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Britt Rosencutter at britt.rosencutter@sedgwick.gov by 5:00 p.m. CDT **Monday, April 9, 2018**. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFP number by 5:00 p.m. CDT **Friday, April 13, 2018**. 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
Meeting or exceeding all solicitation conditions and instructions as outlined herein to include clarity, completeness, and comprehensiveness of the response.	20
Ability to meet or exceed all requirements and scope of work.	25
Proven ability to provide high quality service.	15
Qualifications and expertise.	15
The most advantageous and prudent methodology and costs as determined by the County.*	25
Total Points	100

*Scoring for cost will be calculated by using the total 5 year cost (total implementation and 5 years of annual support).

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

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.

Any final negotiations for services and terms and conditions will be based, in part, on the Vendor’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.

County reserves the right to reject any proposal, determine any irregularities, and make final determination for award.

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 that best meets 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	March 30, 2018
Questions and clarifications submitted in writing by 5:00 p.m. CDT	April 9, 2018
Addendum Issued	April 13, 2018
Sealed Proposal due before 1:45pm CDT	April 24, 2018
Evaluation Period	April 25 – May 7, 2018
Board of Bids and Contracts Recommendation	May 17, 2018
Board of County Commission Award	May 23, 2018

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.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment for services will be on a monthly reimbursement basis. Payment will only be made for services authorized through COMCARE and the Treasurer.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [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, 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. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

Automobile Liability:

Combined single limit
Professional Liability
If required

\$500,000.00

Special Risks or Circumstances:

Entity reserves the right to modify 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

http://www.sedgwickcounty.org/purchasing/pdf_files/Proposal%20Terms%20%20Conditions.pdf

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VIII. Required Response Content

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The names of the staff members who will be available for work on the contract, including a listing of their work experience.
3. The firm’s relevant experience, notably experience working with government agencies.
4. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three years.
5. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
6. A description of the type of assistance that will be sought from County staff, including assistance required from the County to lessen the costs of this project.
7. Proof of insurance meeting minimum insurance requirements as designated herein.
8. Those responses that do not include all required forms/items may be deemed non-responsive.

PRICING INFORMATION

COMCARE Cost Table/Staffing Table	Year 1	Year 2	Year 3	Year 4	Year 5
Crisis Intervention Services 635 N. Main					
Hourly Rate Nonlethal/Lethal					
Sedgwick County Offender Assessment Program (SCOAP) 1720 E. Morris					
Hourly Rate Nonlethal/Lethal					
Adult Services 4035 E. Harry Street					
Hourly Rate Nonlethal/Lethal					
Center City (COMCARE Homeless Program) 402 E. 2nd					
Hourly Rate Nonlethal/Lethal					
OutPatient Services (OPS) 1919 Amidon (2 guards)					
Hourly Rate Nonlethal/Lethal					
Drug Court 4165 E. Harry					
Hourly Rate Nonlethal/Lethal					
Cost for any additional staff needed at any site					

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

2018 will be 4 offices until the opening of the East side office (July – September) 5620 E Kellogg then will be 2 offices

2019 and forward will be 2 offices only – East and West office only

Treasurer's Tag Offices Cost Table	Year 1	Year 2	Year 3	Year 4	Year 5
Main Tag Office 2525 W. Douglas					
Hourly Rate					
Chadsworth Tag Office 2330 N. Maize, Ste 1100					
Hourly Rate					
Brittany Tag Office 2120 N. Woodlawn, Ste 370					
Hourly Rate					
Derby Tag Office 206 W. Greenway, Ste 14					
Hourly Rate					
Cost for any additional staff needed at any site					
Hourly Rate					

IX. [Response Form](#)

**REQUEST FOR PROPOSAL
#18-0022
SECURITY GUARD SERVICES**

*RFP #18-0022
Sedgwick County... Working for you*

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

____ African American (05) ____ Asian Pacific (10) ____ Subcontinent Asian (15) ____ Hispanic (20)

____ Native American (25) ____ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

____ Not Minority -Woman Owned (50) ____ African American-Woman Owned (55)

____ Asian Pacific-Woman Owned (60) ____ Subcontinent Asian-Woman Owned (65) ____ Hispanic Woman Owned (70)

____ Native American-Woman Owned (75) ____ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: ____ Yes ____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: ____ Yes ____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor’s responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer’s response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____