



**SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT**

Purchasing Section

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

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

[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

REQUEST FOR PROPOSAL

#19-0044

HAZMAT TRAINING AND EXERCISE EDUCATION SERVICES

April 5, 2019

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide Hazmat Training and Exercise Education Services. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45 pm, CDT April 30, 2019.

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

Sincerely,

A handwritten signature in black ink, reading "Josh Lauber", is written over a horizontal blue line.

Josh Lauber
Purchasing Agent - Buyer

JL/ch

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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 511,000 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.

Since the 2008 HMEP grant to identify special needs populations, training and educating providers who provide services to them on emergency planning and preparedness for hazardous materials accidents through workshops and exercises, estimates show positive results. However, less than 10% of the providers were able to receive these workshops and exercises, and the hazardous materials threat has increased each year with increased transportation traffic. With the advent of the CMS Final Rule on Emergency Preparedness mandate, the need for ensuring service providers of our susceptible populations increases in urgency. In addition, schools, the elderly and other susceptible populations continue to remain with little to no emergency planning and preparedness, and existing plans have not been tested recently. It is estimated that our current gap is 27% of the susceptible population is in need of education, training and testing based on recently developed population maps. Conducting hazardous materials awareness through seminars and workshops will help engage the need for emergency planning, followed by testing those plans with a tabletop and full-scale exercise. Having organizations and agencies already involved with emergency planning and response assist with these venues will help minimize the gap that exists and better prepare of susceptible populations in the event of a hazardous materials release. Final results will include emergency plan development and testing, internal and external communications, continuity of operations to remain resilience and sustainable, and a better understanding of resources available. The specific requirement requested is to provide training courses as indicated in 2019 and project training needs into the 2020 HMEP grant cycle.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide hazmat training and exercise education services. The following objectives have been identified for this contract:

1. Acquire hazmat training and exercise education services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven “track-record” in performance, service and customer satisfaction.
3. Acquire hazmat training and exercise education services with the most advantageous overall cost to the County.

IV. Submittals

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

Josh Lauber
Sedgwick County Purchasing Section
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, Tuesday, April 30, 2019**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 pm CDT, on the due date. No information other than the respondent's name will be disclosed at bid opening.

V. Scope of Work

For 2018/2019 HMEP Grant:

1. 80-hour Hazmat Technician Class

Certified instruction for 24 students according to National Fire Protection Association 472 standards for Hazmat Technician to prepare responders to operate as a member of a hazardous materials response team at a CBRNE event. Participants should be taught: to classify, identify, and verify known and unknown material by using field survey instruments and equipment; to select and use the proper chemical protective equipment provided to the hazardous materials Technician; to understand hazard and risk assessment techniques for Hazmat and CBRNE environments; to be able to perform advanced control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available. In-class instruction and testing should follow the NFPA 472 standard; for this class we also require independent third-party testing at the end according to International Fire Service Training Association standards.

Requirements include (as a minimum):

- When: Not Later than July 2019
- Course shall be 80 contact hours in length with a maximum of 24 students
- Location: Sedgwick County Fire Station 32, Park City, KS (no cost to vendor)
- Class size: 24 Students (Wichita FD-10/Sedgwick County FD-10/Other-4)
- Contractor shall provide a minimum of two full time instructors
- Contractor responsible for all travel expenses
- Contractor shall provide all course materials and identify equipment required for students to bring with them as necessary to conduct training
- Proposed daily and hourly program of instruction
- Certificate & 3rd party individual Proficiency Testing/certification opportunity

Note: Contractor/vendor must coordinate with Kansas University for Proctored Proficiency testing the last day of the class under current Kansas business rules for certifying individual proficiency.

2. 8- Hour HAZWOPER Refresher Class

This course must meet the requirements outlined in OSHA 29 CFR 1910.120 for 8 (eight) hours of annual refresher training for workers at hazardous waste sites. This course should be designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. The course should include HAZWOPER regulations, site characterization, toxicology, hazard recognition, personal protective equipment, decontamination, medical surveillance, confined space entry and emergency procedures. Upon successful completion of the course the students should receive a certificate of completion.

Additional Info (this will be on the class flier; may not be needed for quote request):

Pre-Requisites:

Enrollment is open to those who have already completed the 40-hour or 24-hour HAZWOPER training.

Learning Outcomes:

Read and understand OSHA regulations and requirements

Summarize Site Characterization

Understand the principles of toxicology and how they relate to various types of chemical exposures

Describe potentially hazardous situations involving corrosives, solvents, oxidizers and reactive chemicals

Identify the uses for Personal Protective Equipment (PPE) and how to choose the correct PPE

Understand the principles of decontamination as well as levels of decontamination and methods

Understand the confined space permit system; be able to identify the main confined space atmospheric hazards, types of ventilation and gain an overall understanding of medical concerns associated with confined spaces

Understand the various considerations in an emergency situation and the importance of training and actions to personal safety and the safety of others.

3. Hospital Decontamination Class

We are seeking to offer a class that trains hospital and healthcare workers who are part of a decontamination team according to the OSHA standard for “Best Practices for First Receivers of Victims From Mass Casualty Incidents Involving Release of Hazardous Substances”. Topics covered in the class should include familiarization with hazardous

material terminology, operating within the Incident Command System, and use of personal protective equipment, including proficiency in donning and doffing PPE. Students will be encouraged to bring their own PPE, but the instructor should have equipment available for use in case a student doesn't have their own.

Potential Vendors are invited to state whether their proposal could be used in determining the future HMEP Grant estimates for 2019/2020 requirements

Contractor must identify and address any issues not listed above that are required to conduct the course(s).

Informal quotes for the 2019/2020 HMEP Grant cycle:

1. Advanced Monitoring and Detection Course – Request for Proposal

The Sedgwick County Emergency Management Division and Local Emergency Planning Committee is requesting proposals for the delivery of an Advanced Monitoring and Detection Course during the Spring/Summer of 2020 at a location TBD (no cost to vendor). Delivery is required to provide participants with the advanced knowledge and skills set forth in NFPA 472 Chapter 19 – Competencies for Hazardous Materials Technicians with an Advanced Monitoring and Detection Specialty, and applicable monitoring and detection sections of Chapter 23 – Competencies for Hazardous Materials Technicians with a Weapons of Mass Destruction Specialty.

Requirements Include (as a minimum):

- Course shall be 40 contact hours in length with a maximum of 24 students
- Contractor shall provide a minimum of two full time instructors
- Contractor responsible for all travel expenses
- Contractor shall provide all course materials including reference charts, samples, glassware, safety equipment (goggles, gloves), indicating papers, NIOSH/DOT guidebooks as required
- Assessment of technologies used by the AJ with a gap analysis tied to the standard of care
- Participants demonstrate competencies aligned with Chapters 21 and 23 of NFPA 472
- Contractor should provide instruments to demonstrate each of the detection and identification technologies utilized by Type 1 and II HazMat teams
- Certificate

2. Tactical Chemistry Course – Request for Proposal

The Sedgwick County Emergency Management Division and Local Emergency Planning Committee is requesting proposals for the delivery of a Tactical Chemistry Course Spring/Summer of 2020 at a location TBD (no cost to vendor). The class meets all of the requirements set forth in the 2018 NFPA 472 Chapter 19 Competencies for Hazardous Materials Technicians with an Advanced Monitoring and Detection Specialty and Chapter 21 Competencies for Hazardous Materials Technicians with an Advanced Chemical Risk Assessment and Analysis Specialty.

Requirements include (as a minimum):

- Course shall be 40 contact hours in length with a maximum of 24 students
- Contractor shall provide a minimum of two full time instructors
- Contractor responsible for all travel expenses
- Hazardous Materials Technician Textbook
- Chemistry Reference Charts
- Chemicals
- Glassware
- Safety Equip (gloves, goggles)
- Indicating papers - pH, KI, water
- NIOSH/DOT Guidebooks
- Certificate

Contractor must identify and address any issues not listed above that are required to conduct the course(s).

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 Josh Lauber at Josh.Lauber@sedgwick.gov by 5:00 pm CDT, April 15, 2019. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by 5:00 pm CDT, April 19, 2019. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Proposers shall:

1. Have a minimum of 3-5 years' experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

C. Evaluation Criteria

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
A. Has a minimum of 3-5 years' experience in presenting coursework for 80-hour Hazmat Technician Class; 8-hour HAZWOPPER Refresher Class; and/or Hospital Decontamination Class	15
B. Professional references verifying ability to perform the proposed Hazmat required training of the proposal (three minimum)	15
C. Meeting all request for proposal requirements and/or specifications as outlined herein, especially certification post-delivery for class participants	35
D. Implementation plan	15
E. Cost Competiveness	20
Total Points	100

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- A. \$38,000.00 divided by \$50,000.00 =.76 .76*10 7.6 points
- B. \$38,000.00 divided by \$38,000.00 =1.00 1.00*10 10 points
- C. \$38,000.00 divided by \$49,000.00= .77 .77*10 7.7 points

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Section at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	April 5, 2019
Questions and clarifications submitted in writing by 5:00 p.m. CDT	April 15, 2019
Addendum Issued	April 19, 2019
Sealed Proposal due before 1:45pm CDT	April 30, 2019
Evaluation Period	April 30-June 6, 2019
Board of Bids and Contracts Recommendation	June 6, 2019
Board of County Commission Award	June 12, 2019

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of One (1) year with four (4) one (1) year options to renew.

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

Payment and Invoice Provisions

https://www.sedgwickcounty.org/media/39239/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, Contractor’s professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the

date any professional services are provided for this project, and (ii) be maintained for a minimum of 3 years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured including both ongoing and completed operations, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input type="checkbox"/> Required/ <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input type="checkbox"/> Required/ <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required/ <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

CONTRACTOR IS PROVIDING CONSTRUCTION SERVICES:

In addition to the above coverages, Contractor shall also provide the following:

Builder's Risk Insurance:	In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, Contractor, and all Subcontractors shall be included as named insureds.
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G. [Indemnification](#)

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. [Confidential Matters and Data Ownership](#)

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. [Proposal Conditions](#)

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

VIII. Required Response Content

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The names of the staff members who will be available for work on the contract, including a listing of their work experience.
3. 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.
9. Any documents, licensures, and certificates to validate your expertise to provide the training requirements to properly evaluate your proposal.

IX. Response Form

**REQUEST FOR PROPOSAL
#19-0044**

HAZMAT TRAINING AND EXERCISE EDUCATION SERVICES

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

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

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 _____