

SHAWNEE COUNTY
REQUEST FOR QUOTATION

QUOTATION NO.	016-22	VENDOR _____
DATE MAILED	02-21-22	ADDRESS _____
CLOSING 2:00 P.M.	03-07-22	PHONE _____

THIS IS NOT AN ORDER

1. In communications, always refer to the above quotation number.
2. All prices and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
3. Shawnee County reserves the right to accept or reject any part of, or all of, any bid or proposal.
4. All prices quoted are to be less Federal Excise Tax and Kansas Sales Tax.
5. Price quoted shall remain firm for ninety (90) days after bid closing date.

SHAWNEE COUNTY HAS A NEW ELECTRONIC BID SYSTEM.

All vendors are required to create an online portal account (www.snco.us/purchasing) in order to receive or submit bid requests.

ITEM AND DESCRIPTION

Shawnee County Parks + Recreation (SCP+R) is soliciting sealed bids for bus services for SCP+R sponsored camps and special events, per the following minimum specifications.

NONDISCRIMINATION: Shawnee County is committed to the concept of equal employment opportunity. All bidders and contractors are expected to comply with the provisions of K.S.A. 44-1030 and 44-1031, copies of which are attached and shall be a part of this contract and other applicable Federal and Kansas laws governing equal employment opportunity.

In accordance with K.S.A 44-1030, vendor hereby agrees to the following:

- 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 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 Shawnee 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 Shawnee County, Kansas; and,
- E. He or she will include the provisions of subsections (a) through (d) inclusively of this

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paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor of vendor.

NOTE: In the event that goods or services delivered by the vendor are unsatisfactory and remain unsatisfactory after a notice and an opportunity to correct the deficiencies, the County reserves the right to purchase substitute goods or services from the other bidders.

Shawnee County reserves the right to negotiate separately with any vendor after the opening of this RFQ 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.

Shawnee County interprets the term “lowest responsible and best bidder” as requiring Shawnee 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. Shawnee 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. Shawnee 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 vendors.

Shawnee County will award the bid; if the successful vendor refuses or fails to make deliveries of the materials/services within the times specified in the RFQ, purchase order or contractual agreement, Shawnee County may, by written notice, terminate the contract OR purchase order. The successful vendor 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.

The vendor hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this RFQ, 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 RFQ and documents. The vendor further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope for the project as aforesaid.

Shawnee County will use discretion with regards to disclosure of proprietary information contained in any response but cannot guarantee the information will not be made public. As a governmental entity, Shawnee County is subject to making records available for disclosure pursuant to the Kansas Open Records Act. Any confidential or proprietary information should be clearly marked.

Shawnee 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) and 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

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such laws, and as a condition of agreements, the County reserves the right to unilaterally sever, modify or terminate agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.

This Request for Quotation, responses thereto and any contract documents will be governed by the law of the State of Kansas. Any dispute arising out of the same will be litigated only within the courts of the State of Kansas.

Vendor agrees that all data, documents and information, regardless of form, that is generated as a result of this Request for Quotation are the property of Shawnee County. The County shall not be liable to reimburse any vendor for the costs of creating, compiling or delivering the same to the County.

By submission of a response, the proposer agrees that at the time of submittal, it: 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, bureau or committee sanctioned by and/or governed by the Board of Shawnee County Commissioners of the County of Shawnee, Kansas. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County may reject their proposal at its sole discretion.

No gifts or gratuities of any kind shall be offered to any County employee at any time.

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.

The County is exempt from the payment of Federal and excise taxes and Kansas sales tax.

Vendor credit agreements are prohibited. Unless otherwise stated in this document, payment will be made from vendor-submitted invoice(s) via ACH transfer, check or credit card. Shawnee County will not complete any credit application or agree to credit terms supplied by vendor.

CLOSING DATE: Bids will be received until 2:00 p.m. CDT, on the scheduled closing date. The bid portal will not accept any new bids after this time.

SIGNATURE OF BIDS: Each bid must show in the space provided the complete business or mailing address of the bidder and must be signed by him or her with his or her usual signature.

WITHDRAWAL OF BIDS: Bids already submitted may be withdrawn upon proper identification of bidder and provided request is received prior to time of closing. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal after the time set for closing of bids.

NOTICE TO SUCCESSFUL BIDDERS: The successful bidder will be notified by email or telephone as soon as possible after bids have been opened, tabulated and analyzed.

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NOTICE TO UNSUCCESSFUL BIDDERS: Unsuccessful bidders will not be notified.

REGISTER YOUR COMPANY: For a *mandatory* pre bid meeting, you have to be registered in our bid portal for us to record you as an attendee. If you are not marked as attended, the system will not allow you to upload a bid. It will also stop you from uploading your bid if you are not registered. Please register. Also, you will need to subscribe to the bid types you can provide. This will automatically send you bid requests in the future.

PLEASE SUBMIT YOUR BIDS EARLY: In case you have problems getting your bid to upload and need assistance, we suggest you do not wait until the last minute. Our system will not allow any bids to be uploaded after 2:00 pm. If you have pricing changes, you may replace your bid in the system any time before the 2:00 closing.

All bids submitted before the specified bid closing time shall be opened and properly recorded on the bid tabulation sheet. Subsequent to the bid opening, all bids shall be thoroughly evaluated and a determination made as to their compliance with applicable specifications. The appropriate County department head shall make this determination. Upon completion of the above determination, an analysis of all bids submitted shall be prepared and formally presented to the Board of County Commissioners for acceptance and approval of the lowest and/or best bid. The Board of County Commissioners reserves the right to accept or reject any and/or all bids and to waive any irregularities or informalities therein.

If additional technical information is required, please submit your questions in the bid portal. They will be answered in the bid portal as well.

If additional bidding information is required, please contact Michele Hanshaw, Purchasing Specialist @ 785-251-4039.

Shawnee County's terms are net 30 days

SIGNED _____

PRINTED NAME _____

TITLE _____

PHONE _____

E-MAIL _____

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SCOPE OF WORK:

Shawnee County Parks + Recreation (SCP+R) is soliciting sealed bids for bus services for SCP+R sponsored camps and special events, per the following minimum specifications.

MINIMAL REQUIREMENTS:

- A. Provide bus services and pricing per bus per trip, hour or mile.
- B. Provide any applicable minimum trip charges.
- C. Ability to provide bus services:
 1. Within Shawnee County limits.
 2. Outside of Shawnee County limits.
 3. Within Shawnee County limits with 72-hour notice.
 4. Outside of Shawnee County limits with 72-hour notice.
 5. ADA-accessible within Shawnee County limits.
 6. ADA-accessible outside of Shawnee County limits.

Pick-up Locations: The following is a list of anticipated pick-up locations. SCP+R will notify Contractor with 72-hour minimum notice should locations change.

- Crestview Shelter House, 4901 SW Shunga Dr, Topeka KS 66614 (maximum 100 passengers)
- Shawnee North Community Center, 300 NE 43rd St, Topeka KS 66617 (maximum 100 passengers)
- Lake Shawnee Recreation Building, 3325 SE Tinman Cir, Topeka KS 66605 (maximum 83 passengers)
- Big Gage Shelter House, 600 SW Zoo Pkwy, Topeka KS 66606 (maximum 180 passengers)
- Special Services Leisure Center, 4330 SW Conservatory Dr, Topeka KS 66606 (maximum 32 passengers)
- Oakland Community Center, 801 NE Poplar, Topeka KS 66616 (maximum 48 passengers)
- Bettis Family Sports Complex, 3025 SE Croco RD, Topeka KS 66605 (maximum of 40 passengers)

Drop-off Locations: The following is a list of anticipated drop-off locations. SCP+R will notify Contractor with 72-hour minimum notice should locations change.

- Midwest Health Aquatic Center, 2201 SW Urish Rd, Topeka KS 66614
- Shawnee North Family Aquatic Center, 300 NE 43rd St, Topeka KS 66617
- Bettis Family Sports Complex, 3025 SE Croco Rd, Topeka KS 66605
- Lake Shawnee, 3137 SE 29th St, Topeka KS 66605
- Blaisdell Family Aquatic Center, 4201 SW Reinisch Pkwy, Topeka KS 66606
- Oakland Pool, 801 NE Poplar St Topeka, KS 66616
- Garfield Pool, 1600 NE Quincy St, Topeka, KS 66608
- Topeka Zoo & Conservation Center, 635 SW Gage Blvd, Topeka KS 66606
- Felker Park, 2540 SW Gage Blvd, Topeka KS 66614
- Skyline Park, 3511 SW Skyline Pkwy, Topeka KS 66614
- Central Park Community Center, 1534 SW Clay St, Topeka KS 66614
- Regal West Ridge Movie Theater, 1727 SW Wanamaker Rd, Topeka KS 66614
- Kansas Museum of History, 6425 SW 6th Ave, Topeka KS 66615
- Sk8away, 815 SW Fairlawn Rd, Topeka KS 66606
- Gage Center Bowl, 4200 SW Huntoon St, Topeka KS 66604
- West Ridge Lanes Family Fun, 1935 SW Westport Dr, Topeka, KS 66604
- Sports Center, 6545 SW 10th Ave, Topeka KS 66615
- Harry S. Truman Sports Complex, 1 Royal Way, Kansas City MO 64129

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- Manhattan Sunset Zoo, 2333 Oak St, Manhattan KS 66502
- The University of Kansas, 1450 Jayhawk Blvd, Lawrence KS 66045
- Kansas State University, 919 Mid-Campus Dr N, Manhattan KS 66506
- Washburn University, 1700 SW College Ave, Topeka KS 66621

VENDOR RESPONSIBILITIES:

- A. All busses must comply with all federal, state and local laws regarding ownership and operation.
- B. All drivers must hold and maintain a valid CDL license with P and S endorsements, issued by the State of Kansas.
 - 1. Class A or B for busses 26,001 or more gross weight or as required by law.
 - 2. Class A, B or C for busses 26,000 or less gross weight or as required by law.
- C. All drivers must have a passing background check.
- D. Listing of capacity per bus/type.
- E. Minimum notice for cancellation and any corresponding fees.
- F. Fuel escalation clause if applicable.
- G. Ability to provide proof of license and background check compliance upon request.

RESPONSES SHOULD INCLUDE:

- 1. Firm Profile – Briefly describe your firm, indicating its size and years in business.
- 2. Staff Assignments – Provide vendor contact communications information.
- 3. Guidelines – Exclusively-selected vendor must comply with all local, state and federal guidelines and regulations.
- 4. References – Provide names, addresses, telephone numbers and/or email addresses of appropriate contact persons for at least three (3) recent clients.
- 5. Firm’s Experience – Describe your firm’s experience providing the requested service(s).

SELECTION PROCESS

Shawnee County will make a selection based on the evaluation of proposals, qualifications and reference checks.

NOTE: Shawnee County reserves the right to request additional information or clarification on submissions to ensure fulfillment of the project scope and available funding prior to awarding the bid.

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SCHEDULE OF PRICES

<u>Item</u>	<u>Per Mile</u>	<u>Per Hour</u>	<u>Per Trip</u>
Bus service within Shawnee County limits	_____	_____	_____
Bus service outside Shawnee County limits	_____	_____	_____
Bus service within Shawnee County limits (72-hour notice)	_____	_____	_____
Bus service outside Shawnee County limits (72-hour notice)	_____	_____	_____
ADA-accessible service within Shawnee County limits	_____	_____	_____
ADA-accessible service outside Shawnee County limits	_____	_____	_____
Minimum trip charges (round trip) if applicable	_____	_____	_____

 COMPANY or FIRM NAME

BY: _____

DATE: _____

PLEASE SUBMIT THIS AS THE FIRST PAGE OF YOUR BID

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44-1030

Mandatory provisions applicable to contracts of the state and other political subdivisions; cancellation, when; application to subcontract; non-application to certain contract. (a) Except as provided by subsection (c) of this session, every contract for or on behalf of the state or any county or municipality or other political subdivision of the state or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

1. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex physical handicap unrelated to such person's ability to engage in the particular work, national origin or ancestry.
2. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the commission.
3. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of K.S.A. 44-1032, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, whole or in part, by the contracting agency
4. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency.
5. The contractor shall include the provisions of paragraphs one (1) through four (4) inclusively of this subsection (a) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor. (b) The Kansas commission on civil rights shall not be prevented hereby from requiring reports of contractors found to be not in compliance with the Kansas act against discrimination. (c) The provisions of this section shall not apply to a contract entered into by a contractor: (1) Who employs fewer than four (4) employees during the term of such contract; or (2) Whose contracts with the governmental entity letting such contract cumulatively total five thousand dollars (\$5,000) or less during the fiscal year of such governmental entity.

44-1031.

Same; personnel to be used in performing contracts; reports; non-application to certain contractors. Every person, as defined in subsection (a) of K.S.A. 44-1002, who wishes to enter into a contract which is covered by the provisions of K.S.A. 44-1030 shall upon request of the commission, inform the commission in writing of the manner in which such person shall recruit and screen personnel to be used in performing the contract. The report shall be made on forms to be supplied by the commission. The provisions of K.S.A. 44-1030 and of this section shall not apply to any contractor who has already complied with the provisions of such sections by reason of holding a contract with the federal government or a contract involving federal funds.

History: L.1972, ch.184, & 15; L. 1975, ch. 264, & 8; L. 1977, ch. 183, & 2; July 1.