

REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL (RFQ/RFP)

**Technology Improvements
City-Wide Locations**



Proposals must be received no later than January 31, 2024 at 4:00 PM

**Submit Response To:
City of Carl Junction
RFQ Technology Partner
303 North Main, PO Box 447
Carl Junction, MO 64834
Attention: Steve Lawver City Administrator**

Questions or Clarifications:

All questions must be submitted in writing via email to: cjcityadm@carljunction.org

1. REQUEST FOR PROPOSALS

1.1 Purpose

The purpose of the Request for Qualifications/Request for Proposals (RFQ/RFP), is to obtain information that will allow the City of Carl Junction (City) to pre-qualify and select a Technology Partner (Partner) and subsequently select a Partner to provide electronic door access control, electronic video security monitoring and networking for those systems, planning services and prioritization for a city-wide project.

1.2 RFQ/RFP Schedule

The City has set the following RFQ/RFP Schedule that all Partners must adhere to. The City reserves the right to modify this schedule as needed and will issue an addendum if it modifies the schedule.

RFQ/RFP Issued	January 10th, 2024
Site Visits (If needed)	January 15 th – 26th, 2024
Deadline for Submission	January 31st, 2024, 4:30pm
Scoring and Selection	January 2 nd – 9th
Submission to Board of Aldermen	February 20th, 2024
Contract Approval by Board of Aldermen	March 5th, 2024
Notice to Proceed	March 6th, 2024

1.3 Qualified Partner

The purpose of this RFQ/RFP is to obtain information that will enable the City to select a Partner that is extremely familiar with all applicable regulations and industry guidelines especially as they apply to the City facilities projects, and be capable of providing work product that will enable the City to strictly comply with said requirements. Each Partner responding to this RFQ/RFP should be prepared and equipped to provide full service to the City in an expeditious and timely manner and on relatively short notice so as to enable the City to meet critical time deadlines and schedules.

1.4 Submission

If your firm is interested in perform services for the projects, on behalf of the City, please submit to the City a Proposal in accordance with this RFQ/RFP. Proposals must be received no later than the date and time indicated in the RFQ/RFP Schedule, Section 1.2. Proposals will be date stamped to record receipt thereof. The proposals may be mailed or delivered in person during normal business hours, which are **7:30 a.m. to 4:30 p.m., Monday through Friday**. Delivery of proposals is the sole responsibility of the Partner. All proposals must be signed and become the property of the City. The address for submission of the proposals is:

City of Carl Junction
RFQ/RFP Technology Partner
Attn: Steve Lawver, City Administrator
P.O. Box 447
303 N. Main
Carl Junction, MO 64834

Email of electronic version is allowable. Send email version to; cjcityadm@carljunction.org.

1.5 Response Format

Each Partner is required to submit a response they deem appropriate to the following requests. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process. Each hardcopy of the Proposal must be bound individually, single-sided, tabbed, and organized in order and include all sections and information as stated in Part 4, Statement of qualifications. Each Partner shall submit five (5) hard copies and one (1) electronic copy, in PDF format with bookmarks, of the RFQ/RFP. The City will evaluate the responses based on the responsiveness to the City requirements listed.

NOTE for Exhibits: All exhibits should be tabbed, labeled and included as part of the appendix. It is at the Firm's discretion to determine how to reference, in the body of the Proposal, the location of the exhibits in the appendix. All exhibits may be recreated in another program as long as the formatting and information requested mirrors the PDF forms attached to this RFQ/RFP. The intent of the PDF forms is to keep all the requested information in a uniform format.

NOTE for Firms teaming with Sub-Contractors: Each responding firm shall select their proposed sub-contractors based on their own criteria. However, the City reserves the right to approve sub-contractors proposed for any projects that may be awarded, based on the City business licensing procedures. Sub-contractors do not need to complete all the exhibits in this RFQ/RFP. Carefully read each section to determine which forms the sub-contractors need to submit.

1.6 Questions

Partners must carefully read the entire RFQ/RFP prior to submitting questions as most questions will be answered in this RFQ/RFP. If, however, you should have questions regarding this RFQ/RFP, please email, cjcityadm@carljunction.org. All questions must be submitted in writing. The question deadline is January 19th, 2024 at the same time as the deadline for site visits. After this deadline, the City will not answer, address, and/or review any questions interested Partners might submit. Responses to all questions received prior to the deadline will be provided to all Partners.

1.7 Request for Proposals

Selected Partners are in no way guaranteed to receive any work from the City. Each proposal shall describe the Partner's experience and expertise with respect to the services, if any which are unique to the property or project that is the subject of the proposal. In addition, the proposal shall set forth a detailed scope of services that at a minimum includes the scope of services proposed in this RFP, a completion schedule, a schedule of professionals that will be used to supervise and staff the project. The City will allocate work to the selected Partner without having to request and evaluate additional information as to the Partner's qualifications. The Partner shall assign only trained and experience personnel and support staff to the requisite task. The Partner shall provide such cost estimates and fees associated to perform the tasks as outlined in the scope of services referenced in this RFQ/RFP.

The City shall not be responsible in any manner for the cost associated with the preparation or submission of Partners response. The response, including all drawings, plans, photos, and narrative materials, shall become the property of the City upon the City's receipt of same. The City shall have a right to copy, reproduce, publicize and/or dispose of each response in any way that the City may choose.

2. PROJECT NARRATIVE / PROJECT DESCRIPTION

2.1 Background

The City desires to develop a comprehensive approach to implementing electronic door access, security video monitoring capabilities, video and audio upgrades and the associated networking to accomplish those goals for city wide facilities. Some City facilities are “open” and operate 365 days a year and up to 16 hours per day. In this environment it is difficult to control who is accessing what facility and for what purpose at any given time. The City can however better control their ability to respond to threats or emergencies. Part of this is staff training for emergency response – “what to do if ____ happens”. There is also a role for intelligently implemented technology that supports training and best practices and allows City security and public safety, to allow first responders to address threats and emergencies when and where they occur. This technology can allow citizens better access to facilities, make City services more efficient and ensure public safety. This is the intent of the City’s desire to develop a comprehensive program for security and safety capabilities that balances features, with old and new facilities, reliability, and cost in the context of a public safety and public access in the City.

2.2 Project Description

The City expects a recommendation for access control, security cameras, monitoring systems that is specific to location, building/room function, facility and door type. Any recommended system components should provide the City with maximum flexibility for expansion now and in the future. The components should be upgradable and swappable without requiring mass replacement of all components or fragmented system control. The system components should be open protocol. Cards or other keying devices should offer maximum flexibility, ease of use and access management for users and system administrators. Electronic door locking components (such as card readers) and security cameras should be durable, exchangeable without causing system fragmentation, failures partial or otherwise, and agnostic to other system components such as card or fobs, program software and keyways. Once in place the system should provide City personnel with a multi-platform access management software and video monitoring and recording software that provides system status, door status, simple access programming capabilities, remote programming, scheduling, locking and unlocking, video monitoring and recording capabilities along with the networks to make the systems operate remotely. Audio and video upgrades to council chambers and conference rooms for a high-quality system that citizens can remotely watch on social media platforms.

2.3 Project Locations

The major site locations are listed below and are subject to change based on the City’s requirements:

1. Police Department and Municipal Court
302 N. Main St.
2. Community Center and City Hall
303 N. Main St.
3. Public Works and Waste Water Treatment Plant
813-815 S. Joplin St.
4. Memorial Park and Splashpad
413 Pennell

5. Center Creek Park and Pool
201 Valley Lane
6. Frank Dean Ball Complex
1502 Park Lane
7. 4 Oaks Park
121 Schimm Circle
8. Country Club Park
110 Hickory Place
9. Lakeside Park
508 Briarbrook Dr.
10. Well & Tower #2
300 N. Main
11. Well & Tower #3
201 Hodge Dr.
12. Well & Tower #8
28000 Ivy Road
13. Well & Tower #9
125 ½ Gum Road
14. Well #5
106 Lakeview Lane
15. Well & Tower #6
121 Anita Dr.
16. Well & Tower #7
606 Copper Oaks

2.4 Project Site Visit

A site visit is strongly recommended for the RFQ/RFP process. Site visits may occur at anytime as long as they are completed before the deadline for the submittal of the proposal as stated in paragraph 1.2 above. All 16 of the sites should be visited as the layout for each location and facility is different. This may affect the proposal and the flow of work after the Partner is selected. It is up to the selected Partner to allow enough time for the site visits. It shall be responsibility of the Partner to thoroughly read and understand the information, instructions, and scope of services contained in this RFQ/RFP. Interested participants are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Partners own risk. No plea of error or ignorance by the Partner of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the service provider to make the necessary examinations and investigations will be accepted as a

basis for varying the requirements of the City. The City will assume that submission of a RFQ/RFP means that the respondent has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

3. SCOPE OF SERVICES

3.1 Scope of Services

Access Controls

1. Selected Partner will provide a city-wide comprehensive survey of City facilities by site and by building. Based on City criteria develop a schedule by building, room type and/or use that could be used to acquire pricing for project procured in its entirety or in phases.
2. Based on location, building type, age of building and other pertinent factors, make recommendations on system type, components and other assessments as required to help the City achieve the criteria outlined in the project description.
3. Provide recommendations that will assist the City in its objectives that are cost effective, location appropriate and open protocol.
4. Identify the required services for a completed project including but not limited to software, software infrastructure – new or upgraded, licenses, electrical upgrades, door and hardware changes, cards, fobs and readers, cameras and monitoring equipment and other items required to have a fully functioning security and access control system.
5. The system shall be able to produce a report of individuals who have not used their badge to access a specified reader since a given date.
6. The system shall allow authorized operators to revoke a badge holder's authorization to all or selected controlled areas from any workstation.
7. The system shall have the ability to immediately annunciate invalid access transactions via email.
8. Invalid access shall include an expired badge, lost badge, or suspended badge.
9. The system shall be able to store a minimum of 30 days' worth of transactions on a particular reader.
10. The system shall include a unique identifier field in the database so duplicate entry is not permitted.
11. The system databases shall be protected from unauthorized access or inadvertent modification.
12. The system databases shall provide scheduled database archiving.
13. The system shall support flash memory for downloading firmware updates.

14. The field panels shall communicate distinct status change signals, including but not limited to alarm tampering, ac power fail, and low battery.
15. The system shall function over multiple LAN subnets.
16. The system shall report communication loss to or from any field panel.
17. The system shall function through routers, smart switches and firewalls for server, workstation, and field panel communications.
18. The system shall support RAID and or mirrored drives.
19. The system shall allow all workstations to monitor access control events independently from each other.
20. The software will track adds, moves, and changes by the operator.
21. The system should be expandable to other facilities.
22. The system should integrate with the existing fire/life safety system allowing so that the ultimate design and function of the Technology Improvements system and the fire/life safety systems are compliant with all applicable codes and regulations.
23. The system should be able to accommodate all identified city users.
24. Attend and facilitate all meetings as necessary to with the staff at each site. Meetings will work with staff and the City committee structure to discuss, access and recommend:
 - a. Designated level of Security on buildings (i.e. Interior, Exterior, Restrooms, Classrooms, IT rooms and closets with architectural hardware, electronic key system, access control and cameras).
 - b. Access control on perimeters and at interior locations.
 - c. Provide direction on hardware, access control components and necessary supporting infrastructure, cameras, electronic key systems and ADA operators (sliders vs. swings).
 - d. Final deliverables should include a schedule of all doors at all sites, a consensus-based recommendation on a hierarchy for locations with wired or wireless Technology Improvements, a recommendation of multiple products that meet the criteria of being open protocol, flexible, agnostic to other system components such as software or card readers or controllers, an estimate of cost delineate by door or by building in order to be used for project phasing.

Surveillance

25. Service Provider will consider the site-specific requirements of each site and provide best practice solution for monitoring and surveying each building under jurisdiction of City of Carl Junction.
26. Services include maintenance as agreed upon per each site.
27. This will be a comprehensive and tailored approach that will go beyond the physical installation of cameras, beginning with assessing each site.

28. Expected that the service provider possesses the capability to integrate diverse surveillance technologies seamlessly. This includes camera selection and also integration with management software.
29. Training and demonstration of software capabilities should be available.
30. Post-installation support and maintenance services are required and should be manageable based upon agreed upon contract services depending on the site.
31. All Legal and privacy considerations associated with surveillance should be followed closely.

Networking/Communications

32. Service Provider will be responsible for each site's network communications. This includes but is not limited to all wired and wireless communications necessary at each building site.
33. Service Provider should be adept at selecting and integrating a variety of networking technologies and equipment including but not limited to routers, switches, wireless access points, firewalls, and communication devices.
34. Firewalls and encryption protocols should be available and decided on prior to each install.
35. Service Provider responsibilities will include but not be limited to providing ongoing support and maintenance for the network infrastructure. This includes monitoring network performance, troubleshooting issues, and implementing updates to keep the network secure and up-to-date. Responsive support system is essential to minimize downtime and ensure uninterrupted communication.

Services to Support Technology

32. Service Provider will be responsible for each site's network communications. This includes but is not limited to all wired and wireless communications necessary at each building site.
33. Service Provider should be adept at selecting and integrating a variety of networking technologies and equipment including but not limited to routers, switches, wireless access points, firewalls, and communication devices.
34. Firewalls and encryption protocols should be available and decided on prior to each install.
35. Service Provider responsibilities will include but not be limited to providing ongoing support and maintenance for the network infrastructure. This includes monitoring network performance, troubleshooting issues, and implementing updates to keep the network secure and up-to-date. Responsive support system is essential to minimize downtime and ensure uninterrupted communication.

3.2 Deadlines

Each Service Provider must be prepared to provide turn-key services for such technology improvements, upgrades and repairs as the City may hereafter require. Each Service Provider must be prepared and equipped to provide such services in an expeditious and timely manner and on relatively short notice so as to enable the City to meet critical, and at times unpredictable, time deadlines and schedules.

The City shall not be responsible in any manner for the costs associated with the preparation or submission of Service Provider's Response. The Response, including all drawings, plans, photos, and narrative materials, shall become the property of the City upon the City's receipt of same. The City shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the City may choose.

3.3 Working Conditions

Each Service Provider shall be capable of working indoors and outdoors, as required, in all weather and site conditions including, but not limited to, rain, dirt, mud, and ice. The Service Provider's activities may require kneeling, bending, climbing ladders, stepping over trenches, etc.

4. STATEMENT OF QUALIFICATIONS/PROPOSAL STATEMENT

4.1 Firm Information

Provide a cover letter and introduction, including the company name, address, telephone number, and email address of the person or persons authorized to represent the institution regarding all matters related to the proposal. As part of the narrative, provide a brief synopsis of the firm's corporate structure and history. In addition, provide five (5) references of similar projects and scope including: client name, project name/reference, contact name, phone number, and email address. In a narrative discussion, describe any litigation or threatened litigation against your firm or its owners that may affect your performance or completion of this proposed program. A person authorized to bind the firm to all commitments made in the proposal shall sign this letter.

4.2 Firm Approach and Methodology

Describe the Service Provider's philosophy with regard to approach and experience related to Services outlined in this RFQ/RFP. Provide a proposed work plan for each project outlined in this RFQ/RFP. This shall include providing a proposal based upon the scope of services outlined within this RFQ/RFP and any alternative scope of work that the Service Provider may recommend as appropriate based upon its experience and expertise.

4.3 Firm Experience

Provide a summary of Service Provider's relevant expertise and experience in architectural consulting services, especially as it relates to municipal or public facilities. Service Provider must demonstrate a minimum of five (5) years of relevant experience and professional success.

Furthermore, provide a list of all government, school or public facility contracts held within the last five (5) years including, with respect to each project, the project name, property address, contract amount, and Service Provider's contact person at the City on said project. Past performance of the Service Provider will be evaluated and Clients listed may be contacted for a reference.

4.4 Current Workload and Availability

State the Service Provider's ability to provide the Services in a timely matter. State if the Service Provider provides those types of services exclusively. Provide a list of current and anticipated commitments involving personnel that Service Provider will assign to this Project.

4.5 Project Team

Provide identification of Service Provider's project team and their specific expertise and experience in planning, scoping and developing turn-key technology solutions and improvements for a city. Provide the name of a primary point of contact. Provide the names and detailed resumes of key personnel who will be the designated team available, knowledgeable, regularly attentive and working directly with the City. The members of this designated team shall not be changed unless agreed upon by the City. In addition, list all professional registration certification and/or license designations and numbers that are currently active in the State of Missouri. Do not list any inactive registration and/or license designations.

4.6 Sub-Service Providers

Provide a schedule of sub-Service Provider, or sub-Service Provider categories, if any, which are likely to be used by the Service Provider in carrying any work described in this RFQ/RFP. Identify, any outside applicable disciplines that the firm may use in the course of performing services to the City associated with the firm. List names, Missouri License or Registration Numbers, business addresses, phone numbers, emails, date established, and time associated with firm. In addition, list all applicable professional registration certification and/or license designations and numbers for all sub-Service Provider professional team members currently active in the State of Missouri. Do not list any inactive registration and/or license designations.

Any sub-Service Providers designated by the Service Provider shall be subject to approval by the City in writing prior to performing any work on behalf of the Service Provider. The City has the sole discretion to reject any sub-Service Providers proposed by the Service Provider whether designated by Service Provider in its RFQ/RFP or not. Any replacement sub-Service Providers shall be subject to the City's prior written approval. Any sub-Service Provider shall hold a current City of Carl Junction business License.

4.7 Certification

Service Providers shall certify that they have received the RFQ, read the instructions and submitted a Statement of Qualifications with the proper authorizations. Service Provider shall complete Exhibit A – Certification, Request for Qualification and submit it with the Response. Do not provide this form for Sub-Service Providers.

4.8 Non-Conflict of Interest

Service Providers shall certify that they shall perform Services as an independent contractor and not as an officer, agent or employee of the City. Service Provider shall complete Exhibit B – Statement of Non-Conflict of Interest, and submit it with the Response. Do not provide this form for Sub- Service Providers.

5. CONTRACT REQUIREMENTS

5.1 Insurance Requirements

Firms must have the ability to secure insurance coverage and provide Proof of Certificated of insurance and endorsements, naming the City of Carl Junction as Additionally Insured and as described below:

Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence.

6. SELECTION CRITERIA / EVALUATION PROCESS

All Proposals will be evaluated as per the selection criteria and evaluation process described below. All Service Providers shall be advised and understand the policies applicable to contract award if selected.

6.1 Selection Criteria

Although not necessarily exhaustive of the criteria to be utilized by the City, the City intends to use the following evaluation criteria in selecting the Service Provider for the Project(s).

- **Timeliness and Completeness of Response.** To receive maximum consideration, Service Provider's Proposal must be received by the Response Deadline. In addition, Service Provider's Proposal will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFQ/RFP.
- **Technical Qualification and Competence.** This includes experience, expertise, and familiarity with traffic engineering and applicable laws and requirements for public works projects in general and school projects in particular.
- **Record of Past Performance.** Service Provider's Proposal will be evaluated for quality of work, completion of work on schedule, cost controls, contracts held with the City or other agencies over the last 5 years as well as the response of references provided by the Service Provider or any other references identified by the City.
- **Approach to Work.** This includes project management coordination methodologies, analysis and study approaches, ability to respond to emergencies, delays and Service Provider's ability to communicate effectively with City personnel, and offer advice in the best interest of the City.
- **Cost Control.** Service Provider's Proposal will be evaluated on the billing rates for providing services. This includes cost control procedures, preliminary cost estimates, personnel utilization, billing rates for personnel and Service Provider's policies respecting the pass-through to the City of overhead costs.
- **Location.** Service Provider is expected to have a physical office location within 25 miles of the City of Carl Junction.

6.2 Evaluation

Proposals will be evaluated by a panel consisting of individuals selected by the City. At the City's discretion, to further assist in evaluation, some, one, or all of the responding firms may be requested to participate in an oral interview. The interview will be used as another opportunity to clarify any issues within a given proposal and explore the approaches that may be used to satisfy all City requirements. The City reserves the right to request that some or all of the responding firms consent to being interviewed by selected City personnel and/or representatives and/or submit additional written information.

The City reserves the right to: (i) extend the Response Deadline, and/or (ii) send out additional RFQ/RFPs.

This RFQ/RFP and any potential future RFQ/RFPs or RFQ/RFPs associated with this solicitation, does not commit the City to award a contractual agreement with any vendor or to pay any costs incurred in the preparation of RFQ/RFP. The City reserves the right at its sole discretion to: (i) waive or correct any defect or informality in any response, (ii) withdraw this RFQ/RFP, (iii) reissue this RFQ/RFP, (iv) reject any and/or all RFQ/RFPs, (v) prior to submission deadline for RFQ/RFPs, modify all or any portion of the selection procedures including deadlines for accepting responses, services to be provided under the RFQ/RFP, or the requirements for contents or format of the RFQ/RFPs, (vi) waive irregularities, (vii) procure any services specified in this RFQ/RFP by any other means, (viii) determine that no projects will be pursued and/or (ix) terminate or change the contracting process articulated in this RFQ/RFP because of unforeseen circumstances.

The City shall not be responsible in any manner for the cost associated with preparing a response/proposal and/or participating in an interview. The RFQ/RFP's, including all drawings, plans, photos, and narrative materials, shall become the property of the City upon the City's receipt of same. The City shall have the right to copy, reproduce, publicize and/or dispose of each RFQ/RFP in any way that the City may choose. The City reserves the right to negotiate the terms and conditions of any agreement for services that may hereafter be let by the City.

Exhibit A – Certification, Requests for Qualifications

I certify that I have read and received a complete set of documents including the instructions for submitting a Statement of Qualifications (“SOQ”) in response to the attached Request for Qualifications. I further certify that I am submitting five (5) original copies, and one (1) CD containing a complete, single-document PDF version of the firm’s SOQ in response to this request and that I am authorized to commit the firm to the SOQ submitted.

I consent to Rancho Santiago Community College City contacting references included in this Statement of Qualifications, including but not limited to other school cities listed herein for the purposes of obtaining information about the survey experience.

FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A STATEMENT OF QUALIFICATIONS DISQUALIFICATION

SIGNATURE _____ TYPED OR PRINTED NAME _____

TITLE _____ COMPANY _____

ADDRESS _____ CITY, STATE, ZIP _____

TELEPHONE _____ FAX _____

EMAIL _____ DATE _____

If you are a corporation, please provide your corporate seal here.

Exhibit B – Statement of Non-Conflict of Interest

The undersigned, on behalf of the consulting firm set forth below (the “Service Provider”), does hereby certify and warrant that if selected, the Service Provider, while performing the consulting services required by the Request for Qualifications, shall do so as an independent contractor and not as an officer, agent or employee of the City (“the City”).

(1) No officer or agent of the Service Provider has been an employee, officer or agent of the City within the past two (2) years;

(2) The Service Provider has not been a source of income to pay any employee or officer of the City within the past twelve (12) months;

(3) No officer, employee or agent of the City has exercised any executive, supervisory or other similar functions in connection with the Service Provider Agreement or shall become directly or indirectly interested in the Service Provider Agreement;

(4) The Service Provider shall receive no compensation and shall repay the City for any compensation received by the Service Provider under the Service Provider Agreement should the Service Provider aid, abet or knowingly participate in violation of this statement; and

(5) During the selection process (from the date the RFQ is issued and ending on the date of the award of the contract), if it is determined that any individual(s) who work(s) and/or represent(s) the Service Provider for business purposes communicates, contacts and/or solicits City’s Governing Board (“Board”), selection committee members, any members of Citizens’ Oversight Committee, or with any employee of the City except for clarification and questions as described herein in Section 1.6 in any fashion, such Service Provider shall be disqualified from the RFQ selection process and from participating in any future RFQs and/or RFQs. This may also result in the removal of the Vendor, Firm, Contractor and/or Service Provider from any established Prequalified list, as well as the removal from the “interested vendors” list.

SIGNATURE

PRINTED NAME

TITLE

DATE

IF SERVICE PROVIDER IS UNABLE TO VERIFY THAT NO SERVICE PROVIDER EMPLOYEES ARE ALSO EMPLOYEES, OFFICERS OR AGENTS OF THE CITY, PLEASE READ SECTION BELOW AND PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET.

(1) Service Providers are required to disclose any Service Provider’s employee, officer or agent who is also an employee of the City. Please provide this information on a separate sheet.

(2) For all “dual employees” disclosed by a Service Provider, the Service Provider must provide specific details of the general/routine roles and responsibilities of the “dual employee” for the Service Provider and the specific duties and responsibilities of the “dual employee” relating to the RFP and services required by the RFP.

If selected, the Service Provider agrees it will use Local Hires and Local Businesses to the extent possible or if the opportunity arises at any time the Service Provider is providing services pursuant to this RFQ and the final contract entered into with the City. The City may request information or documents to confirm participation by a Local Hire or Business and Service Provider agrees to comply with any reasonable requests.

This contract will auto renew until notification of cancellation by City of Carl Junction.

COMPANY

NAME

TITLE

SIGNATURE

DATE