

Department of Procurement and Contract Compliance

REQUEST FOR PROPOSAL



RFP R41495
For
**“Installation and Integration of Automatic
Passenger Counters (APC) and Automatic Voice
Announcement (AVA) Systems”**

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Article I. General Information

Section 1.01 Method of Source Selection

Section 29-154 of the Unified Government of Wyandotte County / Kansas City, Kansas Procurement Code allows for the use of Competitive Sealed Proposals (RPF) process when it is determined that Competitive Sealed Bidding is either not practicable or not advantageous to the Unified Government by the Procurement Department as permitted.

Section 1.02 Purpose

The Unified Government of Wyandotte County/Kansas City, Kansas, Department of Transportation is accepting competitive proposals from qualified individuals, firms, partnerships and corporations for the purpose of Installation and Integration of Automatic Passenger Counters (APC) and Automatic Voice Announcement (AVA) Systems.

Offerors providing such services must meet the requirements, as specified herein.

Solicitations from qualified firms are encouraged by the Unified Government of Wyandotte County/Kansas City, Kansas.

Section 1.03 Existing Environment

The Unified Government of Wyandotte County/Kansas City, Kansas is a consolidated city/county government serving all of the citizens of the City of Kansas City, Kansas, and Wyandotte County, including, through county programs, residents of Wyandotte County's unincorporated areas and the three other cities within its borders: Bonner Springs, Edwardsville, and a portion of Lake Quivira. The City of Kansas City, Kansas is located entirely in Wyandotte County which, along with ten other Kansas and Missouri counties, makes up the Greater Kansas City Metropolitan Area with a population of approximately 2.1 million. For clarity, the cities of Kansas City, Kansas and Kansas City, Missouri are separated by the Kansas-Missouri border and are independent of one another in all aspects. This RFP focuses exclusively on the City of Kansas City, Kansas and Wyandotte County, Kansas.

Section 1.04 Required Review

Offerors should carefully review this solicitation to fully understand the scope of work and for defects and questionable or objectionable items. Comments or questions concerning this RFP must be made in writing and received by the procurement officer at least ten (10) days before the proposal opening. This will allow issuance of any necessary addendums which will be shared publicly and with all notified potential bidders. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these issues have not been brought to the attention of the procurement officer, in writing, at least ten (10) days before the time set for opening.

Section 1.05 Protests and Appeals

Any protest or appeal of the award of the Agreement must be in writing and received by the Director of Purchasing within seven (7) days of the County Administrator's decision of award of contract. The written communication must list the specific areas of protest and suggested remedy. Only timely protests or appeals will be considered, and the decision of the Purchasing Director on any protest or appeal shall be final and binding with no further appeal.

Section 1.06 Inquiries - Clarifications

Any questions regarding the Request for Proposal shall be directed in writing to the attention of the buyer via fax or email, to the Office of Procurement and Contract Compliance ATTN: Kelly P. Regan, kregan@wycokck.org Room 649, 701 North 7th Street, Kansas City, Kansas 66101. All questions must be received no later than the date established in the project timetable. Telephone conversations must be followed up in writing by the interested party.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written addendum to the RFP. The procurement officer will determine the appropriate method to be used.

Kelly Regan
913-573-5447 phone
913-573-5444 fax
kregan@wycokck.org

Section 1.07 Amendments & Addenda

Amendments and addenda will be issued to offerors known to have the Request for Proposal and will also be made by available publicly on the Unified Government's website at least three (3) days prior to the due date of the RFPs.

Section 1.08 Alternate Proposals

Offerors may only submit one proposal for evaluation. Alternate proposals (proposals that offer something different than what is asked for) will be rejected.

Section 1.09 Implied Requirements

By submission of the proposal, the Offeror certifies all services proposed meet or exceed all requirements as set forth in the Request for Proposals, unless the proposal specifically states otherwise.

It will be in the sole discretion of the Unified Government to determine whether alternative proposals will be considered. Any products and services that are not specifically addressed in the Request for Proposal, but which are necessary to provide functional capabilities proposed by the offeror must be included in the proposal.

Section 1.10 Project Timetable & Contract Term

The project timetable set out herein represents the Unified Government's best estimate of the schedule that will be followed. If a component of the schedule, such as the opening date, is delayed, the rest of the schedule may be shifted by the same number of days.

Activity	Date	Description
1. Issue RFP	September 11, 2025	RFP issued to solicit proposals for APC and AVA systems installation.
2. Pre-Proposal Meeting	September 26, 2025 (10:00 AM – 12:00 PM)	Meeting held to clarify any questions from potential bidders. In-person Location: Unified Government Transportation Conference Room, 849B N 47th Street, Kansas City, Kansas 66102 Virtual Option: Join the meeting now Meeting ID: 262 958 562 980 7 Passcode: DT6CB3HC
Last day for questions	October 9, 2025	The last day to ask questions in writing
3. Proposal Submission Deadline	October 23, 2025	Deadline for submission of proposals from bidders.
4. Proposal Evaluation	October 24 – October 30, 2025	Evaluation committee reviews and scores proposals.
5. Contract Awarded	November 6, 2025	Unified Government awards the contract to the selected vendor.
6. Kick-off Meeting	November 13, 2025	Initial meeting with contractor to define project scope, timeline, and expectations.
7. Contractor Work Period Begins	November 17 – December 12, 2025	Preliminary work begins including site surveys, system design, and software customization.
8. Contractor Submits Initial Installation Plan	December 16, 2025	Contractor submits the detailed APC and AVA system installation and integration plan.
9. Initial Plan Review by Unified Government	December 17 – December 23, 2025	UGT reviews the installation plan and provides feedback.
10. Contractor Submits First Draft of System Software	December 26, 2025	First draft of APC and AVA software configuration submitted by the contractor.
11. First Draft Review by Unified Government	December 29, 2025 – January 2, 2026	UGT reviews the software configuration and provides feedback.
12. Contractor Revises Software Configuration	January 5 – January 13, 2026	Contractor revises software configuration based on UGT feedback.
13. Procurement and Delivery of Hardware	January 16 – February 6, 2026	Contractor orders and delivers hardware components for APC and AVA systems.
14. Installation of APC and AVA Systems (Phase 1)	February 9 – February 27, 2026	Contractor installs APC and AVA systems on first batch of buses.
15. Installation of APC and	March 2 – March	Installation continues on remaining buses,

Activity	Date	Description
AVA Systems (Phase 2)	17, 2026	completing the fleet installation.
16. Software Installation and Integration	March 18 – April 1, 2026	Software installation and integration with UGT's existing platforms (Remix by Via, Swiftly).
17. System Testing and Debugging	April 2 – April 15, 2026	Full system testing and debugging of APC and AVA systems to ensure full functionality.
18. Training for UGT Staff	April 16 – April 22, 2026	Training sessions for UGT staff (drivers, IT, operations) on the new systems and software.
19. Post-Installation Review by Unified Government	April 23 – April 28, 2026	UGT reviews the installed systems and provides feedback for final adjustments.
20. Final Revisions to Systems and Software	April 29 – May 8, 2026	Contractor makes final revisions to systems and software based on UGT's feedback.
21. Final System Acceptance Testing	May 11 – May 15, 2026	UGT conducts final testing and confirms system meets all functional requirements.
22. Contractor Submits Final Report	May 19, 2026	Contractor submits the final project report, documenting system installation, performance, and lessons learned.
23. Final Acceptance and Handover	May 22, 2026	UGT formally accepts the systems and documentation from the contractor.
24. Warranty Period Begins	May 23, 2026	Warranty period begins, covering maintenance and troubleshooting for a set period.
25. Ongoing Support and Maintenance	June 15, 2026 – Ongoing	Contractor provides ongoing support, maintenance, updates, and troubleshooting as outlined in the contract.

This timetable covers the key activities and milestones from the start to the finish of the project, ensuring that the work is completed in alignment with the goal of finalizing everything by **June 2026**.

The length of the contract will be thru December 31, 2025 with ongoing yearly maintenance, updates, and troubleshooting as outlined in the contract and with the option to extend the contract until completion.

During the term of the contract, the Unified Government may request additional services not anticipated at contract inception. If the Unified Government makes such a request for additional services, the Consultant shall submit a written scope of the additional work including an estimate of additional costs for the performance of such additional work. No change in scope shall be effective nor shall additional compensation be paid except on the basis of the provisions of a written supplemental agreement which may be duly entered into by the parties to this Agreement.

Section 1.11 Location of Work

The location(s) the work is to be performed is at Unified Government Transportation Department fleet campus at 5033 State Avenue, Kansas City, Kansas 66104.

Section 1.12 Proposals and Presentation Costs

The Unified Government of Wyandotte County/Kansas City, Kansas will not be liable in any way for any costs incurred by the offeror in the preparation of their proposal in response to the Request for Proposal nor for the presentation of their proposal and/or participation in any discussions or negotiations.

Section 1.13 Disclosure of Proposal Contents

All proposals and other material submitted become the property of the Unified Government and may be returned only at the UG's option.

Kansas Open Records Act, K.S.A. 45-215 *et seq.*, requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer, in consultation with the Legal Department of the Unified Government agrees, in writing, to do so subject to the Kansas Open Records Act requirement. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for requesting confidentiality.

Section 1.14 Cooperative Procurement

By responding to this Request for Proposals, the Offeror agrees to participate in the Cooperative Procurement Program for cities, counties, and other public agencies located in the Kansas City metropolitan region as defined by Mid America Regional Council, and the selected contractor shall provide equipment, supplies, and/or services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities. The offeror further understands and agrees that participation by other governmental entities is fully voluntary on the part of those governmental entities and the Unified Government bears no financial responsibility for any payments due the contractor by any such governmental entities that choose to participate in cooperative procurement under any contract resulting from this Request for Proposals.

Section 1.15 Independent Contractor Relation

Nothing in this Agreement shall be construed to create a relationship of employer and employee or principal and agent or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement. Nothing in this Agreement shall create any right or remedies in any third party.

The Agreement to be entered into is not intended to be, and will not constitute or otherwise recognize a joint venture, partnership agreement or relationship, or formal business organization or association of any kind between the parties; and, the rights and obligations of the parties shall be only those expressly set forth in the Agreement.

The parties will agree that no persons supplied by the Offeror in performance of the contract are employees of the Unified Government and further agree that no right of the Unified Government's civil service, retirement, or personnel rules accrue to such persons. The Offeror shall maintain total responsibility for all salaries, wages, workers' compensation insurance, unemployment compensation, bonuses, retirement, withholdings, other benefits, and all taxes and premiums appurtenant thereto concerning such persons and shall hold the Unified Government harmless with respect thereto.

Section 1.16 Determination of Responsibility

Per § 29-198 (Responsibility of bidders and offerors) of the Procurement Code of the Unified Government of Wyandotte County/Kansas City, Kansas ("the Procurement Code"), before awarding a contract, the Procurement Officer must be satisfied that the prospective offeror is responsible.

All offerors shall supply information as requested by the Procurement Officer concerning the responsibility of such offeror. The determination of responsibility shall be governed by § 29-198 of the Procurement Code. The contract file shall contain the basis on which the award is made.

Section 1.17 Evaluation

The selection committee shall evaluate all proposals submitted and shall classify proposals as: acceptable, potentially acceptable (that is reasonably susceptible of being made acceptable), or unacceptable. Offerors whose proposals are unacceptable shall be notified promptly. More detailed evaluation information will be found in section 8 of this Request for Proposal.

Section 1.18 Equal Treatment

Offerors will be accorded fair and equal treatment with respect to any opportunity for discussions and clarification of proposals. The Procurement Officer will establish procedures and schedules for conducting discussions. If during discussions there is a need for any substantial clarification of or change in the Request for Proposals, the Request shall be amended to incorporate such clarification or change. Auction techniques (revealing one offeror's price to another) and disclosure of any information derived from competing proposals are prohibited.

Section 1.19 Award

The contract shall be awarded in whole or in part to the responsible offeror whose proposal is determined to be the most advantageous to the Unified Government taking into consideration all the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation.

The County Administrator retains the sole and complete discretion to select the successful proposer based upon the evaluation of the selection committee's recommendation. The decision of the County Administrator will be final unless an protest is filed as described in the protest section 1.05

Section 1.20 Notification of Award

Written notice of award shall be sent to the successful Offeror.

- The successful Offeror shall, within ten (10) days from the date of receipt of the notice of award, perform the following:

- Submit a performance bond, if required, in the total amount of one hundred percent (100%) of the proposal amount (*Bond form format will **be provided by the Unified Government***)
- If the Offeror is not a resident of the State of Kansas, submit an executed Appointment of Process Agent Form or a Foreign Corporation form (Form can be requested **from the Procurement Department**).
- Submit a certificate of insurance evidencing insurance as required by the Request for Proposal.
- Ensure that all occupation taxes and fees are paid in full. Offerors are hereby directed to contact the Unified Government of Wyandotte County/Kansas City, Kansas License Division at (913) 573-8780 for information regarding Licensing and Occupational Taxes.
- Come into compliance with Article XI of the Procurement Code regarding compliance with State and Federal anti-discrimination laws.

Contact the Procurement and Contract Compliance Division located on the 6th Floor of the Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas 66101, Room 649 or call (913) 573-5440 for information regarding compliance requirements.”

- The Unified Government may, at its option, declare the Offeror in default if the Offeror fails to perform all the above-enumerated conditions.
- All bonds required by this proposal must contain terms and conditions approved by the Unified Government and shall be executed by a surety company authorized to do business in the State of Kansas.
- The Unified Government of Wyandotte County/Kansas City, KS, Johnson County KS, City of Kansas City MO, and Jackson County MO, (collectively the “Local Governments”), have agreed to cooperate with each other to ensure that tax funded contracts are performed by Offerors in compliance with the Tax Laws of the Local Governments. Offeror agrees that the Offeror shall be in compliance with the respective Tax Laws of the Local Governments throughout the term of this contract and any contract renewals and that proof of Offeror’s compliance with the Tax Laws of the Local Governments shall be a condition of award. All Offerors entering into a contract and all subsequent renewals with the Unified Government of Wyandotte County in the amount of \$50,001.00 or more must obtain a Tax Clearance Certification within thirty (30) days of the notice of award. The Tax Clearance Certification must be signed by an authorized official from all four (4) of the “Local Governments” and submitted to the Unified Government Procurement and Contract Compliance Department. The Tax Clearance Certification shall be valid for a period of one (1) year from the date of issuance and shall not be dated more than sixty (60) days prior to any notice of intent to contract by the County. (Form *will **be provided to the successful Offeror by the Unified Government***).

Section 1.21 Right to Reject Proposals

The Unified Government reserves the right to accept or reject any proposals or alternate proposals. Offerors must comply with all the terms of the RFP, the Unified Government Procurement Code, and all applicable local, State, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all the material and substantial terms, conditions, and performance requirements of the RFP.

Minor informalities may be waived by the procurement officer if determined that they:

- do not affect responsiveness,
- are merely a matter of form or format,
- do not change the relative standing or otherwise prejudice other offers,
- do not change the meaning or scope of the RFP,
- are trivial, negligible, or immaterial in nature,
- do not reflect a material change in the work; or,
- do not constitute an unacceptable reservation against a requirement or provision.

If no offerors meet all the mandatory requirements of the Request for Proposals, if sufficient funds are not available, or if other extenuating circumstances prevail, the Unified Government may choose to make no award and to submit a revised scope through a subsequent Request for Proposals at a later date, or may choose to negotiate with those submitting proposals.

Section 1.22 Mistakes in Proposals Discovered Prior to Award

At any time prior to the established due date for submission, Offeror may withdraw or modify a proposal. The established due date is defined as either the time and date announced for the receipt of proposals or of modifications to proposals or, if discussions have begun, it is the time and date by which best and final offers must be submitted; provided that only offerors who submitted proposals by the time announced for the receipt of proposals may submit best and final offers. Any proposal modification must be in writing, executed by Offeror, and submitted prior to the proposal submission date.

After submittal of the response and prior to any evaluations of the submitted proposals, mistakes in proposals may only be corrected and accepted as an intended correct offer in the sole discretion of the Purchasing Department on behalf of the Unified Government.

Section 1.23 Mistakes in Proposals Discovered after Award

Corrections to mistakes shall not be allowed after award of the contract unless permitted in the sole discretion of the Procurement Department on behalf of the Unified Government.

Section 1.24 Ownership of Reports, Drawings, Specifications, etc.

All reports, drawings, designs, specifications, notebooks, tracings, photographs, negatives, finding, recommendations, data and memoranda of every description relating to the services described herein and in completion thereof, shall become the property of the Unified Government upon finalization.

Article II. Standard Proposal Information

Section 2.01 Authorized Signature

All proposals must be signed by an individual authorized to bind offeror to the provisions of the Request for Proposal. Proposals must remain open and valid for at least ninety (90) days from the opening date.

Section 2.02 Site Inspection

The Unified Government may conduct on-site visits to evaluate the offeror's capacity to perform the contract. Offerors must agree, at risk of being found non-responsive and having their proposal rejected, to provide the Unified Government reasonable access to relevant portions of their work sites. Site inspection will be made by individuals designated by the procurement officer at the Unified Government's expense.

Section 2.03 Supplemental Terms and Conditions

Proposals including supplemental terms and conditions will be accepted, but supplemental conditions that conflict with those contained in this Request for Proposal or that diminish the Unified Government's rights under any contract resulting from the Request for Proposal, whether provided by the contract or by Kansas Statute, shall be null and void. The Unified Government is not responsible for identifying conflicting supplemental terms and conditions before issuing a contract award. After award of contract:

- [a] if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the Request for Proposal, the term or condition of the Request for Proposal will prevail; and
- [b] if the Unified Government's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition shall be null and void.

Section 2.04 Discussions with Offerors

The Unified Government may conduct discussions with offerors for the purpose of clarification. The purpose of these discussions will be to ensure full understanding of the requirements of the Request for Proposal and proposal. Discussions will be limited to specific sections of the RFP identified by the procurement officer. Discussions will be limited to specific sections of the Request for Proposal identified by the procurement officer. Discussions may only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the Procurement Officer. Discussions, if held, will be after initial evaluation of proposals by the evaluation committee. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, the Procurement Officer may set a time for best and final proposal submissions from those offerors with whom discussions were held.

Offerors with a disability needing accommodation during the discussion process should contact the Procurement Officer prior to the date set for discussions so that reasonable accommodation can be made.

Section 2.05 Prior Experience

No specific minimums have been set for this RFP.

Section 2.06 Evaluation of Proposals

The Procurement Officer, or an evaluation committee made up of the procurement officer and at least two (2) Unified Government employees, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in section eight of this Request for Proposal.

Section 2.07 Contract Negotiations

After completion of the evaluation, including any discussions held with offerors during the evaluation, the Unified Government may elect to initiate contract negotiations. The option of whether to initiate contract negotiations rests solely with the Unified Government.

If the Unified Government elects to initiate contract negotiations, these negotiations cannot involve changes in the Unified Government's requirements or the offeror's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted.

Offeror will be responsible for all travel and per diem expenses related to contract negotiations, and these expenses shall not be reimbursable.

Section 2.08 Failure to Negotiate

If the selected contractor

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the Unified Government, after a good faith effort, simply cannot come to terms,

the Unified Government may terminate negotiations with the contractor initially selected and commence negotiations with the next highest ranked offeror.

Article III. Standard Contract Information

Section 3.01 Contract Type

This contract is a Fixed Price contract.

Section 3.02 Contract Approval

This Request for Proposal does not, by itself, obligate the Unified Government. The Unified Government's obligation will commence when the resulting contract under the Request for Proposals is approved by the Unified Government County Administrator or the Administrator's designate. Upon written notice to the Offeror, the Unified Government may set a different starting date for the contract. The Unified Government will not be responsible for any work done by the Offeror, even work done in good faith, if it occurs prior to the contract start date set by the Unified Government.

Section 3.03 Proposal as a Part of the Contract

Part or all of this Request for Proposal and the successful proposal may be incorporated into the contract by reference.

Section 3.04 Additional Terms and Conditions

The Unified Government reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the Request for Proposals and will not affect the proposal evaluations. Additionally, the Unified Government's General Conditions, contained in Article IV., below, are a required part of all Unified Government contracts. Offeror understands and agrees that in submitting a proposal in response to this Request for Proposals, it agrees to the Unified Government's General Conditions unless otherwise noted in the Offeror's proposal. It is in the sole discretion of the Purchasing Department on behalf of the Unified Government to accept or reject the proposed change to the General Conditions.

Section 3.05 Insurance Requirements

The successful Offeror must secure insurance coverage as required by the Unified Government. The coverage must be satisfactory to the Division of Risk Management. Offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Insurance Requirements

Upon award of the contract, the successful Offer shall provide a Certificate of Insurance that contains the following coverage and limits:

Liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide ten (10) days written notice to the Unified Government by registered mail prior to any modification, cancellation, non-renewal or other change in coverage. The successful Offeror shall provide the Unified Government with Certificates of Insurance concerning the requirements listed.

The policies must be effective prior to the commencement of work and must remain in force until termination of the work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract, or any extension thereof, any required insurance policies are scheduled to expire or be canceled, it will be the responsibility of the Offeror to furnish to the Unified Government a Certificate of Insurance indicating renewal or an acceptable replacement of the policy prior to expiration or cancellation date so that there will be no lapse in any coverage.

The successful Offeror shall indemnify the Unified Government of Wyandotte County/Kansas City, Kansas and save it harmless against any and all loss, damage, expense, liability or claim of liability, expense for injury, death, or damage to property directly caused by Offeror's negligence arising out of performance by Offeror of the agreement.

The Unified Government shall be named as an additional insured as described below. The following minimum coverage is required of any Offeror providing services:

Coverage:Limits of Liability:

Workers Compensation

Statutory

Combined Automobile Bodily Injury
And Automobile Property Damage

\$500,000 per occurrence

Errors and Omissions

\$1,000,000 aggregate

Professional Liability

\$1,000,000 aggregate

1. The “additional insured” provisions of the insurance policy shall read exactly as follows:
The Unified Government of Wyandotte County and Kansas City, Kansas, shall be named as additional insured with respect to the work performed for the contract(s): “Request for Proposal RFP #41495, Installation and Integration of (APC) and (AVA) Systems”.
2. Cancellation Clause shall read exactly as follows:
Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail ten (10) days prior written notice of cancellation to the certificate holder.
3. Provide Request for Proposal number and title in the “miscellaneous” area of certificate and address all certificates to the Unified Government of Wyandotte County/Kansas City, Kansas - Purchasing Division, 701 N 7th Street – Room 649, Kansas City, KS 66101. Fax 913-573-5444; Office 913-573-5440.

Section 3.06 *Proposed Payment Procedures*

The Unified Government will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the invoice and progress report have been approved by the Unified Government project point of contact.

Section 3.07 *Informal Debriefing*

When the contract is completed, an informal debriefing may be performed at the discretion of the Unified Government. If performed, the scope of the debriefing will be limited to the work performed by the offeror.

Section 3.08 *Contract Personnel*

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the Unified Government project point of contact and/or designee. Personnel changes that are not approved by the Unified Government may be grounds for the Unified Government to terminate the contract.

Section 3.09 *Contract Changes - Unanticipated Amendments*

During the course of this contract, the Offeror may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the Unified Government point of contact for the project will provide successful offeror a written description of the

additional work and request a time schedule and a schedule of hourly rates for the additional work that may be requested. Cost and pricing data must be provided to justify the cost of such amendments.

Successful offeror will not commence additional work until the Unified Government project point of contact has secured any required Unified Government approvals necessary for the amendment and issued a written contract amendment, approved by the County Administrator.

Article IV. Background Information

Section 4.01 *Background Information*

Introduction:

The Unified Government Transportation Department (UGT) is committed to enhancing mobility services for the residents of Wyandotte County/Kansas City, Kansas. To improve data collection and enhance rider experience, UGT seeks proposals for the installation of Automatic Passenger Counters (APC) and Automatic Voice Announcements (AVA) systems for its fleet of 25-foot cutaway buses.

Project Overview:

The UGT operates a local fixed route service along major travel corridors and a range of other mobility services, including Microtransit and ADA paratransit. Currently, ridership is tracked manually, which presents challenges in data accuracy and operational efficiency. This project aims to install between 12-14 APCs and AVAs to improve ridership data collection and enhance the passenger experience.

Article V. Project Scope

Section 5.01 *Scope of Work*

Scope of Work for Automatic Passenger Counters (APC) and Automatic Voice Announcements (AVA) Systems

Automatic Passenger Counters (APC)

- **Installation:** Proposals should include the installation of **14 APCs** on UGT's fleet of 14 cutaway buses.
- **System Requirements:**
 - The **APC system** must accurately count passengers boarding and alighting at each stop.
 - The system should be capable of integration with existing software platforms, specifically **Remix by Via** and **Swiftly**.
 - Proposals should include details on the **necessary software** required for the APC system to function properly.
 - The APC system should be able to store and transmit data in real-time or as scheduled.
 - Proposals should also detail the necessary **grade of vehicle routers** for the APC upgrade, including costs and recommendations for replacement if applicable.
 - Provide detailed specifications for **APC software** that will enable UGT to retrieve, analyze, and report ridership data.

Automatic Voice Announcements (AVA)

- **Installation:** Proposals should include the installation of **AVA systems** on the same fleet of buses as the APCs.
- **System Requirements:**
 - The **AVA system** must provide clear and accurate voice announcements of bus stop names and any relevant information for passengers.
 - The AVA system should be synchronized with the APC system to provide **real-time information** to passengers.
 - Proposals should detail the **software** required for the AVA system, including how it integrates with the APC system to provide consistent, accurate information across platforms.
 - The AVA system should be capable of being updated with new routes or changes to ensure that passengers always have the most current information.

Integration and Compatibility

- **Seamless Operation:** Ensure that both systems (APC and AVA) operate seamlessly with existing UGT technologies, such as **Remix by Via** and **Swiftly**, ensuring smooth data flow and functionality.
- **Unified Data Output:** Both systems must provide a unified data output that can be used for analysis, reporting, and system performance tracking.
- **Software Requirements:** Proposals should detail any **additional software** or **hardware** needed for the successful integration of the APC and AVA systems.
- The contractor should also ensure that both systems can share data, providing real-time ridership counts that are reflected in both software platforms (Remix and Swiftly).
- Proposals should also include any necessary **training materials** and **support** for UGT staff to effectively operate and maintain both systems.
- List how you will integrate with these solutions and is it managed and maintained by you or are we expected to maintain those integrations.
- Is there a standard API available with the proposed solution? “If the solution offers a standard API then it allows for the possibility for these solutions to integrate with other solutions down the road and doesn’t create a data silo.
- Do you support “Single Sign On (SSO)” using Microsoft Entra ID as this is an IT requirement and that way when it comes to having to update/manage the equipment a UG employee doesn’t have to have multiple passwords, but it also allows for additional security measures to be in place.

Project Timeline

- Proposals should include a **project timeline** with detailed milestones for all stages of the project, including the procurement of hardware and software, installation of APC and AVA systems, integration with existing platforms, and training for UGT staff.
- The project timeline should be structured to ensure **completion by December 31, 2025**. This should include:
 - Design, procurement, and delivery of APC and AVA systems and associated software.
 - Installation and integration of systems with UGT’s existing technologies.
 - Full system testing, debugging, and operational training.
 - Final system review and acceptance.

The Department of Unified Government Transportation (UGT), Division of Transportation Services is soliciting proposals for the installation of Automatic Passenger Counters (APC) and Automatic Voice Announcements (AVA) systems for its fleet of cutaway buses.

The department wants assistance to install, integrate, and implement the APC and AVA systems, ensuring they work seamlessly with existing software platforms (Remix by Via and Swiftly), and provide accurate ridership data and real-time voice announcements to improve the passenger experience.

The consultant will provide the installation and integration services for the APC and AVA systems, ensure compatibility with UGT's current technologies, and provide training, maintenance, and support for these systems as needed.

The types of staff in Unified Government agencies that the contractor must interview are personnel from the UGT Operations, IT, and Fleet Management teams, as well as drivers and any other relevant UGT staff familiar with the current systems and operational processes.

Other helpful informational material that can be provided to the consultant includes data regarding UGT's existing software systems (Remix by Via and Swiftly), fleet details (cutaway bus specifications), current technology infrastructure, and ridership patterns.

The goal of this project is to enhance ridership data collection, improve operational efficiency, and create a better experience for passengers through real-time voice announcements on buses, all while integrating new systems with existing technology platform.

Section 5.02 *Deliverables*

The contractor will be required to provide the following deliverables:

- a. Installation of 12-14 Automatic Passenger Counters (APCs)** on UGT's fleet of cutaway buses, fully operational and integrated with UGT's existing systems, along with the necessary APC software for accurate data collection and reporting.
- b. Installation of Automatic Voice Announcements (AVA) systems** on the same fleet of buses, ensuring clear and accurate voice announcements of bus stops and relevant passenger information, along with the required AVA software for real-time synchronization and updates.
- c. Integration of both APC and AVA systems with existing software platforms**, specifically Remix by Via and Swiftly, ensuring seamless data transfer, compatibility with UGT's infrastructure, and full system functionality.
- d. Associated software for both APC and AVA systems**, including any required licenses, user interfaces, and administrative tools to manage and monitor the systems for both systems.
- e. Detailed project timeline** outlining key milestones and completion dates for the APC and AVA installations, software integration, and training.
- f. Training for UGT staff**, including drivers, IT staff, and operations personnel, on the use and maintenance of the newly installed APC and AVA systems, as well as the associated software for efficient operation.

g. Ongoing support and maintenance plan, detailing warranty coverage, troubleshooting processes, software updates, and system upgrades, ensuring both the hardware and software remain operational and up to date

Section 5.01 Work Schedule

- **Issue RFP Date: September 11, 2025**

The RFP for the installation of APC and AVA systems is issued.

- **Pre-Proposal Meeting Date: September 26, 2025 (10:00 AM – 12:00 PM)**

A meeting is held to address any questions from potential bidders regarding the RFP.

In-person: Unified Government Transportation Conference Room, 849B N 47th Street, Kansas City, Kansas 66102

Virtual Option: Virtual Option: [Join the meeting now](#)

Meeting ID: 262 958 562 980 7

Passcode: DT6CB3HC

- **Last day for Questions: October 9, 2025**

The last day to ask questions in writing

- **Proposal Submission Deadline: October 23, 2025**

Deadline for all proposals to be submitted.

- **Proposal Evaluation Committee Completes Evaluation: October 30, 2025**

The evaluation committee reviews and scores proposals based on the criteria set forth in the RFP.

- **Unified Government Awards Contract: November 6, 2025**

The contract is awarded to the selected vendor.

- **Kick-off Meeting: November 13, 2025**

The contractor meets with UGT staff to initiate the project, finalize project scope, and confirm timelines.

- **First Contractor Work Period: November 17, 2025 – December 12, 2025**

The contractor begins preliminary work, including system design, software customization, and site surveys.

- **Contractor Submits Initial APC and AVA Installation Plan: December 16, 2025**

Contractor submits a detailed installation plan, including the integration process, timeline, and equipment list.

- **Initial Plan Review by Unified Government: December 17 – December 23, 2025**

UGT reviews and provides feedback on the installation and integration plan.

- **First Draft of Software and System Configuration Submitted by Contractor: December 26, 2025**
Contractor submits the first draft of the APC and AVA software configurations, including system setup and customization.
- **First Draft Review by Unified Government: December 29, 2025 – January 2, 2026**
UGT reviews the draft software configurations and provides feedback.
- **Draft Software and System Configuration Revisions: January 5 – January 13, 2026**
The contractor revises the system software and configuration based on feedback from UGT.
- **Procurement and Delivery of APC and AVA Hardware: January 16 – February 6, 2026**
The contractor orders and delivers the required hardware for the APC and AVA systems.
- **Installation of APC and AVA Systems (Phase 1): February 9 – February 27, 2026**
Contractor begins the physical installation of APCs and AVA systems on the fleet.
- **Installation of APC and AVA Systems (Phase 2): March 2 – March 17, 2026**
Installation of systems is completed on all buses in the fleet.
- **Software Installation and Integration: March 18 – April 1, 2026**
Contractor installs software for both APC and AVA systems and integrates with existing UGT platforms (Remix by Via, Swiftly).
- **System Testing and Debugging: April 2 – April 15, 2026**
The contractor conducts full system testing to ensure APC and AVA systems are operating as expected.
- **Training for UGT Staff: April 16 – April 22, 2026**
The contractor provides training sessions for UGT staff on using and maintaining the newly installed systems.
- **First Post-Installation Review by Unified Government: April 23 – April 28, 2026**
UGT performs an initial review of the installed systems and provides feedback.
- **Final Revisions to Systems and Software: April 29 – May 8, 2026**
Contractor revises systems based on feedback from UGT's review and conducts any necessary improvements.
- **Final System Acceptance Testing: May 11 – May 15, 2026**
UGT tests the fully integrated APC and AVA systems to confirm they meet all project requirements and functionality.
- **Contractor Submits Final Report: May 19, 2026**
The contractor submits a final project report, including installation summaries, system performance details, and any remaining open items.
- **Final Acceptance and Handover: May 22, 2026**
UGT formally accepts the completed systems and documentation from the contractor.

- **Warranty Period Begins: May 23, 2026**

The warranty period for the systems begins, covering maintenance, updates, and troubleshooting as outlined in the contract.

- **Ongoing Support and Maintenance Period: June 15, 2026 – Ongoing**

Contractor provides long-term support, maintenance, updates, and troubleshooting as per contract.

Article VI. Proposal Format

PROPOSALS WILL NOT BE CONSIDERED UNLESS AN OFFICER AUTHORIZED TO BIND THE OFFERING COMPANY SIGNS THE SIGNATURE PAGE.

Offeror **must** submit a complete copy of its response in the following format One (1) original and six (6) copies along with a flash drive in .PDF format. Submittal materials must be received by the Unified Government prior to the closing date. Proposals are to be in either an enclosed envelop or a sealed box and labeled with the Proposal Number and name (see label below) If components of the response, such as spreadsheet, pictures, charts or diagrams require the functionality of a non-word processing application , they must be submitted in Microsoft Excel or Microsoft PowerPoint format.

Any respondent that does not comply with these policies may be disqualified from the procurement.

ALL PROPOSALS MUST BE RECEIVED AND TIME STAMPED IN THE OFFICE OF THE UNITED CLERK, MUNICIPAL OFFICE BUILDING NO LATER THAN THE DATE AND TIME LISTED IN SECTION 1.10, PROJECT TIMETABLE, PG.10. LATE PROPOSALS WILL NOT BE CONSIDERED.

Proposal – RFP R41495 “Installation and Integration of (APC) and (AVA) Systems”.

Six (6) Copies and One (1) original of your proposal and supplementary material should be submitted to:

**Office of the Unified Clerk, Municipal Office Building
701 North 7th Street, Suite 323
Kansas City, Kansas 66101-3064**

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN THE TIME LISTED IN THE RFP CALENDAR OF EVENTS. LATE PROPOSALS WILL NOT BE CONSIDERED.

*It is the Offeror's responsibility to ensure **proposals** are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse **late** submissions. Offeror's shall be responsible for actual delivery of the proposal to the appropriate department identified in document.*

**Below is an example of the information required on your Proposal package.
You may use this as a label if you wish.**

Unified Government of Wyandotte County/Kansas City, KS
Attn: Unified Government Clerks Office
701 N. 7th Street, Room 323
Kansas City, Kansas 66101

REQUEST FOR PROPOSAL
Installation and Integration of (APC) and (AVA) Systems
RFP R41495

OPENING DATE/TIME:
October 23, 2025 - 2:00 PM

Section 6.01 Proposal Format and Content

The Unified Government discourages overly lengthy and costly proposals, however, in order for the Unified Government to evaluate proposals fairly and completely, offerors should follow the format set out herein and provide all of the information requested.

Section 6.02 Electronic Filing Requirements

If Offeror has not previously done so, you should register to do business with the Unified Government at: <https://purchasing.wycokck.org/eProcurement>. This is a requirement for participating in the Request for Proposals process. Please follow directions on the site and if you need assistance contact: Sharon Reed at 913.573.5440. We strongly recommend that you give yourself sufficient time and at least TWO (2) days before the response deadline to begin the uploading process and to finalize your submission.

A respondent **may** submit a complete copy of its response on the Unified Government's e-procurement site at the link above.

Section 6.03 Introduction

Proposals must include the complete name and address of their firm and the name, mailing address, and telephone number of the person the Unified Government should contact regarding the proposal.

Proposals must confirm that the firm will comply with all the provisions in this RFP, and if applicable, provide notice that the firm qualifies as a Unified Government bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

Section 6.04 Understanding of the Project

Offerors must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the project schedule.

Section 6.05 Methodology Used for the Project

Offerors must provide a comprehensive narrative statement that sets out the methodology they intend to employ and illustrates how their methodology will serve to accomplish the work and meet the Unified Government's project schedule.

Section 6.06 Management Plan for the Project

Offerors must provide a comprehensive narrative statement that sets out the management plan they intend to follow and illustrates how their plan will serve to accomplish the work and meet the Unified Government's project schedule.

Section 6.07 *Experience and Qualifications*

Provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP, illustrate the lines of authority, designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Provide a narrative description of the organization of the project team.

Provide a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

1. title,
2. resume,
3. location(s) where work will be performed, and
4. itemize the total cost and the number of estimated hours for each individual named above. Provide reference names and phone numbers for similar projects your firm has completed.

Section 6.08 *Cost Proposal*

Offeror's cost proposals must include an itemized list of all direct and indirect costs associated with the performance of this contract including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

We will need you to submit a 5-year cost breakdown. For example, what will the first-year cost including implementation and then every year after that.

Article VII. Evaluation and Selection

The Unified Government will evaluate proposals using the criteria below. Responses will be evaluated, scored, and ranked.

Section 7.01 *Selection Criteria*

(a) Understanding of the Project

Proposals will be evaluated against the questions set out below.

1. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
2. How well has the offeror identified pertinent issues and potential problems related to the project?

3. How well has the offeror demonstrated that it understands the deliverables the Unified Government expects it to provide?
4. How well has the offeror demonstrated that it understands the Unified Government's time schedule and can meet it?

(b) Methodology Used for the Project

Proposals will be evaluated against the questions set out below.

1. How well does the methodology depict a logical approach to fulfilling the requirements of the RFP?
2. How well does the methodology match and contribute to achieving the objectives set out in the RFP?
3. How well does the methodology interface with the time schedule in the RFP?

(c) Management Plan for the Project

Proposals will be evaluated against the questions set out below.

How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

1. How well is accountability completely and clearly defined?
2. Is the organization of the project team clear?
3. How well does the management plan illustrate the lines of authority and communication?
4. To what extent does the offeror already have the hardware, equipment, and licenses necessary to perform the contract?
5. Does it appear that the offeror can meet the schedule set out in the RFP?
6. Has the contractor offered alternate deliverables and gone beyond the minimum tasks necessary to meet the objectives of the RFP?
7. Is the proposal practical, feasible, and within budget?
8. How well have any potential problems been identified?
9. Is the proposal submitted responsive to all material requirements in the RFP?

(d) Experience and Qualifications

Proposals will be evaluated against the questions set out below.

Questions regarding the personnel.

1. Do the individuals assigned to the project have experience on similar projects?
2. Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
3. How extensive is the applicable education and experience of the personnel designated to work on the project?
4. How knowledgeable are the offeror's personnel of the local area and how many individuals have worked in the area previously?

Questions regarding the firm:

1. How well has the firm demonstrated experience in completing similar projects on time and within budget?
2. How successful is the general history of the firm regarding timely and successful completion of projects?
3. Has the firm provided letters of reference from previous clients?
4. How reasonable are the firm's cost estimates?
5. If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

(e) Contract Cost

Overall, a minimum of % of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences set out below.

Converting Cost to Points:

The lowest cost proposal will receive the maximum number of points allocated to cost.

Attachments

Attachment A: Signature Page

Attachment B: Debarment Form

Attachment C: Intent to Self-Perform

Attachment D: No Response Form

Attachment: Exhibit A – Unified Government General Contractual Provisions

Attachment A - Signature Page

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

RFP R41495

“Installation and Integration of (APC) and (AVA) Systems”

AUTHORIZED SIGNATURE

By submission of this response, the undersigned certifies that the respondent has the full authority to execute the services and to execute any resulting contract awarded as the result of, or since, the response;

- 1.0 it has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of this contract, to any Unified Government employee or official or to any current consultant to the Unified Government;
- 2.0 it has not paid or agreed to pay any fee or commission or any other thing of value contingent upon the award of this contract, to any broker or agent or any other person;
- 3.0 it has not violated, is not violating and will not violate the prohibition against gratuities and kickbacks set forth in Chapter 12 of the Unified Government's Procurement Code; and,
- 4.0 the prices contained in this proposal have been arrived at independently and without collusion, consultation, communication or agreement intended to restrict competition.
- 5.0 it has the full authority of the Offeror to execute the proposal and to execute any resulting contract awarded as the result of, or on the basis of, the proposal.

I hereby certify that the attached response has been prepared in compliance with the specifications and that the quotations are valid for a period of 90 days.

Authorized Representative: _____

Signature: _____

Title: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Federal Tax ID Number: _____



Attachment B
DEPARTMENT OF PROCUREMENT & CONTRACT
COMPLIANCE

SUPPLIER CERTIFICATION REGARDING DEBARMENT AND/OR
SUSPENSION

This certification needs to be completed by all Unified Government Suppliers who are fulfilling a single procurement in excess of \$50,001. Please complete, sign, and submit the form to the Unified Government Procurement Department (address at the bottom):

1. The undersigned certifies, to the best of his or her knowledge and belief, that:
 - a. The Offeror and/or any of its Principals:
 - i. _____ Are _____ Are not
 Presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - ii. _____ Have _____ Have not
 Within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract: violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - iii. _____ Are _____ Are not
 Presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in section (1)(a)(ii) of this provision; and
 - iv. _____ Have _____ Have not
 Within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
2. "Principals," for the purpose of this certification, means officer; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution.

- 3. The Offeror shall provide immediate written notice to the Procurement Department if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- 4. A certification that any of the items in this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Unified Government Procurement Department may render the Offeror non-responsive;
- 5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings; and
- 6. The certification of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Unified Government Procurement Department may terminate the contract resulting from this solicitation for default.

Authorized Supplier Representative

_____ Name (typed)	_____ Signature
_____ Title	_____ Date
_____ Company	_____ Project

For Office Use Only: Bid _____	RFQ _____	P.O. # _____
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Attachment C
Intent to Self -Perform

Affidavit of _____
(Name of Offeror)

I hereby certify that it is our intent to perform 100% of the work required for the

contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and the Offeror agrees to provide any additional information or documentation requested by the Unified Government in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Offeror to the commitments herein contained.

Sign _____

Date _____

NO RESPONSE FORM – Attachment D

If you choose not to submit a response, please complete and return only this form, on or before the due date. Thank you for taking this opportunity to help us update and improve our solicitation process.

Buyer: Kelly Regan**Telephone: (913) 573-5447****Return by Fax: (913) 573-5444**

Due Date: 10/23/2025Number: R41495

Description:

Please check the appropriate response(s). We respectfully submit “No Response” for the following reason(s):

- ☐ 1. We cannot provide a service to meet the required specifications.
- ☐ 2. The closing date does not allow adequate time to prepare a response.
- ☐ 3. We have chosen not to do business with the Unified Government of Wyandotte County.
- ☐ 4. Other (comment below or provide your response on your business/firm letterhead).

Business/Firm Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____ Telephone No.: _____