

# Request For Proposals (RFP)

POSTED DATE: 8/6/24

DEADLINE: 8/26/24 @ 5:00pm



## Juvenile Services Fleet Insurance

### Project Introduction

20<sup>th</sup> Judicial District Juvenile Services invites proposals for Commercial Auto Insurance to include Auto Liability as well as Auto Physical Damage.

### Specifications

Effective 10/3/2024

One (1) year renewal process

Based on coverage for four (4) vehicles

Based on seventeen (17) staff members

Transporting children and families within the scope of funding and programs offered by Juvenile Services

### Project Funding Source

Grant Funded

### Project Timeline

Bid submission will be open for 3 weeks. Study session on August 27<sup>th</sup> and formal agenda on September 3<sup>rd</sup> with County Commissioners.

### Project Inquiries

Questions concerning the Request for Proposal must be submitted in writing via email or letter to:

Marissa Woodmansee-Barton County Juvenile Services Director

1800 12<sup>th</sup> Street

Great Bend KS 67530

(620) 793-1930

mwoodmansee@bartoncounty.org

## Submission Procedures

There are two submission options for formal procurement methods.

- 1) *Vendors may receive electronic notifications and submit bids/proposals electronically through Vendor Registry, a link found under the Procurement tab at [www.bartoncounty.org](http://www.bartoncounty.org).*

OR

- 2) *Bids/proposals may also be submitted via mail or courier in a sealed envelope, with the exterior marked with the Bid Number/Description, to the Barton County Clerk, 1400 Main Street, Room 202, Great Bend, KS 67530.*

Barton County will not consider any bids/proposals not prepared and not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids/proposals. Any bids/proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bids/proposals received after the time and date specified shall not be considered. Bids/proposals submitted after the closing date and time will be returned unopened. Bids/proposals may not be withdrawn within sixty (60) days after the actual date of the opening thereof.

## Opening and Tabulation

Bids/proposals will not be opened until after the published deadline and at the time and place prescribed in the invitation. The bids/proposals must be opened publicly. Electronic bid/proposal submission software does not permit opening prior to the published deadlines. Mailed bids/proposals will be received and date/time stamped in the County Clerk's office.

Following the deadline, bids/proposals may be opened by the initiating Board of County Commissioners, Director of Operations or Department Head, and anyone may attend.

The Director of Operations or requesting Department Head will furnish tabulation sheets to the County Commissioners. Tabulation sheets will vary depending on the type of expenditure and may include things such as information about delivery, installation, project timeline, product features, warranties, etc.

## Awarding Bids/Proposals

Barton County reserves the right to reject any and all bids/proposals and award in the County's best interests. Barton County will award bids/proposals only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, delivery, warranty, integration, and financial and technical resources.

Bid results are available by written request. Please send requests to the Freedom of Information Officer (FIO).

Barton County cannot enter contracts with vendors that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over \$25,000 supported with federal funds, Barton County will verify that a vendor/contractor is not excluded or disqualified by either:

- Checking SAM ([www.sam.gov](http://www.sam.gov));
- Collecting a certification from that contractor; or
- Adding a clause or condition to the cover transaction with that contractor.

## False or Misleading Statements

In the opinion of Barton County, if a vendor's bid/proposal contains false or misleading statements or references which do not support the function, attribute, capability, or condition of their company and the products and services outlined in their bid/proposal, their bid/proposal shall be rejected.

## Conflicts of Interest

Barton County Commissioners, the Director of Operations, Department Heads and vendors shall list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.

## Modification of Bids/Proposals

Modifications to bids/proposals already submitted will be allowed if submitted following the submission procedures before the deadline.