

Request For Proposals (RFP)

POSTED DATE: January 8, 2024

DEADLINE: January 15, 2024 – 4pm – Updated



SECURITY BUILD OF ELECTION AREAS, COUNTY CLERK'S OFFICE, COURTHOUSE

Project Introduction

The Barton County Clerk's Office has received grant funding to improve security in the election area in the Clerk's Office, Second Floor, Barton County Courthouse.

Project Requirements

This project is outside the HVAC Improvements as are currently being performed at the Barton County Courthouse. However, work will be completed during the course of the HVAC improvement project.

Work Area I – Will include installation of new door and closing of interior window. Replacement door must be tamper proof. Will also include topping off walls.

Work Area II – Will include topping off walls and creating cabinetry for election equipment, to include charging stations for up to 20 units.

Contractor will be responsible for determining how to perform needed services.

Project Funding Source

Funding provided by federal HAVA security funds.

Project Timeline

All proposals will be reviewed by the County Clerk after the filing deadline and then presented to the County Commissioners during their next available study session. The successful vendor will then be contacted after award is made.

Project Inquiries

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

Bev Schmeidler, County Clerk
1500 Kansas
Great Bend, KS 67530
620.793.1831
clerk@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.

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 Any bids/proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof.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 the 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, Administrator or Department Head, and anyone may attend.

The Administrator 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 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 awards 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 into 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);
- 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 Administrator, 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.