



*Kathleen Sebelius, Governor*  
*Roderick L. Bremby, Secretary*

DEPARTMENT OF HEALTH  
AND ENVIRONMENT

[www.kdheks.gov](http://www.kdheks.gov)

## INVITATION FOR BID (IFB)

IFB Number: 264-09-25

Locations:

Property #1	2239 Elizabeth Ave Kansas City, KS 66102	Property #7	99 South 17 <sup>th</sup> Street Kansas City, KS 66102
Property #2	3303 N 59 <sup>th</sup> Street Kansas City, KS 66104	Property #8	319 N 22 <sup>nd</sup> Street Kansas City, KS 66102
Property #3	1837 State Ave Kansas City, KS 66102	Property #9	1239 Sandusky Kansas City, KS 66102
Property #4	3505 Wyandotte Kansas City, KS 66106	Property #10	1623 New Jersey Kansas City, KS 66102
Property #5	1709 Woodland Blvd Kansas City, KS 66106	Property #11	2136 Orville Kansas City, KS 66102
Property #6	2839 Parkwood Kansas City, KS 66104		

Closing Date: November 14, 2008, 2:00 PM

Procurement Officer: Kelly Chilson  
Telephone: 785-296-1519  
E-Mail Address: [kchilson@kdhe.state.ks.us](mailto:kchilson@kdhe.state.ks.us)  
Web Address: [http://www.unleadedks.com/contractor\\_info.html](http://www.unleadedks.com/contractor_info.html)

**Item:** Project Lead Safe KCK– Lead Hazard Reduction

Agency: Kansas Department of Health and Environment

Guarantee: No Monetary Guarantee Required

Scope: This Contract shall cover the procurement of Lead Hazard Reduction Services for the Kansas Department of Health and Environment, Childhood Lead Poisoning Prevention Program.

### READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions of this Request may result in the rejection of a bid. Inquiries about this Request should indicate the contract number and be directed to the procurement officer. Return in a sealed envelope or other container only the signature page and bid forms not later than the closing date indicated above. Retain the remaining documents for reference.

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The document can be downloaded by going to the following website:

[http://www.unleadedks.com/contractor\\_info.html](http://www.unleadedks.com/contractor_info.html)

It shall be the vendor's responsibility to monitor this website on a regular basis for any changes/addenda.

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## SIGNATURE SHEET

Item:

Agency:

Closing Date:

We submit a proposal to furnish requirements during the contract period in accordance with the specifications and Schedule of Supplies. **I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.**

Addenda: The undersigned acknowledges receipt of the following addenda:

#1(\_\_\_\_) #2(\_\_\_\_) #3(\_\_\_\_) None(\_\_\_\_)

Legal Name of Person, Firm or Corporation \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

FEIN Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name of Signature \_\_\_\_\_ Title \_\_\_\_\_

If awarded a contract and purchase orders are to be directed to an address other than above, indicate mailing address and telephone number below.

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**Accounts Receivable Set-Off Program:** *During the course of this contract if the vendor is found to owe a debt to the State of Kansas, agency payments to the vendor may be intercepted / setoff by the State of Kansas Accounts Receivable Setoff Program. Notice of the setoff action will be provided to the vendor. The vendor shall credit the account of the agency making the payment in an amount equal to the funds intercepted.*

*K.S.A. 75-6201 et seq. allows the Director of Accounts & Reports to setoff funds the State of Kansas owes vendors against debts owed by the vendors to the State of Kansas. Payments setoff in this manner constitute lawful payment for services or goods received. The vendor benefits fully from the payment because it's obligation to the State is reduced by the amount subject to setoff.*

## SECTION I CONDITIONS TO BIDDING

### **Property Walk-throughs:**

Attendance is required at the property walkthrough in order to be eligible to submit bids for any property covered by this Invitation For Bid. Dates of property walk-throughs will be posted on the following website:

[http://www.unleadedks.com/contractor\\_info.html](http://www.unleadedks.com/contractor_info.html)

**Cost of Preparing Bid Response:** The cost of developing and submitting the bid response is entirely the responsibility of the vendor. This includes costs to determine the nature of the engagement, preparation of the bid response, submitting the bid response, negotiating for the contract and other costs associated with this Solicitation. All responses will become the property of the State of Kansas and will be a matter of public record subsequent to signing of the contract or rejection of all bids.

**Evaluation of Bids:** Award shall be to the lowest responsible bidder taking into consideration conformity with the specifications, terms of delivery and other conditions imposed by this Invitation For Bid. Award will be by line item, group totals, or total lot, whichever is in the best interest of the State of Kansas.

**Acceptance or Rejection:** The State of Kansas reserves the right to accept or reject any or all bid responses or part of a bid response; to waive any informalities or technicalities; clarify any ambiguities in bid responses; modify any criteria in this Solicitation; and unless otherwise specified, to accept any item in a bid response.

**Contract:** The successful vendor will be required to enter into a written contract with the State. The vendor agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment, which is incorporated into all contracts with the State and is attached to this Solicitation.

**Contract Documents:** This Solicitation and any amendments and the bid response and any amendments of the successful vendor shall be incorporated along with the DA-146a into the written contract award which shall compose the complete understanding of the parties.

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

1. Form DA-146a;
2. written modifications to the executed contract;
3. written contract signed by the parties;
4. this Solicitation including any and all addenda; and
5. contractor's written bid response submitted in response to this Request as finalized.

**Contract Formation:** No contract shall be considered to have been entered into by the State until all statutorily required signatures and certifications have been rendered; and a written contract has been signed by the successful vendor.

**Open Records Act (K.S.A. 45-205 et seq.):** All bid responses become the property of the State of Kansas. Kansas law requires all information contained in bid responses to become open for public review once a contract is signed or all bid responses are rejected.

**Federal, State and Local Taxes-Governmental Entity:** Unless otherwise specified, the bid response price shall include all applicable federal, state and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Solicitation. **The State of Kansas is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the vendor's price quotations.**

**Debarment of State Contractors.** Any vendor who defaults on delivery as defined in this Solicitation may be barred (a) After reasonable notice to the person involved and reasonable opportunity for that

person to be heard, the secretary of administration, after consultation with the contracting agency and the attorney general, shall have authority to debar a person for cause from consideration for award of contracts. The debarment shall not be for a period exceeding three years. The secretary, after consultation with the contracting agency and the attorney general, shall have authority to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall not be for a period exceeding three months unless an indictment has been issued for an offense which would be a cause for debarment under subsection (b), in which case the suspension shall, at the request of the attorney general, remain in effect until after the trial of the suspended person.

**Insurance:** The State shall not be required to purchase any insurance against loss or damage to any personal property nor shall the State establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the vendor shall bear the risk of any loss or damage to any personal property.

## SECTION II BID INSTRUCTIONS

**Preparation of Bid Response:** Prices are to be entered in spaces provided on the BID FORM if provided herein. Computations and totals shall be indicated where required. The State has the right to rely on any price quotes provided by vendors. The vendor shall be responsible for any mathematical error in price quotes. The State reserves the right to reject bid responses which contain errors.

**Vendors are instructed to prepare their Bid Response following the same sequence as the Invitation For Bid.**

**Submission of Bid Responses:** Vendor's bid response shall consist of:

- Signature Sheet
- One (1) copy of the bid response, including other supporting documents

**Vendor's bid response, sealed securely in an envelope or other container, shall be received promptly at 2:00 P.M., Central Standard or Daylight Savings Time, whichever is in effect, on November 14, 2008, addressed as follows:**

**Project Lead Safe KCK  
Kansas Department of Health and Environment  
IFB # 264-09-25  
Closing: November 14, 2008  
1333 South 27<sup>th</sup> Street  
Kansas City, KS 66106**

Bid responses received prior to the closing date shall be kept secured and sealed until closing. The State shall not be responsible for the premature opening of a bid response or for the rejection of a bid response that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container. Late Bid Response will be retained unopened in the file and not receive consideration.

**Signature of Bid Responses:** Each bid response shall give the complete mailing address of the vendor and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. Each bid response shall include the vendor's social security number or Federal Employer's Identification Number.

**Acknowledgment of Addenda:** All vendors shall acknowledge receipt of any addenda to this Solicitation. Failure to acknowledge receipt of any addenda may render the bid response to be non-responsive. Changes to this Solicitation shall be issued only by the Kansas Department of Health and Environment in writing.

**Modification of Bid Responses:** A vendor may modify a bid response by letter or by FAX transmission at any time prior to the closing date and time for receipt of bid responses.

**Withdrawal of Bid Responses:** A bid response may be withdrawn on written request from the vendor to the Procurement Officer at the Kansas Department of Health and Environment prior to the closing date.

**Bid Disclosures:** At the time of closing, only the names of those who submitted proposals shall be made Public information. No price information will be released. Interested vendors or their representatives may be present at the announcement at the following location:

Project Lead Safe KCK  
Kansas Department of Health and Environment  
1333 South 27<sup>th</sup> Street  
Kansas City, KS 66106

Bid results will not be given to individuals over the telephone. Results may be obtained after contract finalization by obtaining a bid tabulation sheet from the Kansas Department of Health and Environment. Bid results can be obtained by sending (do not include with bid):

1. A check for \$3.00, payable to the Kansas Department of Health and Environment and
2. A self-addressed, stamped envelope;
3. Invitation For Bid Number,

Send to:

Kansas Department of Health and Environment/Purchasing  
Attention: Bid Results/Copies  
1000 SW Jackson, Suite 570  
Topeka, KS 66612

**Notice of Award:** An award is made on execution of the written contract by all parties. Only the State is authorized to issue news releases relating to this Solicitation, its evaluation, award and/or performance of the contract. The Department of Health and Environment shall issue either a purchase order or a written contract to the successful vendor.

### SECTION III GENERAL PROVISIONS

**Term of Contract:** Contractor shall coordinate the timeline for each individual housing unit with KDHE representatives, to minimize inconvenience to the property owner.

**Inspection:** The State reserves the right to reject, on arrival at destination, any items which do not conform with specification of this Solicitation.

**Termination for Cause:** The Department of Health and Environment may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:

1. the Contractor fails to make delivery of goods or services as specified in this contract; or
2. the Contractor fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms.

The Department of Health and Environment shall provide the Contractor with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within a reasonable timeframe, the Kansas Department of Health and Environment shall issue the Contractor an order to stop work immediately.

**Termination for Convenience:** The Director of Purchases may terminate performance of work under this contract in whole or in part whenever, for any reason, the Director of Purchases shall determine that the termination is in the best interest of the State of Kansas. In the event that the Kansas Department of Health and Environment elects to terminate this contract pursuant to this provision, the termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may have not been terminated by the notice.

**Notices:** All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be **IN WRITING** and addressed as follows:

**Kelly Chilson**  
**Kansas Department of Health and Environment**  
**1000 SW Jackson, Suite 570**  
**Topeka, KS 66612**

or to any other persons or addresses as may be designated by notice from one party to the other.

**Rights and Remedies:** If this contract is terminated, the Department of Health and Environment, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to the Department of Health and Environment in the manner and to the extent directed, any completed materials. The Department of Health and Environment shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

If it is determined, after notice of termination for cause, that Contractor's failure was due to causes beyond the control of or negligence of the Contractor, the termination shall be a termination for convenience.

In the event of termination, the Contractor shall receive payment pro rated for that portion of the contract period services were provided to and/or goods were accepted by the Department of Health and Environment subject to any offset by the Department of Health and Environment for actual damages including loss of federal matching funds.

The rights and remedies of the Kansas Department of Health and Environment provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

**Force Majeure:** The Contractor shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes, etc.

**Waiver:** Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by the Kansas Department of Health and Environment shall not constitute a waiver.

**Independent Contractor:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation and social security as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

**Staff Qualifications:** The Contractor shall warrant that all persons assigned by it to the performance of this contract shall be employees of the Contractor (or specified Subcontractor) and shall be fully qualified to perform the work required. The Contractor shall include a similar provision in any contract with any Subcontractor selected to perform work under this contract.

Failure of the Contractor to provide qualified staffing at the level required by the proposal specifications may result in termination of this contract and/or damages.

**Conflict of Interest:** The Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any professional personnel who are also in the employ of the State and who are providing services involving this contract or services similar in nature to the scope of this contract to the State. Furthermore, the Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any state employee who has participated in the making of this contract until at least two years after his/her termination of employment with the State.

**Confidentiality:** The Contractor may have access to private or confidential data maintained by State to the extent necessary to carry out its responsibilities under this contract. Contractor must comply with all the requirements of the Kansas Open Records Act in providing services under this contract. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this contract shall be disseminated by either party except as authorized by statute, either during the period of the contract or thereafter. Contractor must agree to return any or all data furnished by the State promptly at the request of State in whatever form it is maintained by contractor. On the termination or expiration of this contract, contractor will not use any of such data or any material derived from the data for any purpose and, where so instructed by State, will destroy or render it unreadable.

**Reviews and Hearings:** The Contractor agrees to advise the Department of Health and Environment of all complaints of recipients made known to the Contractor and refer all appeals or fair hearing requests to the Department of Health and Environment. The State has the discretion to require the Contractor to participate in any review, appeal, fair hearing or litigation involving issues related to this contract.

**Nondiscrimination and Workplace Safety:** The Contractor agrees to abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws, rules and regulations may result in termination of this contract.

**Environmental Protection:** The Contractor shall abide by all federal, state and local laws, rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws, rule or regulations may result in termination of this contract.

**Hold Harmless:** The Contractor shall indemnify the State against any and all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent to the extent caused by Contractor or Contractor's employee or subcontractor.

The State shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in the Contractor's custody and control, where such loss or destruction is to state property. The Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction or damage to State property.

**Care of State Property:** The Contractor shall be responsible for the proper care and custody of any state-owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract, and Contractor will reimburse State for such property's loss or damage caused by Contractor, normal wear and tear excepted.

**Prohibition of Gratuities:** Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any State employee at any time.

**Retention of Records:** Unless the State specifies in writing a shorter period of time, the Contractor agrees to preserve and make available all of its books, documents, papers, records and other evidence involving transactions related to this contract for a period of five (5) years from the date of the expiration or termination of this contract.

Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

The Contractor agrees that authorized federal and state representatives, including but not limited to, personnel of the using agency; independent auditors acting on behalf of state and/or federal agencies shall have access to and the right to examine records during the contract period and during the five (5) year post-contract period. Delivery of and access to the records shall be at no cost to the state.

**Federal, State and Local Taxes Contractor:** The State make no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.

**Antitrust:** If the Contractor elects not to proceed, the Contractor assigns to the State all rights to and interests in any cause of action it has or may acquire under the anti-trust laws of the United States and the State of Kansas relating to the particular products or services purchased or acquired by the State pursuant to this contract.

**Modification:** This contract shall be modified only by the written agreement of the parties with the approval of the Department of Health and Environment. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.

**Assignment:** The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of the State.

This contract may terminate in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of the State.

**Third Party Beneficiaries:** This contract shall not be construed as providing an enforceable right to any third party.

**Captions:** The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

**Severability:** If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected and each provision of this contract shall be enforced to the fullest extent permitted by law.

**Governing Law:** This contract shall be governed by the laws of the State of Kansas and shall be deemed executed at Topeka, Shawnee County, Kansas.

**Jurisdiction:** The parties shall bring any and all legal proceedings arising hereunder in the State of Kansas, District Court of Shawnee County. The United States District Court for the State of Kansas sitting in Topeka, Shawnee County, Kansas, shall be the venue for any federal action or proceeding arising hereunder in which the State is a party.

**Mandatory Provisions:** The provisions found in Contractual Provisions Attachment (DA-146a) which is attached are incorporated by reference and made a part of this contract.

**Integration:** This contract, in its final composite form, shall represent the entire agreement between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties relating to the subject matter hereof. This contract between the parties shall be independent of and have no effect on any other contracts of either party.

**Criminal Or Civil Offense Of An Individual Or Entity That Controls A Company Or Organization Or Will Perform Work Under This Contract:** Any conviction for a criminal or civil offense that indicates a lack of business integrity or business honesty must be disclosed. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.

**Injunctions:** Should Kansas be prevented or enjoined from proceeding with the acquisition before or after contract execution by reason of any litigation or other reason beyond the control of the State, vendor shall not be entitled to make or assert claim for damage by reason of said delay.

**Acceptance:** No contract provision or use of items by the State shall constitute acceptance or relieve the vendor of liability in respect to any expressed or implied warranties.

**Breach:** Waiver or any breach of any contract term or condition shall not be deemed a waiver of any prior or subsequent breach. No contract term or condition shall be held to be waived, modified, or deleted except by a written instrument signed by the parties thereto.

If any contract term or condition or application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition or application. To this end the contract terms and conditions are severable.

**Statutes:** Each and every provision of law and clause required by law to be inserted in the contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then on the application of either party the contract shall be amended to make such insertion or correction.

**New Materials, Supplies or Equipment:** Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

**Payment Terms:** Unless specified otherwise, Payment Terms are Net 30 days. Payment date and receipt of order date shall be based upon K.S.A. 75-6403(b). This Statute requires state agencies to pay the full amount due for goods or services on or before the 30<sup>th</sup> calendar day after the date the agency receives such goods or services or the bill for the goods and services, whichever is later, unless other provisions for payment are agreed to in writing by the vendor and the state agency. NOTE: If the 30<sup>th</sup>

calendar day noted above falls on a Saturday, Sunday, or legal holiday, the following workday will become the required payment date.

The statute further defines the date goods or services are received as the date such goods or services are completely delivered and finally accepted by the state agency. The date the payment is made by the state agency is defined as the date on which the warrant or check for such payment is dated, i.e. warrant issue date.

**Disclosure of Proposal Content:** The laws of the State of Kansas require public information be placed in the public domain at the conclusion of the selection process, and be available for examination by all interested parties. No proposals shall be disclosed until after a Contract Award has been issued. The State reserves the right to destroy all proposals if the RFP is withdrawn, a Contract Award is withdrawn, or otherwise in the normal course of business.

**Subcontractors:** The contractor shall be the sole source of contact for the contract. The State will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

**Qualifications:** A description of the vendor's qualifications and experience providing the requested or similar service including resumes of personnel assigned to the project stating their education and work experience. The vendor must be an established firm recognized for its capacity to perform. The vendor must be capable of mobilizing sufficient personnel to meet the deadlines specified in this solicitation.

**Payment:** Payment shall be made after receipt of goods or services in agreement with Kansas Law. Payments shall not be made for costs or items not listed in the vendor's bid response.

**Invoices:** Each housing unit must be individually invoiced. Invoices shall be forwarded to the Kansas Department of Health and Environment at the following address:

Kansas Department of Health and Environment  
Project Lead Safe – KCK  
1333 South 27<sup>th</sup> Street  
Kansas City, KS 66106

Invoices shall state the following:

1. date of invoice.
2. date of shipment (or completion of work);
3. letter of clearance issued by KDHE;
4. contract number;
5. itemization of all applicable charges;
6. net amount due, showing any additions (change orders) or reductions from the original bid price.

With the invoice, Contractor shall attach the following documents:

1. a copy of the clearance letter issued by KDHE;
2. a copy of all receipts for disposal of debris for that property address;
3. a copy of any change order issued for that property address.

**On-Site Inspection:** Failure to adequately inspect the premises shall not relieve the successful vendor from furnishing without additional cost to the State any materials, equipment, supplies or labor that may be required to carry out the intent of this Solicitation. Submission of a bid response shall be construed as evidence that the vendor has made necessary examination, inspection and investigation. Failure to properly inspect the site may result in rejection of the vendor's bid response.

**Submission of the Bid Response:** Submission of the bid response will be considered presumptive evidence that the vendor is conversant with local facilities and difficulties, the requirements of the

documents and of pertinent State and/or local codes, state of labor and material markets, and has made due allowances in the bid response for all contingencies. Later claims for labor, work, materials, and equipment required for any difficulties encountered which could have foreseen will not be recognized and all such difficulties shall be properly taken care of by Contractor at no additional cost to the State of Kansas.

**Insurance:** The Successful Vendor shall present an affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance to the Division of Purchases.

**Materials and Workmanship:** The Contractor shall perform all work and furnish all supplies and materials, machinery, equipment, facilities, and means, necessary to complete all the work required by this solicitation, within the time specified, in accordance with the provisions as specified.

**Contact:** Any correspondence by potential bidders, with the using agency, must be documented in writing and submitted to the Department of Health and Environment, to be considered for any possible addenda, and/or in the evaluation of the bid. Any change in specification shall be authorized only by the Department of Health and Environment and will be issued by written addendum.

**Industry Standards:** If not otherwise provided, materials or work called for in this contract shall be furnished and performed in accordance with best established practice and standards recognized by the contracted industry and comply with all codes and regulations which shall apply.

**Default on Delivery:** Any vendor who defaults on delivery as defined in this Solicitation may, be barred from bidding on any subsequent Solicitation for a period to be determined.

**Definite Quantity Contract:** This Solicitation is for a close-ended contract between the vendor and the State to furnish a predetermined quantity of a good or service in a given period of time.

**Prices:** Prices shall remain firm for the entire contract period.

**Certification of Specifications Compliance:** By submission of a bid response and the signatures affixed thereto, the bidder certifies all products and services proposed in the solicitation meet or exceed all requirements of this specification as set forth in the solicitation.

The contractor shall be responsible for all work put in under these specifications. The contractor shall make good, repair and replace, at the contractor's own expense, as may be necessary, any defective work, material acceptance, if in the opinion of the Department of Health and Environment said defect is due to imperfection in material, design, or workmanship for the warranty period specified.

**Sales Tax Determination:**

1. This project has been determined by the Kansas Department of Revenue to be subject to Kansas sales tax. The cost of said Tax must be **INCLUDED** IN all Bid and Contract prices. Sales tax includes all applicable state, county and city sales taxes.
2. A general contractor or other contractor who contracts directly with the State of Kansas or one of its agencies shall pay tax as follows:
  - a. Labor: No tax will be assessed since the labor is purchased directly by the State or one of its agencies.
  - b. Materials: Taxes will be assessed on material purchased for the project.
3. A subcontractor on this project shall pay tax as follows:
  - a. Labor Taxes will be assessed because this labor is not purchased directly by the state or one of its agencies. (However, labor will not be taxed on projects calling for the original construction of a building or for repair or remodeling of a residence).

- b. Materials: Taxes will be assessed on materials purchased for the project.
4. Whether sales tax should be paid to the Department of Revenue by a subcontractor on the subcontractor's labor services will depend upon whether the project qualifies as the original construction of a building or facility or as the repair or remodeling of a residence. The contractor and each subcontractor will be responsible for determining whether labor services for the project qualifies for such exemption and for including the correct amount of state, county and city sales tax applicable to this project. Contractors and subcontractors must include all sales tax due on materials, which are not exempt on this project. Any questions should be addressed to the Kansas Department of Revenue, Division of Taxation, Taxpayer Assistance Center. (785) 296-0222.
  5. A general contractor or other contractor that contracts directly with the State of Kansas shall obtain copies of the Kansas Retailers Sales Tax Registration certificates from all its subcontractors on this project and have them available at the jobsite upon request.

## SECTION IV STATEMENT OF WORK

**Background and Scope:** Pursuant to a Lead Hazard Control grant awarded to KDHE by the Department of Housing and Urban Development (HUD), KDHE seeks a contractor or contractors to eliminate or reduce the hazards of lead-based paint in housing units located in Wyandotte County, Kansas. KDHE will conduct inspections and risk assessments on qualified housing units, and will specify what work is required for each housing unit. KDHE plans to seek bids on multiple housing units at the same time, but bids will be awarded separately for each housing unit. Bids will be awarded to the lowest responsible bidder. No Contractor may be awarded more than 5 contracts (housing units) at any one time. KDHE will, at their discretion award properties based on the lowest bid price but awards will also be distributed taking into consideration the minimum of (5) housing units per contractor and award contracts in the best interest of KDHE to minimize costs and maximize scheduling opportunities. Properties will not be awarded to any contractor who is 30 days or more past the contract completion date on one or more awarded properties until work has been completed on those properties and accepted by KDHE.

- 4.1 Services to be Provided:** Contractor will conduct lead hazard abatement work and/or interim control activities, as specified in the scope of work provided by KDHE for each individual housing unit. Contractor must be a licensed lead activity firm in Kansas to bid on abatement work in housing units. To be eligible to bid on any housing unit, a representative of the potential Contractor must attend a pre-bid walk-through for that housing unit. Contractor will follow all applicable safety and health requirements when working on housing units pursuant to this grant. Contractor will work closely with KDHE staff to schedule work on each housing unit, to minimize the amount of time that residents cannot use their home or rental property.
- 4.2 Deliverables:** Contractor will conduct work in accordance with the scope of work (property specifications) provided by KDHE for each housing unit. All work will be done in compliance with applicable state and federal laws and regulations, as well as the General Specifications of Project Lead-Safe KCK. The General Specifications may be found on the Internet at [www.unleadedKS.com/hud/contractor\\_info](http://www.unleadedKS.com/hud/contractor_info). Contractor may be required to move furniture or other residents' belongings, before conducting lead abatement work or interim controls. All work areas and surrounding areas must be thoroughly cleaned after each work day, so that residents can use their property; however, this requirement does not apply to containment areas that are sealed, if work is to continue within that area the next work day.

Upon completion of the required work and final cleaning for each housing unit, Contractor will notify KDHE that the unit is ready for final inspection and clearance testing. KDHE will notify Contractor of any problems or deficiencies identified during the clearance inspection. Contractor will not be paid until KDHE has given final clearance for that housing unit. Contractor will submit a separate invoice to KDHE, for each housing unit, as required in Section III of this IFB.

- 4.4 State Resources:** KDHE shall provide the following resources to the contractor:

- Detailed specifications on the location and type of work required for each unit.
- Opportunity to view the property during the required walk-through for each unit.
- Periodic inspection and oversight of the work conducted by the Contractor, to ensure that work is being done properly and safely, by qualified staff.
- Staff to conduct the final inspection and clearance testing.

- 4.5 Timeline:** In the property specifications for each housing unit, KDHE will show the number of workdays allowed for each housing unit. If the Contractor exceeds the number of workdays allowed, the final payment to the Contractor will be reduced by \$80 per day. If the Contractor's work does not pass the initial clearance test, the final payment to the Contractor will be reduced according to the actual costs of re-testing. Upon award of the contract, Contractor will work closely with KDHE staff to determine the start date for work on each housing unit.

To reduce inconvenience to the property owner or resident, KDHE will coordinate and schedule work to be performed with each property owner or resident in accordance with the information provided by each contractor on the Lead Abatement Project Notification Form that is required to be submitted by each contractor and filed in the Topeka office. Contractors that do not adhere to the schedule submitted on the Lead Abatement Project Notification Form and arrive at the work site late or do not arrive at all, will be

assessed a fee of \$80.00 for each incident. The contractor must give sufficient advanced notice to either the Kansas City or Topeka Project Lead Safe office if a change in schedule will be necessary. Sufficient advanced notice shall be defined as one day prior to the date in which the work schedule will be affected or by 9:00 am on the day that the work schedule will be affected. It shall be the contractor's responsibility to document any information in regards to the date, time and/or name of the individual that scheduling changes are communicated to as proof of sufficient advanced notice in the event of a dispute.

Should scheduling changes occur due to inclement weather and sufficient advanced notice cannot be given by the contractor, KDHE will take those instances into consideration before assessing fees.

- 4.6 Payment:** Payment to the Contractor, within 30 days after Contractor submits a complete, valid invoice for the completed housing unit.

**Bid Form**

<b>PROPERTY #</b>	<b>LOCATION</b>	<b>FIXED PRICE</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		
<b>11</b>		

Change orders will be assessed at an hourly rate of \$\_\_\_\_\_per hour.

Contracts will be awarded to the lowest responsible bidder. Bid amounts will be calculated based on the sum of the fixed price bid for each property and the hourly rate charged for change orders based on four hours.

State of Kansas  
Department of Administration  
DA-146a (Rev. 1-01)

### CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 1-01), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated.
2. **Agreement With Kansas Law:** All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.  
  
Parties to this contract understand that the provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State or any agency thereof has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the State of Kansas shall not agree to pay attorney fees and late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas shall not be required to purchase, any insurance against loss or damage to any personal property to which this contract relates, nor shall this contract require the State to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the vendor or lessor shall bear the risk of any loss or damage to any personal property in which vendor or lessor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.

12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."