Kansas City Kansas Community College

Request for Proposal/Bid 26-013	
KCKCC Custodial Supplies	
RFP/Bid Issued:	**October 8, 2026**
Question/clarification deadline:	**October 15, 2026, 10 AM CST**
Proposals/Bids Due:	**October 27, 2026 10:00 AM CST**
Buyer:	Linda Burgess Purchasing Specialist Kansas City Kansas Community College 7250 State Avenue, Kansas City Kansas 66112 **Email: lburgess@kckcc.edu**

FORM A

RESPONDENT ACKNOWLEDGEMENT

RFP 26-013

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign, and return this form with their submittal.

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Phone #	Date
Fax #	Tax ID #
Email Address	

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RFP INFORMATION, INSTRUCTIONS, FORMS

REQUEST FOR PROPOSALS NO. 26-013

PROFILE OF KANSAS CITY, KANSAS COMMUNITY COLLEGE

Kansas City Kansas Community College is a centrally located public 2-year institution in the Kansas City metropolitan area, in northeast Kansas. The College was founded in 1923 and is accredited by the Higher Learning Commission. KCKCC's Main Campus and Technical Education Centers are within the city limits of Kansas City, Kansas, located within Wyandotte County near State Avenue and College Parkway. The College also serves Leavenworth County with a satellite center, Pioneer Career Center.

The stated mission of KCKCC is "Inspire individuals and enrich our community one student at a time."

INSTRUCTIONS FOR SUBMITTING PROPOSALS

SECTION 1: GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

A. Must submit an electronic bid package which includes proposal PDF by email to lburgess@kckcc.edu. Paper copies are not necessary.

B. The College reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the College, in its sole discretion.

C. Any submittal may be withdrawn at any time prior to the time specified herein for the opening of submittals, but no submittal may be withdrawn for a period of ninety (90) days after the submittal.

D. Any exceptions taken to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 26-013.** If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.

E. Questions and information pertaining to any item of this request may be obtained by submitting a request via email before the submittal deadline as noted on Page 1. Except in writing, as noted on page 1, no other communication will take place between respondents and employees of the College during the RFP process.

F. Services shall ***not*** be subcontracted or assigned, in whole or in part, without the express written consent of the College. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.

G. It is the responsibility of each respondent to become familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions submitted in response to the submittal.

H. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received the RFP and posted on the College's website. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their submittal.**

I. The College will not be liable for any costs that a respondent may incur in the preparation of or presentation of the submittal.

J. In all cases, no verbal communication will override written communication, and only written communications are binding.

K. The College shall not be obligated to return the respondent's submittal once submitted, whether or not the submittal is withdrawn.

SECTION 2: EVALUATION CRITERIA

Evaluation will be in accordance with the College's policies and practices and purchasing policy. The College shall base its selections for professional services required for a project upon, but not limited to, the following criteria:

A. **Approach to the Scope of Services.** The scope of the services offered and the extent to which they meet or exceed the requirements of the College.

B. **Personnel.** Professional credentials and experience of all personnel who will be involved with the project. The specialized experience and technical competence of the respondent with respect to the type of services required.

C. **Capacity to Perform the Work.** The capacity and capability of the respondent to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project. Total resources of the respondent that can be applied to the Project, including project schedule.

D. **Experience.** The past record of performance of the respondent with respect to such factors as control of costs, quality of work, and ability to meet schedules. Previous experience with similar or like services as outlined in this RFP, including references, level of satisfaction of present and former clients with accounts of comparable size and complexity.

E. **Familiarity.** The respondent's proximity to and familiarity with the College and/or higher education. Understanding of the scope and work required as evidenced by the submittal and the ability of the respondent to deliver services as requested.

F. **Fee Proposal.** Selection will be made based upon the most responsible respondent in the sole discretion of the College, including costs. A responsible respondent is a firm who has the capability and experience in all aspects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.

SECTION 3: PROPOSAL SUBMITTALS

Bid/Proposal Format

1. Respondent Acknowledgement Sheet – Completed copy of page 2 of this RFP. *FORM A*

2. Company Overview and History - Describe your company, officers, number of employees, and operating policies. State the number of years your organization has been in business and the financial stability of your company (no more than 2 pages).

3. Experience/References – Describe your experience in performing the services requested in this RFP. Indicate if you have previously contracted with KCKCC, and if any contract with KCKCC was terminated or declared in default by the College due to performance, breach, or other concerns. Provide three (3) references, preferably those that include current and former public higher education clients for similar work.

4. Key Personnel – Identify key personnel who would be assigned to this project to provide the services described in the Scope of Work, highlighting the primary point of contact for the College. Include an organizational chart

and resumes as appropriate. If there are trades that will not be self-performed, provide a list of all subcontractors that will be a part of your project team.

5. Project Approach – Describe in detail the approach to the project. Provide a detailed, task-oriented timeline for the project as it relates to the project requirements

6. Fee Proposal – Provide a price proposal for each item listed in FORM B (Microsoft Excel spreadsheet) with a fixed price / lump sum amount. Provide cost to replace all consumable dispensers throughout campuses. Also, include a fee schedule in an hourly billable rate format for all project personnel in the event additional services are requested. Unless stated, the College shall assume that no other fees will be assessed in connection with the provision of services and to satisfy the RFP requirements.

SCOPE OF SERVICES

SECTION 1: INTRODUCTION TO PROJECT

The College is soliciting bids from qualified custodial service providers and/or vendors for custodial supplies and custodial equipment-related services. The purpose of this solicitation is to obtain clear, itemized pricing that allows the College to evaluate costs for custodial supplies, removal of existing equipment, and installation of new equipment.

Vendors shall provide pricing in a manner that clearly identifies the cost of each individual item or service. Lump-sum pricing that does not provide the required itemized breakdown may be considered non-responsive.

Three KCKCC Locations will be up for individual bid. Locations are as follows:

Main Campus: 7250 State Avenue, Kansas City, KS 66112
Technical Education Campus: 6736/6565/6840 State Ave, Kansas City, KS 66112
Pioneer Career Center: 1901 Spruce St, Leavenworth, KS 66048

SECTION 2: SCOPE OF SERVICES

The awarded vendor(s) may be responsible for one or more of the following:

Furnishing and delivering custodial supplies and consumable products.
Providing labor for the removal of existing custodial equipment.
Providing labor and equipment necessary for the installation of new custodial equipment.
Providing all necessary tools, equipment, labor, transportation, and incidental materials required to complete the work.
Coordinating delivery, removal, and installation activities with the College.
Properly removing and disposing of or otherwise handling existing equipment as directed by the College.
Ensuring all installation work is completed in accordance with applicable manufacturer requirements, building requirements, and applicable laws and codes.

1) Custodial Supplies – Itemized Pricing

1. Vendors shall provide unit pricing for each custodial supply item identified by the College.
2. Pricing shall be broken out by individual item and shall include, as applicable:
    a. Applicable unit of measure (e.g., each, case, roll, gallon, box, package, etc.) and the quantity included in each case/package where applicable.

3. Vendors shall identify any minimum order quantities, delivery charges, fuel surcharges, or other fees separately.
4. Vendors will ensure firm pricing over the contract term.

2) **Removal of Existing Equipment**

1. Vendors shall provide separate labor pricing for the removal of existing custodial equipment.
    a. Removal pricing shall be itemized by equipment type and, where applicable, by campus/building/location.
    b. Pricing shall include all labor, tools, equipment, loading, transportation, and other costs necessary to safely remove the existing equipment.
    The College shall identify whether removed equipment is to be:

    Returned to the College;
    Relocated to another College location;
    Disposed of by the vendor; or
    Handled as otherwise directed by the College.

    c. Any disposal, hauling, recycling, or related charges shall be separately identified.

3) Installation of New Equipment

1. Vendors shall provide separate pricing for labor and equipment required to install new custodial equipment.
    a. Installation pricing shall include all labor, tools, equipment, transportation, incidental materials, and other costs necessary to complete the installation.

        Where applicable, vendors shall separately identify:

        Installation labor;
        Installation equipment;
        Mounting hardware;
        Connections or accessories;
        Testing and adjustment;
        Removal of installation debris; and
        Other incidental installation costs.

4) Campus-Specific Bid Pricing

The College may award services by individual campus, by multiple campuses, or for all campuses, at the College's discretion.

1. Vendors shall not be required to bid all campuses in order to submit a responsive bid. Vendors may submit pricing for one campus, multiple campuses, or all campuses.
    a. Vendors ARE required to bid on ALL items per campus that a vendor is bidding. Item Bid forms that are not completely bid will be considered non-responsive.

2. Vendors shall clearly identify the campus or campuses for which they are submitting a bid.

3. Pricing shall be provided in a format that allows the College to determine the total cost if the College elects to award:
        A single campus;

Any combination of campuses; or
All campuses.

4. Vendors shall provide separate pricing for each campus and shall not combine campus costs into a single lump-sum amount.

5. If a vendor offers a discount for awarding all campuses, the discount shall be identified separately from the individual campus pricing.

5) Required Pricing Breakdown

To facilitate comparison of bids, vendors shall provide pricing separately for the following categories:

1. Custodial Supplies
   - Individual item description
   - Manufacturer/brand
   - Model or part number
   - Unit of measure
   - Quantity
   - Unit price
   - Extended price
   - Applicable delivery or other charges

2. Existing Equipment Removal
   - Campus
   - Equipment type
   - Quantity
   - Labor hours, if applicable
   - Labor rate
   - Equipment/tools required
   - Disposal/hauling costs, if applicable
   - Extended cost

3. New Equipment Installation
   - Campus
   - Equipment type
   - Quantity
   - Installation labor
   - Labor rate
   - Equipment/tools required
   - Equipment cost
   - Specialty equipment/lift cost, if applicable
   - Other installation costs
   - Extended cost

6) Labor Pricing

Labor shall be separately identified from equipment and material costs.

1. Vendors shall provide, at a minimum:
   - Standard labor rate;
   - Overtime labor rate, if applicable;
   - Number of personnel anticipated;
   - Estimated labor hours by task, where practicable;
   - Equipment/operator rates, where applicable; and
   - Any applicable mobilization or travel charges.

No additional labor, equipment, or service charges shall be incurred without prior written authorization from the College.

7) Equipment and Tools

1. Any vendor-provided equipment necessary to perform removal or installation shall be identified and priced separately. Examples may include, but are not limited to:
   - Lifts;
   - Dollies;
   - Carts;
   - Specialty installation equipment;
   - Power tools;
   - Rigging equipment; and
   - Other equipment necessary to complete the work.

Routine hand tools and equipment customarily included in the vendor's labor rate shall not be separately charged unless specifically identified in the bid.

8) Delivery and Mobilization

1. Vendors shall identify all delivery, freight, mobilization, demobilization, transportation, and related charges separately.
   a. If these costs vary depending upon the number of campuses awarded, vendors shall provide the applicable cost for:
      Individual campus award;
      Multiple-campus award; and
      All-campus award.

9) Alternate or Optional Pricing

1. Vendors may provide alternate pricing, volume discounts, or other cost-saving options; however, such pricing shall be clearly identified as alternate/optional pricing and shall not replace the required base bid pricing.
   a. Any discount contingent upon an all-campus award shall be separately identified.

SECTION 3: CONTRACTOR RESPONSIBILITIES

1) Provide warranty information for products that fall under manufacturer warranty.
   1. All products and equipment will be warrantied for 90 days or manufacturer warranty, whichever is greater.

2) Provide MSDS information for all products supplied.

1. This may be performed once at the beginning of the contract period, or at the introduction of any new product for which an MSDS has not been received.

3) Ensure firm pricing on all products and equipment for the contract term.

4) Ensure deliveries occur regularly and on schedule.

Section 4: Product Evaluation

1. The College will hold a product evaluation at 7140 State Ave on October 29, 2026. All equipment must be delivered by that date.
2. No demonstrations are required
3. The College will not be responsible for shipping costs to or from the College for product evaluation.
4. Products delivered to the College for evaluation must be picked up by November 9, 2026, or they will be owned by the College at no extra cost.
5. Products must have vendor identification and MSDS on each item presented.

GENERAL CONTRACT TERMS AND CONDITIONS

SECTION 1: GENERAL TERMS

A. Governing Law. A standard contract document will be negotiated once the successful respondent(s) have been selected. Per state statute, Form DA-146a is required, and the State of Kansas will be the governing law.

B. Independent Contractor. The respondent is now and shall remain a separate and independent entity from the College.

C. Submittal. The submittal received from the successful respondent, along with the RFP, will be incorporated into the Agreement between the College and the respondent, and all provisions therein shall be provided by the respondent in accordance with the requirements of the submittal, unless superseded by the terms and conditions of the Agreement, RFP, or any subsequent amendment. **No contract award shall exist until an agreement is approved by the College and executed by both parties.**

D. Warranty. The agreement shall include the project schedule and acceptance of the final product. Respondents will provide a minimum 12-month warranty period on signs and workmanship. This excludes normal wear and tear.

E. Term. The agreement shall include the project schedule and acceptance of the final product. The initial term of the agreement shall be 8 months, ending June 30, 2026.

F. Insurance.

a. While performing the services, the respondent will maintain minimum insurance coverage specified herein. The College will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the College as an additional insured shall not in any way nullify coverage for claims or actions the College may have against the respondent. The respondent will provide the College certificates evidencing the required coverage prior to commencing services.

Type of Coverage	**Limits of Liability**
Workers' Compensation	Statutory
Employers' Liability	$500,000
Comprehensive General Liability	$1,000,000 per occurrence, $2,000,000 aggregate
Automobile Liability	$1,000,000 per occurrence, $2,000,000 aggregate
Umbrella	$2,000,000
Professional Liability	$1,000,000 per claim

G. Equal Employment Opportunity Clause.

Respondent hereby agrees to the following provisions:

A. **No Discrimination** The respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law. The respondent will ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other classification protected by law.

B. **Posting Non-Discrimination Notices** The respondent agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the respondent, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law.

C. No Retaliation The respondent will not discharge, or in any other manner discriminate against, any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant, or for filing a complaint of discrimination. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the respondent's legal duty to furnish information.

D. **Noncompliance** In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the respondent may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

E. Subcontractors The respondent will include the nondiscrimination provisions herein in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

F. **Secretary of Labor Compliance.** The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of respondent and subcontractors with the equal employment opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

G. **Debarred Contractors.** The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order, and will carry out such sanctions and penalties for violation of the equal employment opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the respondent agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the respondent under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such respondent; and refer the case to the Department of Justice for appropriate legal proceedings.

H. Smoke and Tobacco-Free College. The respondent agrees to abide by the Smoke and Tobacco-Free College policy for all employees and subcontractors while at college locations.

I. **Sales Tax Exemption.** The College is exempt from sales tax, and it should be excluded from all proposals.

Executive Order 11246. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders when requested.

J. **Procurement of Recovered Materials Clause.** A non-Federal entity that is a state agency or agency of a political subdivision of a state, and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

K. **Wages & Working Conditions.** Wages billed must be computed on a standard 40-hour work week in compliance with 40 USC 3702. Work in excess of 40 hours per week is permissible if the worker is paid no less than 1.5 their standard pay for hours over 40 in one week for nonexempt employees. Depending on the funding source, federal wage rates may be required from time to time. Federal wage rates do not apply to this project.

L. **Cleaning.** The worksite shall be maintained free of waste materials, debris and rubbish. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces and other closed or remote spaces prior to enclosing the space. Broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate dust. Collect and remove waste materials, debris and trash/rubbish from site daily and dispose off-site in a legal manner. Do not burn or bury.

Contractor shall provide comprehensive cleaning of the Work area after final acceptance and prior to Owner occupancy. Clean all equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.