

October 1, 2020

REQUEST FOR PROPOSALS (RFP) #PH20-1
OPERATION AND MANAGEMENT SERVICES FOR STATUTORILY REQUIRED PUBLIC &
ENVIRONMENTAL HEALTH SERVICES

Lyon County (County) is soliciting written proposals from qualified entities interested in providing the operation and management of statutorily required public & environmental health services pursuant to Kansas Statutes K.S.A. § 19-212; K.S.A. Ch. 65 & K.S.A. § 19-3701, and existing County regulation, to-wit:

- a. Those duties relating to public health as they apply to local boards of health as set forth in Chapter 65 of the Kansas Statutes Annotated, and;
- b. Administration and enforcement of the Lyon County Sanitary Code pursuant to K.S.A. § 19- 3701, *et seq.*, and existing county resolutions.

Proposal Submissions:

1. Proposals must be received with all required submittals (See Section 4) as stated in the RFP **no later than 12:00 p.m. CDT on October 30, 2020.**

2. Proposals shall be addressed to:

Lyon County Kansas
Attn/ County Controller
430 Commercial Street
Emporia, KS 66801

3. Proposals may be hand-delivered to County at the above address.

4. Proposals received after the time specified shall not be considered for award. Proposals received via facsimile (fax) or electronic mail (email) shall not be considered.

5. Submission of a proposal shall constitute a firm offer to the County for one hundred twenty (120) days from the date of closing. This RFP does not commit the County to award a contract, to pay any cost incurred in preparation of a proposal, or to procure or contract for services. Proposer shall read and understand the requirements of this proposal covered in the sections listed under the Table of Contents of this document.

6. The County reserves the right to accept or reject any or all proposals received, to interview or negotiate with any qualified individual or firm, to modify this request, or cancel in part or in its entirety the RFP if it is the best interest of the County.

7. Following an initial review and screening of all timely and responsive proposals, highly qualified Proposers may be invited to interviews as necessary at their own expense. Those selected Proposers will be informed as to exact date and time if invited for interviews and discussion. Proposers may also be required to submit written responses to questions regarding their proposals. All contractual agreements are subject to final approval by the Lyon County, Kansas Board of County Commissioners. An annual contract term with automatic renewal is anticipated for award to the selected and approved Consultant if negotiations are successful.

8. **Pre-Proposal Questions.** Questions (technical, contractual, or administrative) must be directed in writing via email to Dan Williams, County Controller, at dwilliams@lyoncounty.org. Questions and requests for clarifications will be received until **12:00 p.m. CDT on October 15, 2020**. If required, County's response to these submissions will be issued via addendum.

NO PERSON OR ENTITY SUBMITTING A PROPOSAL IN RESPONSE TO THIS RFP NOR ANY OFFICER, EMPLOYEE, AGENT, REPRESENTATIVE, RELATIVE OR CONSULTANT REPRESENTING SUCH A PERSON (OR ENTITY) MAY CONTACT THROUGH ANY MANS, OR ENGAGE IN ANY DISCUSSION CONCERNING THE AWARD OF THIS CONTRACT WITH ANY MEMBER OF LYON COUNTY'S BOARD OF COUNTY COMMISSIONERS, OR ANY EMPLOYEE OF LYON COUNTY (EXCLUDING PROCUREMENT STAFF) DURING THE PERIOD BEGINNING ON THE DATE OF PROPOSAL ISSUE AND ENDING ON THE DATE OF THE SELECTION OF A CONTRACTOR. ANY SUCH CONTACT WOULD BE GROUNDS FOR DISQUALIFICATION OF THE PROPOSER.

BOARD OF COUNTY COMMISSIONERS
LYON COUNTY, KANSAS

