

**SOUTHEAST KANSAS AREA AGENCY ON AGING, INC.**

PO Box J  
Chanute, KS 66720  
620-431-2980

**REQUEST FOR PROPOSAL (RFP) – Parking Lot construction.**

**Proposal Submission Deadline:** December 4, 2024, at 10:00am CDT

**Bid Opening:** 1:30 pm at SEKAAA Administrative Office, 1 West Ash, Chanute, KS 66720  
Questions can be directed to Kathy Brennon, Executive Director, 620-431-2980,  
[kathy.brennon@sekaaa.com](mailto:kathy.brennon@sekaaa.com).

**Introduction**

The Southeast KS Area Agency on Aging, Inc. (SEKAAA) invites and welcomes proposals for the parking lot construction behind their office building at 1 West Ash, Chanute, KS 66720.

Bidders should note any work intended to be subcontracted as part of the bid submittal should be accompanied by reference materials.

**Project and location:** The project associated with this project is located behind SEKAAA Administrative Building at 1 West Ash, Chanute. Part of lot 2 and lot 3, .3620 acre (see attached land survey).

For questions or information regarding project details, contact Kathy Brennon, Executive Director, 620-431-2980, [kathy.brennon@sekaaa.com](mailto:kathy.brennon@sekaaa.com)

**Project Objective**

The goal is to transform vacant lot into parking area for staff and visitors with easy access into the building.

**Project Scope and Specifications.**

Bids should include any signage, mobilization, labor, equipment and materials necessary for the project. Current surface appears to be dirt and grass. The agency is open to different options for resolution. The total surface is 0.3620 acres.

**Scheduled Timeline**

The following timeline is established to ensure the project objective is achieved; however, the following timeline shall be subject to change.

<b>Milestone</b>	<b>Date</b>
Proposal submission deadline:	December 4, 2024 10am
Bid opening:	December 4, 2024 1pm
Job completion	

**PROPOSAL BIDDING REQUIREMENTS**

**Project proposal expectations**

SEKAAA shall award the contract to the proposal that best accommodates the various project requirements. SEKAAA reserves the right to refuse any proposal or contract.

**Deadline to submit proposal**

Return Bid information must be submitted by, **10:00 AM CDT** for consideration in the project proposal selection process. Proposal may be submitted by one of the following options:

- Hard copy clearly marked “SEKAAA Parking Lot Bid” in the offices of SEKAAA, personally delivered or mailed to **1 W Ash, PO Box J Chanute KS 66720**;
- electronically to [sekaaa@sekaaa.com](mailto:sekaaa@sekaaa.com) with the subject line of “SEKAAA Parking Lot Bid”; or
- faxed to 620-431-2988

One delivery method must be used for all information (i.e.: cannot send some information in hard copy and the rest electronically). Bids not submitted pursuant to this procedure may be rejected. SEKAAA will not be responsible if submissions are late or not received due to technological issues related to electronic submissions. Bids received after the stated date will be returned unopened. SEKAAA is not responsible for any expense incurred in preparing or submitting a proposal or taking any action in connection with the selection process, or for the costs of any services performed in connection with the proposal.

### **Proposal selection criteria**

Sealed Bids will be opened and considered by SEKAAA on, **December 4, 2024 at 1pm CDT** by the governing board and staff. Bid opening will be in the SEKAAA conference room at 1 W Ash Chanute KS. Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline will be reviewed and evaluated based on information provided in the submitted proposal. The following criteria will be used in the selection process: the effectiveness of the bidder’s proposal, the bidder’s performance history and ability to timely deliver the proposed service, the bidder’s knowledge and skills to effectively and efficiently execute proposed services, and the overall cost effectiveness of the proposal.

SEKAAA retains the right:

1. To negotiate the bid or bids received.
2. Reject any and all proposals.
3. Reschedule or cancel the proposal process.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder’s Name(s)
2. Bidder’s Address
3. Bidder’s contact information (and preferred method of communication)
4. Evidence of legal authority to conduct business in Kansas (e.g. business license number)

#### **Proposed Outcome**

Summary of timeline and work to be completed.

#### **Equipment or Service**

List of any accommodation, services or space required from SEKAAA along with a brief explanation.

#### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

#### **Licensing and Bonding**

Provide details of licensing and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

Details of any liability, workers compensation or other insurance provided with regard to the staff or project.

The bidder to whom an award is made will be required to enter into a written contract with the organization and provide information as may be required by law or the SEKAAA governing board where applicable. For additional information please contact the Southeast Kansas Area Agency on Aging, Inc. at 620-431-2980.