



**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY /  
KANSAS CITY, KANSAS**

**NOTICE TO OFFERORS REQUEST FOR PROPOSAL DOCUMENTS  
RFP No. 28-222**

**“WYCO Courthouse Fan Coil Replacement – Phase III”**

**Closing Date: May 15, 2008 4:00 P.M.**

The Unified Government of Wyandotte County/Kansas City, Kansas, is accepting competitive proposals from qualified individuals, firms, partnerships and corporations for the purpose of a procuring **WYCO Courthouse Fan Coil Replacement – Phase III**.

Sealed proposals will be received by the Unified Government of Wyandotte County/Kansas City, Kansas, at the Office of Procurement and Contract Compliance, Suite 649, 701 N. 7th St., Kansas City, Kansas, 66101, **until 4:00 p.m. (Local Time), on the 15<sup>th</sup> day of May, 2008** for the above listed Request for Proposal.

- 1.0** *The Request for Proposal document can be obtained by faxing, mailing or delivering the attached request form to the Office of Procurement and Contract Compliance, Room 649. Documents can also be obtained by Visiting: [www.demandstar.com](http://www.demandstar.com)*
- 2.0** Reasonable accommodations will be made to qualified individuals with a disability on an as needed basis, provided adequate notice is given by prospective vendors.
- 3.0** Solicitations from qualified minority, and women owned businesses, firms and individuals are encouraged by the Unified Government of Wyandotte County/Kansas City, Kansas. This encouragement does not infer preference and all solicitations will be evaluated equally.

***Pre-Bid Conference will be held at:***

**Unified Government MOB  
701 N. 7<sup>th</sup> St., 7<sup>th</sup> Floor East Conference Room  
Kansas City, Kansas 66101  
Date: Thursday, May 1, 2008  
Time: 10:00 A.M.**

*For Directions you can call: 913-573-5330*



**RFP No. 28-222**  
**Closing Date: May 15, 2008 4:00 P.M.**

In response to the Unified Government of Wyandotte County/Kansas City, Kansas' request for competitive proposals, I would respectfully request the Proposal Documents for the procurement of the following item(s):

**“WYCO Courthouse Fan Coil Replacement – Phase III”**

Please forward the proposal documents to:

NAME/BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Check One: INDIVIDUAL \_\_\_\_\_ SOLE PROPRIETOR \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ CORPORATION \_\_\_\_\_

Check One: Minority-Owned (MBE)\* \_\_\_\_\_ Woman-Owned (WBE)\* \_\_\_\_\_ Other \_\_\_\_\_

\* If certified, please indicate applicable certification organization: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ATTENTION OF: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

\* If you indicated MBE/WBE ownership status, you must attach a current copy of your certification papers. The U.G. reciprocates with all recognized certification agencies. Contact the Supplier Diversity Coordinator for further clarification.

**NOTICE**

All requests for proposal documents will be in writing, fax or in person to:

Office of Procurement and Contract Compliance  
Municipal Office Building  
701 North 7th Street Room 649  
Kansas City, Kansas 66101  
Fax Number: (913) 573-5444

All questions should be directed to the Office of Procurement and Contract Compliance at (913) 573-5441.

**For Purchasing Use Only**

Date Mailed: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_ Date Faxed: \_\_\_\_\_ E-mailed: \_\_\_\_\_