

## **REQUEST FOR QUOTATION**

### **KITTITAS COUNTY Ellensburg, WA**

#### **SCOPE OF WORK ACTUARIAL DETERMINATION OF PER-DAY COSTS IN HOUSING INMATES**

Kittitas County is seeking quotes for an actuarial determination of the per-day, per-inmate costs that Kittitas County incurs in housing jail inmates. The successful bidder shall determine the per-day and per-inmate costs of housing inmates in Kittitas County's jail system.

#### **Description of Work**

1. Contractor shall determine the per-day and per-inmate costs of housing inmates. This shall include, but not be limited to, consideration of costs incurred in heating and cleaning the facility, food, clothing, utilities, medical care including mental health or other special medical needs, transportation, guarding, insurance, litigation expenses and any other costs incurred by the county to support the corrections facility. The Contractor shall also determine the per-day and per-inmate costs to the County when it houses inmates at other facilities run by other counties.
2. The type of insurance required by this Contract is marked below.
  - A. Commercial General Liability Insurance  
Certificate Holder – Kittitas County  
The Certificate must name the County as additional insured as defined in the Contract.  
Thirty (30) days written notice to the County of cancellation of the insurance policy.
  - B. Workers' Compensation.  
Workers' Compensation in amounts required by law.
  - C. Professional Liability Insurance.  
Thirty (30) days written notice to the County of cancellation of the insurance policy.

#### **Qualifications**

The awarded bidder shall meet all of the qualifications. The awarded bidder shall have a Washington State Business License, and proof of \$1,000,000.00 liability insurance coverage. The contractor awarded the project shall procure and maintain for the duration

of the project, insurance against claims for injuries to its agents, representatives, employees or subcontractors. In addition to qualifications, all required documents listed under *submittals* must be submitted by the deadline date.

### **Quotation Submittal**

A. **Quotation Submission**

One copy (1) of the quotation must be received at the Kittitas County Auditor's Office, 205 West 5<sup>th</sup> Ave., Room 105, Ellensburg, WA 98926, by **3:00 p.m. on March 28, 2012**. All envelopes must be plainly marked on the outside, **"Request for Quotation: Kittitas County Actuarial Inmate Costs Determination."**

B. **Submittals**

Contractors submitting quotes shall provide an outline of the work to be completed, along with copies of a *Washington State Business License*, and the proper *Insurance Policy* as described herein. Proposed payment to the County shall be clearly indicated on the Quotation sheet.

C. **Insurance**

The awarded bidder shall furnish the County with Certificates of Insurance clearly evidencing all required insurance and endorsements. The awarded bidder shall maintain insurance liability coverage of \$1,000,000.00. The awarded bidder shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the awarded bidder, its agents, representatives, employees or subcontractors. For any claims related to this project, the awarded bidder's insurance coverage shall be primary insurance as respects the County, its members, officers, officials, employees, agents or volunteers shall be excess of the awarded bidder's insurance and shall not contribute with it.

D. **Incurred Costs**

Kittitas County is not liable for any costs incurred by any bidder prior to the issuance of a contract.

E. **Rejection of Quotations**

A contract may be negotiated with the awarded bidder whose quotation would be most advantageous to Kittitas County, and the Kittitas County Sheriff's Department, all factors considered. Kittitas County reserves the right to reject any or all quotations submitted.

### **General Information**

- A. Extra copies of this Request For Quotations may be obtained by contacting:

Kittitas County Auditor's Office  
Attn: Judy Pless  
205 West 5<sup>th</sup> Ave., Room 105  
Ellensburg, WA 98926  
Phone: 509-962-7502  
E-Mail: judy.pless@co.kittitas.wa.us

- B. Kittitas County is an Equal Opportunity Employer and affirms that it does not discriminate against individuals of firms because of their race, color, marital status, religion, age, sex, national origin, or handicap.
- C. Kittitas County reserves the right to reject any and all quotations if the submissions are not responsive to its needs.
- D. In the event it is necessary to revise any part of the Request for Quotations, the addendum shall be provided to all bidders who receive the original document.
- E. All questions regarding this Request for Quotations should be addressed to Kittitas County Auditor's Office at the address and telephone number noted above. All factual responses will be published as addenda to these original documents, and shall be made a part thereof.
- F. The anticipated award date is April 17, 2012.