



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

*Purchasing Department*

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

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<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM #2

RFB #22-0082

SEDGWICK COUNTY PUBLIC SAFETY CENTER-DISPATCH FURNITURE

November 18, 2022

The following is to ensure that vendors have complete information prior to submitting a bid. Here are some clarifications regarding the bid for *Sedgwick County Public Safety Center –Dispatch Furniture* for Sedgwick County Project Services.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

**This Addendum is hereby made part of the Contract Documents to the same extent as though it were originally included therein.**

**Anyone bidding are reminded that they shall be familiar with all Addenda Items so as to understand the extent of their work.**

- 1. What is the height of the computer / personal storage on the drawings? We recommend a max of 48" so dispatchers can maintain situational awareness in the room.**  
*Storage to be no higher than panel height.*
- 2. We offer a 10" acrylic topper. Will that work instead of the 12" requirement?**  
*Yes, note the material difference on your submission.*
- 3. We have concerns of ADA requirements for the A1 positions in the proposal. Typically you need room for a wheelchair user to turn around to get out of their position.**  
*T-shaped turning space is allowed to meet ADA requirements.*
- 4. 3.02a is this monitor separate from 3.02b the Dell monitor?**  
*No.*
- 5. 3.05 Does section c refer to a quantity of four (4) monitors and four (4) CPU's?**  
*One (1) CPU, Four (4) monitors at A3 stations and one (1) at A6 stations.*

6. **Is the raised supervisor platform built yet? If not, can we help with the best design fit to our furniture proposal?**  
*No, it is not built. Yes, you can propose an alternate platform design layout, however platform size should not significantly increase.*
7. **Is this on a raised floor?**  
*Yes.*
8. **Can we provide an alternate layout?**  
*Yes. Note differences on your submission.*
9. **Are you interested in a buyback program for the existing consoles?**  
*Yes, you may submit a separate offer to buy back the existing consoles.*
10. **Is Sedgwick County tax exempt or under any prevailing wage or union labor?**  
*Yes, Sedgwick County is tax exempt, no prevailing wage or union labor.*
11. **The requirements for the shape and size seemed to be vendor specific. Will alternative floor plans and designs that meet the general requirements be accepted?**  
*Yes, note differences on your submission.*
12. **Are the desk sizes stated in the RFB mandatory or can alternative sizes be used if it allows ADA within the space?**  
*Yes, alternative sizes can be used if layout meets quantity of stations and space requirements.*
13. **Is the platform shape final or does it just match the surface of the proposed desks?**  
*It can match the surface of the proposed desks. Layout must meet ADA requirements and not exceed foot print shown.*
14. **What is the expected platform height for the supervisors?**  
*10 inches.*
15. **Can you verify how many monitors per station?**  
*See monitor and CPU quantities below.*  
*A1 Call Takers– three (3) monitors, one (1) CPU*  
*A2 Law Enforcement – six (6) monitors, three (3) CPUs*  
*A3 Fire/EMS – seven (7) monitors, four (4) CPUs (one station will need eight (8) monitors and five (5) CPUs)*  
*A4 Supervisors – eight (8) monitors, five (5) CPUs*  
*A5 Supervisor – Siren Computer one (1) monitor, one (1) CPU and phone system one (1) monitor, one (1) CPU*  
*A6 Training – six (6) monitors, three (3) CPUs (two (2) stations will have eight (8) monitors and five (5) CPUs)*  
*A7 KDOT – three (3) monitors, one (1) CPU*
16. **Please review the attached graphics to help confirm the monitor layouts and quantity at each desk.**  
*Quantities have been corrected and noted in previous question/answer.*

17. **Are the phone system monitors touch screen? If yes, are they mounted to the monitor array or will they be sitting on the work surface?**  
*No, phone system monitors are not touch screen.*
18. **Does A5 receive a CAD system? 3.02 B does not list A5, 3.02 D says all locations except A7.**  
*No.*
19. **Width for console A1 is 5'-0" in the spec but shows 4'-11" center panel to center panel in the drawing. Width for consoles A2, A3 & A6 is 7'-0" in the spec but shows 7'-5" center panel to center panel in the drawing. Please confirm the widths of the consoles noted below.**  
*Size shown on the plan is the minimum. Actual may vary by manufacturer.*
20. **Work Surface Height: Electric height adjustment 22.5" to 48"H. The 22.5" work surface height accommodates the 5<sup>th</sup> percentile female however it is difficult to get chairs to fit under 21.5" (underside of work surface). Can we provide 25.5" work surface height with an ergonomic 'hot swap' keyboard/mouse platform (this platform easily meets the 22.5" requirement)? The 25.5" work surface height will allow us to incorporate the CPUs inside the console structure, thus allowing additional knee space to the operators especially the Call Takers A1 which currently only have 35" left to right. The average chair size is 30" wide and the 35" space is not optimal for an operator to sit and turn side-to-side, which is a concern to us.**  
*Keyboard/mouse platform is acceptable. Note this change on your submission.  
Add 6" in knee space width to the A1 stations.*
21. **Good afternoon. I was reading through the requirements for submitting a bid and had one (1) question. What is the lead time on the project? How soon after accepting a bid will you be needing the furniture?**  
*Tentative date for furniture installation is May 1, 2023. Final date to be coordinated with Owner.*
22. **Referenced as a standard in. SECTION 12 50 00 – FURNITURE is R-56. Are all consoles to be quoted R-56 compliant?**  
*Complying with R-56 will be required. Furniture vendor to connect furniture to grounding grid below the raised floor.*
23. **I was unable to open the link to Section V. Bid Terms Item #: Contract Period and Payment terms. Does this mean that our normal payment conditions will not be accepted?**  
*The referenced link is now active - Payment and Invoice Provisions are attached to the end of this document.*
24. **REQUEST FOR BID CONDITIONS**  
**Item #35. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.**  
*Sedgwick County will not prepay for an order.*

Firms interested in submitting a *bid* must respond with complete information and **deliver on or before 1:45 pm CST, November 29, 2022**. Late *bids* will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL/BID* RESPONSE PAGE.”**



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Lee Barrier  
Purchasing Agent

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## **PAYMENT AND INVOICE PROVISIONS**

Billing address on all invoices **shall** be:

Sedgwick County Finance  
Attention: Accounts Payable  
100 N Broadway, Suite 610  
Wichita, Kansas 67202

1. Submit invoices electronically to [AP\\_Invoices@sedgwick.gov](mailto:AP_Invoices@sedgwick.gov) or fax to 316-941-5127.
2. Primary account = Sedgwick County
3. If contract is used by multiple departments, a sub account may be issued to the individual department as applicable.
4. If multiple departments utilize goods/services under the contract, invoices may be issued by the sub account as applicable.
5. If an individual department utilizes multiple goods/services during a billing cycle, such as maintenance contracts on multiple pieces of equipment, billing cycles shall be synchronized and all invoices pertaining to the department issued at the same time.
6. Invoice requirements
  - a. Identifying number (invoice number)
  - b. Invoice date
  - c. Supplier's name and address
  - d. Customer's name and address
  - e. Sedgwick Co PO number (for PO purchases)
  - f. Sedgwick Co employee/contact name & department (for Non-PO purchases)
  - g. Details of the goods or services provided (Goods and services must be invoiced on separate lines)
  - h. Goods quantity (must be in the same unit of measure as the PO)
  - i. Price of goods or services
  - j. Total amount due
  - k. Additional charges such as freight **MUST** be a separate item on the invoice
7. Credits
  - a. Credits or credit memos must be invoiced separately, reference the original invoice, and be sent to Sedgwick County Finance immediately upon receipt of returned goods or identification of situations where the vendor has invoiced for an amount not to be collected.
  - b. Under **NO CIRCUMSTANCES** should the supplier use credits to reduce a future invoice without prior authorization from Sedgwick County Finance.
  - c. Supplier may issue a revised invoice with prior agreement from the utilizing department or Sedgwick County Finance.
8. Additional Information
  - a. Supplier quotes **WILL NOT** be accepted as a valid invoice.
  - b. Invoices must be submitted immediately upon shipment of goods or rendering of services.
  - c. Supplier should monitor the PO details & open balance and resolve any issues prior to issuing invoice.
  - d. Statements of outstanding invoices should be issued and sent to Sedgwick County Accounts Payable and contain all sub accounts of Sedgwick County departments if applicable.