



**SEDGWICK COUNTY, KANSAS**

**DIVISION OF FINANCE**

***Purchasing Department***

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

Phone: 316 660-7255 Fax: 316 660-1839

<https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/>

**REQUEST FOR BID**

**RFB # 23-0088**

**LED DISPLAY MONUMENT SIGNS FOR HEALTH DEPARTMENT FACILITIES**

December 13, 2023

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking bids for LED Display Monument Signs for Health Department Facilities. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid Responses are due no later than 1:45 pm CST, January 16, 2024.

A pre-bid meeting will be held at each site. Bidders are to meet at 1900 E 9th beginning at 11:00 a.m. on Tuesday, December 19, 2023. We will then travel to the 2716 W. Central location and meet there at 11:45 am. Attendance is not mandatory; however, this will be **the only time** to meet directly with County staff to answer questions concerning this project. General contractors are encouraged to have their subcontractors attend this meeting to view the site conditions.

**This project has a defined performance period: Work must be substantially complete by May 31, 2024 and final complete and billed by June 15, 2024.**

**All contact concerning this solicitation shall be made through the Purchasing Department.** Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Bidder’s response.

Sincerely,

**Lee Barrier  
Purchasing Agent**

LB/ks

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## **I. Purpose**

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids for LED Display Monument Signs for Health Department Facilities, in accordance with the specifications outlined, for Sedgwick County Health Department.

## **II. Submittals**

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate with an electronic response, the RFB number must be entered in the subject line and email the entire document with supplementary materials to:

**[Purchasing@sedgwick.gov](mailto:Purchasing@sedgwick.gov)**

Should you elect to participate with a physical response, the response must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Submit one (1) original **AND** one (1) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

**Lee Barrier**  
Sedgwick County Purchasing Department  
100 N. Broadway, Suite 610  
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CST TUESDAY, January 16, 2024**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at [purchasing@sedgwick.gov](mailto:purchasing@sedgwick.gov) for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your bid, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Bid responses will be acknowledged and read into record at Bid Opening, **which will occur at 2:15 pm CST, on the due date**. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these bids are read into the record, **please dial our Meet Me line @ (316) 660-7271 at 2:15 pm. or you may attend in person at The Ruffin Building, 100 N. Broadway, Wichita, KS. 67202 6<sup>th</sup> floor Conference Room.**

## **III. Scope of Work**

The selected vendor will be required to provide turnkey services to include all labor, materials, equipment, and tools necessary for the fabrication, design, and installation of the LED Display Monument Signs to be installed at two (2) Sedgwick County Health Department Facilities:

Sedgwick County Health Department Clinic  
2716 W. Central,  
Wichita, KS. 67203

Sedgwick County Health Department  
1900 E. Ninth (9<sup>th</sup>) Street  
Wichita, KS. 67214

The Health Department Clinic located at 2716 W. Central currently has a sign with power hook-up that will need to be taken down and removed before installation of new sign. The selected vendor will be responsible for disposal of sign.

The E. 9<sup>th</sup> Street Health Department sign location currently has no power hook-up and excavating under the road from the building to the sign location will be required to install power.

Sign cabinet is to be made from aluminum frame and skin with acrylic sign inserts and graphics. Middle sign cabinet is to be lighted internally by LED modules and power supplies. Lower sign base is to be made from aluminum frame and skin with non-lighted aluminum address numbers. Steel supports and concrete footing will be required for sign due to weight and wind load. Detailed production plans require approval before construction begins. See LED specifications listed below. Wi-Fi connection will need to be able to communicate with the nearest county access point in the building. If the proposed sign will require a hard-wired connection, the selected vendor will need to provide that as well.

- Pixel Matrix High: 192
- Pixel Matrix Wide: 384
- Display Height in Feet: 4.0
- Display Width in Feet: 8.0
- Area Sq. Ft per Face: 32.00
- Number of Faces: 2
- Pixel Pitch Millimeters: 6
- LED's per Pixel: 3
- Total Amps@110V: 32.0
- Estimated Running Amps: 12.0
- Total Sq. Meters All Faces: 5.95
- Estimated Max Nit Rating: 10,000

6 mm pixel is the preferred technology, however, the county will accept 10 mm pixel if lead times on 6mm are extensive and the project completion date would not be met.

Vendor will also be expected to provide Basic Content Scheduling and content creation training to Health department staff for a total of 4 hours over a 12 month period.

#### **IV. Sedgwick County's Responsibilities**

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

#### **V. Bid Terms**

##### **A. Questions and Contact Information**

Any questions regarding this document must be submitted via email to Lee Barrier at Lee.Barrier@sedgwick.gov by 5:00 pm CST, January 4, 2023. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this bid number by 5:00 pm CST, January 10, 2023. Firms are responsible for checking the website and acknowledging any addenda on their bid response form.

**B. Minimum Firm Qualifications**

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer’s response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
5. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

**C. Evaluation Criteria**

An award will be made to the lowest responsible and responsive bidder.

**D. Request for Bid Timeline**

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

|   |                          |
|---|--------------------------|
| Distribution of Request for Bid to interested parties                       | <b>December 13, 2024</b> |
| Pre-Bid Walk Thru   | <b>December 19, 2023</b> |
| Clarification, Information and Questions submitted via email by 5:00 pm CST | <b>January 4, 2023</b>   |
| Addendum Issued by 5:00 pm CST  | <b>January 10, 2024</b>  |
| Bid due before 1:45 pm CST  | <b>January 16, 2024</b>  |
| Board of Bids and Contracts Recommendation                                  | <b>January 25, 2024</b>  |
| Board of County Commission Award  | <b>February 7, 2024</b>  |

**E. Contract Period and Payment Terms**

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm and will continue until project has been deemed completed by the County.

County may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

<https://www.sedgwickcounty.org/media/55477/payment-and-invoice-provisions.pdf>

**F. Insurance Requirements**

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, Contractor’s professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of three (3) years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured including both ongoing and completed operations, except for professional liability, workers’ compensation and employer’s liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

**NOTE:** If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

|  |                |
|--|----------------|
| <b>Workers' Compensation:</b>  |                |
| Applicable coverage per State Statutes   |                |
| <b>Employer's Liability Insurance:</b>   | \$500,000.00   |
| <b>Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):</b>          |                |
| Each Occurrence  | \$1,000,000.00 |
| General Aggregate, per project   | \$2,000,000.00 |
| Personal Injury  | \$1,000,000.00 |
| Products and Completed Operations Aggregate  | \$2,000,000.00 |
| <b>Automobile Liability:</b>   |                |
| Combined single limit  | \$500,000.00   |
| <b>Umbrella Liability:</b>   |                |
| Following form for both the general liability and automobile                                       |                |
| <input checked="" type="checkbox"/> <b>Required</b> / <input type="checkbox"/> <b>Not Required</b> |                |
| Each Claim   | \$1,000,000.00 |
| Aggregate  | \$1,000,000.00 |
| <b>Professional Liability/ Errors &amp; Omissions Insurance:</b>                                   |                |
| <input checked="" type="checkbox"/> <b>Required</b> / <input type="checkbox"/> <b>Not Required</b> |                |
| Each Claim   | \$1,000,000.00 |
| Aggregate  | \$1,000,000.00 |
| <b>Pollution Liability Insurance:</b>  |                |
| <input checked="" type="checkbox"/> <b>Required</b> / <input type="checkbox"/> <b>Not Required</b> |                |
| Each Claim   | \$1,000,000.00 |
| Aggregate  | \$1,000,000.00 |

**Special Risks or Circumstances:**

*Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.*

**IF CONTRACTOR IS PROVIDING CONSTRUCTION SERVICES:**

*In addition to the above coverages, Contractor shall also provide the following:*

|                                  |   |
|----------------------------------|---|
| <b>Builder's Risk Insurance:</b> | In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, Contractor, and all Subcontractors shall be included as named insureds. |
|----------------------------------|---|

### G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

### H. Confidential Matters and Data Ownership

The successful bidder agrees all data, records and information, which the bidder, its agents and employees, which is the subject of this bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful bidder agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful bidder agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

### I. Bid Conditions

<https://www.sedgwickcounty.org/media/31339/bid-terms-conditions.pdf>

General Contract Provisions

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/General%20Contractual%20Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf)

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>



## **VI. Required Response Content**

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Sample itemized invoice.
3. Information about training on scheduling content creation.
4. Information on warranty.
5. Completed and signed Bid Response Form.
6. Proof of insurance
7. Those responses that do not include all required forms/items may be deemed non-responsive.

**VII. Response Form**

**REQUEST FOR BID  
RFB # 23-0088  
LED DISPLAY MONUMENT SIGNS FOR HEALTH DEPARTMENT FACILITIES**

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME \_\_\_\_\_

DBA/SAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

STATE OF INCORPORATION or ORGANIZATION \_\_\_\_\_

COMPANY WEBSITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Partnership \_\_\_\_\_ Other (Describe): \_\_\_\_\_

BUSINESS MODEL: Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_

Dealer \_\_\_\_\_ Other (Describe): \_\_\_\_\_

Not a Minority-Owned Business: \_\_\_\_\_ Minority-Owned Business: \_\_\_\_\_ (Specify Below)

\_\_\_\_ African American (05)    \_\_\_\_ Asian Pacific (10)    \_\_\_\_ Subcontinent Asian (15)    \_\_\_\_ Hispanic (20)

\_\_\_\_ Native American (25)    \_\_\_\_ Other (30) (Please specify \_\_\_\_\_)

Not a Woman-Owned Business: \_\_\_\_\_ Woman-Owned Business: \_\_\_\_\_ (Specify Below)

\_\_\_\_ Not Minority -Woman Owned (50)    \_\_\_\_ African American-Woman Owned (55)

\_\_\_\_ Asian Pacific-Woman Owned (60)    \_\_\_\_ Subcontinent Asian-Woman Owned (65)    \_\_\_\_ Hispanic Woman Owned (70)

\_\_\_\_ Native American-Woman Owned (75)    \_\_\_\_ Other (Woman Owned) (80) Please specify \_\_\_\_\_

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: \_\_\_\_\_ Yes    \_\_\_\_\_ No

UEI (UNIQUE ENTITY IDENTIFIER) NO. \_\_\_\_\_

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: \_\_\_\_\_ Yes    \_\_\_\_\_ No

- Yes, I would like to be on the emergency vendor list.
- No, I would not like to be on the emergency vendor list.

After Hours Phone #: \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_ After Hours Fax #: \_\_\_\_\_

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFB/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document.

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_