



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT

525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

Request for Proposal
EMERGENCY MEDICAL SERVICES RESPONSE TRAILER
#12-0125

December 4, 2012

Sedgwick County is seeking a firm to provide an Emergency Medical Services (EMS) response trailer. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal.

Sincerely,

Angee Sisco
Senior Purchasing Agent

Table of Contents

- A. Purpose and Objectives**
- B. Submittals**
- C. Questions and Clarifications**
- D. About this Document**
- E. Background**
- F. Requirements and Scope of Work**
- G. Sedgwick County's Responsibilities**
- H. Tentative Timeline**
- I. Selection Criteria**
- J. Questionnaire**
- K. Proposal Content and Format**
- L. Proposal Terms**
 - I. Minimum Firm Qualifications/General Requirements**
 - II. Contract Period and Payment Terms**
 - III. Insurance Requirements**
 - IV. Indemnification**
 - V. Confidential Matters and Data Ownership**
 - VI. Proposal Conditions**
 - VII. General Contract Provisions**
- M. Final Considerations**
- N. Response Form**

A. Purpose and Objectives

Sedgwick County, Kansas (hereinafter referred to as "County"), desires to select a firm to provide an Emergency Medical Services (EMS) response trailer.

This mobile trailer will be used by regional EMS departments for meeting space, as well as storage of patient care supplies in the event of a disaster situation. This solicitation document has been designed to allow the County flexibility in choosing the best trailer model for the needs of the team, based on cost and priorities. The priorities listed below in conjunction with the minimum requirements in Section F and overall cost will be used to determine which firm will be recommended for award.

1. Space for meeting, including detachable supplies that can be used outside of the trailer.
2. Space for patient care supplies.
3. Materials and layout of interior.
4. Materials and sustainability of exterior.

B. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original and four (4) copies of the entire document with any supplementary materials to:

Angee Sisco
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. TUESDAY JANUARY 8, 2013. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at proposal opening which will occur at 2:00 p.m. on the due date. No information other than the respondent's name will be disclosed at proposal opening.

C. Questions and Clarifications

Any questions regarding this document must be submitted in writing to Angee Sisco at asisco@sedgwick.gov and Dallas Shaffer at drshaffe@sedgwick.gov by 3:00 p.m. December 17, 2012. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <http://sedgwickcounty.org/finance/purchasing.asp>, under online services; current RFPs/RFQs; to the right of the RFP number by 5:00 p.m. December 18, 2012. Vendors are responsible for checking the web site and acknowledging any addendums on their response form.

D. About this Document

This document is a Request for Proposal. It differs from a Request for Proposal/Quotation in that the County is seeking a solution, not a proposal/quotation, meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality testing, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference before proposals are accepted, or meeting with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. Sedgwick County reserves the right to select, and

subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

E. Background Information

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 480,000 persons. It is the sixteenth largest in area, with 1008 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.

The Metropolitan Medical Response System (MMRS) is a grant program under the U.S. Department of Homeland Security (DHS). The MMRS directs communities to focus a strong medical response in the event of a terrorist attack of mass casualty incident. The Sedgwick County Health Department is the oversight agency for the MMRS program. In 2012, Sedgwick County through the MMRS program, received grant funding to supply Region III EMS with an Emergency Medical Services (EMS) response trailer. This mobile trailer will be used by regional EMS departments for meeting space, as well as storage of patient care supplies in the event of a disaster situation.

F. Requirements and Scope of Work

Items listed in this section are requirements to completion of services under this contract. Sedgwick County reserves the right to accept alternatives, and will consider other non-listed components as well as design during review process.

Vendor shall provide a trailer meeting the following minimum requirements:

1. 2013 model
 - a. Steel Frame
 - b. Width 8.5 ft
 - c. Length 20 ft
 - d. Height 7.5 ft

2. Frame
 - a. Fully Undercoated Perimeter Frame
 - b. Spread Axle Design with Fenderettes
 - c. Electric Brakes on All Axles
 - d. 2-5/16" Coupler with Safety Chains/Hooks, Breakaway Kit and 5000# Manual Jack
 - e. LED Brake Lights
 - f. Rear Ramp Door
 - g. Aluminum Bar Lock
 - h. One Pair 5000# Scissor Jacks
 - i. 17" Manual Awning with Aluminum Weather Shield
 - j. ST225/75R15LRD Radial Tires
 - k. Seven Way Plug

3. Interior
 - a. White Vinyl Walls and Ceiling, Insulated
 - b. Black Vinyl Flooring, with Subfloor
 - c. Roof Vent, with 12V Reversible Fantastic Fan with Rain Sensor

- d. D-Rings on Floor and Wire Grommet (to protect wiring)
- e. 120V Fluorescent Lights Throughout
- f. Mounted Control Panel (lights, fan, heater, ac)
- g. 12V Power Outlets Throughout
- h. 50 AMP Breaker Box
- i. 15,000 BTU Air Conditioner
- j. 25,000 BTU Ducted Furnace LP Furnace with LP Tanks

4. Exterior

- a. Rub Rail Trim
- b. One Piece Aluminum Roof
- c. Interior and Exterior Data Connection Points; RCA, Coax, CAT 4 and Phone
- d. 36" Side and Screen Doors with Standard Flush Locks
- e. Aluminum Slide in Step out Entry Stairs
- f. 36' X 24" Slider Windows (Four)
- g. 12V Porch Light
- h. Power Inlet with 25' Shore Cord
- i. 500 WATT Halogen Lights (Two) with Wall Switch
- j. Pre-wire for 800 MHz radios, two coax antenna wires from roof to countertop with roof access plates inside to facilitate the installation of roof 800 MHz antennas.

5. Cabinets and Additional Accessories

- a. Four Drawer File Cabinet (Two)
- b. Aluminum Upper Cabinet, 4'
- c. L-Shaped Upper Aluminum Cabinet, 16"H X 14"D
- d. Aluminum Dresser Closet Stand Alone 24"W X 24"D
- e. Aluminum Base Cabinet (for install of fridge and lower storage area and supplies)
- f. Safety Detectors (LP Gas, CO, Smoke and Fire) and Extinguisher
- g. 12V Deep Cycle Battery (685 CA, 550 CCA)
- h. 55 AMP Converter with Battery Charger
- i. 7.0KW Gas Generator (120V/240V) with 20 gallon gas tank, generate needs to be wired for all 120V outlets, lights and AC unit (trailer must be dual powered from generator and shoreline).
- j. Laminate Countertop 24" Deep
- k. TV Antenna
- l. 19" LCD TV
- m. 3.6 CU 2-Way Refrigerator
- n. Folding Conference Table, 60" X 24"
- o. Five Star Caster Office Chairs (Five)

Vendor who receives contract award shall organize a preconstruction meeting (on-site or teleconference) for the purpose of ensuring production of trailer will meet needs of EMS staff.

Delivery F.O.B. Grant Helferich, Director Butler County EMS – 701 N. Haverhill El Dorado, KS 67042

G. Sedgwick County's Responsibilities:

- Provide timely payment of undisputed invoices in ACH form.
- 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.

H. Tentative Time Line

The following dates are provided for information purposes and are subject to change without notice. Contact Angee Sisco, Purchasing Department at (316) 660-7267 to confirm any/all dates.

Distribution of Request for Proposal to interested parties	December 4, 2012
Clarification, Information and Questions submitted in writing by 3:00 p.m.	December 17, 2012
Addendum Issued in writing by 5:00 p.m.	December 18, 2012
Sealed Proposal due before 1:45 p.m.	January 8, 2013
Evaluation Period	January 9-16, 2013
Anticipated Award	January 17, 2013

I. Selection Criteria

The selection process will be based on the responses to this solicitation document. Proposals will be screened by a review committee. This committee may select a limited number of prospective vendors to short-list for interview.

The County will judge each response on the following criteria (listed in no particular order):

- Meeting or exceeding all solicitation conditions and instructions as outlined herein to include clarity, completeness, and comprehensiveness of the response.
- Ability to meet or exceed all requirements and scope of work.
- Layout and design that is most conducive to needs.
- Construction materials and options that ensure greatest quality, usability and life cycle.
- Proven ability to provide high quality service.
- Qualifications and expertise.
- The most advantageous and prudent methodology and costs as determined by the County.

Any final negotiations for services and terms and conditions will be based, in part, on the Vendor's method of providing the service and the fee schedule achieved through discussions and agreement with the County's review committee. The County is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The County also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

J. Questionnaire

In your response document, respond to all questions and requests listed below. Please precede your answer with a copy of the question.

1. Include a specification manual that includes each requirement indicated above in addition to the material/product/size that will be used to fulfill the requirement.
2. Include a design specification inclusive of interior, exterior, street and curb views.
3. Provide a brief description of your firm; include location of manufacturing, years in service, number of employees, types of services provided, etc.
4. Provide contact names, titles, phone numbers and email addresses of lead personnel that would be assigned to the County account.
5. Provide four (4) references verifying exemplary service. These references **MUST** have received services similar to those proposed under this RFP. Provide the business name, address, contact name, phone number and email.
6. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect your ability to provide trailer.
7. Provide description of previous work on like projects.
8. Clearly indicate exception to any requirements of this solicitation document.

K. Proposal Content and Format

Proposals received should reflect in detail their inclusion and the degree provided. The Proposal should be organized in the following format and information sequence:

1. Completed Questionnaire and requested supporting documents within.
2. A signed, completed Proposal Response Form.

L. Proposal Terms

I. Minimum Firm Qualifications/General Requirements

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 Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer’s response. Proposers shall:

1. Have a minimum of five (5) years experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the County shall be followed with respect to the contract.
5. Municipal and County government experience is desired, however, the County will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances at outlined in the terms of this RFP.

II. Contract Period and Payment Terms

The contract period with the successful proposer shall begin immediately following formal approval of the Board of County Commissioners, anticipated to be December 2012, and continue until invoice and final payment. Any change in law that will affect the terms, conditions, or costs subsequent to contract initiation will be negotiated on an as need basis with Sedgwick County maintaining the final right of approval to determine applicability.

Payments for all specified service(s) and/or products to the successful proposer can be made with the following criteria taken into consideration:

- Successful completion of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Monthly receipt of a detailed invoice.

III. Insurance Requirements

Generic Requirements

Worker’s Compensation:	
Applicable State Statutory Employer’s Liability	
Employer’s Liability Insurance:	\$100,000.00
Contractor’s Liability Insurance:	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	

Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
Professional Liability	\$500,000.00

Liability insurance coverage indicated above must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker’s compensation and employer’s liability. Certificate shall be provided with bid/proposal submittals. 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. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

IV. 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 providers 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.

V. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, 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 proposer 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 proposer 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 Proposal is the property of Sedgwick County.**

VI. Proposal Conditions

In submitting a response to this Request for Proposal, vendors hereby understand the following (if duplication exists, previous sections prevail):

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcond.pdf>

All times indicated in solicitation document are Central Standard/Daylight as applicable.

VII. General Contract Provisions

The following appendix is language the County requires for all contracts that are entered in. If Duplication exists, previous sections prevail.

http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

M. Final Considerations

1. For purposes of addressing questions concerning this RFP or for seeking alternative contract terms, the sole contact will be the County's Purchasing Department. Upon issuance of this RFP, employees and representatives (including elected officials) of the County must not be contacted regarding this RFP process. Failure to observe this restriction may result in disqualification of any vendor response. This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.
2. The County will not consider the submission of unsolicited, additional terms, after the response deadline. This RFP and all written material received from the successful vendor will be incorporated into the contract between the County and the firm unless specifically superseded in the signed contract. All information becomes the property of the County and will be subject to the Kansas Open Public Records Act.
3. The County will not be liable for any costs incurred by vendors in the preparation and presentation of information submitted in response to the RFP or in the participation in demonstrations.
4. The County will not recognize any assignment or transfer of interest in the contract without written notice to and written acceptance by the County.
5. If Partnerships and/or subcontracting is used in order to meet the requirements and scope of work in this RFP, a prime vendor should be identified and the partners and subcontractors should be listed along with a statement of who will be responsible for providing what service, and a statement of the nature of any legal relationship. The proposal response should clearly delineate who will be the prime vendor for contracting purposes.
6. The terms outlined in this RFP must be guaranteed up to and through the negotiation of the final contract.

N. Response Form page one of two

Request for Proposal
EMERGENCY MEDICAL SERVICES RESPONSE TRAILER
#12-0125

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal 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 proposal is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____ STATE _____

INCORPORATED _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Small Business _____ Manufacturer _____ Distributor _____ Retail _____ Dealer _____

General Nature of Business _____ FEIN/SS # _____ W-9 included _____

Not a Minority Owned Business _____ Minority Owned Business: _____ Certification # _____

African American ___ Asian ___ Hispanic ___ Native American ___ Other ___ Woman Owned Business ___

N. Response Form page two of two

Request for Proposal
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#12-0125

Total Cost (inclusive of shipping, requirements, additional items, etc) –

\$ _____

Total Time to Completion from Receipt of Purchase Order –

Vendor may submit multiple bids based on the mandatory requirements and variations of design or other alternatives. Alternates may be included in same postal package, but must contain all information required for each submittal. No options will be considered independent of a “total cost” package.

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor’s responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/purchasing.

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document (including terms and conditions and general contract provisions through imbedded hyperlinks) and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____