



**SEDGWICK COUNTY, KANSAS**  
**DIVISION OF FINANCE**  
**PURCHASING DEPARTMENT**  
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[www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing)

**REQUEST FOR PROPOSAL**  
**#13-0012**  
**SECURITY SERVICES**

**ADDENDUM #1**

February 19, 2013

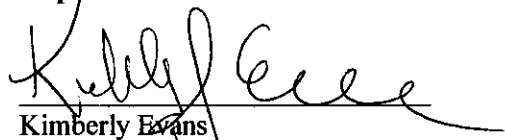
The following information is in regard to **RFP 13-0012**

**Questions are in bold, answers are in italics.**

1. **If a change was to be made from the current vendor, would Sedgwick County want the existing security officers to be considered for retention on the contract?**  
*Not required, but this would be preferred since the current provider has some staff that are familiar with the locations, clientele and service needs.*
2. **Can the County provide the hourly wage and benefits that the current security officers receive?**  
*No, since these are contracted services, the vendor pays the employee's hourly wage and benefits. We pay the vendor \$15.09/hour for services within the current contract.*
3. **Can we do a walk thru of some of the facilities prior to submitting proposal?**  
*Yes an additional addendum could be issued to include a walkthrough of the facilities if there are requests that indicate the necessity; however this was not scheduled as part of the original timeline and if added, will cause a setback in the award schedule.*
4. **Is there any equipment or vehicles required on the contract?**  
*The vendor needs to have a vehicle available for their employees to respond to issues at any COMCARE facilities as requested (on-call basis), however a vehicle is not needed for client transports. Also, the vendor's assigned employee at the Center City location will need to have a vehicle available to them to fulfill the duty of making a daily trip to the THP office.*
5. **Is the contract being bid as a result of it being end of term?**  
*Yes*
6. **Who is the incumbent provider?**  
*Securitas*

7. **How many hours are estimated for the CRT training & meetings each year? (Section 5, #7)**  
*CRT training is approximately 4-8 hours per employee each year. CRT meetings are estimated to be approximately 1 hour monthly at each location. It should be noted that CRT meetings are held during the existing work shift and the frequency of meetings depends on the needs of each location.*
8. **What are the total overall hours performed monthly?**  
*The December billing was for a total of 2,343 hours. This is representative of a normal billing period for the seven COMCARE locations.*
9. **Is the present service provider staffing COMCARE with active or retired law enforcement personnel, traditional security officers or mixture of both?**  
*It appears that the current vendor is using traditional security officers.*
10. **The tag offices are in need of Security Services 2-3 days every month at all four (4) locations. According to the chart on page 3, it also looks like it could be 48.75 hours per week at each of the 4 tag sites, or 195 hours per week total at the tag agency offices. Could you please clarify the projected schedule for the Tag Offices?**  
*The Tag Offices require Security Services 2-3 days out of every month, the table immediately following this statement is to show hours of operation and hours that security would be needed during those days per month.*
11. **Is the trip frequency from the Homeless Program 402 E. 2<sup>nd</sup> to 731 Hunter (it is 10 miles round trip), once a day or more than once a day?**  
*Frequency is once daily*
12. **Can we get a copy of the current COMCARE contract?**  
*Yes, see attached.*

Vendors are responsible for checking the web site and **acknowledging any addendums on the proposal response form.**

  
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Kimberly Evans  
Purchasing Agent