



**SEDGWICK COUNTY, KANSAS**

***DIVISION OF FINANCE***

**PURCHASING DEPARTMENT**

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

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

**REQUEST FOR PROPOSAL**

**#14-0056**

**DIGITAL LOBBY DISPLAY SYSTEM**

May 27, 2014

Dear Vendors,

Sedgwick County is seeking a firm(s) to provide solutions for the purchase and implementation of a digital lobby display system for the District Court. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal.

Receipt of vendor proposals will only be acknowledged at the bid opening (no details or pricing will be read into record). After the evaluation process proposed base pricing for goods/services may be disclosed at the Board of Bids and Contracts meeting. Other information provided in your response will be considered proprietary and will not be divulged during the proposal evaluation process. Because purchases and contractual agreements of this nature require the expenditure of public funds and the use of public facilities, proposers shall understand that portions (potentially all) of their proposal (including final contracts) will become public record after acceptance of a proposal by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your firm to provide goods/services prior to award and will not be shared with any other persons not involved with the selection process.

---

Kimberly Evans  
Purchasing Agent

## **Table of Contents**

- I. Purpose**
- II. Submittals**
- III. Mandatory Requirements and Specifications**
- IV. Sedgwick County's Responsibilities**
- V. Proposal Terms**
  - A. Questions and Contact Information**
  - B. Minimum Firm Qualifications**
  - C. Selection Criteria**
  - D. Contract Period and Payment Terms**
  - E. Insurance Requirements**
  - F. Indemnification**
  - G. Confidential Matters and Data Ownership**
  - H. Bid Conditions**
- VI. Required Response Content**
- VII. Proposal Response Form**

END OF SECTION

## **I. Purpose**

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the County is **seeking a solution**, as described on the cover page and in the following Background Information section, **not a bid/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 meetings 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.**

Sedgwick County is seeking a firm(s) to provide and install a digital display system in the lobby of the Sedgwick County Courthouse for use by court staff to display pertinent information about courts and dockets.

## **II. 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** one (1) electronic copy (CD or flash drive) of the entire document with any supplementary materials to:

Kimberly Evans  
Sedgwick County Purchasing Department  
525 N. Main, Suite 823  
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, June 10, 2014**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and 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 bid opening which will occur at 2:00 p.m. CDT, on the due date. No information other than the respondent's name will be disclosed at bid opening.

Distribution of Request for Bid to interested parties	May 27, 2014
Clarification, Information and Questions submitted in writing	May 30, 2014
Addendum Issued	June 3, 2014
Sealed bids due before 1:45 p.m. CDT	June 10, 2014
Evaluation Period	June 11-25, 2014
Board of Bids and Contracts Recommendation	June 26, 2014
Board of County Commission Award	July 2, 2014

### **III. Mandatory Requirements and Specifications**

The 18<sup>th</sup> Judicial District Court, through Sedgwick County Purchasing, desires to implement a system of displays or televisions in the courthouse lobby at 525 N Main, Wichita, KS, 67203, that will direct the general public to the appropriate floors and rooms related to their visit. The system must be able to display both general directory information for a department or courtroom and dynamic information for courtroom proceedings throughout a given day. The display system must be remotely controlled through the court/county network and accept updated information for display on a schedule that allows for updates as quickly as every 5 minutes. Information display options may change based on day of week and morning verses afternoon requirements. The desired end result is a system similar to an airport flight schedule display with the ability to give some general information at the top and/or bottom of the screen. Due to the volume of customers seeking simultaneous information we do not desire a system designed for public interaction (touch screen or public computer terminal).

#### **a) Mandatory Requirements/Specifications**

- 1) The designated location is in the lobby at 525 N Main, Wichita, KS, 67203. It has been concluded that there is sufficient space to hang 6 displays/TVs from the ceiling/soffit that are *no more* than 43 diagonal inches and in portrait orientation.
- 2) Displays/televisions shall have 1080p resolution to ensure screen clarity.
- 3) Networked wiring and electrical wiring estimates have been obtained to support this implementation. A response may include these costs but they shall be broken out as separate costs and will be optional.
- 4) Installation of the displays and controllers/CPU's for the displays are the responsibility of the vendor.
- 5) Monitors may be required to display duplicate information, three displays on the north displaying the same as the three displays on the south. They will be grouped on wall sections with one standing alone on the first wall section and two on the next wall section.
  - a) Following is an example of the desired programming - monitor 1,2 and 3 will be on the north wall and monitors 4, 5, and 6 on the south wall. Monitor 1 will show the same information as monitor 4. Monitor 2 will show the same information as monitor 5 and monitor 3 and 6 will show the same information.
- 6) Ceiling mounting will be required to ensure no damage to the marble walls in the lobby mounting area.
- 7) System expansion is planned to include additional locations in the courthouse such as the 4<sup>th</sup> Floor Family Law lobby and the Juvenile Courthouse. Separate pricing options good for twelve months shall be provided to 1) add one display on the 4<sup>th</sup> floor Family Law area displaying family Law information and 2) adding/replacing or controlling the 5 current LCD Televisions at the Juvenile facility while having them display Juvenile courthouse related information.
- 8) Options should be presented for the server and database technology being supplied by the vendor or by the District Court. Minimum specifications for the database, server, and application should be included in the response. Sedgwick County reserves the right to purchase any servers and database licensing or any other additional hardware, outside of this project. County servers are typically purchased through Dell.
- 9) System will accept a file of data from the 18th Judicial District Court that contains information for display. This file will include the fields, all or a subset of, party name, case number, hearing type, case type, case number, location floor, locations room number, and time of hearing.
- 10) Each Display will show data from the file distributed amongst the three displays and with a rotating/update data/display to allow for 8 to 14 seconds per screen update.
- 11) The displays shall show court case information including the fields designated by the District Court. This case information will consist of up to 1,500 individual entries containing fields which may include party/person name, location, Judge's name, time, courtroom number, case number/type, etc.

- 12) The information displayed may be changed to a screen displaying general court/county information and special event information when not displaying case information. We desire multiple options for the general information screen such as a special event screen updated by court or county staff, a general directory screen with standard locations for common hearings such as Traffic court location, Family Law docket location, Jury Room location, Pay station Location, and Protection From Abuse hearing location.
- 13) Maintenance options shall be provided with annual costs per year and extending to 3 total years upon completion of initial installation.

#### **b) Minimum Firm 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 RFP. Firms must meet or exceed these qualifications to be considered for award. Specific responses to each must be provided in the accompanying Response Form. Firms must:

1. Have the capacity to acquire all required insurances.
2. Have all the licenses and certifications necessary to perform the requested services.
3. Have provided services similar to those specified in this RFP.
4. Provide contact name(s), title(s), qualification(s), phone number(s) and e-mail address(s) of lead professional personnel 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, email address, length of service contract for each site, and a brief description of products/services provided.
6. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide service(s) and/or product(s).
7. Wear company uniform or ID badge for identification purposes while on County property.
8. All staff entering County property **must** pass a background check.

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

To assist the successful bidder(s), Sedgwick County will do the following:

- Provide access to location of work,
- Provide all electrical and network drops.

#### **V. Proposal Terms**

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

Any questions regarding this document must be submitted in writing to Kim Evans at [kjevans@sedgwick.gov](mailto:kjevans@sedgwick.gov) .

##### **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. Have a minimum of three (3) years experience in providing services/products similar to those specified in this Request for Bid.
5. Provide appropriate project supervision and quality control procedures.
6. 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. Selection Criteria**

The selection process will be based on the responses to this *Request for Proposal* and any proposal review sessions. Vendors shall note that the lowest price proposed may not have a direct bearing on the final selection of a firm to provide the specified services. A committee comprised of members of the Sedgwick County Regional Forensic Science Center and the Purchasing Department, will judge each proposer’s response as determined by meeting the following criteria:

1. Ability to meet all Request for Proposal Mandatory Requirements as outlined herein and the clarity, completeness and comprehensiveness of the proposal.
2. Proposing the services which will best address the county’s objectives and Mandatory Requirements as set forth in this document.
3. Proposing the solution at the most advantageous cost to the County.
4. Provide references verifying exemplary service levels for similar burials.

*The review committee will select the proposals which appear most beneficial. These proposers may be asked to provide a presentation to the review committee during the evaluation period. No negotiations, decisions, or actions shall be initiated by firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document. 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.*

**D. 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 February 26, 2014 and continue for a period of one (1) year. The County may, at its own option, offer to extend the contract for two (2) 1-year periods for the terms and prices proposed or as negotiated. 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.

**E. Insurance Requirements**

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

Liability insurance coverage indicated below 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.

F. 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.

G. 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 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 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. **Bidder agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.**

H. Proposal Conditions

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

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

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/General\\_Contract\\_Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf)

**VI. Required Response Content**

Proposal(s) should be organized in the following format and information sequence:

**Checklist**

*Use this checklist to ensure that all of the required documentation is in place before submitting a proposal.*

- 1. Completed Proposal Response Form
- 2. Firm and Reference Information
- 3. Detailed responses to Section III-a and b, pages 4-5.
- 4. Submit detailed pricing as indicated on page 10.
- 5. Copy of sample contract language

**NEXT PAGE**



**VII. Proposal Response Form**

**REQUEST FOR PROPOSAL  
#14-0056  
DIGITAL LOBBY DISPLAY SYSTEM**

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 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 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 \_\_\_\_\_

**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/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp) .

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

**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 #:** \_\_\_\_\_

In submitting a response to this document, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated.**

**PRICING**

Hardware Costs (provide breakdown of hardware with response)	\$
Installation Costs	\$
Training Costs	\$
System Maintenance/Support-3 years to commence after system acceptance	\$                      annually \$                      total
Grand Total	
Optional costs (attach clearly marked breakdowns of any options submitted).	\$

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 \_\_\_\_\_