



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

#15-0015

ALARM SYSTEM AND MONITORING SERVICES

February 11, 2015

Sedgwick County, Kansas (hereinafter referred to as County) is soliciting proposals from qualified firms to provide an Alarm Monitoring System for Sedgwick County Tag Offices. Current hardware setup includes doors, keypad alarm set with panic alarm capabilities and panic buttons. Vendors are invited to submit proposals based on existing hardware and proposals based on new hardware installation.

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.

Kim Evans
Purchasing Agent

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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 solution for alarm monitoring at each of its four tag offices. Proposal responses may include solutions that utilize current hardware if applicable, or alternatively a completely new hardware system. Monitoring will be required seven (7) days a week, 24 hours a day. The main office is located at 200 West Murdock, Wichita, KS. There are three (3) sub-stations located at 2120 N. Woodlawn, Suite 370, Wichita, KS; 2330 N. Maize Road, Suite 1100, Wichita, KS; and 206 W. Greenway, Derby, KS.

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:

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

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CST, TUESDAY, March 3, 2015**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Distribution of Request for Bid to interested parties	February 11, 2015
Pre-Proposal Meeting	February 20, 2015
Clarification, Information and Questions submitted in writing	February 24, 2015
Addendum Issued	February 27, 2015
Sealed bids due before 1:45 p.m. CST	March 3, 2015
Evaluation Period	March 4-March 11, 2015
Board of Bids and Contracts Recommendation	March 12, 2015
Board of County Commission Award	March 18, 2015

*Please note this timeline is tentative and subject to change, the dates listed for the award process do not indicate actual award will take place on specific date.

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

III. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 503,000 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 2,900 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.

IV. Pre Proposal Meeting

A pre-proposal meeting will be held on Friday February 20th beginning at 9am. We will meet at the Murdock Tag Office located at 200 W. Murdock. We will plan to allow for about 30 minutes at each tag office location to review the current setup at each facility. Vendors are responsible for gathering all information needed to propose a solution during this meeting. **Tentative** schedule for this meeting will be as follows:

Main Tag Office-200 W. Murdock @ 9am

Chadsworth Tag Office 2330 N. Maize Road, Suite 1100 @ 9:45am

Derby Tag Office 206 W. Greenway @ 10:30am

Brittany Tag Office 2120 N. Woodlawn, Suite 370 at 11:15am

Vendors are responsible for transportation between all locations.

V. Mandatory Requirements and Supplemental Information

The following requirements are provided to assist proposers in understanding the objective of the County and submitting a thorough response. Specific responses to each must be acknowledged and proposers must include an explanation for each item that describes how their product complies or does not comply with that requirement. Listed below by location is the current equipment used. Vendors should at a minimum provide the same coverage and capabilities of that equipment and provide detail on any other equipment proposed. The successful vendor will propose best solution.

	DESCRIPTION	Yes	No
1.	Vendor must be able to process separate bills for each location		
2.	Window decals at all locations		
3.	Ability for system to keep logs and provide detailed information about alarms being set/disarmed, times and users. This information must be easily obtained by staff when needed.		
	MURDOCK SUB-STATION – 200 West Murdock (System shall include)		
4.	2 Alpha keypads		
5.	2 Door contact sensors		
6.	7 Motion detectors		
7.	22 Silent panic alarm buttons		
8.	1 Interior siren		
9.	24 Hour battery back-up		
10.	1 Operating manual		
	CHADSWORTH SUB-STATION – 2330 N. Maize (System shall include)		
11.	2 Alpha keypads		
12.	2 Door contact sensors		
13.	4 Motion detectors		
14.	7 Silent panic alarm buttons		
15.	1 Interior siren		
16.	24 Hour battery back-up		
17.	1 Operating manual		
	BRITTANY SUB-STATION – 2120 N. Woodlawn (System shall include)		
18.	2 Alpha keypads		

19	3 Door contact sensors		
20	2 Motion detectors		
21	7 Silent panic alarm buttons		
22	1 Interior siren		
23	24 Hour battery back-up		
24	1 Operating manual		
	DERBY SUB-STATION – 206 W. Greenway (System shall include)		
25	2 Alpha keypads		
26	2 Door contact sensors		
27	1 Motion detector		
28	7 Silent panic alarm buttons		
29	1 Interior siren		
30	24 Hour battery back-up		
31	1 Operating manual		

VI. Sedgwick County's Responsibilities Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kim Evans at kimberly.j.evans@sedgwick.gov

All requests for clarifications of the document shall be submitted no later than 5:00p.m. CST Tuesday February 24, 2015. Answers will be provided in writing in the form of an addendum and will be posted on the county purchasing website <https://ssc.sedgwickcounty.org/RFORFPWebApp/RFP2.aspx> by 5:00p.m. CST Friday February 27, 2015.

Vendors are responsible for checking the web site and acknowledging any addenda on the proposal 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 Proposal. Firms must meet or exceed these qualifications to be considered for award. Proposals 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.

Proposers 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 and maintain 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 Proposal.
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 Treasurer's Office 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.

D. Contract Period

The contract period with the successful proposer shall begin immediately following formal approval of the Board of County Commissioners, anticipated to be March 18, 2015 and continue for a period of one (1) year. The County may, at its own option, offer to extend the contract for four (4) 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.

E. Insurance Requirements

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, workers' 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.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

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 Occurrence \$500,000.00
General Aggregate \$500,000.00

Automobile Liability-Owned, Non-owned and Hired

Each Occurrence Bodily Injury and Property damage \$500,000.00
General Aggregate \$500,000.00

Professional Liability

If required

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 Bid, vendors hereby understand the following (if any duplication exists previous subsections prevail):

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

I. PAYMENT AND INVOICE PROVISIONS

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

Sedgwick County Finance
Attention: Accounts Payable
525 N. Main, Ste 823
Wichita, Kansas 67203

1. Submit invoices electronically to 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 County PO number (for PO purchases)
 - f. Sedgwick County 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.

VII. Required Response Content

Bid response should include the following:

- 1. Proposal Document and Response Form, as attached.
- 2. Single point of contact information.
- 3. Any certificates, licenses or insurance applicable to any work performed.
- 4. At least 3 references that the vendor has provided similar services for.
- 5. Detailed pricing per location for any hardware installation and monthly monitoring service fees.

VIII. General Contract Provisions

The following appendix is language the County requires for all contracts that are entered in to (if duplication exist previous sections prevail).

http://www.sedgwickcounty.org/purchasing/General_Contractual_Provisions_2013.pdf

NEXT PAGE

IX. Proposal Response Form

**REQUEST FOR PROPOSAL
#15-0010
ALARM SYSTEM AND MONITORING SERVICES**

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 Proposer 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 WEBSITE 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.

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 acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____