



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
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<https://ssc.sedgwickcounty.org/RFQRFWebApp/RFP2.aspx>

ADDENDUM 1

#15-0024

ERGONOMIC TASK CHAIRS

March 13, 2015

In order to ensure vendors have access to complete information prior to submitting a response, Sedgwick County issues a written addendum regarding all questions and requests for clarification received. The following questions have been received to date regarding the above mentioned solicitation.

1. *Should our proposed ergonomic seating products be for only standard weight users (up to 250 lbs), or should we include the bariatric weight options (up to 500 lbs)?* **Since seating needs vary, it's preferred that vendors include seating options for various sizes.**
2. *We have ergonomic seating products that meet the specification that are at the top end of the quality/price scale, and we have chairs that meet the same specs that are at the mid-range quality/price scale. Should we quote seating options that are in both price ranges?* **Sedgwick County is looking for task chairs that provide the best option at the best price overall. Vendors are encouraged to submit what they believe to be the best solution to this need.**
3. *Is there a limit to how many chair products that we offer you?* **There's no limit to how many chair products a vendor can offer, however it's expected that the chairs offered meet all listed product specifications and warranty requirements. Regardless of the number of chairs offered, it's Sedgwick County's intention to choose no greater than 4 chairs and no less than 1 chair.**
4. *May I ask if these are 24/7 chairs or normal task chairs?* **Sedgwick County has various locations and departments. Some are standard offices and some are programs that operate 24/7. With this in mind, it's preferable that the task chairs be durable so that they can be used by staff in most work environments.**
5. *Do you have a photo or item # of the preferred furniture item for this bid?* **No**
6. *Point 3.6, Vendor Requirements, talks about (2) demos for each chair. This seems reasonable when talking about 'typical' or 'average size' chairs. On the upper and lower ends of the user spectrum, chairs for petite users and large users, fewer demos seem reasonable. Is it really necessary to provide (2) demos of every chair, even the low usage units? I currently have (1) petite chair on contract and have sold only a handful of units in the current contract period. (2) demos of every chair seem to be an unnecessary burden on the vendor. We understand if*

providing 2 demo chairs is a hardship for the vendor and will accept 1 demo chair.

7. *Product Specifications lays out the seven requirements that chairs MUST meet. Does this leave open the possibility of options on the contract chairs? For example: The contract chair contains 'Arm A', there is an optional 'Arm B' that may be advantageous for the end user, can 'Arm B' be listed as an option to the contract chair? Once awarded, the chair vendor may advise of additional options available within their chair style to meet particular staff needs. For the purpose of a fair and competitive bid process, we are requesting that the base chair(s) meeting at least the minimum product specifications and warranty requirements be proposed to the County at the time of this bid.*
8. *Point 4 talks about the Selection Criteria, and states "Demonstration chairs will be requested during the review process." Assuming that the review process is the same as the "Evaluation Period," it would seem that a vendor would need to immediately provide a demo once notified that the selection committee wanted to see one. Is that correct? What is the maximum number of days that a vendor may take to provide a demo? Yes, this is correct. Demonstration chairs may be requested during the review/evaluation process. This is estimated to occur between March 24 and April 8, 2015. Vendors may have up to 2-3 days to provide demo chairs, assuming that this still allows the County's selection group adequate time to finalize a recommendation to the Board of Bids.*
9. *Point 3.12 calls for an instructional video. Is this video to be turned in with the RFP or can it be provided once an award is made? This video would be provided by the vendor after the award is made.*
10. *APPENDIX B-QUESTIONNAIRE FORM Please provide the following: 1. Four (4) references verifying exemplary product and service. These references MUST have received service(s) and/or product(s) similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, email address, length of service for each reference, and a brief description of services provided. The chairs that I will be proposing for the new contract are already in place on the current contract and have been widely used throughout the County. Is it still necessary to provide references verifying exemplary product and performance? If so, am I allowed to contact County personnel for such references? See statement below:
NO NEGOTIATIONS, DECISIONS OR ACTIONS SHALL BE INITIATED BY ANY COMPANY AS A RESULT OF ANY VERBAL DISCUSSION WITH ANY COUNTY EMPLOYEE PRIOR TO THE COMPLETION OF THE REQUEST FOR PROPOSAL PROCESS, OTHER THAN THE EMPLOYEES IDENTIFIED IN THIS DOCUMENT. SUCH ACTIVITY MAY BE CAUSE FOR DISQUALIFICATION OF CONSIDERATION FOR AWARD OF THIS PROJECT. We would prefer that references submitted come from organizations besides Sedgwick County.*

All addenda will be posted to the Sedgwick County Purchasing website at, <http://sedgwickcounty.org/finance/purchasing.asp> no later than the date and time posted on the request for proposal document. **Vendors are responsible for checking the website and acknowledging any addenda on the Proposal Response Form.**

Kara Kingsley
Kara Kingsley
Purchasing Agent