



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
**PURCHASING DEPARTMENT**

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

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<https://ssc.sedgwickcounty.org/RFORFPWebApp/RFP2.aspx>

**Request for Proposal**  
**#15-0050**  
**Building for Main Tag Office**  
**Addendum No. 1**

1. Due to the nature of a Request for Proposal, any responses received that meet the scope of the solicitation will be reviewed accordingly by the review committee. Any locations that are suitable are subject to further negotiations as desired by the county. Refer to section IX Selection Criteria on page 5 of the RFP.
2. Refer to the summary page (page 1) of the Tag Office Programming document, the items “restrooms and circulation” should be removed from the note at the bottom of the page.
3. Refer to the Public Spaces page (page 2) of the Tag Office Programming document, an additional item 6 should be added for
  - Public restrooms- 248SF
  - Men- 1 toilet, 1 urinal, 1 lav
  - Women-3 toilets, 1 lav

This minimum represents the owner’s needs, however the fixture count must also meet all applicable building codes.
4. A separate employee entrance is preferred.
5. Building should be provided with prominent signage that assists tag customers to clearly identify the property.
6. Security system will be provided via separate contract and is not a requirement of this proposal.
7. A single tenant building is preferred for this purpose.
8. The county wishes to purchase the selected building, however leasing options will be considered.
9. A sprinkler system is required due to the size of the requested building.

10. Internal doors should be solid core doors with hollow metal frames, no glass panels are required beside office doors.
11. The target occupancy date is as soon as possible, the Tag Office has an immediate need for this space.
12. Tornado shelters are not a requirement for this location.
13. Ceiling fans are a requirement for this location.
14. A standard loading dock is preferred for this location.
15. The flooring should consist of carpet tiles throughout, entrance area and standing area in front of counter should be VCT.
16. Building is preferred to be located within a 3 mile radius of the Sedgwick County Courthouse at 525 N Main.
17. There is no preference as to the number exterior windows or building façade.
18. Flooring underneath staff counters should be raised flooring to accommodate IT cabling requirements.
19. The front counter should accommodate for 2-3 ADA workstations.
20. This facility will not require a back-up generator.