



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

www.sedgwickcounty.org/purchasing

REQUEST FOR PROPOSAL
RFP #15-0113
ON-CALL DOOR SERVICES

November 10, 2015

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking a firm or firms to provide on-call door services. It is anticipated that an official contract and/or purchase order will be issued after Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of the product/services described herein.

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 USB drive) of the entire document with any supplementary materials to:

Kristen McGovern
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, December 1, 2015. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award. The time stamp clock in the Purchasing Department will determine the time of receipt.

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.

QUESTIONS and CLARIFICATIONS

All requests for clarifications of the RFP process and document content should be directed to Kristen McGovern at Kristen.McGovern@sedgwick.gov. All questions must be submitted in writing by 5:00 p.m. CST, November 23, 2015. Answers will be provided in written form as an addendum and will be posted on the County website at www.sedgwickcounty.org/purchasing by November 25, 2015. **Vendors are responsible for checking the web site and acknowledging any addendums on their response form.**

Kristen McGovern
Senior Purchasing Agent

1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid or 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 or 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 the product(s) and/or service(s), of which quality, testing, references, service, 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. 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 service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

2. GENERAL & BACKGROUND INFORMATION

Sedgwick County, located in south-central Kansas, is 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 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g., public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

3. REQUIREMENTS AND SCOPE OF WORK

Items listed in this section are requirements to completion of services under this contract. Requirements are provided to assist proposers in understanding the objectives of the County and submitting a thorough response.

The successful bidder(s) shall:

1. Provide, as requested, maintenance, service, repairs, replacement, sales and installation in accordance with manufacturer's recommendations and as indicated in the Scope of Work subsections following, in order to provide:
 - Consistent, safe and reliable operation.
 - Compliance with federal, state and local regulations.
 - Equipment longevity.

2. Have the technical ability to provide service, repair, replacement, sales and installation for the following types of doors:
 - Overhead Sectional/Rolling Steel including but not limited to;
 - Wood
 - Steel
 - Aluminum Insulated and non-Insulated
 - Carriage House
 - Custom Wood
 - Clad Panel
 - Manual and Operator Assisted
 - Interior/Exterior Commercial including but not limited to;
 - Hollow Metal
 - Stainless Steel
 - Glass
 - Aluminum
 - Wood
 - Steel
 - Plastic Laminate
 - Manual and Operator Assisted
 - Swing and Revolving
3. Provide, as requested, scheduled maintenance to include but not limited to;
 - Overhead Sectional/Rolling Steel - Inspection, tightening, lubrication, and/or adjustment of all sections, door alignment, hinges, hardware, cables, drums, track and track fasteners, springs, rollers, bearings and chain hoists.
 - Interior/Exterior Commercial to include but not limited to – Inspection, tightening, lubrication, and/or adjustment, door alignment, hinges and hardware.
 - Door Operators – Inspection, tightening, lubrication, adjustment of all switches, belts, brakes, clutches, sprockets, mountings, disconnects, roller chains, bearings and safety devices.
4. Provide ADA compliance checking and retrofitting to include but not limited to:
 - Automatic Door Operators – Repairing of non-functioning equipment; inspection and adjustments to meet compliance with 2010 ADA Standards (full-powered automatic doors with ANSI/BHMA A156.10, low-energy and power-assisted doors with ANSI/BHMA A156.19 - 1997 or 2002 edition); installation of new automatic door operating devices per ADA standards.
 - Door Hardware – Replacement or modification of hardware to meet 2010 ADA Standards, including:
 - Threshold modifications or replacement.
 - Door operating hardware modifications, such as replacement of knobs with lever-style hardware.
 - Door closer adjustments, such as reducing the opening force such that it requires less than 5lbs. of force or replacement of door closers.
 - Lowering heights or replacement of handles, pulls, latches, locks, and other operable parts on doors to comply with ADA requirements for operable parts.

- Inspection of door closers or spring hinges to determine compliance with 2010 ADA Standards, such as the time required to move to door from an open position to the closed position; replacement of non-compliant closing devices.
- Installation of kick plates where push sides of doors do not have a smooth surface within 10 inches vertically of the finish floor, and capping of any cavities created by added kick plates.
- Other door modifications, such as:
 - Removal of an existing door where insufficient door maneuvering clearance exists.
 - Reversing the swing of a door where it impedes other required clearances.
 - Replacement or modification of doors that do not provide 32” clear width between the face of the door and the stop, with the door open 90 degrees.

Note - As required by new ADA regulations, all alterations to non-ADA compliant existing doors after March 15, 2012 must comply with 2010 ADA Standards. Those doors altered before March 12, 2012 may comply with either the 1991 ADA Standards or the 2010 ADA Standards. If existing doors do not comply with ADA standards, they are required to be made accessible at such time that they are altered.

5. Respond to service request within four (4) business hours. Minimum business hours are Monday thru Friday, 8:00 AM to 5:00 PM Central Time.
6. Respond to emergency or after hours request within four (4) hours.
7. Repair to fully functioning any of the aforementioned door types, parts, pieces, hardware or
8. Provide sales and installation of any of the aforementioned door types, parts, pieces, hardware or devices attached to doors.
9. Provide all work under this contract in according with all local, state and federal regulations as they relate to the services specified.
10. Provide technically trained staff.
11. Maintain appropriate staffing levels to provide superior customer service.
12. Provide an after-hour’s contact name and telephone number.
13. Warranty all workmanship and materials used for a period of one (1) year.

8. TENTATIVE TIMELINE

The following dates are provided for information purposes and are subject to change without notice.

Distribution of Request for Bid to interested parties	November 10, 2015
Clarification, Information and Questions submitted in writing by 5:00 p.m. CST	November 23, 2015
Addendum Issued	November 25, 2015
Sealed bids due before 1:45pm CST	December 1, 2015
Evaluation Period	December 1-2, 2015
Board of Bids and Contracts Recommendation	December 3, 2015
Board of County Commission Award	December 9, 2015

9. INSURANCE REQUIREMENTS

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

10. 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 provider’s 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.

11. TERMINATION

The County reserves the right to cancel the contract and discontinue services with a ninety (90) day written notice as a result of the failure of the contracted provider to provide acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources. In the event of termination of this agreement as a result of a breach by contractor hereunder, the County will not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm with the best proposal, or call for new proposals and award an agreement for the same services to another qualified firm to provide services.

12. GENERAL CONTRACT PROVISIONS

http://www.sedgwickcounty.org/purchasing/General_Contractual_Provisions_2015.pdf

13. PROPOSAL CONDITIONS

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

14. PROPOSAL CONTENT

The proposal response should be organized in the following format and information sequence:

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

1. Proposal Response Form (pages one and two), as attached.
2. Provide a brief description of your firm to include but not limited to; qualifications, experience, depth of staff, and quality control. Demonstrate firm's ability to provide the outlined services.
3. Identify staff, including name, title, address of deployment, phone number, and email address that will be responsible for this project and provide a resume including experience and education related to scope of work outlined in this document. Include proof of certifications, licenses and factory trainings as applicable.
4. Identify how service personnel are to be contacted by the County.
5. Describe the method and timeliness used for dispatching service personnel.
6. Provide four (4) references verifying exemplary 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, e-mail address, length of service for each reference, and a brief description services provided.
7. Insurance certificate.
8. 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).
9. Submit a summary of all citations, whether local, state or federal, or penalties related to services as desired under this solicitation document.
10. Clearly identify any exceptions to the Scope of Work, Minimum Requirements, or Minimum Firm Qualifications as outlined herein.
11. Include any topics not covered in the Request for Proposal that you wish to disclose to the County that further describes your firm's level of qualifications to provide the outlined service(s) and/or product(s).

PROPOSAL RESPONSE FORM
RFP #15-0113
ON CALL DOOR 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** _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ **E-MAIL** _____

NUMBER OF LOCATIONS _____ **NUMBER OF PERSONS EMPLOYED** _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

LLC _____ LLP _____ Not For Profit Corporation _____ Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority Owned Business: _____ **Minority-Owned Business:** _____ **Certification #** _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman-Owned Business _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

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 _____

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 _____

Response Form page two of two

REQUEST FOR PROPOSAL
ON CALL DOOR SERVICES
15-0113

Overhead/Garage Door Services

Business Hour Rate for Labor Only – One Person	\$
Business Hour Rate for Labor Only – Two People	\$
Percentage Mark-Up on Cost of Materials and Parts	%
After Hours Rate for Labor Only – One Person	\$
After Hours Rate for Labor Only - Two People	\$

Exterior/Interior Door Services

Business Hour Rate for Labor Only – One Person	\$
Business Hour Rate for Labor Only – Two People	\$
Percentage Mark-Up on Cost of Materials and Parts	%
After Hours Rate for Labor Only – One Person	\$
After Hours Rate for Labor Only - Two People	\$

Cost must be all inclusive of all terms, conditions, and scope within this solicitation.
The initial term of this contract shall be two (2) years. There shall also be three (3) one (1) year options to renew at the sole request of the County.