



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

**Purchasing Department**

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

Phone (316) 660-7258 Fax (316) 383-7055

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

**REQUEST FOR BID**  
**RFB # 16-0004**  
**FIRE ALARM TESTING AND INSPECTION**

January 8, 2016

**PURPOSE**

Sedgwick County is seeking a qualified firm to perform National Fire Protection Association (NFPA) Annual Inspection and Testing, and submit a report on all fire alarm devices in the Sedgwick County facilities as listed in the attached solicitation document. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid.

**SUBMITTALS**

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) complete original and one (1) electronic copy (CD or USB) of the Bid Response Form with any supplementary materials to:

Attn: Britt Rosencutter  
Sedgwick County Purchasing Department  
525 N. Main St., Suite 823  
Wichita, KS 67203

**SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, Tuesday, January 19, 2016.** Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and bid 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. CST, on the due date.

**QUESTIONS AND CLARIFICATIONS**

All requests for clarifications of the RFP process and document content should be directed to Britt Rosencutter at [Britt.Rosencutter@sedgwick.gov](mailto:Britt.Rosencutter@sedgwick.gov). Questions are due **in writing** no later than 5 p.m. CST on January 12, 2016. Any questions of a substantive nature will be responded to in an addendum to be sent to all vendors no later than 5 p.m. CST on January 14, 2016.

---

Britt Rosencutter  
Purchasing Agent

## **Table of Contents**

### **I. Purpose**

### **II. Submittals**

### **III. Background**

### **IV. Scope of Work**

### **V. Sedgwick County's Responsibilities**

### **VI. Vendor Responsibilities**

### **VII. Bid Terms**

- A. Questions and Contact Information**
- B. Minimum Firm Qualifications**
- C. Selection Criteria**
- D. Request for Bid Timeline**
- E. Insurance Requirements**
- F. Contract Period and Payment Terms**
- G. Indemnification**
- H. Confidential Matters and Data Ownership**
- I. Bid Conditions and General Contract Provisions**

### **VIII. Required Response Content**

### **IX. Bid Response Form**

**END OF SECTION**

## **I. Purpose**

Sedgwick County is seeking a qualified firm to perform NFPA Annual Inspection and Testing, and submit a report on all fire alarm devices, in all County facilities as indicated in Section IV Scope of Work.

## **II. Submittals**

Carefully review this Request for Bid. 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) copy of the entire document with any supplementary materials to:

Britt Rosencutter  
Sedgwick County Purchasing Department  
525 N. Main, Suite 823  
Wichita, KS 67203

**SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, TUESDAY, JANUARY 19, 2016.**

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.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CST, on the due date.

## **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 508,000 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 2,600 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.

This request for bid will provide annual inspection and testing services to ensure appropriate functioning of fire alarm systems to help maximize safety of constituents and employees in several County operated facilities. The facilities being serviced under this contract are used for a variety of purposes including office, detention, and conference space as well as parking. In an attempt to gain efficiency in contracting, this contract will be initiated in increments as current contracts expire; please note each list of facilities has been separated by page break according to initiation date. Actual number and type of device may vary slightly, however vendor will be responsible for actual device type/count. Any vendor that wishes to participate in the solicitation process and would like to view any/all of the devices please contact Greg Tuxhorn, Building Services Manager, (316) 660-9062. Site visits are not mandatory.

Sedgwick County reserves the right to discontinue or add testing, with a 30-day written notice, as facilities are sold/purchased.

NEXT PAGE

**IV. Scope of Work**

Any bid submitted must contain complete pricing for the following services:

1. No later than the 22nd day and no earlier than the 8th day during the month of November of each contract year; at each location as listed above; perform NFPA annual inspection and testing of all panels, control units, power supplies, batteries, fuses, lamps/LEDs, controls, switches, dampers, communications, interface equipments, trouble signals, ground fault monitoring, auxiliary, initiating and indicating devices.
2. No later than the 20th day during the month of December of each contract year, provide one original and one CD-ROM of a detailed written report of any inspection and testing conducted within 21 days of completion of work. Report must be in substantially the same format as found below.

Vendor will not be responsible through this contract for supplying materials or service to address failing devices.

**Service to begin at the following facilities February 1, 2016 or upon contract execution:**

Juvenile Detention Facility, 700 S. Hydraulic St., Wichita, KS 67211  
 Juvenile Residential Facility, 881 S. Minnesota Ave., Wichita, KS 67211  
 Judge Riddel Boys Ranch, 25331 W. 39th St. S., Goddard, KS 67052  
 Adult Detention Facility, 141 W. Elm St., Wichita, KS 67203

**Devices\*:**

Location	Pull Station	Smoke Det.	Duct Det.	Heat Det.	Waterflow	Sprinkler Ta	Audio/Vis.
Juvenile Det.	9	197	82	2	0	0	12
Juvenile Res.	5	51	0	0	0	0	0
Judge Riddel	25	81	0	11	2	3	28
Adult Det.	191	1055	84	10	13	0	270

\* Actual numbers may vary slightly and some facilities have IAM and RIAM monitors.

Juvenile Detention also has two (2) beam detectors, two (2) network annunciators, three (3) remote power supplies, and 10 batteries.

Adult Detention also has 174 photo detectors, 114 dampers, 14 auxiliary, and 39 supervisory devices.

**Control Panels:**

Adult Detention - Simplex Grinnell 4020-8003 (5)  
 Adult Detention - Simplex Grinnell 4100-9111 (3)

NEXT PAGE

**Service to begin at the following facilities May 1, 2016:**

Ark Valley Lodge, 635 N. Main St., Wichita, KS 67203  
EMS Administration, 1015 W. Stillwell St., Wichita, KS 67213  
Extension Service, 7001 W. 21<sup>st</sup> St. N., Wichita, KS 67205  
Historic Courthouse, 510 N. Main St., Wichita, KS 67203  
Juvenile Courthouse, 1900 E. Morris St., Wichita, KS 67211  
Main Courthouse, 525 N. Main St., Wichita, KS 67203  
Munger, 538 N. Main St., Wichita, KS 67203  
Parking Garage, 603 N. Main St., Wichita, KS 67203  
Regional Forensic Science Center, 1109 N. Minneapolis St., Wichita, KS 67214  
Work Release, 701 W. Harry St., Wichita, KS 67213  
271 Building, 271 W. 3rd St., Wichita, KS 67202  
Fleet Management Building, 1021 W. Stillwell St., Wichita, KS 67213

**Devices\*:**

Location	Pull Station	Smoke Det.	Duct Det.	Heat Det.	Waterflow	Sprinkler Ta.	Audio/Vis.
Ark Valley	0	4	0	0	0	0	1
EMS Admin.	0	1	18	0	0	0	1
Extension	11	0	30	0	1	0	34
Historic Court	16	57	30	19	0	0	0
Juvenile Court	25	149	10	4	1	2	167
Main Court	47	205	54	56	0	0	**
Munger	14	15	5	10	0	0	0
Parking Garage	0	8	0	0	0	0	0
Regional For.	5	9	34	0	1	2	15
Work Release	12	26	6	0	1	1	17
271 Bldg.	19	50	6	8	6	0	48
Fleet Mgt. Bldg.	1	2	14	0	0	0	0

\* Actual numbers may vary slightly and some facilities have IAM and RIAM monitors.

\*\* Each of the 11 floors and basement has both audio and visual devices.

Juvenile Court also has one (1) doorholder and Main Court has four (4).

**Control Panels:**

Ark Valley Lodge – Simplex 4010  
EMS Admin. – Simplex 4010  
Extension Service – Simplex 4002  
Historic Courthouse – Simplex 4100U  
Juvenile Courthouse – JCI-ROC IFC-640  
Main Courthouse – Simplex 4100-911  
Munger – Simplex 4100U  
Parking Garage – Simplex 120 vac/24 vdc  
Regional Forensic Science Center – Simplex 4010  
Work Release – Simplex 4002-8001  
271 Building – FCI/Honeywell  
Fleet Management Building – Simplex 4010

**Report Format:***Customer Information*

Contact information for County contract administrator

*Panel Details*

Location, type, manufacturer, model number, serial number, battery information, power information

*Field Devices*

Quantity, pass/fail, and note area for pull stations, smoke detectors, duct detectors, heat detectors

*Additional Panels*

Location, type, manufacturer, model number, serial number, battery information, power information

*Vendor Information*

Contact information for vendor representative that conducted testing as well as date and time of testing.

Attach a spreadsheet of all devices tested, pass/fail, and note area. In addition provide pricing for the replacement of any failed part (part only, no labor).

**V. Sedgwick County's Responsibilities**

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

- Designate a person to act as the County's project manager with respect to the work to be performed under this bid.
- Provide access to location of inspection and testing.
- Provide response within three (3) business days of request for project scheduling.
- 90% payment upon completion of testing. 10% payment upon completion of reporting.

**VI. Vendor Responsibilities**

The successful vendor will be required to complete the following:

- Prior notification and approval by the project manager will be required for any person working in any facility at any time.
- All work is to be performed between November 8th and November 22nd of each contract year, with a minimum of two weeks advance notice.
- Testing may be necessary outside of normal business hours.
- All tools are to be secured at all times.
- The project site is to be left in substantially the same condition as found. All debris and defective materials are to be removed in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes and industry standards.
- Contractor must provide the cell phone number of the on-site lead person to the Sedgwick County Project Administrator.
- The successful bidder shall furnish all permits, labor, tools, transportation, travel, equipment, materials and any other incidentals necessary to completely perform all operations essential to the performance of the operations listed in this document.
- Contractor shall park vehicles, store equipment and materials, and arrange work hours as approved by County contract administrator.

- The Contractor shall comply with all applicable Federal, State, and Local environmental laws, regulations, ordinances, and standards in addition to all local and national building codes.
- Labor shall be warranted for a period of one (1) year.
- The project is to include all routine work and materials necessary to ensure a professional testing of the highest quality, whether or not they are specifically identified within these specifications.
- Contractor is responsible to verify all quantities and dimensions provided on the device count table above.
- Contractor must have responsible person at job site the entire time that any of the contractor's employees or sub-contractors is on the property. This person will be directly responsible for all activities related to contractor's involvement at the site.
- Employees must be properly dressed and have contractor's identification in their possession at all times.
- Employees must conduct themselves in a professional manner at all times.
- Any deficiencies in service, upon final inspection must be corrected within ten (10) working days.
- Contractor shall repair, at contractor's expense, any damage to buildings, grounds or other property caused by the contractor, his employees or his sub-contractors resulting from the performance of this project.

## **VII. Bid Terms**

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

Any questions regarding this document must be submitted in writing to Britt Rosencutter at [Britt.Rosencutter@sedgwick.gov](mailto:Britt.Rosencutter@sedgwick.gov) AND Greg Tuxhorn at [Greg.Tuxhorn@sedgwick.gov](mailto:Greg.Tuxhorn@sedgwick.gov) by 5:00 p.m. CST, Tuesday, January 12, 2016. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp), under "View current RFQs and RFPs," below the RFB number by 5:00 p.m. CST Thursday, January 14, 2016. Vendors are responsible for checking the website and acknowledging any addenda on their Bid 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 Bid. Firms must meet or exceed these qualifications to be considered for award.

Bidders shall:

1. Provide employees who are fully qualified and certified in fire alarm and fire damper services including inspection, testing, evaluation, repair and part replacement, with at least three (3) years experience, including but not limited to NICET2 as required by City of Wichita Fire Department.
2. Be licensed to do business as specified in this document by the City of Wichita and any other regulatory agency as required by law.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. 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.*
5. NFPA requirements must be met for all work conducted under this contract. Please note that magnets are not an acceptable testing tool.
6. After hours testing will be used on an as-needed basis in a circumstance where business hours testing is not an option due to public or employee disruption and/or safety. It is unknown the facility or number of facilities that will require after hours testing. Historically, business hours testing has been acceptable in all facilities.

C. Selection Criteria

An award will be made to lowest best and responsible bidder.

D. Request for Bid Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	<b>January 8, 2016</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CST	<b>January 12, 2016</b>
Addendum Issued in writing by 5:00 p.m. CST	<b>January 14, 2016</b>
Sealed Bid due before 1:45pm CST	<b>January 19, 2016</b>
Evaluation Period	<b>January 20 - 27, 2016</b>
Board of Bids and Contracts Recommendation	<b>January 28, 2016</b>
Board of County Commission Award	<b>February 3, 2016</b>

E. Insurance Requirements

<b>Workers' Compensation:</b>	
Applicable State Statutory Employer's Liability	
<b>Employer's Liability Insurance:</b>	\$100,000.00
<b>Contractor's Liability Insurance - Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability</b>	
<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 above 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/bid 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. Contract Period and Payment Terms

Agreement period shall begin approximately February 2016, if approved by the Sedgwick County Board of County Commissioners', and shall continue through January 31, 2017. The agreement may be extended for three (3) additional yearly inspections, in one (1) year increments, if agreeable to both parties. The county will verify its interest in extending this agreement, in writing, approximately thirty (30) days prior to the due date of each yearly inspection.

Payment will be made as follows:

- 90% of total bid amount upon satisfactory completion of all on-site inspection work described within these specifications, and receipt of invoice in that amount.
- 10% of total bid amount upon receipt of satisfactory written and CD-ROM reports, and receipt of invoice in that amount.

#### G. 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.

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

## I. Bid Conditions and General Contract Provisions

In submitting a response to this Request for Bid, vendors hereby understand the following (if any duplication exists subsections A-H prevail):

[Request for Bid Conditions](#)

[General Contractual Provisions](#)

## **VIII. Required Response Content**

Bid response should include the following:

1. Bid Document and Bid Response Form, as attached.
2. All applicable license and experience information indicating staff who will be assigned to this project will meet minimum requirements.
3. Insurance certificate.
4. Four (4) references verifying exemplary service for similar services. Include business name, address, contact name, phone number and email address.

**IX. BID RESPONSE FORM**

**REQUEST FOR BID  
#16-0004  
FIRE ALARM TESTING AND INSPECTION**

The undersigned, on behalf of the Bidder , 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 bid is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid 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 \_\_\_\_\_ Other (describe) \_\_\_\_\_  
General Nature of Business \_\_\_\_\_ FEIN/SS # \_\_\_\_\_ W-9 included \_\_\_\_\_  
Not a Minority Owned Business \_\_\_\_\_ Minority Owned Business: \_\_\_\_\_ Certification# \_\_\_\_\_  
African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Woman Owned Business \_\_\_\_\_  
Other \_\_\_\_\_

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

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

**IX. BID RESPONSE FORM, CONTINUED**

**REQUEST FOR BID  
#16-0004  
FIRE ALARM TESTING AND INSPECTION**

<b>Location</b>	<b>Annual Cost</b>
Juvenile Detention Facility	\$
Juvenile Residential Facility	\$
Judge Riddel Boys Ranch	\$
Ark Valley Lodge	\$
Adult Detention Facility	\$
EMS Administration	\$
Extension Service	\$
Historic Courthouse	\$
Juvenile Courthouse	\$
Main Courthouse	\$
Munger	\$
Parking Garage	\$
Regional Forensic Science Center	\$
Work Release	\$
271 Building	\$
Fleet Management Building	\$
<b>TOTAL</b>	\$

Formula for determining cost of future facilities:

---

---

**Signature constitutes agreement to hold price for initial contract term, expiring January 31, 2017. County reserves the right to extend the contract for three (3) additional one (1) year periods.**

In submitting a bid, vendor acknowledges all requirements, terms, conditions, and sections of this document. Bid 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 and detailed.**

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_