



**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 BID**  
**#16-0024**  
**VIDEO SURVEILLANCE SYSTEM**

February 29, 2016

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking a firm to provide and install a video surveillance system for Sedgwick County Adult Field Services located at 905 N Main, Wichita KS, 67203. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Evans".

Kim Evans  
Purchasing Agent

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## **I. Purpose**

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 2,800 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.

Sedgwick County is seeking a firm to provide and install a video surveillance system at the Adult Field Services Office, located at 905 N Main, Wichita, KS 67203.

## **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) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

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

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, March 15, 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. CDT, on the due date.

## **III. Scope of Work**

**Hardware-All equipment listed is a minimum requirement for required coverage, interested bidders can bid comparable equipment (approved equal) as long as system specification documentation is provided with their bid package. The county reserves the right to decide if alternate bids meet the scope of the project.**

- Exacq A-Series IP Server w/ 6TB HD
- 19" server monitor
- 30 each Exacq IP camera licenses
- 18 each Axis M3005-V interior dome network cameras
- 12 Axis M3025-VE exterior dome network cameras
- 6 each Axis exterior wall mounts
- Trendnet 24-port PoE network switch
- Trendnet 8 port PoE network switch
- APC 1000VA Smart UPS
- Low voltage cabling throughout the system

### **Support**

- Successful vendor must have local service personnel that can provide an initial response time of four (4) hours and must be able to provide service within 24 hours.
- Provide warranty information with bid submission.
- Provide additional pricing (if applicable) for software maintenance. The county may or may not choose to purchase additional software maintenance at time of award.

END SECTION

**IV. Sedgwick County's Responsibility**

- Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

**V. Bid Terms**

**A. Pre-Bid Meeting**

There will be a pre-bid meeting on March 4 at 9:30am at the Adult Field Service Facility, located at 905 N Main, Wichita KS 67203.

**B. Questions and Contact Information**

Any questions regarding this document must be submitted in writing to Kim Evans at [Kimberly.J.Evans@sedgwick.gov](mailto:Kimberly.J.Evans@sedgwick.gov) by 5:00 p.m. CST Monday March 7, 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; to the right of the RFP number by 5:00 p.m. CST Thursday March 10, 2016. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

**C. Minimum 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. Bids 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.

Bidders 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 all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
  - a. 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.*

**D. Selection Criteria**

An award will be made to the lowest responsible and responsive bidder.

**E. 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>February 29, 2016</b>
Pre-Bid Meeting at 9:30am	<b>March 4, 2016</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CST	<b>March 7, 2016</b>
Addendum Issued	<b>March 10, 2016</b>
Sealed Bid due before 1:45pm CDT	<b>March 15, 2016</b>
Evaluation Period	<b>March 16-March 30, 2016</b>
Board of Bids and Contracts Recommendation	<b>March 31, 2016</b>
Board of County Commission Award	<b>April 6, 2016</b>

F. Contract Period and Payment Terms

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue until project has been completed and approved by both parties.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

[http://www.sedgwickcounty.org/purchasing/payment\\_and\\_invoice\\_provisions.pdf](http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf)

G. Insurance Requirements

<b>Worker's Compensation:</b>	
Applicable State Statutory Employer's Liability	
<b>Employer's Liability Insurance:</b>	\$100,000.00
<b>Contractor's Liability Insurance:</b>	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
<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>	<b>\$500,000.00</b>

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.

H. 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.

I. [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](#)

[Request for Bid Conditions](#)

VI. [Required Response Content](#)

Bid response should include the following:

1. Lump sum project cost, including material and labor.
2. Any exclusion clearly delineated.
3. Any bids for comparable/equal equipment that wasn't specified in the Statement of Work must be accompanied by specification sheets for county review.
4. Proposed coverage drawings (blank interior/exterior floor plans are provided for your use) if different from county provided drawings.

END OF SECTION

VII. Response Form

**REQUEST FOR BID  
#16-0024  
VIDEO SURVEILLANCE SYSTEM**

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 bidder 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 \_\_\_\_\_

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 Minority/Caucasian (00) publicly traded companies and nonprofits are in this category

\_\_\_\_ African American (05) \_\_\_\_ Asian Pacific (10) \_\_\_\_ Subcontinent Asian (15) \_\_\_\_ Hispanic (20) \_\_\_\_

Native American (25) \_\_\_\_ Other (30) - Please specify \_\_\_\_ Not Minority/Caucasian – Woman Owned (50) \_\_\_\_

African American – Woman Owned (55) \_\_\_\_ Asian Pacific – Woman Owned (60) \_\_\_\_ Subcontinent Asian – Woman

Owned (65) \_\_\_\_ Hispanic – Woman Owned (70) \_\_\_\_ Native American – Woman Owned (75)

\_\_\_\_ Other – Woman Owned (80)

**ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS:** \_\_\_\_\_ Yes \_\_\_\_\_ No

(Please see item 24 in the Request for Bid Terms and Conditions)

**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](http://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 \_\_\_\_\_

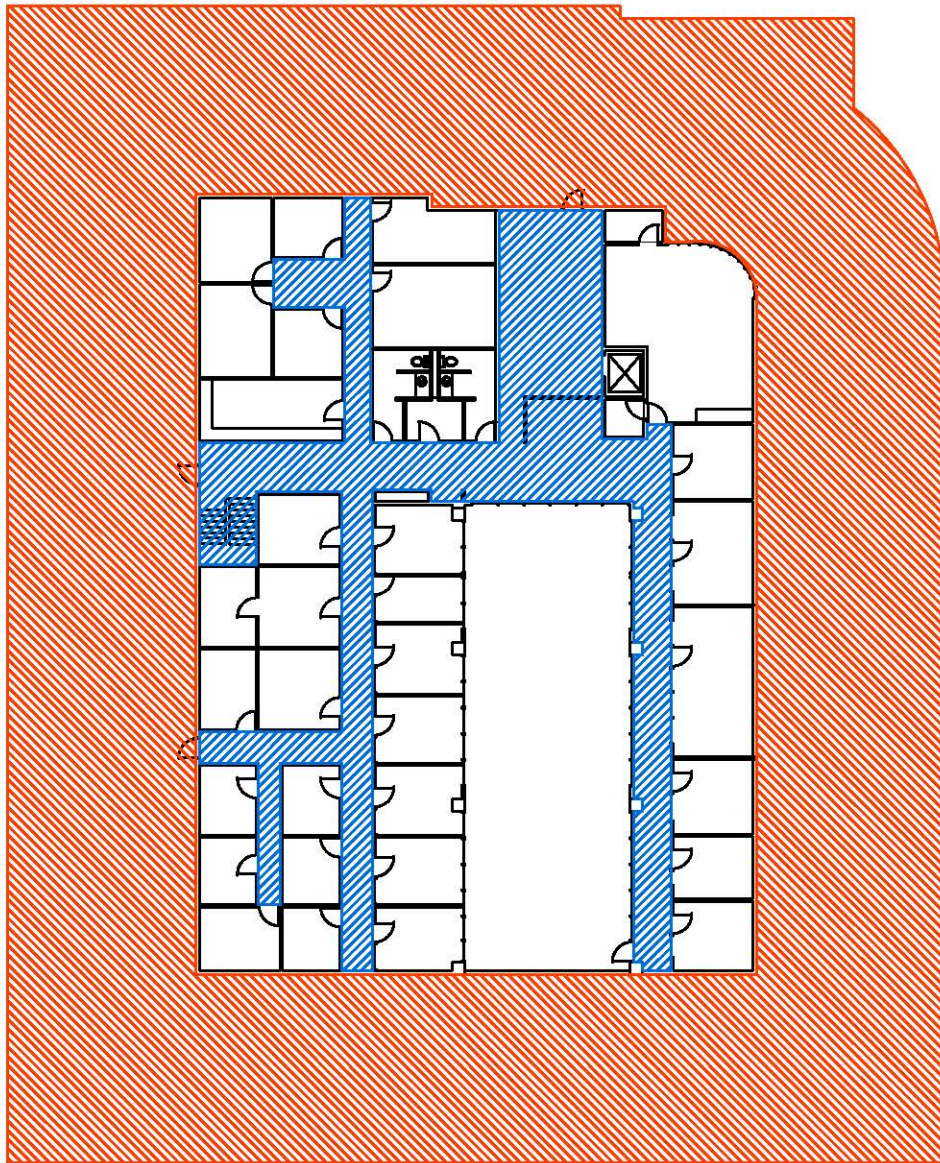
Print Name \_\_\_\_\_ Dated \_\_\_\_\_

VIII. [Attachment A](#)

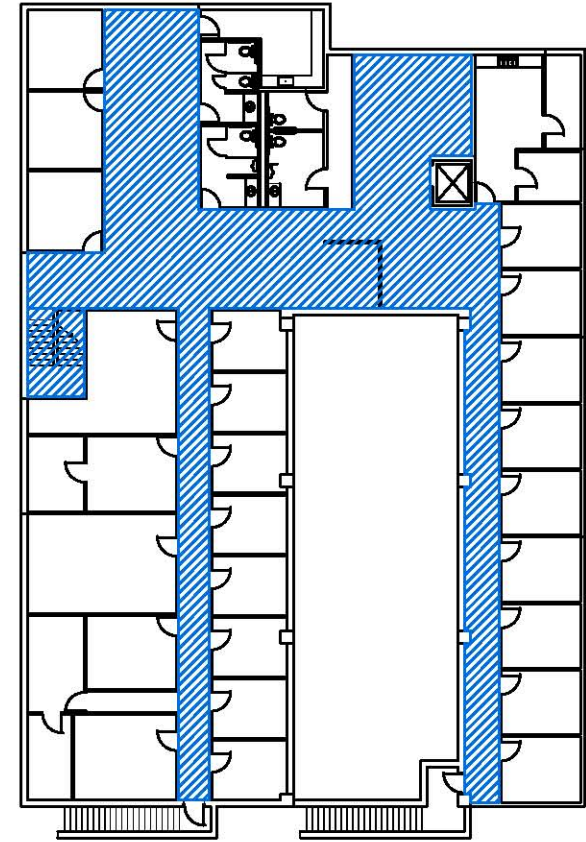
See pages to follow

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First Floor Plan

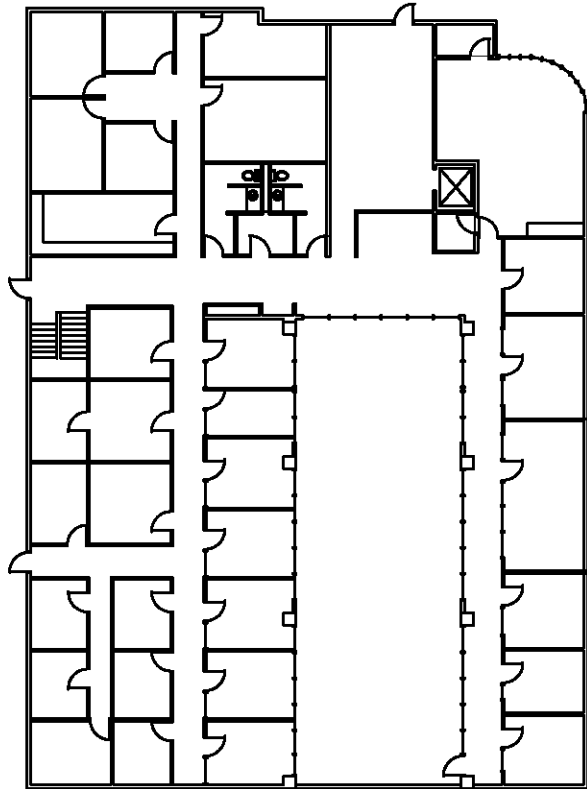


Basement Floor Plan

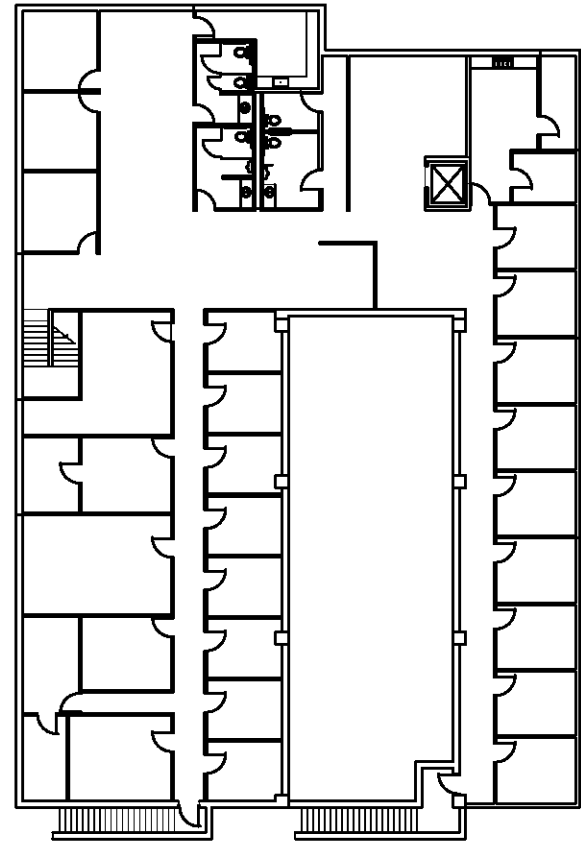
-  Interior limit of coverage
-  Exterior limit of coverage

905 North Main St.  
Not To Scale





First Floor Plan



Basement Floor Plan

905 North Main St.  
Not To Scale

