



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
525 N. Main, Suite 823, WICHITA, KANSAS 67203
TELEPHONE (316) 660-7255 FAX (316) 383-7055

REQUEST FOR PROPOSAL
RFB # 16-0045
ON-CALL TORNADO SIREN MAINTENANCE AND REPAIR

April 12, 2016

Sedgwick County, Kansas (hereinafter referred to as *County*) desires to acquire On-Call Tornado Siren Maintenance and Repair. An official purchase order will be issued for service(s) and/or product(s) after the Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of the service(s) and/or product(s) 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 and return to Sedgwick County Purchasing Department, 525 N. Main, Suite 823, Wichita, KS 67203 with any supplementary materials **NO LATER THAN 1:45 p.m. CDT, Tuesday, May 10, 2016**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time. Late responses will not be accepted and will not receive consideration for final award.

A pre-bid meeting will be held on April 22, 2016 at 2:00 p.m. (CDT) at:

Emergency Management
714 N. Main
Wichita, Kansas 67203

Responses to the Proposal will be opened at a public meeting held at 2:00 p.m. (CDT) on May 10, 2016 in the Finance Conference Room at 525 N. Main, Suite 823, Wichita, Kansas. You or your representatives are welcome to attend.

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 meet 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.**

2. GENERAL & 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 2,900 persons, and hosts or provides a full range of municipal services, e.g., public safety, public works, criminal justice, recreation/entertainment/culture, human/social, and education.

The County is seeking contract pricing for on-call tornado warning sirens maintenance and repair services for approximately 147 warning sirens located throughout Sedgwick County. Warning Sirens currently in operation include but are not limited to the following:

1. 45 - Federal Signal 1000T Thunderbolt
2. 44 - Federal Signal 2001
3. 36 - ATI HPSS 3200 Sound blaster
4. 11 - Federal Signal 2T22
5. 9 - Whelen Vortex
6. 1 - Whelen Electronic Omni Speaker
7. 1 - Federal Signal RSH-10

3.OBJECTIVES

The County has identified the following objectives for on-call warning sirens and radio services described herein:

- A. Acquire on-call warning sirens and radio services meeting the parameters, conditions and mandatory requirements presented in this document.
- B. Establish contract pricing with the vendor that has the best proven "track-record" in performance, service and customer satisfaction.
- C. Acquire on-call warning sirens and radio services with the most advantageous overall cost to the County.

4. MANDATORY REQUIREMENTS

On-call tornado warning sirens and services may include but are not limited to preventive maintenance and repair of Radio Receiver/Transmitters, Antennas, Choppers, Blowers, Rotators, Horns, Motors, Motor Brushes, Control Systems, Belts, Batteries, Connections, Fasteners, Switches, Breakers, Fuses, Bearings,

Gears, Timers, Relays, Lubrication and Oil. The successful vendor will be responsible for providing labor, supervision, materials, equipment, transportation, service and the shop facilities necessary to perform high quality work.

The County currently has various parts from warning sirens that have been removed from service over the past twenty (20) years. Critical and sensitive used parts are stored indoors and less sensitive used parts, like siren heads and cabinets are stored outside, at the current vendor's facility.

Installation Service:

Contract price for Installation of a ATI Systems HPSS 3200, on a 55 foot Class 2 wooden pole erected vertically in the ground and necessary hardware, incidentals, permits, arrange for underground utility locates, coordinate with electric utility servicing the area for hook up, to deliver turnkey ready device.

Removal Service:

Contract price for removal from service of any pole mounted siren. All parts removed shall remain the property of Sedgwick County and shall be used as spares and cores for rebuilt parts. Only Emergency Management has the authority to scrap unneeded parts. Holes left by removed poles will be filled and the area returned to as normal as surrounding property. Used poles can be discarded or recycled by the service vendor.

Poles:

Contract price for 55 foot Class 2 wooden pole, with as few defects as possible, for use in new siren installation or replacement on existing sirens.

Anytime Emergency response (24/7) shall be, service technician on-site within 1 hour of call to secure needed equipment to secure siren damaged by vehicle accident or other causes, to standby until electric utility secures power feed, removal of pole and siren from roadway, or to assist Emergency Management shutting down a malfunctioning siren.

Pricing for certain types of equipment required are but not limited to;

Basic Bucket truck with 40 foot lift, for standard service calls.

Tall Bucket truck with 70 foot lift, available for taller sirens or if working on siren head.

Digger Derrick truck to dig pole holes and erect pole, or to stabilize damaged pole.

Crane truck 100 foot boom, to lift or remove siren components.

On-call service and repair of outdoor warning sirens and radio services may include but are not limited to; preventive maintenance, repair, or replacement of wood poles, wood support structures, wiring, conduits, radio transceivers, antennas, coax cables and connectors, circuit boards, sensors, choppers, blowers, rotators, horns, motors, motor brushes, control systems, belts, batteries, connections, fasteners, switches, breakers, fuses, bearings, gears, timers, relays, lubrication and oil. Also the coordination of electrical service hook up or disconnect(s) with the utility servicing the area of repair or replacement.

5. SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal and any interviews required to verify the ability of proposer to provide information in response to this document. Vendors will not be compensated for their participation in this selection process. A committee will judge each firm's response as determined by meeting the following criteria:

- A. Meeting or exceeding all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.

- B. Proven ability to provide high quality service(s) and/or product(s) within the specifications, mandatory requirements, miscellaneous instructions and conditions as outlined in this and future related documents. Such ability will be determined by:
 Providing three (3) 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 contract for each site, and a brief description of service(s) and/or product(s) provided.*
- C. Meeting or exceeding all mandatory requirements.
- D. Meeting or exceeding all minimum requirements.
- E. Providing the County with the most advantageous proposal.

6. INSURANCE REQUIREMENTS

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, worker’s 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.

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

7. 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.

8. DELIVERY AND INSTALLATION

Price(s) proposed must include shipping and handling. The successful vendor is responsible for maintaining a safe work environment and upon completion of installation, returning the workspace or area to its original state as approved by the County.

9. CONTRACT PERIOD

The contract period with the successful firm will be three (3) years, to begin following Board of County Commission approval of the recommended proposal. The County will have an option to renew the contract for two (2) additional one (1) year terms.

10. PROPOSAL CONDITIONS

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

11. GENERAL CONTRACT PROVISIONS

http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

12. TENTATIVE TIMELIMNE

The following dates are provided for information purposes and are subject to change without notice. Contact Kristen McGovern, Purchasing Department at Kristen.McGovern@sedgwick.gov to confirm any and all dates.

Distribution of Request for Bid to interested parties	April 12, 2016
Pre Bid Meeting, 714 S. Main in the Lobby	April 22, 2016 2:00 p.m.
Clarification, Information and Questions submitted in writing	April 27, 2016
Addendum Issued	May 2, 2016
Sealed bids due before 1:45 p.m. CDT	May 10, 2016
Evaluation Period	May 11 th – May 27 th 2016
Board of Bids and Contracts Recommendation	June 2, 2016
Board of County Commission Award	June 8, 2016

13. QUESTIONS and CLARIFICATIONS

All questions regarding this document should be submitted in writing to Kristen McGovern, Senior Purchasing Agent, at Kristen.McGovern@sedgwick.gov no later than 5:00 p.m. CDT, Wednesday, April 27, 2016. Any questions will be answered in written form as an addendum and posted on the Sedgwick County Purchasing website at www.sedgwickcounty.org/purchasing, under online services; current RFP's are to the right of the RFP number and description, by 5:00 p.m. CDT, Monday, May 2, 2016. **Vendors are responsible for checking the web site and acknowledging any addendums in their response.**

14. MANDATORY FIRM REQUIREMENTS

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 RFP. Firms must meet or exceed these qualifications to be considered for award. Specific responses to each must be provided in the accompanying Response Form. Firms shall:

- A. Have proper certification(s) or license(s) for the services specified in this RFP.
- B. Have the capacity to acquire all required bonds, escrows or insurances.
- C. Have a minimum of three (3) years experience in providing services similar to those specified in this RFP.
- D. Provide contact name(s), title(s), qualification(s), phone number(s) and e-mail address(es) of lead professional personnel assigned to the County account.
- E. Provide three (3) references verifying exemplary service. These references **MUST** have received service(s) similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, e-mail address, length of service contract for each site, and a brief description of product installation.
- F. Provide contact name(s), title(s), qualification(s), phone number(s) and e-mail address(es) of lead professional personnel assigned to the County account.
- G. Keep legible and detailed documentation on all work performed under this RFP. Detailed documentation includes but is not limited to the following:
 1. Requesting Department and/or Division Name.
 2. Siren Name.
 3. Siren Address.
 4. Date of Service.
 5. Time In / Time Out.
 6. Specific Area and Equipment Serviced.
 7. Diagnosis of Problem.
 8. Service(s) Performed.
 9. Number of Service Hours.
 10. Hourly Rate for Service(s) Performed.
 11. Material(s) Used.

12. Cost of Materials and/or Equipment.
 13. Technician Name(s).
 14. Job Title of Technician.
 15. County Representative Signature.
- H. Provide feedback on all repairs within 48 hours, not counting holidays and weekends, relating to the scope of the problem(s) on each device. This can be done by e-mail or fax.
 - I. Provide project supervision and quality control procedures.
 - J. 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.
 - K. 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).
 - L. Wear company uniform or ID badge for identification purposes.

15. MINIMUM REQUIREMENTS AND SPECIFICATIONS

The County desires the most acceptable service(s) and product(s) available. The following specifications outline the minimum requirements for this RFP. Minimum requirements are provided to assist vendors in submitting a thorough response that meets the County's objectives. Proposals received must reflect in detail their inclusion and the degree provided. Vendors may propose methodologies which meet the purpose and meaning of the listed requirements, but should note that the proposed service(s) and product(s) which meets all, or most closely meets the specifications will be recommended for award within the listed selection criteria. The successful proposer must:

A. Vendor

1. Have ability to perform the following Warning Sirens and Radio Services. Proof of certification(s) and factory training(s) must be submitted with vendor response form.
 - a. Inspection & Evaluation.
 - b. Repair & Preventive Maintenance.
 - c. Replacement.
2. Have ability to store used replacement parts. (Identify any fees associated for storage.)
3. Response to the Sedgwick County Emergency Management:
 - a. Upon receipt of a signed work order, either in person or electronically, the vendor will within forty-eight (48) hours provide a written diagnosis, either in person or electronically of the problem.
 - b. If the problem is minor and repairable at the time of trouble shooting, complete the repair work and document the repair.
 - c. If the problem with the device is complicated by environmental conditions, shortage of available parts or delayed due to subcontract work, document the conditions and provide an estimate of time before the device can be repaired.
 - d. If the problem with the device is estimated to be a major repair (Major repairs will be defined as any repairs exceeding \$1,500.00).
4. Repair or replace all parts and assemblies of every description compromising the warning siren.
5. Provide service coverage on equipment during County business hours, Monday through Friday with County Holidays excluded.
6. Have a backup person trained to help with repairs.
7. Obtain permits needed to complete project.
8. Arrange for access to work areas if and when necessary.
9. Schedule any shut down of service and /or utilities with the building/area representative.

B. Pricing

1. Submit a cost plus percent methodology for all Warning Sirens and Radio Materials.
2. Provide Labor Rate based on the following:
 - a. Normal Working Hours, Monday through Friday, 7:00 a.m. – 6:00 p.m.
 - b. Overtime Hours, Monday through Friday, 6:00 p.m. – 6:59 a.m.
 - c. Saturday/Sunday/Holidays.
 - d. Service Call/Emergency Call Charge.

C. Major Repairs (Major repairs will be defined as any repair exceeding \$1,500.00.)

1. A written estimate may be requested from the designated County representative for cost of labor and materials for the major repair prior to commencing work.
2. Receive written authorization and approval from the purchasing department or designated representative before commencing work. (If the repair is deemed an emergency then this requirement may be waived.)
Unauthorized work performed under this contract shall be at the contractor's risk and the County will not be responsible for payment to the contractor for any work that was performed by the contractor and not initially authorized.

D. Emergency Service

1. Vendor shall provide two (2) emergency service contact phone numbers.
2. Sedgwick County Emergency Management Duty Officer will be the only individual declaring an emergency service.
3. Provide 24/7 Emergency Service.
4. Respond and commence work within (4) four hours or less for emergency repairs. (Emergency repairs may include but not be limited to any condition that may be considered unsafe or hazardous or may cause property damage.)
5. A written work order for the emergency service would be issue on the next business day.

E. Warranty

Provide warranty information for replacement part(s) and/or service(s) provided. Warranties become effective on the date of installation.

F. Safety

1. Provide any barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public and vehicles.
2. Maintain a safe work environment and upon completion of installation, return the workspace or area to its original state as approved by the County.
3. Leave the work area clean and free of materials, tools, equipment and debris.
4. Remove and dispose of all defective materials in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statues and industry standards.

16. PROPOSAL CONTENT

Proposals received should reflect in detail their inclusion and the degree provided. Vendors may propose methodologies that meet the spirit of the listed requirements, but should note that the proposed system/service/product that meets all, or most closely meets the specifications will be recommended for award within the listed selection criteria. The Proposal should be organized in the following format and information sequence:

1. State full name and address of your organization. Include names, titles, and qualifications of lead professional personnel to be assigned to the county account.
2. Provide a brief description of your firm, including qualifications, experience, depth of staff, quality control, and the demonstration of your ability to be the provider of the outlined services.
3. Provide a list of three (3) current client references; include organization, address, date of services, scope of services, contact person, telephone number, and an email address.
4. Acknowledge and address in sequential order each mandatory firm requirement listed.
5. Acknowledge and address in sequential order each minimum requirement and specifications.
6. 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 services.

17. PRICING INFORMATION

Cost plus percent mark up for all parts	% Mark Up
Normal Working Hours Monday-Friday 7a.m. – 6:00 p.m.	\$ Per Hour
Overtime Hours Monday – Friday 6:00 p.m. – 6:59 a.m.	\$ Per Hour
Saturday, Sunday and Holidays	\$ Per Hour
Service Call Charge	\$ Each
Emergency Call Charge	\$ Each
Storage Fees (if applicable)	\$ Each
Pole Installation	\$ Each
Pole Removal	\$ Each
55 Foot Class 2 Wooden Poles	\$ Each

BID RESPONSE FORM

#16-0045

ON-CALL TORNADO SIREN MAINTENANCE AND REPAIR

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 _____

Partnership _____ Other (Describe): _____

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

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ **Minority-Owned Business:** _____ (Specify Below)

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

___ Native American (25) ___ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ **Woman-Owned Business:** _____ (Specify Below)

___ Not Minority -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) – Please specify _____

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 _____

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 _____