



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE DEPARTMENT
Purchasing Department

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

Phone: 316 660-7255 Fax: 316 383-7055

[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

REQUEST FOR PROPOSAL
RFP #19-0079
ON-CALL ELEVATOR MAINTENANCE

October 10, 2019

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide On-Call Elevator Maintenance. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45 pm CST, November 5, 2019.

To ensure that vendors have complete information prior to submitting a proposal, **a pre-proposal meeting has been scheduled for Friday, October 18, 2019 at 9:00 am in the Sedgwick County Main Courthouse Lobby located at 525 N. Main, Wichita, KS 67203. A pre-proposal meeting has also been scheduled for Monday, October 21, 2019 at 9:00 am in the Sedgwick County Public Works Lobby located at 1144 S. Seneca, Wichita, KS 67213. Attendance is mandatory. Sign-in is required.** During the walk through, you may ask additional questions as needed and can get clarification on manufacturers/brands. All vendors who intend to respond to the RFP shall be prepared to attend the pre-bid meeting. If an invited vendor fails to attend the conference and submits a bid, the bid will be rejected. A tour of the facilities impacted in this RFP will also be conducted.

The following locations will be toured on October 18, 2019:

Facility Name	Address	Date of Pre-Bid Meeting
Main Courthouse	525 N. Main, Wichita, KS 67203	10/18/2019
Historic Courthouse	510 N. Main, Wichita, KS 67203	10/18/2019
Munger Building	538 N. Main, Wichita, KS 67203	10/18/2019
Parking Garage	603 N. Main, Wichita, KS 67203	10/18/2019
Ark Valley Lodge Building	615 N. Main, Wichita, KS 67203	10/18/2019
Public Safety Building	714 N. Main, Wichita, KS 67203	10/18/2019
Community Corrections	905 N. Main, Wichita, KS 67203	10/18/2019
Adult Detention Facility	141 W. Elm St, Wichita, KS 67203	10/18/2019

The following locations will be toured on October 21, 2019:

Facility Name	Address	Date of Pre-Bid Meeting
Public Works	1144 S. Seneca St, Wichita, KS 67213	10/21/2019
Emergency Medical Services (EMS) Administration	1015 W. Stillwell, Wichita, KS 67213	10/21/2019
Juvenile Court	1700 E. Morris Wichita, KS 67211	10/21/2019
Juvenile Detention Facility	700 S. Hydraulic Ave, Wichita, KS 67211	10/21/2019
Ronald Reagan Building	271 W. 3 rd St N., Wichita, KS 67202	10/21/2019

All contact concerning this solicitation shall be made through the Purchasing Section. Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Section in writing. Failure to comply with these guidelines may disqualify the Bidder's response

Sincerely,

A handwritten signature in black ink that reads "Josh Lauber". The signature is written in a cursive, flowing style.

Josh Lauber
Purchasing Agent - Buyer

JL/ch

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I. 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. 68, 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.

II. 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 514,000 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 2,500 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.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide elevator maintenance and repair services. The following objectives have been identified for this contract:

1. Acquire long term comprehensive elevator maintenance and repair services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Acquire services with a vendor whose operators will understand the purpose of elevator maintenance.
3. Acquire services with a vendor that has the experience, qualifications and ability to identify and correct potential problems.
4. Establish contract pricing with the vendor that has the best proven "track-record" in performance, service and customer satisfaction.
5. Acquire services with the most advantageous overall cost and methodology to the County.

IV. Submittals

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

Josh Lauber
Sedgwick County Purchasing Section
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, November 5, 2019**. 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.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 pm CST, on the due date. No information other than the respondent's name will be disclosed at bid opening.

V. Scope of Work

Sedgwick County, Kansas (hereinafter referred to as "Sedgwick County" or "County"), is seeking a qualified professional or firm to provide elevator maintenance and repair services for various Sedgwick County maintained buildings. The contractor will furnish all material, labor, tools and equipment necessary to provide inspection and preventive maintenance of the elevators, on a regularly scheduled basis at intervals to be established based on use and need, as described herein.

- Adult Detention Facility at 141 W. Elm, Wichita, KS 67203
- Ark Valley at 615 N. Main, Wichita, KS 67203
- Community Corrections at 905 N. Main, Wichita, KS 67203
- EMS Administration at 1015 W. Stillwell, Wichita, KS 67203
- Historic Courthouse at 510 N. Main, Wichita, KS 67203
- Munger Building at 538 N. Main, Wichita, KS 67203 (shared system with Historic Courthouse)
- Juvenile Court Complex at 1700 E. Morris Wichita, KS 67211
- Juvenile Detention Facility at 700 S. Hydraulic Wichita, KS 67211
- Main Courthouse at 525 N. Main, Wichita, KS 67203
- Public Safety at 714 N. Main, Wichita, KS 67203
- Public Works at 1144 S. Seneca, Wichita, KS 67213
- 271 Building at 271W. 3rd St, Wichita, KS 67203
- Parking Garage at 603 N. Main St, Wichita, KS 67203

(Contract may be extended to additional locations as deemed necessary in the future)

The successful bidder shall:

1. Provide full preventive maintenance, service and repairs 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. Assist in planning for emergency situations.
3. Maintain written records of all work performed including time spent at each elevator, tests, diagnosis, repair, etc. Provide monthly report of services, function level and concern to County Facilities Maintenance staff.
4. Ensure that any inspection costs or other costs associated with this agreement be included in the proposed price. This shall include, but not be limited to: All maintenance, service and repairs (including parts) as described in these specifications; Annual Safety Tests, 5-year full-load safety tests, and any other testing and/or inspection needed to assure safe and proper operation of the elevators, or as directed by licensing agency. (Sedgwick County will be responsible to pay Metropolitan Area Building and Construction Department the annual inspection fee.)

5. Contractor will repair any reported malfunction within 24 hours. Contractor will provide written verification of any part ordered that will delay immediate repair of any elevator. **If a single elevator facility is without use of a functioning elevator at any point during any business day, Facilities Maintenance must receive immediate notification including a detailed plan and timeline for repair.**
6. Make no alternations or additions to the equipment without prior written approval from the County.
7. Perform all maintenance adjustments, repairs and tests using first class workmanship and materials and in compliance with the latest American National Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks; ANSI/ASME A17.1, 2004 (with addenda) including supplements; and Metropolitan Area Building and Construction Department requirements.
8. Contractor may perform all work during regular working hours, with the following exceptions;
 - Contractor must respond within 60-minutes, 24 hours a day, 7 days a week and without additional cost under the following circumstances; passenger entrapment, elevator emergency as determined by County Facilities Maintenance staff, inoperability of an elevator in a single elevator facility, inoperability of more than one elevator in any multi elevator facility.
 - Perform after-hours, any testing procedures or repairs that will significantly disrupt elevator service or be disruptive to regular business in the building such as significant noise interfering with activities such as court trials.

Included Services

Work will generally include, but is not limited to the following:

- Inspection, systematic examinations, adjustments, cleaning and lubrication to be performed at regular intervals in order to provide efficient and safe operation of cars.
- All lubricants, cleaning material, paint, cotton, etc. are to be supplied by the contractor. All lubricants shall be of the proper grade recommended by the manufacturer for the proposed use.
- Supplying, repairing and replacing of all parts of every description made necessary by wear and tear. All parts to be used shall be genuine of the same materials and chemical composition, and manufactured by the company furnishing the elevators; or of equal or better quality (only upon written approval by County).
- Contractor shall have and maintain on-hand locally, a supply of spare parts sufficient for the normal maintenance and repair of the elevators.
- Testing of all safety devices and governors, as required by the latest edition of American Standard Safety Code for Elevators and in compliance with the Metropolitan Area Building and Construction Department requirements; or at regular intervals not exceeding periods of one (1) year. Contractor shall promptly correct any defects that may be found in testing and examining the safety devices. Times and dates of these tests must be noted on the elevator tested by appropriate tagging method. Records and results of each test must be furnished to appropriate County point of contact each month.
- Building work items, including tear-out, replacement, refinishing, etc., to gain access to the above items and restore the elevator(s) to normal use.
- Contractor shall maintain, at all times, the original speed in feet per minute; perform all adjustments required to maintain the proper door opening and closing time, within limits of applicable codes; check the operating system for each unit or group of units continuously; and complete necessary tests and corrections to ensure all circuits are correct and time settings are properly adjusted.
- Contractor shall conduct periodic evaluations of equipment performance, including car speed, door operations, riding quality, and car leveling. Following such evaluations, Contractor shall perform adjustment, repairs, and replacements required to maintain manufacturer's operating performance. A copy of evaluations will be left with Owner and reviewed with him upon request.
- Contractor shall provide and maintain in each machine room, a maintenance schedule and record, a call-back and repair log, and upon request, shall make these documents available to the Owner.
- Contractor may provide steel parts cabinets and keep in the machine room areas to provide for the orderly storage of replacement components.

Preventive Maintenance Schedule

The preventative maintenance schedule specified is considered the minimum for all equipment. If specific equipment covered by this Agreement requires additional maintenance for safe and reliable operation, the Contractor shall perform the required maintenance at no additional cost to the County.

Annually:

1. Clean elevator hoist way and related equipment including rails, inductors, hoist way door hangers and tracks, relating devices, switches buffers, car tops and pit areas.
2. Perform all tests, inspections and other services as required by licensing jurisdiction.

Routine Services:

Each elevator shall be examined and maintained in accordance with the following frequency as a minimum. If manufacturer's recommendations or specific equipment needs dictate more frequent maintenance, the contractor must provide the added maintenance at no additional cost:

<u>Equipment</u>	<u>Minimum Service Frequency</u>
Hydraulic Elevators	Monthly
Geared Elevators	Monthly
Gearless Elevators	Monthly

Minimum time on job site:

Contractor shall furnish a qualified elevator mechanic on the job site for performance of examinations and preventive maintenance. Said elevator mechanic shall provide preventive maintenance at the job site a minimum of one (1) hour per month for each elevator.

Microprocessors and Reprogramming

- Contractor shall maintain, in stock, available for immediate usage, an inventory of replacement parts for all microprocessor equipment.
- Contractor shall have full capabilities to reprogram or change the program or operating parameters of the elevator microprocessor.
- Contractor shall notify the Owner of parts and microprocessor equipment that will become obsolete as soon as the Contractor is aware.
- Contractor's service technicians shall have local access to diagnostic equipment designed to analyze programming and microprocessor functions and malfunctions of equipment. It has been determined that all of the elevators located in County facilities require tools that are accessible to other companies. Please state in your response document, as an exception, if you do not intend to have certain equipment available.
- All diagnostic equipment shall be kept up-to-date including calibration, firmware, software, etc.
- All diagnostic equipment, microprocessor printed circuit boards, solid state circuitry parts and reprogramming capabilities shall be of the original manufacturer's parts only, unless approved as equal in writing by County.

Extent of Coverage

Contractor shall be responsible for regular, systematic execution of the work items included in this Agreement.

The work to be performed by Contractor consists of furnishing all parts, materials, labor, supervision, tools, supplies, and equipment necessary to provide full maintenance service, including all inspections, adjustments, tests, parts replacement, and repairs to keep the elevators covered under this Agreement in continuous use at their established capacity and efficiency for their intended purpose. Elevators shall be maintained in first-class operating condition to meet the initial performance ability. All maintenance adjustments and repairs shall be in compliance with the latest American National Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks; ANSI/ASME A17.1, 2016 with addenda, including supplements.

The scheduling, frequency, and performance of the maintenance service procedures specified above shall be carried out in accordance with the manufacturer's established procedures.

- Periodically clean all elevator machine rooms, secondary areas, elevator hoist ways, and pit areas.
- Contractor will be responsible for keeping the machine rooms, the exterior of the machinery, and any other parts of the equipment subject to rust, properly painted, identified, and presentable at all times.
- Annually check the group dispatching systems and complete necessary tests to insure that all circuits and time settings are properly adjusted, and that the system performs as designed and installed.
- Regularly and systematically examine, service, clean, lubricate, adjust, and when conditions warrant, repair or replace the following:
 - a) Controllers, selectors, relays, solid-state components, transducers, amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes; and mechanical and electrical driving equipment.
 - b) Door operators, door restrictors, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, car and counterweight guide shoes including rollers and gibs.
 - c) Hoist way door interlocks and hangers, bottom door guides, and auxiliary door closing devices.
 - d) Elevator machines, hoist equipment, worms, gears, bearings, thrust bearings, drive sheaves, shaft bearings, brake components, pulleys, brake coils, contacts linings and component parts, jacks / hydraulic cylinders and pumps.
 - e) Hoisting motors, other motors, motor generators, motor windings, rotating elements, commutators, brushes, brush holders, and bearings.
 - f) Governors, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
 - g) Interlocks and door closers / door operators.
 - h) Car and counterweight buffers.
 - i) Counterweight safeties.
 - j) Limit, landing and slowdown switches.
 - k) Door protective devices and alarm bells.
 - l) All hall lanterns, car position and hall position indicators, lobby control panels, car operating panels and all other signals, signal lamps, passing gongs, and accessory facilities furnished and installed as part of the whole equipment.
 - m) Car and corridor operating push buttons and indicator lamps.
 - n) Key switches.
 - o) Load weighing equipment.
 - p) Traveling cables.
 - q) Repair or replace conductor cables and hoist way and machine-room elevator wiring.
 - r) Microprocessors (except remote units not integral to the normal operation of the equipment).
 - s) Emergency lighting.
 - t) Cab emergency communication devices, including the devices themselves, programming of the devices, and other repairs required to keep the devices operating properly to the Owner's connection in the machine room.
 - u) Furnish lubricants compounded to the manufacturer's specifications.
 - v) Conduct a yearly no-load, low speed test of car and counterweight safeties and a test of buffers.
 - w) Conduct 5-year safety tests and other safety (full-load) tests as required by Metropolitan Area Building and Construction Department.
 - x) Biannual testing of the Fireman's Emergency Service operation will be performed to assure proper operation of the system.
 - y) All other services necessary for safe and reliable operation.

Traction Elevators

The conditions of the entire basic Agreement as to service, coverage, term, personnel, etc., apply to geared or traction elevators, and the following provisions are added:

Regularly and systematically examine, clean, lubricate, adjust, and when conditions warrant, repair or replace the following:

- Elevator Machines - Geared/Gearless
- Motor Generators
- Variable Frequency Drive Equipment
- Controllers, Selectors, Dispatcher, and Relay Panels
- Machine Brakes and Brake Pulleys
- And Parts thereof, including -
 - a) Hoisting Motors
 - b) Selector Motors, Exciter and Regulator
 - c) Worms, Gears, and thrusts
 - d) Bearings
 - e) Rotating Elements
 - f) Brake Magnet Coils
 - g) Brushes, Brush Holders, and Commutators
 - h) Brake Shoes, Linings, and Pines
 - i) Windings and Coils
 - j) Contacts, Relays and Timers
 - k) Resistors and Transformers
 - l) Solid State Devices
 - m) Deflector, Secondary and all other Sheaves, Shafters, Bearings, and Assemblies
 - n) Automatic Power Door Operators, Landing and Car Door Hangers, Landing and Car Door Contacts, Door Protective Devices, Hoist way Door Interlocks, Bottom Door Guides, Manual Door Closers, and Auxiliary Door Closing Devices
- Periodically equalize the tension in all hoist way ropes.
- Shorten hoist ropes as needed due to rope stretching.
- Replace all wire ropes and fastenings, when conditions warrant.
- Examine and when conditions warrant, re-groove or replace all sheaves, governor tension sheaves, secondary or deflection sheaves and compensating sheaves.
- Keep guide rails properly lubricated, except where roller guides are used.
- Replace guide shoe gibs or rollers when conditions warrant providing smooth and quiet operation.
- Keep roller gibs lubricated as appropriate.
- Periodically drain the gear case, flushing to remove sediment and grit, and refill with new gear oil.

Hydraulic Elevators

The conditions of the entire basic Agreement form as to service, coverage, term, personnel, etc., apply to hydraulic elevators, and the following provisions are added:

- Maintenance, repairing, and replacing items as follows are the responsibility of the Contractor:
 - a) Conduct annual relief pressure / bypass test.
 - b) Power plant complete, consisting of its enclosure, pump, motor power transmission elements between the pump and motor, valves of every kind, strainers, mufflers, gaskets, and all other accessories.
 - c) Entire controller and motor starter, including accessories.
 - d) Entire "jack unit" including everything except items specifically excluded (jacks and hydraulic cylinders are included).
 - e) All electrical wiring, conduit, ducts, traveling cables, etc., from and beyond the elevator equipment of every kind to the mainline disconnect switches, and hoist way outlets.

- f) All piping, fittings, and accessories, such as vibration dampers, silencers, etc., between the pumping plant and the jack unit. (Underground piping not included.)
- g) All heating or cooling elements, facilities, insulation, and accessories for controlling the oil temperature.
- h) Hydraulic fluid.
- i) Overflow containers.
- j) Automatic power door operators, landing and car door hangers, landing and car door contacts, door protective devices, hoist way door interlocks, bottom door guides, manual door closers, and auxiliary door closing devices.
- k) Conduct a yearly relief valve test and cylinder leakage test on all hydraulic elevators in accordance with ANSI/ASME A17.1, 2016 (with addenda) Code.
- l) All other miscellaneous equipment, materials, solid state components, etc., not mentioned above.

Wiring Diagrams, Instruction Manuals, etc.

The Owner agrees to furnish to the Contractor, to the extent available, for the Contractor's use for as long as this Agreement shall remain in effect, a complete set of electrical wiring diagrams for all of the equipment covered by this Agreement, together with all additional helpful information, such as instruction manuals, lubrication charts, etc., that are available to the Owner from the manufacturers, at no cost.

Contractor shall protect and maintain the above materials and shall, on discontinuance of this Agreement, return the documents in first-class condition to County.

Scope of Work Excluded Services

The following items will not be the responsibility of Contractor, except when damage is the result of Contractor's activities:

1. Contractor shall not, in any event, be responsible for any loss or damage resulting from actions by others regarding the overloading and/or misloading of elevator or other device covered by this Agreement and its rated capacity or operation of said equipment, or for any loss, damage, detention, delay, or for any failure to perform resulting from accidents, strikes, lock-outs, fire, explosions, water, flood, wind, malicious mischief, war, acts of civil or military authority, insurrection, riot, act of God, or any consequential damage; unless such items were damaged by Contractor.
2. Repairs required because of negligence, accident, or misuse of the equipment by anyone other than Contractor, employees, sub-contractors, servants or agents; or other causes beyond the Contractor's control.
3. Repair or replacement building items, such as hoist way or machine room walls and floor, car enclosures, car finish floor material, hoist way entrance frames, doors and sills, telephone equipment (except emergency communication devices) and signal fixture face plates.
4. Mainline and auxiliary disconnect switches to the elevator equipment room.
5. Lamps for car and machine room illuminations. (Clarification: All car indicator and hallway indicator lamps; car-top and bottom lighting; and shaft lighting are the responsibility of Contractor.)
6. Vandalism or similar damage not caused by Contractor.
7. Damage from water such as roof or water line leaks.
8. Equipment room climate control.
9. Car enclosure, including side walls, interior paneling, handrails, bases, car tops, car lighting fixtures, reflectors, and drop ceilings, and if necessary, refinishing, repairing, or replacing these items.
10. Car fan, hoist way enclosure, door frames, sills, finished flooring, power feeder switches and their wiring and fusing, car light diffusers, light tubes or bulbs, smoke or heat sensors.
11. Installation of new devices on the equipment, which may be recommended or directed by insurance companies, federal, state, municipal, or other authorities, to make changes or modifications in design, to make any replacements with parts of a different (unless Contractor did not comply with then-current regulations while doing work requiring such items).
12. Cleaning of car interior and exposed sills.
13. Buried pipes and hydraulic cylinders.

VI. Sedgwick County's Responsibilities

- 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.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.
- County reserves the right to consult with outside firms to verify the terms of this agreement and the performance of the Contractor.
- County reserves the right to work with other vendors of similar nature for items not covered by this agreement.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Josh Lauber at Josh.Lauber@sedgwick.gov by 5:00 pm CDT, Friday, October 25, 2019. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by 5:00 pm CDT, Wednesday, October 30, 2019. Firms are responsible for checking the website and acknowledging any addenda on their proposal 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 Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response. Proposers shall:

1. Have a minimum of (five) 5 years' experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform three (3) jobs simultaneously, safely and efficiently.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

C. [Evaluation Criteria](#)

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
Meeting or exceeding all solicitation conditions and instructions as outlined herein to include clarity, completeness, and comprehensiveness of the response	20
Ability to meet or exceed all requirements and scope of work	20
Proven ability to provide high quality service	20
Qualifications and expertise	20
The most advantageous and prudent methodology and costs as determined by the County*	20
Total Points	100

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- | | | |
|---------------------------------------------|---------|------------|
| A. \$38,000.00 divided by \$50,000.00 =.76 | .76*10 | 7.6 points |
| B. \$38,000.00 divided by \$38,000.00 =1.00 | 1.00*10 | 10 points |
| C. \$38,000.00 divided by \$49,000.00= .77 | .77*10 | 7.7 points |

Any final negotiations for services, terms and conditions will be based, in part, on the firm's method of providing the service and the fee schedule achieved through discussions and agreement with the county's review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

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

Distribution of Request for Proposal to interested parties	October 10, 2019
Mandatory Pre-Bid Meeting, 9:00 am CDT at the Main Courthouse located at 525 N. Main, Wichita, KS 67203	October 18, 2019
Mandatory Pre-Bid Meeting, 9:00 am CDT at Public Works located at 1144 S. Seneca, Wichita, KS 67213	October 21, 2019
Questions and clarifications submitted in writing by 5:00 p.m. CDT	October 25, 2019
Addendum Issued by 5:00pm CDT	October 30, 2019
Sealed Proposal due before 1:45pm CST	November 5, 2019
Evaluation Period	November 5, 2019 – November 21, 2019
Board of Bids and Contracts Recommendation	November 21, 2019
Board of County Commission Award	December 4, 2019

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of three (3) years, with two (2) one-year options to renew.

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

https://www.sedgwickcounty.org/media/39239/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, Contractor's professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of 3 years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured including both ongoing and completed operations, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** 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 (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<u> X </u> Required/ <u> </u> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<u> </u> Required/ <u> X </u> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<u> X </u> Required/ <u> </u> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

IF CONTRACTOR IS PROVIDING CONSTRUCTION SERVICES:

In addition to the above coverages, Contractor shall also provide the following:

Builder's Risk Insurance:	In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, Contractor, and all Subcontractors shall be included as named insureds.
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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 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.

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 proposal, 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 Proposal is the property of Sedgwick County.

I. Proposal Conditions

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

VIII. Required Response Content

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The names of the staff members who will be available for work on the contract, including a listing of their work experience.
3. The firm's relevant experience, notably experience working with government agencies.
4. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three years.
5. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
6. A description of the type of assistance that will be sought from County staff, including assistance required from the County to lessen the costs of this project.
7. Proof of insurance meeting minimum insurance requirements as designated herein.
8. Those responses that do not include all required forms/items may be deemed non-responsive.

IX. Response Form

**REQUEST FOR PROPOSAL
RFP #19-0079
ON-CALL ELEVATOR MAINTENANCE**

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 _____

WEBSITE ADDRESS _____ **EMAIL** _____

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

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ 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 proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal 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 _____

X. Pricing Sheet

PRICING INFORMATION

I/We _____, propose to provide the product(s) and/or service(s) described herein with the following costs:

Elevator Location	Number of Elevators	Number of Floors	Type	Monthly	Annual
1. Adult Detention Facility	9	Varies	Hydraulic	\$	\$
2. Ark Valley	1	2	Hydraulic	\$	\$
3. Community Corrections	1	2	Hydraulic	\$	\$
4. EMS Administration	1	2	Hydraulic	\$	\$
5. Historic Courthouse	1	6	Traction	\$	\$
6. Munger Building	1	3	Hydraulic	\$	\$
7. Juvenile Court Complex	2	2	Hydraulic	\$	\$
8. Juvenile Detention Facility	1	3	Hydraulic	\$	\$
9. Main Courthouse	9	Varies	Traction	\$	\$
10. Public Safety	1	2	Hydraulic	\$	\$
11. Public Works	1	4	Hydraulic	\$	\$
12. 271 Building	3	6	Hydraulic	\$	\$
13. Parking Garage	2	4	Hydraulic	\$	\$
Total				\$	\$

Cost must be all inclusive of all terms, conditions, and scope within this solicitation.

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal 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 _____