

SEDGWICK COUNTY, KANSAS FINANCE DEPARTMENT

Purchasing Section

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/

REQUEST FOR PROPOSAL RFP #21-0007 OUTDOOR WARNING SYSTEM

February 22, 2021

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide an Outdoor Warning System. 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 CDT, Tuesday, March 23, 2021.

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,

Lee Barrier Buyer

Lee Barrier

LB/ch/lj

Table of Contents

- I. About this Document
- II. Background
- **III.** Project Objectives
- IV. Submittals
- V. Scope of Work
- VI. <u>Sedgwick County's Responsibilities</u>
- VII. Proposal Terms
 - A. Questions and Contact Information
 - **B.** Minimum Firm Qualifications
 - C. Evaluation Criteria
 - D. Request for Proposal Timeline
 - E. Contract Period and Payment Terms
 - F. Insurance Requirements
 - **G.** Indemnification
 - H. Confidential Matters and Data Ownership
 - I. Proposal Conditions
- VIII. Required Response Content
- IX. Response Form

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 511,000 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 contract pricing to provide routine and on-call maintenance & repair services for our outdoor warning system (tornado siren system). The following objectives have been identified for this contract:

- 1. Acquire contract pricing for preventative maintenance and routine repair, as well as sales and turnkey installation of new sirens, removal of old sirens, meeting the parameters, conditions, and mandatory requirements presented in this document.
- 2. Establish a provider that has a proven record of performance and customer satisfaction providing both sales, service, and refurbishment of legacy tornado sirens, as listed in the Scope of Work.
- 3. Acquire a provider who has factory certified technicians specializing in mixed manufacturer outdoor warning systems.
- 4. Establish a working partnership with a proposer who can support total system planning and upgrades to ensure the success of our outdoor warning system with the most cost effective and creative solutions that meets the scope of work.

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:

Lee Barrier Sedgwick County Purchasing Section 525 N. Main, Suite 823 Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, March 23, 2021.** 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 CDT, on the due date. No information other than the respondent's name will be disclosed at bid opening.

V. Scope of Work

The following is a list of requirements and scope of work for service under the proposed contract. This list is not intended to be exhaustive, but rather a good indicator of the possible types of work to be done. It is important to convey that the county is seeking a partner who is a willing and responsive participant in the success of our legacy and mixed-manufacturer outdoor warning system. The county is seeking preventative maintenance and repair solutions over the next five (5) years for the following list of 152 tornado siren locations.

- Qty. 61 ATI HPSS 3200 Speaker Stations with install dates ranging from 2012 to 2021
- Qty. 44- Federal Signal 2001 Sirens with install dates throughout the 1990's and early 2000's
- Qty. 6 Federal Signal 2T22 with unknown installation dates
- Qty. 31 Federal Signal Thunderbolt Sirens with install dates ranging from 1952 to 1990
- Qty. 10- Whelan Vortex Sirens ranging from 2004 to 2008

Preventative Maintenance is the regular and routine maintenance of equipment and assets in order to keep them running and prevent any costly unplanned downtime from unexpected equipment failure. Preventative maintenance will include, but is not limited to, annual inspection of a defined percentage of our inventory. Alongside an inspection of tornado siren components, the preventative maintenance work shall include minor maintenance and repair to any associated parts or components of the tornado siren required to make it work including but not limited to:

- Antennas
- Radios/transmitters,
- Coax
- Conduit
- Speaker cables
- Electrical wiring
- Choppers
- Blowers,
- Rotators
- Horns
- Motors
- Motor brushes
- Control systems

- Motherboards
- Belts
- Batteries
- Connections & fastener
- Switches
- Breakers and/or fuses
- Bearings
- Gears
- Timers
- Relays
- Drivers
- Amplifiers
- Utility poles

Additional work required of preventative maintenance will include:

- Corrosion abatement
- Rust abatement
- Spray painting
- Neutralizing, cleaning, and disposal of any exploded or bad batteries
- Removal of any wildlife ie: bird nests, mice, bees, ants and so forth

The successful proposer shall conduct preventative maintenance in accordance with an annual schedule coordinated through the Emergency Management Office. The schedule shall list a defined percentage of sirens due that contract year.

The successful proposer shall be responsible for providing labor, transportation, equipment, supervision, tools and ancillary materials such as:

- Lubricants
- Belts
- Seals
- Sealants

- Anti-corrosion grease
- Pest sprays
- Spray paint
- Baking soda
- Any commodities and/or tools required to accomplish the work necessary.

The successful proposer shall participate in a periodic battery replacement schedule with batteries furnished by the county. We have 288 batteries in our inventory; a defined percentage not to exceed 1/4 of the inventory shall be replaced annually as part of preventative maintenance. This count does not include RTU battery replacement on an as-needed basis.

If during the course of performing preventative maintenance, problems are discovered requiring refurbishment of components in legacy sirens or if new parts need to be ordered; the successful proposer shall coordinate, provide a quote, and seek approval from the relevant county representative prior to ordering. Replacement parts that fall outside the scope of preventative maintenance shall be invoiced to the county.

- 1. Routine call-outs will be another requirement of the successful proposer. Sedgwick County Emergency Management conducts a live test of the warning system every Monday at noon, barring holidays and inclement weather. These live tests produce system feedback and results that inform us of any performance or maintenance problems with individual sirens. Routine call-outs will occur relative to that feedback to ensure each siren is in working order. If a flat rate is not included in the successful proposer's bid for total system maintenance minus parts, a work order and purchase order shall be submitted to the successful proposer for each routine call-out. In-turn, upon completion of the work, an invoice shall be provided to the county for payment. Validation of repairs shall be contingent on the next Monday Outdoor Warning System Test.
- 2. Installation of newly procured tornado sirens and the removal of old decommissioned sirens will be required of the successful proposer. The county will require turn-key installation of newly procured sirens to include any poles, permits, fees, inspections, dig locates, coordination of service connections, and warranties as well as the removal and storage of old decommissioned sirens. It is the county's desire to maintain a small stock of decommissioned siren parts to use for legacy sirens that may unexpectedly breakdown. Providing storage for these parts is desired.
- 3. Sales, brokering, procurement, and receiving of new tornado sirens will be required of the successful proposer at a percentage below MSRP, as well as procurement of parts from various tornado siren manufacturers with a proposed mark-up.

The successful proposer must:

- A. Possess proper factory certifications(s), factory certified technicians, and/or licenses for the services specified in this RFP.
- B. Have the capacity to acquire all required bonds, escrows or insurances.
- C. 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.
- 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. 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/Number
 - 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

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.

VII. Proposal Terms

A. Ouestions and Contact Information

Any questions regarding this document must be submitted in writing to Lee Barrier at Lee.Barrier@sedgwick.gov by 5:00 pm CST, March 8, 2021. 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, March 15, 2021. 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 theses 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 three (3) 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 specified services.
- 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
Proof of Factory Certification and/or Training	25
Strategy/Approach to performing work	20
Relevant experience, qualifications, and references	20
Cost Competitiveness	15
Ability to support total system planning and upgrades	20
Total Points	100

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	February 22, 2021	
Questions and clarifications submitted in writing by 5:00 pm CST	March 8, 2021	
Addendum Issued	March 15, 2021	
Sealed Proposal due before 1:45 pm CDT	March 23, 2021	
Evaluation Period	March 23, 2021 – April 16, 2021	
Board of Bids and Contracts Recommendation	April 22, 2021	
Board of County Commission Award	May 5, 2021	

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 two (2) year with three (3) one (1) year options to renew at the county's sole discretion.

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, Vendor's professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services and pollution liability insurance are provided for this project, and (ii) be maintained for a minimum of 3 years past completion of the project. Vendor 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 Vendor 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	\$1,000,000.00		
Umbrella Liability:			
Following form for both the general liability and automobile			
X Required/ Not Required			
Each Claim	\$2,000,000.00		
Aggregate	\$2,000,000.00		
Professional Liability/ Errors & Omissions Insurance:			
Required/X Not Required			
Each Claim	\$1,000,000.00		
Aggregate	\$1,000,000.00		
Pollution Liability Insurance:			
Required/ <u>X</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.

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 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.

REQUEST FOR PROPOSAL RFP #21-0007 OUTDOOR WARNING SYSTEMS

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			P
PHONE	FAX	HOURS	
STATE OF INCORPORATION or ORGA	NIZATION		
WEBSITE ADDRESS	EMAI	L	
NUMBER OF LOCATIONS	NUMBER OF PERSONS EM	IPLOYED	
TYPE OF ORGANIZATION: Public Corp	oration Private Corpora	ationSole Proprieto	orship
Partnership Other (Describe):			
BUSINESS MODEL: Small Business	Manufacturer D	istributor Retail	
Dealer Other (Describe):			
Not a Minority-Owned Business:	Minority-Owned Business:	(Specify Below)	
African American (05) Asian F	Pacific (10) Subcontinent A	sian (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 O	wned (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 BUSIN	ESS IN THE STATE OF KS:	YesNo	
INSURANCE REGISTERED IN THE STA	ATE OF KS WITH MINIMUM B	EST RATING OF A-VIII: _	YesNo
ACKNOWLEDGE RECEIPT OF ADDEM responsibility to check and confirm all adden- www.sedgwickcounty.org/finance/purchasing	dum(s) related to this document by g		t is the vendor's
NO, DATED; NC	O; DATED;	NO, DATED	
In submitting a proposal, vendor acknowledg submission format should be by order in which should be specifically addressed and detailed delineated and detailed.	ch sections are listed throughout the	document. All minimum and g	general requirements
Signature	Title		
Print Name	Dated		

PRICING SHEET PLEASE DO NOT LEAVE ANY ITEM BLANK

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

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.

Service		RATE
Turn-key Siren Installation	\$ Flat Rate	
Siren Removal	\$ Flat Rate	
Preventative Maintenance per siren and/or for 1/5, 1/4, 1/3 of the system	\$ Flat Rate	
annually.		
Routine Call-out for Repair Charge	\$ Hourly or Flat	
Weekend, and/or Holiday Call-out for Repair Charge	\$ Hourly or Flat	
24-hr Emergency Response within a 3 hour response time	\$ Hourly or Flat	
New Siren Sales/Purchases below MSRP	Percent Below	
Cost-plus percent mark-up for all parts	Percent Mark-Up	
Warranty on repairs	Weeks/Months	

^{*} The county encourages creative pricing solutions that meet our challenges. We recognize that proposers are subject matter experts and may be able to provide the services listed in the scope of work at a pricing structure we have not imagined or outlined. We encourage proposers to take a chance and suggest pricing solutions that may fall outside of the table below. At minimum, please provide pricing information for the below items.