



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM 1

RFP #22-0049

SCHEDULING AND PAYMENT MANAGEMENT FOR HOSPITAL GUARD DUTY

July 8, 2022

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for *Scheduling and Payment Management for Hospital Guard Duty* for the *Sheriff's Office*.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

- 1. Are you searching for a security company to provide security services or are you looking for a firm to provide scheduling and payment services for an existing security program?**

Answer: The Sheriff's Office is looking for a scheduling and payment service. The Sheriff's Office will work with law enforcement agencies within Sedgwick County and provide a list of officers who will be eligible for the work.

- 2. Section IV of the RFP indicates that submittals are to be emailed. Item seven (7) of the Proposal Terms and Conditions state that submittals must be mailed. Which method or methods of submittal are required?**

Answer: Purchasing is currently moving to an electronic format for submissions of bids and proposals. Please follow the instructions below for proposal submittal.

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 via email to purchasing@sedgwick.gov.

*SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, July 26, 2022**. Late or incomplete responses will not be accepted and will not receive consideration for final award. Vendor is responsible for verifying that their proposal has been received by Sedgwick County Purchasing Department.*

- 3. Which law enforcement agencies are providing guards for this duty?**

Answer: Law enforcement agencies within Sedgwick County that have approval from the agency in which they are currently employed.

- 4. Section VII B, item six (6) of the RFP indicates that a minimum qualification for a firm is to "wear company uniform or ID badge for identification purposes". Can you please elaborate on this requirement?**

Answer: This is not a requirement.

5. Approximately how many hours of duty are performed by non-county employees?

Answer: Currently, all hours of duty are performed by Sedgwick County employees.

6. What are the wages for non-county guards?

Answer: \$40.00 per hour.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CDT, July 26, 2022**. Late *proposals* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”



Theresa Rhodes
Purchasing Agent

TR/ks