



DIVISION OF FINANCE – PURCHASING DEPARTMENT

100 N. Broadway St, Suite 610 Wichita, KS 67202 • Phone (316) 660-7255 • Fax (316) 660-1839

PURCHASING@SEDGWICK.GOV • SEDGWICKCOUNTY.ORG

**REQUEST FOR BID
RFB #26-0008
SEDGWICK COUNTY COMCARE COMMUNITY CRISIS FURNITURE**

February 24, 2026

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking bids for Sedgwick County COMCARE Community Crisis Furniture. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid. Responses are due no later than 1:45 pm CDT, March 24, 2026.

All contact concerning this solicitation shall be made through the Purchasing Department. 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 Department in writing. Failure to comply with these guidelines may disqualify the Bidder’s response.

Sincerely,

Lee Barrier, NIGP-CPP
Senior Purchasing Agent

LB/ch

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I. Purpose

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 persons. It is the 16th largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids for Sedgwick County COMCARE Community Crisis Furniture, in accordance with the specifications outlined, for Sedgwick County Project Services.

II. Submittals

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate with an electronic response, the RFB number must be entered in the subject line and email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

Should you elect to participate with a physical response, the response must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. 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 Department
100 N. Broadway, Suite 610
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT TUESDAY, March 24, 2026**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your bid, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Bid responses will be acknowledged and read into record at Bid Opening, **which will occur at 2:15 pm CDT, on the due date**. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these bids are read into the record, **please dial our Meet Me line @ (316) 660-7271 at 2:15 pm**.

III. Scope of Work

Provide and coordinate the installation of furniture required for the Sedgwick County COMCARE Community Crisis building. **Bidder form and Furniture Specifications are provided in separate documents attached to this RFB**. Installation of furniture shall be coordinated with Sedgwick County, ICON Structures, and Helix Architecture + Design. Current construction completion is estimated at the end of 2026 beginning of 2027 (subject to change due to unforeseen conditions).

IV. 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.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted via email to Lee Barrier at Lee.Barrier@sedgwick.gov by 5:00 pm CDT, March 9, 2026. 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/current-bids-and-proposals/> under the Documents column associated with this bid number by 5:00 pm CDT, March 13, 2026. Firms are responsible for checking the website and acknowledging any addenda on their bid 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 Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
5. 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.*

C. Evaluation Criteria

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

D. Request for Bid Timeline

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

Distribution of Request for Bid to interested parties	February 24, 2026
Clarification, Information and Questions submitted via email by 5:00 pm CST	March 9, 2026
Addendum Issued by 5:00 pm CST	March 13, 2026
Bid due before 1:45 pm CST	March 24, 2026
Board of Bids and Contracts Recommendation	March 26, 2026
Board of County Commission Award	April 1, 2026

E. Contract Period and Payment Terms

A contractual period will begin following Board of County Commissioners (BoCC)'s approval of the successful firm(s) for 15 months for installation and a minimum of 12 months warranty on installed furniture to commence after install and acceptance from Sedgwick County.

County 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/55477/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 three (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	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> 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 bidder agrees all data, records and information, which the bidder, its agents and employees, which is the subject of this bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful bidder 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 bidder agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. [Bid Conditions](#)

<https://www.sedgwickcounty.org/media/31339/bid-terms-conditions.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/67402/sample-contract-kws-13024.pdf>

Contract Provisions for FEMA Projects (If Applicable)

<https://www.sedgwickcounty.org/media/67302/sedgwick-county-federal-grant-contract-provisions.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

Protest Procedure

Any protests and/or challenges to the bid process must be filed timely and pursuant to Sedgwick County's protest procedure.

www.sedgwickcounty.org/media/68789/protest-procedure-rev-4225.pdf

VI. Required Response Content

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Sample invoice.
3. Completed and signed Bid Response Form.
4. Proof of insurance.
5. Those responses that do not include all required forms/items may be deemed non-responsive.
6. Bid Form.

VII. Response Form

REQUEST FOR BID

RFB #26-0008

SEDGWICK COUNTY COMCARE COMMUNITY CRISIS FURNITURE

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

UEI (UNIQUE ENTITY IDENTIFIER) NO. _____

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

- 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 #: _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFB/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to <https://www.sedgwickcounty.org/finance/purchasing/>.

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

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 _____

**REQUEST FOR BID
RFB #26-0008
SEDGWICK COUNTY COMCARE COMMUNITY CRISIS FURNITURE**

Consistent with the guidance provided in Section 1 of this Request for Bid, Sedgwick County is subject to the Kansas Open Records Act (K.S.A. 45-215 *et seq.*). As such, portions, and potentially all, of your proposal may become accessible to the public through records requests even if it is not awarded the contract.

If you are claiming some of the submitted documentation should not be disclosed, indicate the associated information and the basis for such claims of privilege in the spaces below. In the event records requests are submitted for information identified as privileged, proprietary or confidential, Sedgwick County may attempt to coordinate a response and would expect for you to be available to defend your claims in court. Failure to provide information in the spaces below shall constitute a waiver of any claims of violation of privileged, proprietary or confidential information resulting from the production of these records, regardless of other language or claims within your Response.

PRIVILEGE LOG		
Page and/or Section of Information Not Subject to Disclosure	Description of Information that You Claim are Privileged or Confidential. Do not include specific details, but rather categories or general descriptions of the information in question.	Basis for the Claim of Privilege. Please include the Applicable Federal or State Law Cite and Rationale

VIII. [Bid Form](#)

DATE: _____ / _____ /2026

COMPANY NAME: _____

List each Addendum received by number: _____.

In compliance with the RFB, plans and specifications for

FURNITURE
SEDGWICK COUNTY COMCARE COMMUNITY CRISIS
CENTER
235 S TOPEKA STREET
WICHITA, KANSAS 67202

and subject to all conditions thereof, the undersigned hereby proposes to furnish all **MATERIALS AND EQUIPMENT AND TO PERFORM ALL LABOR** for and incidental to the Work for the Project, all in accordance with the Bidding Documents (Proposed Contract Documents) for the sums as follows:

The undersigned agrees to complete this Work in _____ number of calendar days after notice to proceed. The county reserves the right to modify the quantities as necessary for the project.

BID GROUP & ITEM(S) #	QTY.	UNIT PRICE	TOTAL
A Seating			
S.01 Small Conference Chair	15	\$	\$
S.02 Guest Chair	46	\$	\$
S.03 Large Conference Chair	10	\$	\$
S.04 Training Room Chair	40	\$	\$
S.05 Task Chair	72	\$	\$
S.06 Primary Dining Chair	13	\$	\$
S.07 Cafe Island Counter Stool	6	\$	\$
S.08 Booth Seating	8	\$	\$
S.09A Sofa	4	\$	\$
S.09B Sofa	4	\$	\$
S.10 Wellness Room Recliner	2	\$	\$
S.11 Lounge Chair	2	\$	\$
S.12 Lounge Chair	4	\$	\$
S.13A Modular Sofa	11	\$	\$
S.13B Modular Sofa	6	\$	\$
S.13C Modular Sofa	3	\$	\$
S.14 Bariatric Guest Chair	4	\$	\$
S.15 Bariatric Armchair	4	\$	\$
S.16 Behavioral Health Guest Chair	69	\$	\$
S.17A Behavioral Health Lounge Chair	3	\$	\$
S.17B Behavioral Health Lounge Chair	2	\$	\$
S.17C Behavioral Health Lounge Chair	13	\$	\$
S.18A Behavioral Health Sofa	5	\$	\$
S.18B Behavioral Health Sofa	6	\$	\$
S.18C Behavioral Health Sofa	2	\$	\$
S.20 Behavioral Health Recliner	12	\$	\$
B Tables			
T.01 Small Conference Table	2	\$	\$
T.02 Medium Conference Table	1	\$	\$
T.03 Large Conference Table	1	\$	\$
T.04 Training Room Table	20	\$	\$
T.05 Laptop Table	4	\$	\$
T.06 Mobile Laptop Cart	4	\$	\$
T.07 Square Cafe Table	9	\$	\$

BID GROUP & ITEM(S) #	QTY.	UNIT PRICE	TOTAL
B Tables (cont.)			
T.08 Booth Table	6	\$	\$
T.09 Behavioral Health Small Pedestal Table	12	\$	\$
T.10 Behavioral Health Large Pedestal Table	1	\$	\$
T.11 Behavioral Health Double Pedestal Table	2	\$	\$
T.12 Behavioral Health Coffee Table	5	\$	\$
T.13 Behavioral Health Side Table	8	\$	\$
T.14 Behavioral Health Desk	1	\$	\$
C Workstations			
W.01 Workstations	48	\$	\$
W.02 Emergency Call Workstations	16	\$	\$
W.03A Private Office Workstation	28	\$	\$
W.03B Private Office Workstation	10	\$	\$
W.04 Exec. Private Office Workstation	1	\$	\$
D Miscellaneous			
M.01 Mobile Ped	38	\$	\$
M.02A Private Office Storage	28	\$	\$
M.02B Private Office Storage	8	\$	\$
M.03 Lectern	1	\$	\$
M.04 Planter	8	\$	\$
M.05 Behavioral Health Mattress	47	\$	\$
M.06 Behavioral Health Bedframe	37	\$	\$
M.07 Behavioral Health Bedside Table	37	\$	\$
E Existing Furniture			
X.01 Existing Task Chair	22	\$	\$
X.02 Existing Task Chair	17	\$	\$
X.03 Existing Task Chair	10	\$	\$
Total base bid price			\$
F Alternates			
Herman Miller Mirra 2 Task Chair	72	\$	\$
Viccarbe Noha Executive	72	\$	\$
Herman Miller Asari Task Chair	72	\$	\$
Herman Miller Cosm Task Chair	72	\$	\$
Herman Miller Caper Stacking Chair	40	\$	\$
Herman Miller Caper Multipurpose Chair	40	\$	\$
Herman Miller Setu Chair	40	\$	\$
DWR Flight Recliner Tall	2	\$	\$
Herman Miller Verus Task Chair	72	\$	\$
Herman Miller Lino Task Chair	72	\$	\$

Notice of acceptance should be mailed or delivered to the following:

Company Name _____

Street Address _____

Phone Number _____

Name (Print) _____

Name (Sign) _____

E-mail Address _____