



SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT

Purchasing Section

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

ADDENDUM #2
RFP#18-0006
PARKING MANAGEMENT
SEDGWICK COUNTY COURTHOUSE COMPLEX

March 6, 2018

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for **PARKING MANAGEMENT SEDGWICK COUNTY COURTHOUSE COMPLEX** for the **COURTHOUSE POLICE**.

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

1. **If credit cards are accepted for payment, is the operator responsible for associated merchant fees?**

Sedgwick County is not responsible for merchant fees associated with credit cards.

2. **Proposal Conditions, General Contract Provisions, Mandatory Contract Provisions and Sample Contract links are listed below.**

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

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

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

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

3. **Gates for the public garage are lifted at 6:00 PM and closed at 7:00 AM Monday – Friday. The gates remain up on the weekends.**
4. **Page 4, Under Scope of Work 1A. It states that parking zones will be managed from 7:00 AM through 6 PM, but then in the next paragraph it states that managers will be there from 8:00 AM - 5:00 PM. Can you please clarify the Cashier operating hours for me?**

There needs to be an attendant from 7:00 AM to 6:00 PM, unless some automated system is implemented and agreed to by the County. The Manager for the vendor needs to be present during business hours. Something could be worked out to offset the manager being present from 7:00 AM to 4:00 PM Monday to Friday, as long as there was an attendant in the booth to 6:00 PM in the interest of efficiency.

5. **Is the operating firm responsible for billing and invoicing county employees as well as public monthly users?**

The operating firm is responsible to obtain signatures of employees for payroll deductions and transmitting the information to the County Human Resources Department. The Human Resources Department will arrange for the payroll deduction of full-time employees. Part-time employees and State Employees are billed quarterly by the vendor.

6. I see that we are to maintain the equipment. If there was a bigger issue with the equipment that would require repair, who would be responsible for that cost?

Repairs are handled by the vendor. If equipment replacement is deemed necessary, with the approval of the Contract Manager the equipment will be paid out of the County's share for the month. For example, a ground loop needs to be replaced, the vendor will obtain estimates for the replacement, and after approval of the Contract Manager the approved contractor will replace the loops. All replacements must be approved by the County before any work is done, if approval is not received, the County will not pay for the replacement.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 p.m. CST, March 20, 2018**. 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.”



Kristen McGovern
Senior Buyer