



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 #24-0041 FIRE ALARM TESTING AND INSPECTION

October 29, 2024

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking bids for a qualified firm to perform National Fire Protection Association (NFPA) Semi-Annual visual inspections on noted facilities and Annual Inspection and Testing on all facilities and submit a report on all fire alarm devices in the Sedgwick County facilities as listed in the attached solicitation document. 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 CST, December 17, 2024.

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,

Tammy Culley
Purchasing Agent

TC/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 Fire Alarm Testing and Inspection, in accordance with the specifications outlined, for Sedgwick County Facilities Maintenance.

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:

Tammy Culley
Sedgwick County Purchasing Department
100 N. Broadway, Suite 610
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CST TUESDAY, December 17, 2024**. 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 CST, 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

Items listed in this section are requirements to completion of services under this contract.

Minimum Requirements

The county desires the most advantageous service(s) and product(s) available. The following specifications outline the minimum requirements for this RFB. Minimum requirements are provided to assist vendors in submitting a thorough response that meets the county's objectives.

- **Vendor** will provide Semi-Annual visual inspection on noted facilities and Annual inspection and testing services on all facilities to ensure appropriate functioning of fire alarm systems to help maximize safety of constituents and employees in several county operated facilities. The facilities being serviced under this contract are used for a variety of purposes including office, detention, and conference space as well as parking. In an attempt to gain efficiency in contracting, this contract will be initiated in increments as current contracts expire; please note each list of facilities has been separated by page break according to initiation date. Actual number and type of device may vary slightly, however vendor will be responsible for actual device type/count. Sedgwick County reserves the right to discontinue or add testing, with a 30-day written notice, as facilities are sold/purchased. Any bid submitted must contain complete pricing for the following services.

1. Perform NFPA Semi-Annual visual inspection and Annual inspection and testing of all panels, control units, power supplies, batteries, fuses, lamps/LEDs, controls switches, dampers, communications, interface equipment, trouble signals, ground fault monitoring, auxiliary, initiating and indicating devices at each location listed.
2. Must provide a detailed written report of all inspection and testing conducted (Semi-Annual and Annual) within 21 days of completion of work.

Vendor will not be responsible for supplying materials or service to address failing devices.

Service to begin at the following facilities February 1, 2021 or upon contract execution:

Juvenile Detention Facility, 700 S. Hydraulic St., Wichita, KS 67211(Semi-Annual visual and Annual testing)

Juvenile Residential Facility, 881 S. Minnesota Ave., Wichita, KS 67211(Semi-Annual visual and Annual testing)

Sedgwick County Offender Assessment Program (SCOAP), 1710 E Morris, Wichita, KS 67211 (Semi-Annual visual and Annual testing)

Adult Detention Facility, 141 W. Elm St., Wichita, KS 67203 (Semi-Annual visual and Annual testing)

Devices*:

Location	Pull Station	Ion/photo Det.	Duct Det.	Heat Det.	Waterflow	Sprinkler Ta.	Audio/Vis.
Juvenile Det.	9	197	82	2	0	0	12
Juvenile Res.	5	51	0	0	0	0	0
SCOAP	3	37	0	2	0	0	3
Adult Det.	191	1055	84	10	13	0	270

* Actual numbers may vary slightly and some facilities have IAM and RIAM monitors.

Juvenile Detention also has two (2) beam detectors, two (2) network annunciators, three (3) remote power supplies, and 10 batteries.

Adult Detention also has 114 dampers, 14 auxiliary, and 39 supervisory devices.

SCOAP has one (1) emergency push button and 12 strobes

Control Panels:

Adult Detention – Simplex Grinnell 4020-8003 (5)

Adult Detention – Simplex Grinnell 4100-9111 (3)

Service to begin at the following facilities April 1, 2021 or upon contract execution:

Regional Forensic Science Center, 1109 N. Minneapolis St., Wichita, KS 67214

Service to begin at the following facilities May 1, 2021 or upon contract execution:

Ark Valley Lodge, 615 N. Main St., Wichita, KS 67203

EMS Administration, 1015 W. Stillwell St., Wichita, KS 67213

Extension Service, 7001 W. 21st St. N., Wichita, KS 67205

Historic Courthouse, 510 N. Main St., Wichita, KS 67203

Juvenile Courthouse, 1900 E. Morris St., Wichita, KS 67211*

Main Courthouse, 525 N. Main St., Wichita, KS 67203

Munger, 538 N. Main St., Wichita, KS 67203

Parking Garage, 603 N. Main St., Wichita, KS 67203

Jail Annex, 701 W. Harry St., Wichita, KS 67213 (Semi-Annual visual and Annual testing)

Fleet Management Building, 1021 W. Stillwell St., Wichita, KS 67213

Office of the Medical Director (OMD), 200 W Murdock, Wichita, KS 67213

Douglas Tag Office, 2525 W. Douglas 67213

Crisis Intervention Services (CIS), 635 N. Main 672039 (Semi-Annual visual and Annual testing)

Adult Residential Facility Main Building (RASC), 623 E. Central 67202 (**Semi-Annual visual and Annual testing**)
 Adult Residential Administration Building RASC) 622 E Central 67202 (**Semi-Annual visual and Annual testing**)
 Public Safety 714 N Main St. Wichita, Ks. 67203
 Ronald Reagan 271 W. 3rd St. Wichita, Ks. 67202

Devices*:

Location	Pull Station	Ion/photo Det.	Duct Det.	Heat Det.	Waterflow	Sprinkler Ta.	Audio/Vis.
Ark Valley	0	4	0	0	0	0	1
EMS Admin.	0	1	18	0	0	0	1
Extension	11	0	30	0	1	0	34
Historic Court	16	57	30	19	0	0	0
Juvenile Court	25	149	10	4	1	2	167
Main Court	47	205	54	56	0	0	**
Munger	14	15	5	10	0	0	0
Parking Garage	0	8	0	0	0	0	0
Regional For.	5	9	34	0	1	2	15
Jail Annex	12	26	6	0	1	1	17
Fleet Mgt. Bldg.	1	2	14	0	0	0	0
OMD	0	3	0	0	0	0	1
Douglas Tag	1	1	5	0	1	2	2
CIS	1	33	0	1	1	1	43
RASC	1	40	3	5	1	2	33
Public Safety	10	137	29	0	2	4	37
Ronald Reagan	19	50	6	8	6	0	48

* Actual numbers may vary slightly and some facilities have IAM and RIAM monitors.

** Each of the 11 floors and basement has both audio and visual devices.

Juvenile Court also has one (1) door holder and Main Court has four (4).

Control Panels:

Ark Valley Lodge – Simplex 4010
EMS Admin. – Simplex 4010
Extension Service – Simplex 4002
Historic Courthouse – Simplex 4100U
Juvenile Courthouse – JCI-ROC IFC-640
Main Courthouse – Simplex 4100-911
Munger – Simplex 4100U
Parking Garage – Simplex 120 vac/24 vdc
Regional Forensic Science Center – Simplex 4010
Jail Annex – Simplex 4002-8001
Fleet Management Building – Simplex 4010
OMD- Bosch
Douglass Tag- Bosch
CIS- Silent Knight 5700
RASC - Simplex 4010
SCOAP- NFW2-100
Public Safety- Notifier NFS-620
Ronald Reagan- FCI/Honeywell

Report Format:

Customer Information

Contact information for county contract administrator

Panel Details

Location, type, manufacturer, model number, serial number, battery information, and power information

Field Devices

Quantity, pass/fail, and note area for pull stations, smoke detectors, duct detectors, and heat detectors

Additional Panels

Location, type, manufacturer, model number, serial number, battery information, and power information

Vendor Information

Contact information for vendor representative that conducted testing as well as date and time of testing.

Attach a spreadsheet of all devices tested, pass/fail, and note area. In addition provide pricing for the replacement of any failed part (part only, no labor).

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 Tammy Culley at Tamara.Culley@Segwick.gov by 5:00 pm CST, November 15, 2024. 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 bid number by 5:00 pm CST, November 22, 2024. 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	October 29, 2024
Clarification, Information and Questions submitted via email by 5:00 pm CST	November 15, 2024
Addendum Issued by 5:00 pm CST	November 22, 2024
Bid due before 1:45 pm CST	December 17, 2024
Board of Bids and Contracts Recommendation	January 9, 2025
Board of County Commission Award	January 15, 2025

E. Contract Period and Payment Terms

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) for one (1) year with three (3) one (1) year options to renew.

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	
<u> X </u> Required / ___ Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<u> X </u> Required / ___ 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.

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/>

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.

VII. Response Form

**REQUEST FOR BID
RFB #24-0039
FIRE ALARM TESTING AND INSPECTION**

24-0041 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.

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 #24-0041
FIRE ALARM TESTING AND INSPECTION

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. [Pricing Sheet](#)

**REQUEST FOR BID
RFB #24-0041
FIRE ALARM TESTING AND INSPECTION**

Location	Annual Cost
1. Juvenile Detention Facility***	\$
2. Juvenile Residential Facility***	\$
3. Ark Valley Lodge	\$
4. Adult Detention Facility	\$
5. EMS Administration	\$
6. Extension Service	\$
7. Historic Courthouse	\$
8. Juvenile Courthouse	\$
9. Main Courthouse	\$
10. Munger	\$
11. Parking Garage	\$
12. Regional Forensic Science Center	\$
13. Jail Annex***	\$
14. Fleet Management Building	\$
15. Office of Medical Director	\$
16. Douglas Tag Office	\$
17. Public Safety Center	\$
18. CIS***	\$
19. RASC***	\$
20. Ronald Reagan	\$
21. SCOAP	\$
TOTAL	\$

*** Locations require Semi-Annual visual and Annual testing