

## SECTION 00020

### INVITATION FOR BIDS

PROJECT: Remodel 905 Building Break Room  
905 North Main  
Wichita, Kansas

- A. A contract will be awarded to the lowest, responsible and best bidder meeting specifications and appropriately licensed to do specific work outlined in this document. Bidder will be a licensed contractor with licensed mechanical and electrical contractors under its contract. A **mandatory** pre-bid meeting will be held on **Friday, December 10, 2004 at 1:00 p.m.** at **Community Corrections, 905 N. Main, Wichita, Kansas**. We will meet in the lobby before proceeding with a walk-thru. Contractors who do not have a representative present at this pre-bid meeting will not be eligible to submit a bid for award recommendation.
- B. Responses to this Invitation for Bids will be received in the office of the Sedgwick County Purchasing Department, located in ECCO Plaza, 604 N. Main, Suite F, Wichita, KS., until **1:45 p.m. CST on Tuesday, December 21, 2004**. Late bids will not be accepted and will not be considered for award recommendation.
- C. Bid/responses will be opened the same day at a meeting to publicly receive and open responses to all competitive solicitations at 2:00 p.m. These meetings will generally be held in the office of the Sedgwick County Purchasing Department, located in Ecco Plaza, 604 North Main, Suite F, Wichita, Kansas. All interested parties are invited to attend this meeting as bids/responses will be received and publicly opened and read aloud.
- D. Plan sets will be available at the following plan room:
1. Kansas Construction News Report  
230 Laura, P.O. Box 11613  
Wichita, Kansas 67211  
Phone: (316) 263-0265
- E. A recommendation for award will be made to the Board of Bids and Contracts at its regular meeting on **Thursday, December 23, 2004 at 10:00 a.m.**, generally held in the County Commission Meeting Room, Sedgwick County Courthouse, 525 North Main, third floor, Wichita, Kansas.
- F. PROJECT SCOPE:
1. This project involves remodeling of the existing lower level Break Room in Sedgwick County's 905 Building to change it into two (2) interview rooms and a break room, approximately 500 s.f. The work will involve new walls with door ways, new finishes, relocation of existing light fixtures, new and reworked electric service, and reworked mechanical work.
- G. BIDDING DOCUMENTS:
1. Complete sets of Bidding Documents shall be used in preparing Bids.
  2. Neither the Owner nor the Architect/Engineer assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
  3. The Owner and Architect/Engineer, in making copies of the Bidding Documents available, do so only for the purpose of obtaining bids on the Work and do not confer a license or grant for any other use.
  4. Bids shall include furnishing all labor, materials, equipment and performing the Work for the above described project in strict accordance with the Bidding Documents and any Addenda.

5. Bidding Documents may be obtained from:

Sedgwick County Facility Project Services  
Munger Building, 1<sup>st</sup> Floor  
538 North Main  
Wichita, Kansas 67203  
Telephone: (316) 660-9865  
Fax: (316) 383-7673

H. DURING BIDDING PERIOD:

1. Inquiries regarding Bidding Documents and Bid/Selection process should be directed to:

Iris Baker, Purchasing Director  
ECCO Plaza  
604 North Main, Suite F  
Wichita, Kansas 67203  
Telephone: (316) 660-7260  
Fax: (316) 383-7055

2. Owner's Representatives for the duration of the project:

Paula Downs  
Project Manager  
Facility Project Services  
538 North Main  
Wichita, Kansas 67203  
Telephone: (316) 660-9865  
Fax: (316) 383-7673

I. BIDDERS REPRESENTATION:

In order to induce the Owner to accept their Bid, in addition to and not in lieu of any other representations and warranties contained in the Bidding Documents, the Bidder represents and warrants the following to the Owner:

1. The Bidder and their sub-contractors are financially solvent and possess sufficient working capital to complete the Work and perform all obligations hereunder;
2. The Bidder is able to provide the tools, materials, supplies, equipment, and labor required to complete the Work and perform the Bidder's obligations hereunder;
3. The Bidder is now and will continue to be authorized to do business in the State of Kansas, and is now and will continue to be properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over the Bidder and over the Work and the Project;
4. The Bid and execution of the Bidding Documents and the Bidder's performance thereunder are within the Bidder's duly authorized powers;
5. The Bidder has made an exhaustive study of the Bidding Documents; understand the terms and provision thereof; and has sought or will timely seek any and all necessary clarifications prior to submitting the Bid; and that the Bid is made in accordance with the foregoing;

6. The Bidder has visited the project site and is completely familiar with the local and special conditions under which the Work is to be performed and has correlated such knowledge with the requirements of the Bidding Documents;
7. The Bid is based upon the materials, systems and equipment described in the Bidding Documents without exception;
8. The Bidder certifies that his Bid is submitted without collusion, fraud, or misrepresentation as to other Bidders, so that all Bids for the project result from a free, open and competitive bidding environment;
9. The Bidder possesses a high level of experience and expertise in the business administration, management, and superintendence of projects of the size, complexity, and nature of this particular project, and that the Bidder will perform the Work with care, skill and diligence of such a Contractor;
10. The Bidder acknowledges that the Owner is relying upon this Bidder's skill and experience in connection with the Work being bid herein;
11. That complete sets of Bidding Documents were used in preparing the Bid and that neither the Owner nor the Architect is responsible for errors or misinterpretations resulting from the use of incomplete sets of such documents.

The foregoing warranties are in addition to, and not in lieu of (A) any and all other liability imposed upon the Contractor by law with respect to the Contractor's duties, obligations and performance of the Work and, (B) any and all other warranties, representations and certifications made in the Bidding Documents. The Contractor's liability hereunder shall survive the Owner's final acceptance of and payment for the Work. All representations and warranties set forth herein and in the Contract Documents shall survive the final completion of the Work or the earlier termination of this Agreement.

J. **BID GUARANTEE:**

1. Bid Security is required in the amount of at least (5%) of the Bid plus all add Alternates. Bid Security can be in the form of a certified or Cashier's Check or Bid Bond acceptable to Sedgwick County. Checks are to be made payable to the Sedgwick County Clerk and drawn on a solvent Kansas bank or trust company. These checks or bonds will be retained by Sedgwick County until the purchase order has been awarded.
2. Bid Bonds shall be written by a bonding agency approved by the United States Treasury Department and licensed to do business in the State of Kansas. Bid Bonds shall be submitted on AIA Document A310, latest edition, as issued and approved by the American Institute of Architects.
3. Bid Security will be retained by Sedgwick County Clerk until the Work for the project has been completed. In the event the successful Bidder fails to consummate an agreement, through no fault of the Owner, Bid Security shall be retained by the Owner as liquidated damages and not as a penalty.
4. Sedgwick County reserves the right to retain the Bid Security of the three (3) lowest Bidders until the successful Bidder has entered into an agreement or until sixty (60) days after Bid opening, whichever is the shorter period. All other Bid Securities will be returned as soon as practicable.

K. Sedgwick County is desirous of allowing as many vendors as possible the opportunity to participate (including minority men and women-owned businesses) in the roles of general contractors and subcontractors. If your company does not fall into either of these categories, your efforts to contract with vendors who do fall into these categories are appreciated.

**END OF SECTION 00020**