



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

604 N. Main, Suite F

Wichita, KS 67203

Telephone (316) 660-7255

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**REQUEST FOR BID
#06-0140
REPLACEMENT OF ROOFTOP HVAC UNITS
AT MURDOCK TAG OFFICE**

October 19, 2006

Sedgwick County, Kansas (hereinafter referred to as County) is soliciting bids from qualified vendors to replace three (3) rooftop HVAC units at the Murdock Tag Office, located at 200 W. Murdock, Wichita, Kansas.

A pre-bid meeting will be held on October 26, 2006 at 2:00 pm, CDT at 200 W. Murdock, Wichita, Kansas. This meeting is not mandatory but is strongly encouraged as it will be the only time available to view the site. Vendors are responsible for familiarizing themselves with the scope of the project, existing conditions and limitations. Failure to do so will not relieve vendor of any responsibility under the terms of this contract.

Please carefully review this document. If your firm is interested in participating in this selection process commensurate with the specifications, conditions, mandatory requirements, and instructions as contained herein, return one (1) original and two (2) copies of the entire document and all supplementary materials **no later than 1:45 p.m., CST, Tuesday, November 7, 2006**, Attention: Emily Dudley, Purchasing, 604 North Main, Suite F, Wichita, Kansas 67203. Late responses will not be accepted and will not receive award consideration.


Emily Dudley, A.P.P.
Purchasing Agent

1. SCOPE OF WORK

Sedgwick County is accepting bids from qualified vendors to modernize rooftop equipment and curb mounting with the replacement of three (3) each rooftop package units. The new units should be similar in capacity and functionality as the existing units listed below:

- 1) West unit – Lennox model #GCS10-411-75-1P – MFD at. 54
- 2) East unit – Snyder General model #PGHA030G075AIN
- 3) Middle unit – Lennox model #GCS10-311-50-1P

Each replacement unit that is provided shall consist of the following basic equipment and accessories.

- A) Roof curbs and new equipment shall be set in place before disconnecting existing equipment in order to minimize interference with normal operations of the facility.
- B) Ductwork modifications will be required for the installation of new units. Each unit shall have the “supply” and “return” ducts modified in accordance to manufacturers air flow specifications and be insulated. Modifications shall require the following in ceiling cavity.
 - a. Unit to supply trunk plenum modifications
 - b. Unit to return jumper duct/runs modifications
- C) Each unit shall not be installed in locations of original units. New unit locations need to be moved on roof as needed to provide proper structural support of the equipment and to provide easy access to all equipment panels. (Preferably north and south direction configuration for stable support of structural trusses).
- D) Roofing: All roof work shall be the responsibility of the successful bidder; if successful bidder is not a licensed roofing contractor, successful bidder must sub-contract to a licensed roofing contractor. Roof work shall consist of the following
 - a. Roofing contractor to set and secure the roof curb, and apply modified membrane to roof curb before any equipment is set onto curb (see item “c.” below).
 - b. Repair roof areas where ductwork was removed during the unit demolition. The repairs shall be flat with proper support of the replacement decking; and deck materials shall be installed in a uniform manner similar to surrounding roof.
 - c. Replacement roof membrane to be modified bitumen on the roof, atop the cants, and extended over the top of the roof curbs before rooftop equipment is set on curbs.
- E) Demolition of all removed equipment will be the responsibility of successful bidder
- F) Crane service for lifting of equipment on and off roof shall be the responsibility of successful bidder.
- G) Utility connections (electrical and gas) shall be the responsibility of successful bidder to modify as appropriate and shall be in accordance with local governing codes.
- H) City of Wichita permits and inspections will be required and will be the responsibility of the successful bidder.

Please note that it is the County’s preference that all work be completed prior to December 21st, 2006, if possible.

2. MANDATORY REQUIREMENTS

- 1) Bidders must be an established firm, in continuous business for at least the last three years.
- 2) Bidders must supply at least three (3) references for whom work of a similar scope and size has been completed. References must include contact name, phone number, address, email address (if available) and date work was completed.
- 3) All work is to be done using the best available techniques and materials available. Work details are described in general, and do not specifically list each step required; however, all steps required to complete each phase of the work in the best manner possible is the responsibility of the contractor.
- 4) Contractor is responsible to furnish all labor, material, equipment and services to complete items of work herein specified or implied.
- 5) All waste and debris are to be properly disposed of on a daily basis.
- 6) The Contractor shall exercise care during all phases of the work. Any damage to existing facilities or appurtenances shall be repaired or replaced, in kind, by the Contractor.
- 7) All square footages are estimates, it is the contractor's responsibility to measure and verify prior to placing a bid.
- 8) All materials shall be factory new and without flaw or damage.
- 9) The Contractor and Project Administrator will arrange a firm work schedule prior to any start of work. Activities that may be disruptive to the operation of the facility (particularly as it relates to vehicle and customer traffic) may require adjustments in Contractors work schedule and shall be coordinated in advance.
- 10) Prior to the start of work, the contractor will provide the cell phone number of the on-site lead person to the Sedgwick County Project Administrator.
- 11) The successful bidder shall furnish all permits, labor, tools, transportation, travel, equipment, materials and any other incidentals necessary to perform completely all operations essential to the requirements listed in this request for bid. Contractor shall park vehicles, store equipment, store materials, and arrange work hours as approved by the Project Administrator.
- 12) The contractor shall adhere to all local and national building codes.
- 13) The Contractor shall comply with all applicable Federal, State, and Local environmental laws, regulations, ordinances, and standards.
- 14) Contractor to have responsible person at job site the entire time that any of the contractor's employees or sub-contractors are on the property. This person will be directly responsible for all activities related to contractor's involvement at the site.
- 15) Contractor's employees:
 - a. Must be properly dressed and have contractor's identification in their possession at all times.
 - b. Behavior of the contractor's personnel will have a direct influence of the public's perception of Sedgwick County, therefore they must conduct themselves in a professional manner at all times.
 - c. May be required to pass a criminal background check at the expense of the contractor prior to working at this site.
- 16) Any inappropriate communication between Contractor's employees and the public or Sedgwick County employees is prohibited.
- 17) Any deficiencies, upon final inspection, must be repaired within ten (10) working days.

3. INDEMNIFICATION

The successful contractor agrees to indemnify and hold harmless the County, its officers, employees, and agents, from and against all claims, damages, losses, and expenses arising out of the submission of your proposal and any possible subsequent limitation on the amount or type of damages, compensation or benefits payable for or by the vendor or any agent of the vendor under the Workers' Compensation Act, disability benefit acts or other employee benefits acts.

4. PAYMENT TERMS

- No progress payments will be made.
- 100% payment will be made upon:
 - Satisfactory completion of all work described within these specifications
 - Receipt of invoice.
 - Receipt of completion certificate.

5. COORIDINATION OF PROJECT

After award, vendor will arrange the start of work by calling Greg Tuxhorn at 660-9075. During the project, any questions or issues pertaining to the actual work should also be directed to Greg Tuxhorn.

6. INSURANCE COVERAGE

The Provider shall furnish a certificate of insurance naming Sedgwick County as “additional insured” in the minimum amounts as specified herein. 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. It is the responsibility of the Provider to ensure that any and all approved subcontractors meet the minimum insurance requirements.

The successful vendor shall furnish the County with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the County before work commences. Renewal of expiring certificates shall be furnished to the County 30 days prior to expiration.

The following minimum coverage is generally required of vendors providing services:

Workers Compensation	Applicable State Statutory
Employers’ Liability	\$100,000.00
Contractor’s Liability Insurance	Form of insurance shall be by a
Comprehensive General Liability and Comprehensive Automobile Liability	
Bodily Injury	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability – Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00

7. QUESTIONS and CLARIFICATIONS

Any questions regarding this document must be submitted in writing to both Emily Dudley at edudley@sedgwick.gov and Greg Tuxhorn at gtuxhorn@sedgwick.gov by 5:00 p.m. (CST) October 30, 2006. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/purchasing, under online services; current RFPs/RFQs; to the right of the RFP number by 5:00 p.m. (CST) October 31, 2006. **Vendors are responsible for checking the web site and acknowledging any addendums in their response form.**

8. TENTATIVE TIME LINE

The following dates are provided for informational purposes and are subject to change without notice. Contact Emily Dudley, Purchasing Department at (316) 660-7262 to confirm any/all dates.

Request for Bid Issued-----	October 19, 2006
Pre-Bid Meeting -----	October 26, 2006
Clarification, Information and Questions submitted in writing by 5:00 p.m.-----	October 30, 2006
Addendum Issued (If Required)-----	October 31, 2006
Bid Responses Due -----	November 7, 2006
Review of Bids Received -----	November 8-15, 2006
Board of Bids and Contracts Approval -----	November 16, 2006
Board of County Commissioners Approval -----	November 22, 2006

9. REQUEST FOR BID CONDITIONS

In submitting a response to this Request for Bid, vendors hereby understand the following:

1. Pricing offered in the bid document will be provided to other local governments and governments whom Sedgwick County regularly enters into cooperative agreements.
2. Sedgwick County reserves the right to reject any and/or all bids and responses to these and/or related documents, to accept any item(s) in the bids, to waive any irregularity in the bids, and further if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County.
3. Alternate bids (two or more bids submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein. The bids submitted, and any further information acquired through interviews, will become and is to be considered a part of the final completed contract. If there is any variance or conflict, the bid specifications will control.
4. Bidders MUST return, completed copies of the entire document to the Sedgwick County Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, on or before the date and time specified. Bids must be sealed in an envelope and marked with the firm name and address, bid number, bid opening date, and bid opening time. The time clock stamp, located in the Sedgwick County Purchasing Department will determine the time of receipt.
5. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment.
6. Bids submitted may not be withdrawn for a period of 60 days immediately following the opening of this Request for Bid. Prices MUST be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the bid.
7. Sedgwick County interprets the term "Lowest Responsible Bidder" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the bid, and (b) determine which bid is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as the availability of service(s), part(s) material(s) and/or supply(s), maintenance and labor cost of items upon which bids are received.
8. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information to assist Sedgwick County in analyzing your bid.
9. If the supplier refuses or fails to make deliveries of the materials within the times specified on the face of the Request for Bid or purchase order, Sedgwick County may, by written notice, terminate the contract or purchase order.
10. The supplier will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. Sections 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.

11. The successful bidder will hold and save Sedgwick County, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
12. All items furnished, if applicable, must be the best of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to County inspection and approval at any time within 30 days after delivery. If a substitution is made, it will be the decision of a Sedgwick County representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
13. All items must be properly packed, if applicable, to insure delivery in good condition, and in accordance with instructions listed on the face of the Request for Bid or purchase order, if any.
14. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
15. The Bidder agrees to comply with K.S.A. 44-1030.
 - a. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry;
 - b. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the commission;
 - c. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency;
 - d. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and
 - e. The contractor shall include the provisions of subsections (a) through (d) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
16. The vendor responding to this bid solicitation proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Bid, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
17. It will be understood that the bidder's sureties and insurers are subject to the approval of the County.
18. Upon award, the bidder agrees to execute and deliver to the County a contract in accordance with the contract documents (if applicable) within ten days of notice of the award to the bidder. The bidder agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the bidder fails to execute and deliver such contract within the specified time. In the further event of such failure, the bidder will be liable for the County's actual damages that exceed the amount of the surety.
19. It will be understood that time is of the essence in the bidder's performance. The bidder agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the bidder defaults in the performance of the contract documents, the bidder will be liable for payment of the sums stipulated in the contract documents as liquidated damages, and not as a penalty.
20. The bidder hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Bid, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid documents. The bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
21. It will be understood that any bid and any and/or all referencing information submitted in response to this Request for Bid will become the property of Sedgwick County, and will not be returned. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation.
22. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Bid including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual

agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.

23. By submission of a response, the bidder agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest". A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Bidders will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their bid/quotation. The bidder certifies that this bid is submitted without collusion, fraud or misrepresentation as to other bidders, so that all bids for the project will result from free, open and competitive bidding among all vendors.
24. Unless specified otherwise, all items bid are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
25. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase.
26. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
27. The bidder must provide Sedgwick County with a toll-free telephone number, or accept collect calls. FAX numbers should also be provided if available. Information regarding the procurement process may be obtained from the Sedgwick County Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, (316) 660-7255.
28. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Bids must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for Bids which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a bid response via facsimile does NOT relieve the bidder of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-bid conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of bid sureties (bonds, certificates of insurance, etc.).

10. COST INFORMATION

Total cost for replacement of three (3) rooftop units at the Murdock Tag Office (including all parts, labor, permits and equipment necessary to complete job)	\$
Number of Days to Complete	

REQUEST FOR BID
#06-0140
REPLACEMENT OF ROOFTOP HVAC UNITS
AT MURDOCK TAG OFFICE

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 making 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 bid is entered; (4) they have read the complete Request for Bid and understand 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.

FIRM NAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____

TAX PAYER I.D. NUMBER _____

GENERAL NATURE OF BUSINESS _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

COMPANY WEB SITE ADDRESS _____

E-MAIL _____

TYPE OF ORGANIZATION: Public Corporation Private Corporation L.L.C.

Partnership

Minority Business _____ (type)

Woman-Owned Business Small Business

Distributor Retail

Dealer Educational Institution _____

WE ACKNOWLEDGE RECEIPT OF ADDENDUMS: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/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 _____

Your response must include page 1-8 of this document.