

SEDGWICK COUNTY
REMODEL JAIL STORAGE ROOM**INSTRUCTIONS TO BIDDERS**

Project Name: **Remodel Jail Storage Room**
141 W. Elm
Wichita, Kansas 67203

Architect: Jason C. Wenzel
Wilson Darnell Mann P.A.
105 North Washington
Wichita, Kansas 67202
Telephone: 316/262-4700 Fax: 316/262-0002

Bids shall be made in accordance with these Instructions to Bidders:

1. Response to this invitation will be accepted only from licensed contractors meeting City/County codes for work outlined in this bid invitation.
2. Bidding Documents shall include the Invitation for Bids; Bid Form; and AIA Document A107-1997, including any addenda issued prior to receipt of Bids.
3. Bids must be on a lump sum basis.
4. Bidder Qualifications: Any or all Bidders may be required by the Owner to furnish information to support the Bidder's capability to fulfill the Contract if awarded the Contract. Such information does not need to be submitted with the Bid, but may be requested at the Owner's option. Such information may include, but not be limited to, the following:
 - A. Proof of registration with the Kansas Director of Taxation by non-resident Bidders (K.S.A. 79-1009).
 - B. Proof of registration with the Kansas Secretary of State.
 - C. List of projects of similar size and type the Bidder has constructed or in which the Bidder has been engaged in a responsible capacity.
 - D. Evidence the Bidder maintains a permanent place of business.
 - E. A current financial statement.
5. Examination:
 - A. BEFORE SUBMITTING A BID, each Bidder shall examine carefully all documents pertaining to the work and visit the site to fully inform himself of the condition of the site and the conditions and limitations under which the work is to be performed.
 - B. SUBMISSION OF A BID will be considered presumptive evidence that the Bidder has fully informed himself of the conditions of the site, requirements of the Contract Documents, and of pertinent national, state and local codes and ordinances, and that the Bid made allowances for all conditions, requirements and contingencies.

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- C. Bidders requiring clarification of interpretation of the Bidding Documents shall make such requests (in writing only) of the Architect/Engineer at least seven (7) days before the date for receipt of Bids.
 - D. No substitutions will be considered unless a written request has been submitted to the Architect/Engineer for approval at least seven (7) days before the date for receipt of Bids. Samples, etc. shall be submitted then to permit evaluation and notification of Bidders.
 - E. Any interpretation, correction or change of the Bidding Documents will be made by Addenda. Interpretations, corrections, or changes to the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections, and changes.
6. Addenda:
- A. DISCREPANCIES OR OMISSIONS in the documents will be clarified in the form of an Addendum sent to all known plan holders. Bidders finding discrepancies, omissions, or who are in doubt as to the meaning of any portion of the Contract Documents, should immediately request an interpretation from the Architect. In response, the Architect shall issue an addendum and the Contractor shall rely solely on information contained in the Addenda about said discrepancy or omission. **Neither the Architect nor the Owner will be responsible for any other form of instructions or interpretations given to the Contractor, either verbal or written.**
 - B. ADDENDA received by Bidders shall be acknowledged by same on their Bid Form.
7. Substitutions:
- A. Each Bidder represents that his Bid is based upon materials and equipment described in the Bidding Documents.
 - B. No substitution will be considered unless written request has been submitted to the Architect in duplicate for approval at least seven (7) days prior to the date for receipt of Bids. Each such request shall include a complete description of the proposed substitute, drawings, cut sheets, performance or test data, or information necessary for a complete evaluation. If the Architect approves any proposed substitution, such approval will be set forth in an Addendum.
8. Preparation of Bids:
- A. BIDS shall be made on unaltered Bid Forms furnished by the Architect, or detached from this Project Manual.
 - B. FILL IN all blanks on the Bid Form with ink or type. Blanks left on Bid Form may cause a Bidder to be disqualified.
 - C. SIGN BID FORM in longhand, with name typed below signature. Where Bidder is a Corporation, Bids must be signed with the legal name of the Corporation, followed by the legal signature of an officer authorized to bind the Corporation to a contract.

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- D. RECAPITULATION of work to be done shall not be included with any Bid.
- E. Where so indicated by the makeup of the Bid Form, amounts shall be expressed in both words and figures, and in case of discrepancy between the two, the written amount shall govern.
9. Identification and Submission of Bid:
- A. Bids must be submitted in a sealed envelope and marked on the lower left-hand corner with the firm name and address, Bid number, Bid opening date, and Bid opening time. All copies of the (1) Bid and (2) Bid Security and any other documents required to be submitted with the Bid shall be enclosed in a sealed envelope with the notation "Bid Enclosed" on the face thereof.
- B. **Provide one (1) original and three (3) copies.**
10. Modification and Withdrawal of Bid:
- A. A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period that a Bidder's Bid Security is held following the time and date designated for the receipt of Bids. The Bidder so agrees in submitting his Bid.
- B. **WITHDRAWAL BEFORE BID OPENING:** A Bid may be withdrawn at any time before Bid opening, but may not be resubmitted.
- C. **AFTER BID OPENING:** No Bid may be withdrawn or modified, except where the award of contract has been delayed for more than 60 days.
11. In the event of an Award, the responsible Bidder offering the lowest Bid and best bid price meeting the Specifications will be required to enter into Contract and provide proof of insurance required for the Project. Said Bidder shall also provide a Performance Bond for the full amount of the Contract. The Performance Bond, in the amount of 100% of the Contract amount, must be submitted within ten (10) calendar days after notice of award of contract. Failure to return these Documents within the required time period may cause a cancellation of the Award.
12. Consideration of Bids/Selection Process:
- A. Bids received will be opened and read aloud publicly.
- B. The Owner shall have the right to accept Alternates in any order or combination and to determine the lowest and best responsible Bidder on the basis of the sum of the Base Bid and the Alternates accepted.
- C. The Owner will award a Contract to the lowest and best responsible Bidder provided that:
1. The Bid conforms to and has been submitted according to the requirements of the Bidding Documents.
 2. The Bid is judged to be reasonable.
 3. The Bid does not exceed the funds available.
 4. The Bid complies with the Instructions to Bidders and Mandatory Requirements.
 5. The completion time is satisfactory to the Owner.

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6. Evidence of the experience, qualifications and financial responsibility of the Bidder and his Subcontractors and the time of completion are all satisfactory to the Owner.
7. The County reserves the right to reject Bidders in accordance with the Invitation For Bid.
- D. Bids will be screened by a Review Committee consisting of the County Project Manager, Purchasing Agent, Project Architect and Sheriff's staff. This Committee will evaluate each firm's response.
- E. No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with the Owner or employee of the Owner before the opening of responses to the document.
- F. The Owner shall have the right to waive any informality and/or irregularity in any Bid received.
- G. The Owner shall have the right to reject any and all Bids.
13. Time for Completion: All Bidders are required to state on the Bid Form the time needed for all work under the general contract to be completed, which would yield their best Bid. Unless otherwise required, this time frame shall be stated in calendar days and shall represent the Contractor's commitment to complete the project on schedule. The contractual period will begin with the issuance of Notice to Proceed and continue through completion of the project. A formal Contract will be issued.
14. Upon satisfactory completion of the Contract, a formal CERTIFICATE OF PROJECT COMPLETION will be forwarded to the Contractor by the Project Architect. The date of substantial completion of the Project will be the starting date of the guarantee period.
15. All work shall be in accordance with all Federal and State Laws, Local Ordinances and Building Codes, and the Americans with Disabilities Act of 1990.
16. Taxes: Materials and equipment incorporated in the Work are exempt from payment of sales tax under the laws of the State of Kansas.
17. Project Time Line:
- A. The following dates are provided in addition to those previously stated to help interested Contractors in planning participation in the project herein. The dates listed, however, are in no way guaranteed and are subject to change without notice.
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|----------------------------------|--|
| Pre-Bid Meeting | Thursday, October 18, 2007 at 9:00 a.m. |
| Last Questions Due to Purchasing | Thursday, October 25, 2007 at 5:00 p.m. |
| Last Addendum Issued | Friday, October 26, 2007 at 5:00 p.m. |
| Bids Due | Tuesday, November 6, 2007 at 1:45 p.m. |
| Board of Bids and Contracts | Thursday, November 8, 2007 at 11:00 a.m. |
| Board of County Commissioners | Wednesday, November 14, 2007 at 9:00 a.m. |
18. Notice to Proceed:

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- A. No work shall commence until the Owner issues a Notice To Proceed, and a Notice To Proceed will not be issued until all of the following are delivered to the Project Services Office, Munger Building, 538 North Main, Wichita, Kansas 67203 by the selected vendor:
1. The Contract signed by the representative with authority and ability to do so.
 2. Performance and Statutory Bonds with the attached powers of attorney. Attach the receipt from the Clerk of the District Court to the Statutory Bond.
 3. Certificate of Insurance including Contractor's General Liability and Automotive, Workers Compensation Insurance and Owner's Liability Insurance.
 4. List of subcontractors and suppliers, as well as proof of a valid Contractor's license from the jurisdiction in which the Work is being performed, is required for both Contractor and applicable sub-contractors.
 5. Corporate Resolution of authority to sign and deliver the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary and dated prior to all other submittals.
 6. Domestic (Kansas) corporations shall furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State.
 7. Construction Schedule with major milestones identified.
- B. Such documents must be delivered within ten (10) days of the Owner's written notification to the successful Bidder. If they are not delivered within such time then the Bidder will be deemed to have abandoned its contract with the Owner, and the Owner will award a contract to the next lowest and best Bid.
- C. The successful Bidder shall not make claim either for time or money against the Owner for labor or materials performed or delivered prior to issuance of the Notice To Proceed.
- D. The County's responsibility to issue a Notice To Proceed is expressly conditioned on the Contractor's timely execution and delivery of such documents.
- E. The County intends to issue a Contract and Notice To Proceed within sixty (60) days of receipt of Bids.
- F. Bidders shall also note that the Work cannot begin until after a State of Kansas Sales Tax Exemption Certificate has been requested by Sedgwick County and affixed to the Notice To Proceed.

END OF INSTRUCTIONS TO BIDDER

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REMODEL JAIL STORAGE ROOM**INVITATION FOR BIDS**

Project: **Sedgwick County Remodel Jail Storage Room**
141 W. Elm
Wichita, Kansas 67203

- A. This contract will be awarded to contractors licensed to do work in Sedgwick County, Kansas. Contractors should be aware that this bid may be split between two different contractors if it is deemed to be in the best interest of the County.
- B. A pre-bid meeting for General Contractors will be held in the Adult Detention Facility, 2nd Floor Training Room, 141 W. Elm, Wichita, KS, **at 9:00 a.m. on Thursday, October 18, 2007.** Attendance is not mandatory; but is strongly encouraged to assure that all bidders have complete information prior to submitting a bid. This will be the only opportunity for a staff assisted visit to the site.
- C. Responses to this Invitation for Bid 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. CDT on Tuesday, November 6, 2007. Late bids will not be accepted and will not be considered for award recommendation.**
- D. Bids/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.** Bid Open will be held in the 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.
- E. Plan sets will be available **for review** at the following plan room:
1. Kansas Construction News Report
230 Laura, PO Box 11613
Wichita, Kansas 67211
Phone: (316) 263-0265
- F. Recommendations for award will be made to the Board of Bids and Contracts at its regular meeting on **Thursday, November 8, 2007 at 11:00 a.m.**, generally held in the County Commission Meeting Room, Sedgwick County Courthouse 525 North Main, third floor, Wichita, Kansas, although this location could change.
- G. Project Scope: Project work will consist of remodeling the existing Central Supply Room to include new office space for re-located computer services, transport/population control while also reducing the overall square footage of the Central Supply Room. The remodel will include partial height walls throughout with cagework to deck on specific walls called out in the drawings. The space will be wired and switched for office functions throughout. The space will also include new light fixtures and re-located light fixtures. Overall there is minimal mechanical work.

Contractor's Please Note: The remodel site is contained inside the Adult Detention Facility, which is only accessed through a master control system. Therefore, access and movement is controlled. The staging for materials and equipment will be limited to the room itself. Movement in the facility will be supervised by Sheriff staff.

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H. 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
538 N. Main, 1st Floor
Wichita, KS 67203**

Drawings are available in print form; specs are available in CD's only. There is no charge.

I. During Bidding Period:

1. Inquiries regarding Bidding Documents should be directed to:

**Jason C. Wenzel
Wilson Darnell Mann P.A.
105 North Washington
Wichita, Kansas 67202
Telephone: 316/262-4700 Fax: 316/262-0002**

Inquiries regarding Bid/Selection process should be directed to:

**Joe Thomas, Senior Purchasing Agent
ECCO Plaza
604 North Main, Suite F
Wichita, Kansas 67203
Telephone: 316/660-7265 Fax: 316/383-7055**

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

**Paula Downs, Senior Project Manager
538 North Main First Floor
Wichita, Kansas 67203
Telephone: 316/660-9865 Fax: 316/383-7673**

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J. 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; understands the terms and provisions 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.

K. 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

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- 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.
- L. 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 any of these categories, your efforts to contract with vendors who do fall into these categories are appreciated. The attached Project Subcontracting Work Sheet must be completed and provided to county staff at the completion of the project.

END OF INVITATION FOR BIDS

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SEDGWICK COUNTY REMODEL JAIL STORAGE ROOM

BID FORM

TO: Project Services
Sedgwick County Munger Building
538 North Main, First Floor
Wichita, Kansas 67203
Telephone: (316) 660-9865 Fax: (316) 383-7673

NAME OF BIDDER:

I have received the Bid Documents, Specifications, and Construction Documents, and addendums collectively known as the Contract Documents to Remodel Jail Storage Room as prepared by Wilson Darnell Mann P.A. and dated **July 25, 2007**.

In submitting this Bid, I agree:

1. To hold my Bid open for 60 days after the date of this Bid.
2. To enter into and execute a contract, if awarded on the basis of this Bid, and to proceed in accordance with the requirements of the General Conditions and Contract Forms.
3. To provide all labor, materials, equipment, tools of trades and labor, accessories, appliances, warranties and guarantees, and to pay all royalties, fees, permits, licenses and applicable taxes necessary to complete the Work in accordance with the proposed Contract Documents.
4. To remove and haul away from the construction site any and all debris arising from this contract and to assume sole liability for all removal, handling and dumping of debris.
5. To comply with any and all local, state, federal or other governmental laws, rules and regulations with respect to the transportation, disposal and dumping of debris and other excavated materials and Contractor shall secure any and all necessary permits and approvals incidental to said transportation, dumping and disposal.
6. To further agree to indemnify and hold the Owner and Architect harmless from any and all claims and/or damage of any kind whatsoever as a result of the Contractor's performance of this contract.
7. The Undersigned agrees to complete the Work per item #13 in the "Instructions to Bidders" _____ consecutive calendar days from the date of Notice to Proceed.
8. The Undersigned agrees to reach final completion of the work in _____ consecutive calendar days after the date of substantial completion.
9. The Undersigned agrees to pay liquidated damages to the Owner in the amount of \$162.50 per day if the General Contractor fails to achieve substantial completion of the work within the contract time.
10. To complete the base bid work for to **Remodel Jail Storage Room** in the time stipulated, in accordance with the Bidding Documents for the lump sum price of:

_____ Dollars (\$ _____)

11. ADDENDA: The Bidder acknowledges receipt of the following numbered Addenda:
None () #1 () #2 () #3 () #4 () #5 ().

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12. The Undersigned understands all materials and equipment purchased in the State of Kansas by the Contractor to be used, consumed and/or installed under the terms of a Contract resulting from this Bid are *tax exempt*.
13. AGREEMENTS: The Undersigned agrees to the following terms and conditions:
 - A. An incomplete Bid, or other information not requested which is written on this Form of Bid, may be cause for rejection.
 - B. Read the Invitation for Bid and the Instructions to Bidders carefully.
 - C. The Owner reserves the right to reject any or all Bids and to waive all technicalities should such action be deemed to be in the best interests of the Owner.
 - D. This Bid may not be withdrawn for a period of sixty (60) calendar days following the receipt and opening.
 - E. Failure to acknowledge receipt of any Addendum issued may be cause for a Bid rejection.
14. In the event that additional work is requested by the Owner or Architect that requires an adjustment to the contract sum, the Contractor and his subcontractors agree to perform the work for the direct cost of additional labor, materials, taxes, bonds and overhead and profit. Cumulative total overhead and profit will not exceed 10% of direct cost.
15. DECLARATIONS: The Undersigned hereby declares he has carefully examined the Drawings and Specifications, has visited the actual location of the Work, has satisfied himself as to all conditions and understands that, in signing this Form of Bid, he waives all right to plead any misunderstandings regarding same and agrees to be bound by the provisions of said Drawings and Specifications and all statements made therein.

The Undersigned proposes to enter into Contract and to furnish and pay for the specified Bonds and other required Documents within ten (10) working days after notification of award of Contract.

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SIGNATURE AND SEAL:

DATED THIS _____ DAY OF _____, 2007.

LEGAL NAME OF PERSON, FIRM OR CORP.

(affix corp. seal here)

MAILING ADDRESS OF ABOVE

SIGNATURE

TELEPHONE NUMBER

Tax Information Required

Please provide 1099 reporting number

Fed I.D. # _____

Or Social Security # _____

Business Name _____

Address _____

City, State and ZIP code _____

Please check appropriate space: Individual/Sole proprietor Corporation Partnership
 L.L.C.

Other _____