



**SEDGWICK COUNTY, KANSAS**

***DIVISION OF FINANCE***

**Purchasing Department**

525 N. Main, Suite 823, WICHITA, KANSAS 67203  
TELEPHONE (316) 660-7255 FAX (316) 383-7055  
www.sedgwickcounty.org/purchasing

**REQUEST FOR BID  
RFB # 08-0317  
ZTR MOWER AND ACCESSORIES**

November 14, 2008

Sedgwick County, Kansas (hereinafter referred to as county) will accept bids for ZTR Mower and Accessories for the Sedgwick County Juvenile Detention Facility (JDF). An official Purchase Order will be provided to the successful vendor.

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, **complete one (1) original and one (1) signed copy of the entire document and return to Sedgwick County Purchasing Department, 525 N. Main, Suite 823, Wichita, KS 67203, NO LATER THAN, 1:45 p.m., (CST), Tuesday, December 2, 2008.** Bids must be sealed in an envelope and marked with firm name and address, bid number and bid open date. The County will not accept bids with insufficient postage or collect on delivery.

Responses to this Request for Bid will be opened and read aloud at a public meeting held at 2:00 p.m. on December 2, 2008 in the Finance Conference Room at 525 N. Main, Suite 823, Wichita, KS. You or your representatives are welcome to attend.

Late or incomplete bids will not be accepted and will not receive consideration for final award.

Question and clarification should be addressed to Dallas Shaffer, Purchasing Agent at 316-660-7258 or email [drshaffe@sedgwick.gov](mailto:drshaffe@sedgwick.gov) .

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Dallas R. Shaffer, C.P.M.  
Purchasing Agent

## **1. BACK GROUND**

The department desires to acquire a commercial grade ZTR mower to perform multiple functions for the JDF complex. The mower will be used for the following tasks:

- Mowing
- Snow Removal
- Transporting Materials

The Department currently has a Walker MTSB 42MHD mower purchase several years ago. In 2006 the JDF Facility was opened and has more than tripled the amount of area maintained by the maintenance department. The total area to maintain is 12 acres consisting of grass, sidewalks and parking lots. During the winter months the parking lots and side walks will be maintained for all three (3) shifts. There are 2 gated secured areas that are entirely maintained by maintenance (No vendors are allowed in these areas).

## **2. OBJECTIVES**

The County has identified the following objectives for securing a ZTR Mower and Accessories described herein:

1. Procure ZTR Mower and Accessories meeting the parameters, conditions and mandatory requirements presented in this document.
2. Procure ZTR Mower and Accessories from the vendor with the best proven "track-record" in performance, service and customer satisfaction.
3. Procure ZTR Mower and Accessories with the most advantageous overall cost to the County.

## **3. MANDATORY REQUIREMENTS**

The following requirements are provided to assist bidders in completing a thorough response.

1. Mower and Accessories shall be compatible and exchangeable with the Walker MTSB 42MHD.
2. ZTR Mower and Accessories shall be NEW and available for sale at the time of bid closing.
3. ZTR Mower and Accessories shall meet or exceed specifications listed in this document.
4. Vendor to provide full descriptive literature of the quoted ZTR Mower and Accessories. The literature will be used to determine if specifications have been met per bid document.
5. Vendor to provide warranty information.

## **4. MINIMUM REQUIREMENTS**

The specifications listed are considered *Minimum* and may be exceeded. Alternate items meeting fit, form and function of specifications may be submitted. Product(s) and/or service(s) listed are for informational purposes only. Product(s) and/or service(s) bid can be same as or equal to. However, Sedgwick County reserves the right to select the bid that most closely matches the specifications.

### **1. ZTR Mower**

- a. Brand – Walker.
- b. Product Details.
  - Engine – 23 hp air cooled.
  - Fuel – gasoline.
  - Max. torque – 37.9 ft lbs @ 2400 rpm.
  - Starter – 12 volt electric, key and solenoid operated.
  - Transmission – Dual hydrostatic Eaton Model 7, each wheel independently driven.
  - Steering – Hand lever control, individual drive wheel.
  - Forward speed control – precision friction lock lever, cruise control w/neutral park position.
  - Turning radius – zero (0”).

### **2. Attachments and/or Accessories (All items listed are considered options. The County may select one, none, or all of the options).**

- a. Suspension Seat.
- b. 46” dozer blade.
- c. Curb jumper ramp.

- d. Operator soft cab w/front cab extension flap.
- e. Head lights.
- f. Foamed rubber wheels.
- g. Tail weights: 85 lbs.
- h. Tire chains.
- i. Instrument panel cover.

**4. DELIVERY**

Price(s) proposed must include shipping, handling, fuel charges and in-side delivery FOB to the Sedgwick County JDF, 700 S Hydraulic, Wichita, KS, 67211.

**5. PAYMENT TERMS**

Payments for all specified services or products to the successful bidder can be made with the following criteria taken into consideration:

- 1. Delivery of the proposed service(s) and/or product(s);
- 2. Receipt of a detailed invoice;
- 3. Payment won't be made until above conditions are met.

**6. TENATIVE TIME LINE**

The following dates are provided for information purposes and are subject to change without notice. Contact Dallas R. Shaffer, Purchasing Department at (316) 660-7258 to confirm any and all dates.

Distribution of Request for Bid \_\_\_\_\_ November 14, 2008  
 Sealed Bids due before 1:45 p.m. CST \_\_\_\_\_ December 2, 2008  
 Evaluation Period \_\_\_\_\_ December 2, 2008 – December 11, 2008  
 Board of Bids and Contracts Recommendation (If Required) \_\_\_\_\_ December 11, 2008  
 Board of County Commission Award (If Required) \_\_\_\_\_ December 17, 2008

**7. 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, 525 North Main, Suite 823, Wichita, KS 67203, 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. 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.
- 6. Sedgwick County interprets the term "Lowest Responsible and Best 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), warranty, maintenance, freight costs, performance of product and labor cost of items upon which bids are received.

7. All requested information must be supplied. If bidders cannot respond to any part of this request, bidders should state the reason they cannot respond and note an exception. Bidders may provide supplemental information to assist Sedgwick County in analyzing its bid.
8. If the bidder 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.
9. The bidder will 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.
10. 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. Vendors working on county property or on behalf of County will be required to carry minimum insurance listed in bid document.
- 11. 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.**
12. 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.
13. Sedgwick County is desirous of allowing as many vendors as possible the opportunity to participate including minority men and women-owned businesses, and small businesses in the roles of providing goods and services to Sedgwick County. 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. Construction projects utilizing subcontractors requires a subcontracting worksheet. Contact purchasing department for details.
14. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
15. County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
16. 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.
17. All project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Accessibility Guidelines (ADAAG).
18. Contractors/subcontractors performing new construction, maintenance, alterations, or additions to Sedgwick County buildings or facilities must comply with building guidelines/codes, and the Americans with Disabilities Accessibility Guidelines (ADAAG). Any violation of the provisions of the ADA or 504, or specification deficiencies, should be reported to the county's ADA coordinator. Failure to notify the county's ADA coordinator for remedy may be considered a breach of contract and

may be grounds for cancellation, termination for suspension, in whole or in any part of the contract. All construction plans will have the county's ADA coordinator approval prior to beginning any work.

19. Contractors/vendors providing services to the public on behalf of Sedgwick County will agree that all personnel in their employment that have direct contact with the public will attend ADA Awareness and Sensitivity training provided by Sedgwick County or the Independent Living Resource Center. Training should be coordinated through the county's ADA coordinator, (316) 660-7052 and evidence of training shall be provided to the county's ADA coordinator. Any violations of the provisions of ADA or section 504, will be deemed a breach of contract and be subject to termination of contract.
20. The bidder 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, any Instructions, Mandatory Requirements and Conditions.
21. Unless specified elsewhere in the document, all prices quoted must be F.O.B. County destination and will include all delivery, handling, and any other charges related to delivery including surcharges.
22. It will be understood that the bidder's sureties and insurers, as applicable, are subject to the approval of the County.
23. 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.
24. 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.
25. **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.**
26. 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.
27. 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.
28. 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.
29. 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.
30. 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.

31. 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.).

**8. PRICING INFORMATION**

I/We \_\_\_\_\_, bid to provide the product(s) and/or service (s) described herein with the following costs:

#	QTY	Description	Brand Name	Model /Part #	Price
1	1 ea	ZTR mower			\$
<b>Options</b>					
2	1 ea	Suspension seat			\$
3	1 ea	46" dozer blade			\$
4	1 ea	Curb jumper ramp			\$
5	1 ea	Operator soft cab w/front cab extension flap			\$
6	1 ea	Head lights			\$
7	1 ea	Foamed rubber wheels			\$
8	1 ea	Tail weights: 85 lbs.			\$
9	1 ea	Tire chains			\$
10	1 ea	Instrument panel cover			\$
Total					\$

**Prices must include shipping, handling, fuel surcharge and in-side delivery to the Sedgwick County JDF, 700 S. Hydraulic, Wichita, KS 67211.**

Warranty \_\_\_\_\_ Days to Delivery \_\_\_\_\_

**BID RESPONSE FORM**  
**RFB # 08-0317**  
**ZTR MOWER AND ACCESSORIES**

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 proposal is entered; (4) the person has 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 upon signing of a contract; and (6) mistakes in writing of the submitted bid will be the responsibility of the bidder.

FIRM NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

TAX PAYER I.D. NUMBER \_\_\_\_\_

COMPANY WEB SITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_

Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Minority Business \_\_\_\_\_ Woman-Owned Business \_\_\_\_\_ Small Business \_\_\_\_\_

GENERAL NATURE OF BUSINESS \_\_\_\_\_

Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_ Service \_\_\_\_\_

**ACKNOWLEDGE RECEIPT OF ADDENDA:** 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](http://www.sedgwickcounty.org/purchasing).

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

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 #: \_\_\_\_\_

Does your company accept credit card payments?  Yes  No

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 Signature \_\_\_\_\_ Date \_\_\_\_\_