



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

PURCHASING DEPARTMENT

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

<http://sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR BID
#14-0042
POWER WASH AND SEAL MAIN
COURTHOUSE BLUE BRICK**

April 14, 2014

PURPOSE

Sedgwick County, Kansas, will be accepting bids for power washing and sealing the blue brick on the Main Courthouse, 525 N Main, Wichita. It is anticipated that an official contract or purchase order will be issued after Board of County Commission approval of the recommended bid. It should be noted, however, that the County cannot guarantee the purchase of services/products described herein.

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, submit one (1) complete original response form with any supplementary materials to:

ATTN: Kimberly Evans
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 P.M., CDT, Tuesday, May 6, 2014. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 P.M., on the due date.

QUESTIONS AND CLARIFICATIONS

All requests for clarifications of the RFB process and document content should be directed to Kimberly Evans at email kjevans@sedgwick.gov. Questions are due **in writing** no later than 3 P.M. on April 28, 2014. Answers will be provided in written form as an addendum and will be posted on the County website at www.sedgwickcounty.org/finance/purchasing.asp no later than 5 P.M. on April 29, 2014. **Vendors are responsible for checking the web site and acknowledging any addenda on the proposal response form.**


Kimberly Evans
Purchasing Agent

Table of Contents

- I. County Background
- II. Objectives
- III. Selection Criteria
- IV. Scope of Work
- V. Mandatory Requirements and Specifications
- VI. Payment Terms
- VII. Insurance
- VIII. Indemnification
- IX. Termination
- X. Tentative Time Line
- XI. Request for Bid Conditions
- XII. General Contract Provisions
- XIII. Product Information

Attachment – Bid Response Form

I. COUNTY BACKGROUND

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 504,000 persons. It is the sixteenth 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 provides a full range of municipal services; e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

II. OBJECTIVES

1. The intent and purpose of this Request for Bid is to establish a fixed price with a qualified firm to provide brick cleaning and sealing services at the Main Courthouse.
2. Procure these services from one vendor.

III. SELECTION CRITERIA

The selection process will be based on the responses to this Request for Bid and any interviews conducted in verifying the ability of bidder to provide services in accord with this document. Each bid will be evaluated as determined by meeting the following criteria (ranked in no particular order):

1. Demonstrate clearly and completely your organization's ability and capacity to meet all miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the bid.
2. Low overall total cost for this service.

IV. SCOPE OF WORK

Clean all masonry **blue brick only** (approx. 46,000 SF) on exterior of the 12 story courthouse and 2 story annex located at 525 N. Main, Wichita, KS, using a power washer to remove any loose brick face and dirt. Seal the blue brick with a saturation coat of PROSOCO Siloxane PD water repellent. The County intends for these services to be provided one time.

After award, Contractor shall communicate with the appointed County contact for the purpose of scheduling, monitoring the status/satisfaction of the provided services and communicating any issues affecting operations, such as, but not limited to, lighting, access, lock and keys and weather.

V. MANDATORY REQUIREMENTS AND SPECIFICATIONS

- A. All work shall be performed in an efficient manner, and shall meet the highest standards for the type of service being performed.
- B. Work shall be performed in compliance with manufacturer's recommendations for all products and equipment used.
- C. Cleaning processes are to be completed in such a manner that the surface will be streak-free.
- D. Work is to be scheduled between the hours of 5:30 P.M.-Dusk, Monday through Friday, or on weekends during daylight hours, with coordination from County Project Manager.
- E. Personnel shall not place or use equipment in locations in such a manner as to create safety hazards.
- F. Personnel shall at all times provide, place and remove warning signs/barricades as needed.
- G. Contractor is responsible for training, education, and compliance with all current OSHA and current industry safety standards, for employees and subcontractors.
- H. Contractor is responsible for protecting County property, including, but not limited to, all adjacent building surfaces, windows and equipment, particularly the lobby windows on the front of the building.
- I. Contractor will sweep areas on the ground or adjacent roof areas which may have received fallen debris or loose brick face during power washing.
- J. **A payment bond equal to 100% of the bid cost is required if subcontractors are used.**

Contractor Shall:

- Employ a sufficient number of experienced employees to adequately perform all services. Contractor shall be responsible for the conduct and performance of contractor's employees.
- Provide a supervisor whose responsibility will be to maintain quality control, supervise Contractor's staff, and to serve as the County liaison with the Contractor.
- At all times enforce strict discipline and good order among its employees performing under this agreement, and shall not employ under this agreement any unfit person or anyone not skilled in the work assigned.
- Comply with the County's requirements for security and operational constraints, and with all instructions from Sedgwick County Courthouse Police Officers regarding safety and/or security issues.
- Notify the County of specific areas of potential damage which could result from the contractor completing scope of work (cracked bricks, large areas of loose brick face, loose mortar joints, sealants,

etc.) prior to working in the area. Take detailed photographs of the area if the area is inaccessible from the ground.

- Notify the County of damage that occurs as a result from the contractor completing scope of work. This includes but is not limited to Sedgwick County property and/or persons affected by the damage. Herein, the contractor becomes responsible for all repairs at his/hers expense. Written approval from Sedgwick County is required for proposed repair work prior to commencing work. Repair work complete upon written approval from Sedgwick County.
- Perform work when conditions are suitable to minimize overspray on to adjacent areas and vehicles. Contractor is responsible for restoration of these areas or articles to their previous condition.
- Be entirely responsible for any loss or damage to its materials, supplies and equipment, and for the personal property of its employees while they are maintained at a County work site.
- Furnish all personnel (including Supervision and Quality Control), equipment and supplies necessary to accomplish required services to the satisfaction of the County. All equipment must be maintained in good operating condition, have sufficient quantities to adequately perform all services and meet current OSHA requirements. Contractor shall provide all transportation, including fuel, to and from locations for the purpose of performing services, handling trash, facilitating supervision, etc.
- Provide all necessary stand-alone rigging and gear to perform washing and sealing operations. There are no anchor points available on the building or roof for securing equipment.

Contractor's Employees Shall:

1. Not appear to be under the influence of alcohol or drugs. Alcohol and drugs are not permitted to be inside or around any County buildings.
2. Not have a loud or boisterous conduct. This shall not be permitted at any time.
3. Adhere to the County's smoking policies.

Sedgwick County Shall:

1. Reserve the right to request the removal of any of the Contractor's employees from any County building at any time for reasonable cause. Contractor or the designated supervisory representative shall have such employee immediately leave the facility's premises upon the receipt of such request.
2. Not be responsible or liable for any equipment or supplies left by Contractor at any location.

VI. PAYMENT TERMS

Payment for all specified services to the successful vendor will be made following:

- Satisfactory completion of all work described within these specifications.
- Receipt of invoicing emailed to ap_invoices@sedgwick.gov or faxed to 316-941-5127.

VII. INSURANCE

Workers' Compensation:	
Applicable State Statutory	
Employer's Liability Insurance:	\$100,000.00
Contractor's Liability Insurance:	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/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
Professional Liability (if applicable)	\$500,000.00

Liability insurance coverage indicated above must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. 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. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

VIII. INDEMNIFICATION

To the fullest extent of the law, the Provider, its subcontractors, 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 subcontractors, 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.

IX. TERMINATION

The County reserves the right to cancel the contract and discontinue services with a thirty (30) day written notice as a result of the failure of the contracted provider to provide acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources. In the event of termination of this agreement as a result of a breach by contractor hereunder, the County will not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm to provide services.

X. TENTATIVE TIME LINE

The following dates are provided for informational purposes and are subject to change without notice. Contact Kimberly Evans, kjevans@sedgwick.gov, to confirm any and all dates.

Distribution of Request for Bid to interested parties	April 14, 2014
Clarification, Information and Questions submitted in writing no later than 3:00 p.m.	April 28, 2014
Addendum Issued	April 29, 2014
Sealed bids due before 1:45 p.m. CDT	May 6, 2014
Evaluation Period	May 6-8, 2014
Board of Bids and Contracts Recommendation	May 8, 2014
Board of County Commission Award	May 14, 2014

XI. REQUEST FOR BID CONDITIONS

All times indicated in this solicitation document are central standard/central daylight as applicable. In submitting a response to this Request for Bid, vendors hereby understand the following as applicable: http://www.sedgwickcounty.org/purchasing/pdf_files/bidcond.pdf

XII. GENERAL CONTRACT PROVISIONS

In submitting a response to this Request for Bid, vendors hereby understand the following as applicable: http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

XIII. PRODUCT INFORMATION

Information on PROSOCO Siloxane PD water repellent can be found here: http://www.prosoco.com/Content/Documents/Product/WS_Siloxane_PD_PDS_062013_C.pdf

Sedgwick County will not be reviewing substitute requests for sealing products. PROSOCO sealers are available from several distributors in Wichita, including:

Acme Brick Company
Architectural Cast Stone
Carter Waters, LLC
Kansas Building Products
Lusco Brick & Stone Co.

BID RESPONSE FORM
RFB# 14-0042
POWER WASH AND SEAL MAIN
COURTHOUSE BLUE BRICK

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 _____

TAX PAYER I.D. NUMBER _____ STATE INCORPORATED _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____
 Partnership _____ Small Business _____ Manufacturer _____ Distributor _____ Retail _____ Dealer _____

General Nature of Business _____ FEIN/SS # _____ W-9 included _____

Not a Minority Owned Business _____ Minority Owned Business: ___ Certification # _____

African American ___ Asian ___ Hispanic ___ Native American ___ Other ___ Woman Owned Business ___

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/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

Complete the work in accordance with the Request for Bid document and any addenda for the lump sum price of:
 _____ Dollars (\$ _____)

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 _____