



**SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE  
PURCHASING DEPARTMENT**

525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055  
[www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp)

**REQUEST FOR BID  
#14-0075  
FOUR WHEEL DRIVE CREW CAB TRUCK**

July 24, 2014

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking to obtain bids from qualified vendors to provide one (1) FOUR WHEEL DRIVE, CREW CAB TRUCK, for County Fire Department's use. It is anticipated that an official contract and/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 the product described herein.

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. To ensure that vendors have complete information prior to submitting a bid, **a pre-bid meeting has been scheduled for August 4, 2014 beginning at 10:00 a.m. CDT in the Division of Finance conference room located on the 8<sup>th</sup> floor at 525 N. Main St., Suite 823, Wichita, Kansas.** Should firms elect to submit a bid, one (1) complete original, and one complete (1) copy, or one (1) complete electronic copy on a CD or USB flash drive (including all supplementary materials) must be completed and returned to:

Gunda Angelica  
Sedgwick County Purchasing Department  
525 N. Main St., Suite 823  
Wichita, KS 67203

**SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, August 19, 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. The time stamp clock in the Purchasing Department will determine the time of receipt.

Bid responses will be acknowledged and read into record at bid opening, which will occur at 2:00 p.m. CDT on the due date. No information other than the respondent's name will be disclosed at bid opening.

**QUESTIONS and CLARIFICATIONS**

All requests for clarifications of the RFB process and document content should be directed to Gunda Angelica at [Gunda.Angelica@sedgwick.gov](mailto:Gunda.Angelica@sedgwick.gov) and Brian Richey at [Brian.Richey@sedgwick.gov](mailto:Brian.Richey@sedgwick.gov). Questions must be submitted in writing by 5:00 p.m. CDT, August 6, 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](http://www.sedgwickcounty.org/finance/purchasing.asp) by August 8, 2014. **Vendors are responsible for checking the website and acknowledging any addenda in their response.**

Gunda Angelica  
Purchasing Agent

## **1. ABOUT THIS DOCUMENT**

The nature of this request is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful bidder will understand that portions (potentially all) of their bid may become public record at any time after receipt of bids. Bid responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in bid responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

## **2. GENERAL & BACKGROUND INFORMATION**

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 503,000 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, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education. In accordance with the specifications outlined here, it is the intent to receive bids to provide one (1) FOUR WHEEL DRIVE CREW CAB TRUCK, for County Fire Department's use. Order must be delivered no later than December 15, 2014. Sedgwick County Fire Department has approved the following vehicles for this specification: Chevrolet 2500HD LT and Ford F-250 XLT. Vehicles made by other manufacturers which meet the criterion of this specification are also eligible to bid.

## **3. MINIMUM QUALIFICATIONS**

The successful proposer must:

- 3.1 Have experience with the equipment and technical ability; and have personnel and facilities to properly complete, coordinate and administer the contract, if awarded.
- 3.2 The manufacturer must be prepared to prove satisfactory experience in the design and manufacture of the type vehicle described herein.
- 3.3 Local service facilitates staffed by qualified employees with adequate inventory of parts for repair and service of vehicle must be located in the Wichita, Kansas area.
- 3.4 Units bid must meet or exceeds industry or Society of Automotive Engineers (SAE) standards. Standards used by societies that are not members of the American National Standards Institute will not be accepted.
- 3.5 Provide products/services following all applicable federal, state, and local laws, regulations and ordinances.

## **4. GENERAL REQUIREMENTS**

- 4.1 Must be new and unused current production model.
- 4.2 Provide manufacturer name, model proposed and include specifications.
- 4.3 Provide a lead time for production.

## **5. MINIMUM SPECIFICATIONS REQUIRED**

The following specifications are provided for procurement of one (1) FOUR WHEEL DRIVE, CREW CAB TRUCK,.

- 5.1 Price bid must include delivery to Sedgwick County Fire Department Maintenance Facility located at 1021 W. Stillwell St., Wichita, Kansas 67213.
- 5.2 After award and prior to delivery, an appointment must be made to deliver equipment with Brian Richey at 316-660-3440.
- 5.3 Sedgwick Fire Department Maintenance Facility will not accept ownership until equipment has been inspected for compliance with specifications below.
- 5.4 Access to manufacturer's website for all troubleshooting and repair needs (preferred); or provide maintenance manual.
- 5.5 Include a copy of manufacturer's specification's and warranty for truck bid.
- 5.6 Trucks shall meet all current DOT regulations for lighting.

5.7 Bidder shall indicate in the “Yes/No” column if their bid complies on each specific item. Bidder shall identify all exceptions requested on a separate page titled “EXCEPTIONS TO SPECIFICATIONS” clearly identified using corresponding specification number which will be submitted with their bid. Bidder shall make reference to the subject and paragraph each exception pertains to. Exceptions must be fully supported with engineering data, photos, illustrations, and all other information needed for owner’s representative to make a full and complete evaluation of exception requested.

| SPECIFICATIONS |   | MEETS SPECIFICATION |    |
|----------------|---|---------------------|----|
|                |   | YES                 | NO |
| 5.7.1          | TYPE: 4 WHEEL DRIVE, 4 DOOR CREW CAB, 6’ BED                                      |                     |    |
| 5.7.2          | ENGINE: GASOLINE, 360 HP, 380 lbs. TORQUE   |                     |    |
| 5.7.3          | CHASSIS: 9500 GVW   |                     |    |
| 5.7.4          | AXLE RATIO: 3.73  |                     |    |
| 5.7.5          | TRANSMISSION: AUTOMATIC WITH AUXILIARY TRANSMISSION OIL COOLER                    |                     |    |
| 5.7.6          | TRANSFER CASE: FACTORY STANDARD, ELECTRONICALLY CONTROLLED WITH UNDERBODY SHIELDS |                     |    |
| 5.7.7          | BRAKES: 4 WHEEL DISC, WITH 4 WHEEL ABS  |                     |    |
| 5.7.8          | TIRES – WHEELS: ALUMINUM 18” ALL TERRAIN TIRES, with FULL SIZE SPARE              |                     |    |
| 5.7.9          | BUMPERS: FRONT AND REAR, CHROME   |                     |    |
| 5.7.10         | EXTERIOR COLOR: VICTORY RED WITH CLEAR COAT OR APPROVED EQUAL                     |                     |    |
| 5.7.11         | INTERIOR:   |                     |    |
| a              | CLOTH, CHARCOAL IN COLOR  |                     |    |
| b              | FRONT SEATS: 40/20/40   |                     |    |
| c              | REAR SEATS: FACTORY STANDARD  |                     |    |
| 5.7.12         | ELECTRICAL SYSTEM: 220 AMP ALTERNATOR   |                     |    |
| 5.7.13         | INSTRUMENTS: FACTORY STANDARD   |                     |    |
| 5.7.14         | HEATING & AIR CONDITIONING: FACTORY STANDARD HEATER, DEFROSTER & AIR CONDITIONING |                     |    |
| 5.7.15         | ADDITIONAL REQUIRED EQUIPMENT:  |                     |    |
| a              | POWER DOOR LOCKS WITH REMOTE KEYLESS ENTRY  |                     |    |
| b              | POWER WINDOWS   |                     |    |
| c              | CRUISE CONTROL  |                     |    |
| d              | TILT AND TELESCOPING WHEEL  |                     |    |
| e              | 10-WAY POWERED DRIVER’S SEAT  |                     |    |
| f              | AM/FM RADIO WITH CD PLAYER  |                     |    |
| g              | FACTORY RUNNING BOARDS, NERF BAR STYLE  |                     |    |
| h              | INTEGRATED TRAILER BRAKE CONTROLLER   |                     |    |
| i              | REAR VISION CAMERA  |                     |    |
| j              | ULTRASONIC REAR PARKING ASSIST  |                     |    |
| k              | FOG LIGHTS  |                     |    |
| l              | 4 UPFITTER SWITCHES   |                     |    |
| m              | 110 VOLT AC POWER OUTLET  |                     |    |
| n              | HI- IDLE SWITCH   |                     |    |
| o              | TRAILERING EQUIPMENT  |                     |    |
| p              | FOG LAMPS   |                     |    |
| q              | ROOF MARKER LAMPS   |                     |    |
| r              | ALL WEATHER FLOORMATS   |                     |    |
| s              | UNIVERSAL HOME REMOTE   |                     |    |
| t              | PERIMETER BED LIGHTING  |                     |    |
| u              | TOW HOOKS   |                     |    |
| v              | END GATE HANDLE   |                     |    |

|   |  |  |  |
|---|--|--|--|
| w | FRONT AND REAR MOLDED SPLASH GUARDS  |  |  |
| x | BED SLIDE 2000 PRO HD  |  |  |
| y | CENTURY FIBERGLASS TOPPER, PAINTED TO MATCH VEHICLE, WINDOWS ON REAR AND SIDES WILL BE HORIZONTALLY HINGED FOR ACCESS THRU THE REAR AND EITHER SIDE OF THE VECHILE; ALL WILL HAVE LOCKING HANDLES AND WILL BE KEYED THE SAME. WINDOWS IN TOPPER WILL HAVE DARK TINTED GLASS. |  |  |

**6. SELECTION CRITERIA.**

The selection process will be based on the responses to this Request for Bid. Those submitting a bid do so entirely at their expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any cost incurred in preparing or submitting bids, providing additional information when requested by Sedgwick County or for participating in any selection interviews.

County reserves the right to reject any bid, determine any irregularities, and make final determination for award.

*No negotiations, decisions, or actions will be initiated by any firm as a result of any verbal discussion with any County employee during the request for bid process. Sedgwick County reserves the right to select the service(s) and/or provider(s), and subsequently recommend for award, the proposed services that best meets required needs, quality levels, and budget constraints.*

**7. TIME IS OF THE ESSENCE**

Time is of the essence for completion and delivery of vehicles in this contract. It is anticipated that delivery will be met in a timely fashion. Any delay in delivery described herein, shall result in the vendor being assessed liquidated damages. While the costs to the County in the event of a late delivery might not be easily and readily determinable, the liquidated damages are meant to include but not be limited to the County’s increased maintenance costs for existing vehicles, necessary rental costs suffered by the County, lost employee productivity, and the County’s inability to complete responsibilities, some of which are required by law and/or existing contracts.

Liquidated damages in the amount of two hundred fifty dollars (\$250.00) per vehicle per day shall be assessed for any late delivery. The County will deduct the total liquidated damages from the corresponding purchase order payment(s). At any point prior to the required delivery date, if the awarded vendor knows the vehicles will not be ready for delivery on the required delivery date, the vendor may contact the Sedgwick County Purchasing Department, which, based entirely upon its own discretion, may waive the liquidated damages for good cause shown. Any such request for a waiver shall be made by the vendor in writing and any such waiver by the Purchasing Department shall also be in writing.

**8. TENTATIVE TIMELINE**

The following dates are provided for information purposes and are subject to change without notice. Contact Gunda Angelica at (316) 660-7262 to confirm any and all dates.

|  |                           |
|--|---------------------------|
| Distribution of Request for Bid to interested parties                          | <b>July 24, 2014</b>      |
| Pre-Bid Meeting at 10:00 a.m. CDT  | <b>August 4, 2014</b>     |
| Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT | <b>August 6, 2014</b>     |
| Addendum Issued  | <b>August 8, 2014</b>     |
| Sealed bids due before 1:45 p.m. CDT   | <b>August 19, 2014</b>    |
| Evaluation Period  | <b>August 20-26, 2014</b> |
| Board of Bids and Contracts Recommendation                                     | <b>August 28, 2014</b>    |
| Board of County Commission Award   | <b>September 3, 2014</b>  |

**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, 525 North Main, 8<sup>th</sup> Floor, 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 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.
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 Kansas 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 Act (ADA), including the 2008 ADA Amendments Act, and 2010 ADA Standards for Accessible Design.
  18. Contractors/subcontractors performing new construction, maintenance, alterations, or additions to Sedgwick County buildings or facilities must comply with building guidelines/codes, and the 2010 ADA Standards for Accessible Design. 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 successful bidder may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable. If the successful bidder is a business associate as that term is defined under HIPAA, the contract shall include the County's standard business associate addendum. A copy of that standard addendum is available on request.
  21. 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.
  22. Unless specified elsewhere in the document, all prices quoted must be F.O.B. Destination, Freight Prepaid and Allowed, which will include all delivery, handling, and any other charges related to delivery including surcharges.
  23. It will be understood that the bidder's sureties and insurers, as applicable, are subject to the approval of the County.
  24. Prior to a vendor being awarded a contract, Domestic (Kansas) corporations shall 1) 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; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.
  25. Sedgwick County will not award to any vendor that is currently listed in the exclusion records of the SAM (System for Award Management) website maintained by the General Services Administration (GSA) or to any vendor presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
  26. 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.
  27. 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.
  28. 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.

29. 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.
30. 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.
31. 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.
32. 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.
33. 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.
34. 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. GENERAL CONTRACT PROVISIONS**

The following appendix is language the County requires for all contracts that are entered in to (if duplication exist, previous sections prevail). [http://www.sedgwickcounty.org/purchasing/pdf\\_files/General\\_Contract\\_Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf).

## **11. BID CONTENT**

The bid response should be organized in the following format and information sequence:

1. State full name and address of your organization and provide a brief description of your firm, including qualifications, experience, quality control, and demonstrate your ability to deliver a quality product.
2. Clearly address in sequential order each of the minimum qualifications listed in Section 3.
3. Clearly address in sequential order each of the minimum specifications listed in Section 5. Proposers must clearly delineate and describe in detail any exceptions to the requirements and specifications.
4. Provide complete warranty information.
5. Prior to a vendor being awarded a contract, Domestic (Kansas) corporations shall 1) 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; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary
6. Complete and return the signed Bid Response Form that is provided on page 8.

**BID RESPONSE FORM**  
**#14-0075**  
**FOUR WHEEL DRIVE CREW CAB TRUCK**

The undersigned, on behalf of the Proposer, 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 bid 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 WEBSITE 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 RFB/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](http://www.sedgwickcounty.org/finance/purchasing.asp).

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

| Qty.               | Description  | Price     |
|--------------------|--|-----------|
| 1                  | FOUR WHEEL DRIVE CREW CAB TRUCK  | \$        |
| Model:             |  |           |
| 1                  | Check box for item included in bid:<br><input type="checkbox"/> Web access for troubleshooting and repair needs or <input type="checkbox"/> Manual | \$        |
| <b>Grand Total</b> |  | <b>\$</b> |
| Delivery Date:     |  |           |

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_