



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
#14-0092
TELESCOPING STEEL SIGN POST SYSTEM

August 29, 2014

PURPOSE

Sedgwick County, Kansas, will be accepting bids for a Telescoping Steel Sign Post System for the Sedgwick County Public Works Department. 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 and one (1) electronic copy (CD or flash drive) of the Bid Response Form with any supplementary materials to:

ATTN: Kara Kingsley
Sedgwick County Purchasing Department
525 N. Main St., Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m., CDT, Tuesday, September 23, 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 Kara Kingsley at email kara.kingsle@sedgwick.gov. Questions are due **in writing** no later than 3 p.m. on Wednesday, September 10, 2014. Any questions of a substantive nature will be responded to in addendum form to be sent to all vendors no later than 5 p.m. on September 12, 2014.

Kara Kingsley
Kara Kingsley
Purchasing Agent

RFB #14-0092
Sedgwick County...Working for you

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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. CONTRACT & PAYMENT TERMS

The contract period with the successful bidder shall begin immediately following Board of County Commissioners approval and continue for a period of one (1) year, with two (2) one (1) year options to renew.

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

- Delivery of requested product(s)
- Receipt of invoicing, emailed to ap_invoices@sedgwick.gov or faxed to 316-941-5127.

III. TENTATIVE TIME LINE

The following dates are provided for informational purposes and are subject to change without notice. Contact Kara Kingsley, kara.kingsle@sedgwick.gov, to confirm any and all dates.

Request for Bid Released.....	August 29, 2014
Questions and Information Deadline.....	3:00 p.m. September 10, 2014
Addendum Released.....	5:00 p.m. September 12, 2014
Bid Response Due.....	1:45 p.m. September 23, 2014
Board of Bids and Contracts Recommendation.....	September 25, 2014
Board of County Commission Meeting.....	October 1, 2014

IV. 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

V. 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

BID RESPONSE FORM
#14-0092
TELESCOPING STEEL SIGN POST SYSTEM

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 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.

FIRM NAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____

COMPANY WEBSITE 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 <http://www.sedgwickcounty.org/finance/purchasing.asp>.

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 #: _____ After Hours Email #: _____

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 _____ Date _____

PRICING INFORMATION

Quantities listed below are estimated figures for the duration of the contract. Additional purchases may be made but are not guaranteed. All prices should include shipping and handling. All items will be delivered to the Sedgwick County West Yard, located at 1144 South Seneca Street Building 16, Wichita, KS 67217.

Description	QTY	Unit Price	Extended Price
1 2.25" x 2.25" x 18 ', 12 gauge square telescoping steel anchor	150		
2 3' x 2" x 2", 12 gauge square telescoping steel anchor	300		
3 9' x 1.75" x 1.75", 12 gauge square telescoping steel sign post	150		
4 10' x 1.75" x 1.75", 12 gauge square telescoping steel sign post	150		
Grand Total			

Days for delivery _____