



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://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR BID
#15-0021
PREVENTIVE MAINTENANCE AND ON CALL SUPPORT BACK-UP GENERATORS

February 24, 2015

Dear Vendors,

Sedgwick County, Kansas (hereinafter referred to as "Sedgwick County" or "County"), will be accepting bids to provide the County with Preventive Maintenance and On Call Service on Back Up Generators at various County facilities. Maintenance schedule will be determined by each department and may or may not be requested annually.

Kim Evans
Purchasing Agent

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I. Purpose

Sedgwick County, Kansas will be accepting bids to provide the County with Preventive Maintenance and On Call Service for Back Up Generators at various County facilities. Maintenance schedule will be determined by each department and may or may not be requested annually.

II. 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) original of the entire document with any supplementary materials to:

Kim 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, March 17, 2015**. 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. Is there a deadline for when questions are due and when will the addendum will be posted?

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.

III. Background

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 1008 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 hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

IV. Mandatory Requirements and Supplemental Information

Preventive maintenance is to include the following checks (as determined applicable by each system):

1. Engine, to include but not limited to spark plugs, belts, water pump, etc.
2. Oil, to include but not limited to leaks, levels, filters, etc.
3. Electrical, to include but not limited to starter, terminals, connections, etc.
4. Fuel, to include but not limited to pumps, solenoid, leaks, etc.
5. Air and Exhaust, to include but not limited to seals, trap, louver, etc.
6. Cooling, to include but not limited to leaks, coolant level, filter, hoses, etc.
7. Battery, to include but not limited to size, float charge rate, amps, connections, etc.
8. Structure, to include but not limited to frame rail, guards, housing, etc.
9. Operational, to include but not limited to engine oil temperature, lube pressure, coolant temperature, etc.
10. Normal Power Source, to include but not limited to voltage, frequency, etc.
11. Panel Readings, to include but not limited to battery voltage, ammeter, frequency meter, etc.
12. Annunciator, to include but not limited to lamp, switch, and alarm operation, etc.
13. After Run Test, to include but not limited to dist sticker, generator in auto, etc.

Standard lubrication, filters, and connectors with an individual cost not exceeding \$25.00 shall be replaced immediately at no additional charge. Any other recommended part repair/replacement shall be reported as directed below. Sedgwick County reserves the right to accept/decline any recommendation and will contact the vendor as appropriate upon receipt of report.

On call service to include, but not limited to:

1. Automatic transfer switch testing, simulated and/or live.
 2. Load bank testing.
 3. Repair to any of the systems listed above.
- Assist in planning for emergency situations

REPORTING

A full report of each system check, to include the following shall be completed within 30 days of test completion:

1. Verification of each system checked, to include parts and pieces within.
2. Addition/replacement of lubrication.
3. Repair/replacement of parts.
4. Recommendation of future repair/replacement of parts.

APPLICABLE FACILITIES/EQUIPMENT

The following facilities and equipment will be included in this contract.

Address	Brand/Model	KW	Volts	Misc.
4701 S. West St.	Baldor TS25S	20	120/280	3 Phase, purchased 2006
5858 N. 247 th St. W.	Baldor TS25S	20	120/280	3 Phase, purchased 2006
700 S. Hydraulic	Caterpillar 3412	600	480	3 Phase, 12 wire – 2200 gallon diesel
525 N. Main	Onan/Cummins 300DFCB	300	n/a	Serial# D970635724, manufac. 1996
525 N. Main	Onan/Cummins	400	n/a	Serial# FG8372713, manufac. 1972
525 N. Main	Onan/Cummins	500	n/a	Serial# 0143214/01, manufac. 1979
141 W. Elm	Onan/Cummins 600VTA2	545	120/480	Serial# G880145417
141 W. Elm	Onan/Cummins 600VTA2	545	120/480	Serial# G880145813
141 W. Elm	Onan/Cummins 600DFGB	545	120/480	Serial# S970663730
141 W. Elm	Onan/Cummins 600DFGB	545	120/480	Serial# S9770663731
1109 N. Minnesota	Onan/Cummins 80DGDA	53-80	120/240	Klein model SB1313, Serial 206-0895
1109 N. Minnesota	Caterpillar LC 5	250	n/a	Serial# G5A01479
714 N. Main	Caterpillar LC 6	500	n/a	Serial# G6B02812, Engine model 3456
714 N. Main	Caterpillar LC 6	500	n/a	Serial# G6B02813, Engine model 3456
701 W. Harry	Kohler 20R0Z281	25	n/a	Serial# 218574, manufac. 1987
7001 W. 21 st St.	Grenerac 93A3904-S	20	277/480	Serial# 2009584, purchased 1993
501 E. 53 rd St. N.	Kohler	30	n/a	Purchased 2005
4701 S West St	Baldor TS25T	20	120/240	Trailer units stored at West yard for use at any public works yard

If you would like to view equipment please contact Greg Tuxhorn, Facilities Maintenance, (316) 660-9062.

WARRANTY

All labor and parts shall be warranted against defect for a period of one (1) year from service/installation.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kim Evans at kimberly.j.evans@sedgwick.gov. Questions of a substantive nature will be addressed in the form of a written addendum to be released no later than Friday March 6, 2015 at 5:00pm CST.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Have a minimum of three (3) years experience in providing services/products similar to those specified in this Request for Bid.
5. Provide appropriate project supervision and quality control procedures.
6. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

C. Selection Criteria

An award will be made to the lowest responsible and responsive bidder.

D. Contract Period and Payment Terms

The contract period with the successful proposer shall begin immediately following formal approval of the Board of County Commissioners, anticipated to be March 11, 2015 and continue for a period of one (1) year. The County may, at its own option, offer to extend the contract for two (2), 1-year periods for the terms and prices proposed or as negotiated. Any change in law that will affect the terms, conditions, or costs subsequent to contract initiation will be negotiated on an as needed basis with Sedgwick County maintaining the final right of approval to determine applicability.

Payments for all specified service(s) and/or products to the successful proposer can be made with the following criteria taken into consideration:

- Successful completion of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Monthly receipt of a detailed invoice.

E. Insurance Requirements

Liability insurance coverage indicated below 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.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance:

\$100,000.00

Commercial General Liability Insurance:**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 Occurrence

\$500,000.00

General Aggregate

\$500,000.00

Automobile Liability-Owned, Non-owned and Hired

Each Occurrence Bodily Injury and Property damage

\$500,000.00

General Aggregate

\$500,000.00

Professional Liability**If required****F. Indemnification**

To the fullest extent of the law, the provider, its subcontractor, 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 providers 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 subcontractor, 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.

G. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this Bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Bidder agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.**

H. Bid Conditions

In submitting a response to this Request for Bid, vendors hereby understand the following (if any duplication exists previous subsections prevail):

http://www.sedgwickcounty.org/purchasing/pdf_files/bidcond.pdf

VI. Required Response Content

Bid response should include the following:

1. Bid Document and Response Form, as attached.
2. Single point of contact information.
3. Any certificates, licenses or insurance applicable to any work performed.

VII. 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

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VIII. Bid Response Form

REQUEST FOR BID

#15-0021

PREVENTIVE MAINTENANCE AND ON CALL SUPPORT-BACK-UP GENERATORS

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 _____

☐ **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 #: _____

Pricing indicated must be all inclusive of Scope of Work and terms within this solicitation document.

Location	Maintenance
4701 S. West St.	\$
5858 N. 247 th St. W.	\$
700 S. Hydraulic	\$
525 N. Main	\$
525 N. Main	\$
525 N. Main	\$
141 W. Elm	\$
141 W. Elm	\$
141 W. Elm	\$
141 W. Elm	\$
1109 N. Minnesota	\$
1109 N. Minnesota	\$
714 N. Main	\$
714 N. Main	\$
701 W. Harry	\$
7001 W. 21 st St.	\$
501 E. 53 rd St. N.	\$
For work completed outside of maintenance	
Service Call	\$
Hourly rate for on call service	\$
Hourly rate for emergency service	\$
Percentage mark up on parts	%

*Please note – County observes the right to add/omit facilities as deemed necessary by acquisition or sale of property, purchase of equipment, or consolidation of departments. Provide a narrative description of pricing structure for the purpose of adding additional equipment to existing contract in the future (how do you determine how much you are going to charge).

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 _____