



**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**  
**#15-0093**  
**ELECTRIC GATE INSTALLATION**

August 31, 2015

Dear Vendors,

Sedgwick County, Kansas (hereinafter referred to as "Sedgwick County" or "County"), will be accepting bids to provide the installation of electric gates at the Household Hazardous Waste Facility located at 801 Stillwell.

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Kim Evans  
Purchasing Agent

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## **I. Purpose**

Sedgwick County, Kansas will be accepting bids to for the installation of electric gates located at Household Hazardous Waste, 801 Stillwell, Wichita Kansas 67213.

## **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, September 15, 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

## **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**

The facility has requested 2 electric gates to be installed where existing swing gates are currently located on the North and Southeast sides of the building. **All required electrical work will be the responsibility of the contractor to sub contract to a licensed electrician.**

**For access to the site to view the existing fencing and gates, please contact Charles Gunter at 316-660-7464 to schedule a visit.**

The requirements include:

1. 2 electric sliding gates to match existing 6 foot black ornamental aluminum fencing, these gates will be **replacing** manual swing gates currently located on the North and Southeast sides of the building.
2. An additional walk-through gate on the North side of the building in case of power outage.
3. Mounted stationary gate access panels at each entrance.
4. Three (3) remotes for gate access.
5. Electric gates should have the ability to be manually opened (hand cranked) in case of a power outage.

## **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](mailto: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 Thursday September 10, 2015 at 5:00pm CDT.

### **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. Provide appropriate project supervision and quality control procedures.
5. 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**

Payment and Invoice Provisions

[http://www.sedgwickcounty.org/purchasing/payment\\_and\\_invoice\\_provisions.pdf](http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf)

### **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. 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](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. Pricing**

<b>Materials</b>	<b>\$</b>
<b>Labor</b>	<b>\$</b>
<b>Electrical Work</b>	<b>\$</b>
<b>Grand Total</b>	<b>\$</b>
<b>Days to Complete</b>	

**Electrical Sub-Contractor being used on this project** \_\_\_\_\_

**NEXT PAGE**

**VIII. Bid Response Form**

**REQUEST FOR BID  
#15-0093  
ELECTRIC GATE INSTALLATION**

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 \_\_\_\_\_

STATE OF INCORPORATION or ORGANIZATION \_\_\_\_\_

COMPANY WEBSITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

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

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

LLC \_\_\_\_\_ LLP \_\_\_\_\_ Not For Profit Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Other (Describe): \_\_\_\_\_

BUSINESS MODEL: Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_

Dealer \_\_\_\_\_ Other (Describe): \_\_\_\_\_

Not a Minority Owned Business: \_\_\_\_\_ Minority-Owned Business: \_\_\_\_\_ Certification # \_\_\_\_\_

African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Other \_\_\_\_\_ Woman-Owned Business \_\_\_\_\_

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: \_\_\_\_\_ Yes \_\_\_\_\_ No

**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](http://www.sedgwickcounty.org/finance/purchasing.asp).

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

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 \_\_\_\_\_