



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
#16-0001
PRE-FABRICATED RESTROOM FACILITY

January 15, 2016

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking a firm or firms to provide a pre-fabricated restroom facility for Sedgwick County Park. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid.

Sincerely,

Kim Evans
Purchasing Agent

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I. Purpose

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 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 hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking a firm to pre-fabricate, deliver and install a restroom facility meeting the specifications outlined herein for the Sedgwick County Park located at 6501 W 21st St North, Wichita KS 67212.

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 **AND** one (1) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

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

SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, TUESDAY, February 9th, 2016. 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. CST, on the due date.

III. Scope of Work

Provide a new, pre-cast concrete restroom structure, delivered, placed and installed at a prepared and accessible location in Sedgwick County Park, Wichita, KS. Includes all freight and delivery, crane, off loading, setting of the building and final plumbing and electrical connections. Successful vendor will also provide Kansas state sealed drawings for local plan review.

BUILDING REQUIREMENTS:

1. Building must be compliant with the 2010 ADA Standards for Accessible Design.
2. Have 1 each male and female multiuser restrooms and a common service area.
 - a. Male restroom shall have 1 water closet, 1 urinal and 1 lavatory.
 - b. Female restroom shall have 2 water closets (1 ADA compliant) and 1 lavatory.
3. Minimum 5" thick reinforced concrete floor, minimum 4" thick reinforced concrete exterior walls, minimum 4-½" thick reinforced concrete roof with simulated shake shingle look.
4. Building shall include a covered (porch type) entry.
5. Minimum 3" thick reinforced concrete interior partitions.
6. Interior partition doors shall be Santana Solid Plastic with continuous hinge or approved equal, color to be determined at the time of ordering.
7. All exterior doors to be heavy duty galvanized steel with heavy duty hinges, painted.
8. Exterior door hardware shall all be keyed alike with no interior locking capability.
9. Minimum 150 mph wind load; minimum 250 psi snow load.
10. All concrete surfaces shall be painted, color to be selected from manufacturer's palette at the time of ordering, and coated with a vandal resistant sealer. Exterior surfaces shall be weatherproofed.
11. Each restroom shall have 1 skylight and an exhaust fan that is motion sensor controlled which includes a make-up air vent.
12. All fixtures shall be detention grade stainless steel with water saver features; toilets will have open front seats

13. All plumbing and electrical lines shall be located in the service area or embedded in the concrete structure; no exposed service lines in the restrooms.
14. Provide two 3” floor drains in each restroom and one in the service area.
15. Motion controlled interior lights, photo cell controlled exterior lights.
16. Water closet and urinal flush valves shall be located in the service area with push-button operators in the restrooms.
17. DWV piping shall be Schedule 40 PVC.
18. Water lines shall be Type L copper.
19. Water heater shall be 240v on-demand with a minimum 32 degree F rise at 2 GPM; Eemax EX95T or approved equal.

IV. Sedgwick County’s Responsibility

- Provide information, as legally allowed, in possession of the County, which relates to the County’s requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

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 by 5:00 p.m. CST Thursday, January 21, 2016. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFP number by 5:00 p.m. CST Tuesday, January 26, 2016. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

B. Minimum 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. Request for Bid Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	January 15, 2016
Clarification, Information and Questions submitted in writing by 5:00 p.m. CST	January 21, 2016
Addendum Issued	January 26, 2016
Sealed Bid due before 1:45pm CST	February 9, 2016
Evaluation Period	February 10-24, 2016
Board of Bids and Contracts Recommendation	February 25, 2016
Board of County Commission Award	March 2, 2016

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue until project has been completed and approved by both parties.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Worker's Compensation:	
Applicable State Statutory Employer's Liability	
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	\$500,000.00

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.

G. [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 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 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.

H. [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. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. [Bid Conditions](#)

[Request for Bid Conditions](#)

VI. [Required Response Content](#)

Bid response should include the following:

1. 1 set of plans of building, specifically showing criteria requested in Section III of this document, to include at a minimum:
 - a. Floor plan
 - b. Elevations
2. Specifications covering constructing and placing the precast restroom building, specifically showing criteria requested in Section III of this document.
3. Plans showing required utilities and their location at prepared site for owner to have in place prior to delivery of the precast building.
4. A description of expectations/assistance required of County staff.
5. A timeline that includes, at a minimum, project benchmarks of design and construction/delivery time in calendar days.
6. References and descriptions of a minimum of 3 similar projects that are the closest available to Wichita, KS.
7. Lump sum bid to include all freight and delivery, crane, off loading, setting of the building and final plumbing and electrical connections. Bid shall also include the cost for providing Kansas state sealed drawings for local plan review.

VII. Response Form

**REQUEST FOR BID
#16-0001
PRE-FABRICATED RESTROOM FACILITY**

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

(Please see item 24 in the Request for Bid Terms and Conditions)

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 #: _____

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 _____