



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
#16-0021
ON-CALL REMODEL SERVICES

March 4, 2016

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking one or more firms to provide On-Call Remodel Services for the county. 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,

A handwritten signature in cursive script that reads "Kimberly Evans".

Kim Evans
Purchasing Agent

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I. Purpose

Sedgwick County, Kansas (hereinafter referred to as “County”), is seeking contract pricing for On-Call Remodel Services for approximately 60 various buildings/facilities within Sedgwick County.

On-Call Remodeling Services may include, but are not limited to, general demolition, framing walls and partitions, finishing work (i.e. drywall and trim), modifications to existing walls, counters, etc. to meet 2010 ADA standards for accessible design, stairs, suspended ceilings, insulation, hardwood floors, cabinets, and cut, fit and assemble custom made projects as assigned. The successful vendors will be responsible for providing labor, supervision, materials, equipment, transportation, service and the shop facilities necessary to perform high quality work.

The County desires to select up to three (3) firms to obtain optimum cost efficiency and accountability. For projects with an estimated value less than \$10,000, the department may choose one or more firms of the contracted firms to obtain an estimate based on the hourly rates and percentage mark up submitted below. For projects with an estimated value greater than \$10,000, the department may choose one or more of the contracted firms to obtain a competitive quote. For these projects, a lump sum bid will be submitted based on the scope of work.

The scope of services under this contract will not include new construction projects or projects greater than \$25,000, unless otherwise requested by County staff. The County reserves the right to perform work in-house or bid any project to which on-call vendors are welcome to participate.

Spend over the past three (3) years on this contract was approximately \$203,000.00.

Previous Solicitation – http://www.sedgwickcounty.org/Purchasing/pdf_files/13-0003.pdf

Previous Bids - http://www.sedgwickcounty.org/Purchasing/bid_tabs/13-0003BT.pdf

The County has identified the following objectives for On-Call Remodel Services described herein:

- Acquire On-Call Remodeling Services meeting the parameters, conditions and mandatory requirements presented in this document.
- Establish contract pricing with three (3) vendors which have the best proven “track-record” in performance, service and customer satisfaction.
- Acquire On-Call Remodeling Services with the most advantageous overall cost to the County.

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. CDT, TUESDAY, March 22, 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. CDT, on the due date.

III. Scope of Work

Items listed in this section are requirements to completion of services under this contract.

Scope of Work

- Have ability to perform the following remodeling services (this list is a sample and is not intended to be inclusive of all possible service requests):
 - a. General Demolition
 - b. ADA accessibility modifications to existing walls, counters, restrooms, etc.
 - c. Framing walls and partitions with metal or wood studs
 - d. Repair and installation of suspended grid ceilings
 - e. Repair, installation and building of stairways
 - f. Repair and installation of hardwood floors
 - g. Repair, installation and building of cabinets
 - h. Repair and installation of drywall
 - i. Repair and installation of decks and porches
 - j. Installation of insulation
 - k. Fabrication and installation of millwork
 - l. Finishing work (i.e. drywall, mud and tape, paint, stain, trim)
 - m. Custom projects as assigned to include the cutting, fitting and assembly.

Requirements

General

- Provide service coverage on-call as needed 24 hours a day 7 days a week.
- Obtain permits needed to complete project.
- Coordinate with other on-call services as required.
- Schedule any shut down of service and /or utilities with the building representative.
- Meet all required building codes, ordinances and laws (including ADA).
- All work shall comply with 2010 ADA (Americans with Disabilities Act) Standards for Accessible Design.
 - a. Construction and manufacturing tolerances shall meet 2010 ADA Standards. Where ADA Standards state a range with specific minimum and maximum end points, no tolerance outside of the range at either end is permitted.
 - b. Contractor is responsible for ensuring all work, including that of any subcontractors, complies with ADA. This shall include verification that project elements comply with 2010 ADA Standards prior to final inspection. The Contractor's review shall include, but is not limited to, the following:
 - Running slopes and cross slopes of ramps or accessible routes.
 - Door opening force and closing speed.
 - Plumbing fixture and restroom compliance, such as toilet centerline, seat height, and flush control location; lavatory height and knee clearance; grab bar heights, sizes, and locations; dispensers, hooks, and mirror heights and locations.
 - Signage mounting heights and locations.
 - Heights of operable parts, such as switches, outlets, and controls.
 - Kitchen and kitchenette items such as sinks, receptacles, appliances, and storage.
 - Other features covered by ADA Standards.

CONTINUED ON NEXT PAGE

Pricing

For projects with an estimated value less than \$10,000, the department may choose one or more firms of the contracted firms to obtain an estimate based on the hourly rates and percentage mark up submitted below.

For projects with an estimated value greater than \$10,000, the department may choose one or more of the contracted firms to obtain a competitive quote. For these projects, a lump sum bid will be submitted based on the scope of work.

- Provide Labor Rate based on the following:
 - i. Business Hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.
 - ii. After Hours
- Provide Materials/Subcontract/Rental Equipment percentage mark up.

Emergency Service

- Respond and commence work within (2) two hours or less for emergency repairs. (Emergency repairs may include, but not be limited to, any condition that may be considered unsafe or hazardous or may cause property damage to the building.)

Warranty

- Manufacturer warranty for materials installed shall be no less than one (1) year. Documentation with appropriate customer support contact information shall be provided to Project Manager upon completion of work.
- Service warranty for labor shall be 30 days.

Safety

- Provide any barricades, tarps, plastic, flag tape and other safety /traffic control equipment required to protect its employees, the public and vehicles.
- Provide dust protection for projects.
- Provide Material Safety Data Sheets for hazardous chemicals (i.e. solvents) to be used on projects.
- Maintain a safe work environment and upon completion of installation, return the workspace or area to its original state as approved by the County.
- Leave the work area clean and free of materials, tools, equipment and debris.
- Remove and dispose of all defective materials in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes and industry standards.
- Vendor is responsible for all tear off, clean up and haul off of all types of debris.
- Cover the furnishings and floor area prior to commencing work on equipment located above the ceiling line.

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 Wednesday March 9, 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. CDT Wednesday, March 16, 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	March 4, 2016
Clarification, Information and Questions submitted in writing by 5:00 p.m. CST	March 9, 2016
Addendum Issued	March 16, 2016
Sealed Bid due before 1:45pm CDT	March 22, 2016
Evaluation Period	March 23-March 30, 2016
Board of Bids and Contracts Recommendation	March 31, 2016
Board of County Commission Award	April 6, 2016

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

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) for one (1) year with two (2) one year options to renew.

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](#)
- [General Contract Provisions](#)

VI. Required Response Content

Bid response should include the following:

1. Provide a brief description of firm, include years in service, number of employees, types of services provided, etc.
2. Provide contact name, title, qualifications, phone number and e-mail address of lead professional personnel assigned to the County account.
3. Provide proof of certifications, licenses or factory trainings as applicable to work described herein.
4. Provide a description of the number of employees available for immediate work on County projects, in addition to qualifications and expertise based sample projects identified in Scope of Work.
5. Provide a description of equipment owned as well as any equipment rental needs anticipated based on Scope of Work provided.
6. Provide four (4) references verifying exemplary service. These references **MUST** have received service(s) similar to those bid under this RFB. Provide the business name, address, contact name, phone number, length of service contract for each site, and a brief description of product installation.
7. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide service(s) and/or product(s).
8. Provide insurance certificate.
9. Provide a sample invoice, all invoices must be clearly itemized with materials showing the contracted mark-up rates and labor shown per contracted hourly rates.
10. Provide detailed information regarding any anticipated exception to any requirement, scope of work, term or condition within solicitation.

END OF SECTION

VII. Response Form

**REQUEST FOR BID
#16-0021
ON-CALL REMODEL SERVICES**

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 Pacific ___ Subcontinent Asian ___ Hispanic ___ Native American ___ Other _____

Not a Woman-Owned Business ___ **Woman Owned** _____

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 #: _____

Response Form (continued)

Labor Rate Business Hours	\$
Labor Rate After Hours	\$
Materials or Equipment Rental % Mark Up	%
Subcontract % Mark Up	%

Cost must be all inclusive of all terms, conditions, and scope within this solicitation. Please indicate if price increases apply after the initial term.

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 _____