



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
#16-0037
GREASE TRAP MAINTENANCE CLEANING

March 23, 2016

Sedgwick County, Kansas (hereafter referred to as "County") will accept bids for Grease Trap Maintenance Cleaning for Facilities Maintenance.

Firms interested in submitting a response meeting all terms, conditions, and requirements, shall provide an original and one (1) electronic copy (CD or 'USB drive) of the attached *Bid Response Form*, and requested supplemental information on or before **Tuesday, April 12, 2016, at 1:45 p.m. CDT**. Responses must be sealed in an envelope and marked with the firm's name and address, bid number, bid opening date, and bid opening time. Late responses will not be accepted and will not receive award consideration. The time clock stamp in the Purchasing Department will determine the time of receipt.

A handwritten signature in black ink that reads "Kristen McGovern". The signature is written in a cursive, flowing style.

Kristen McGovern
Senior Purchasing Agent

A. SCOPE OF WORK

Services acquired under this contract will include regular disposal and cleaning of grease trap located at the Adult Detention Facility, 141 West Elm Wichita, KS 67203 and Juvenile Intake and Assessment Center, 700 South Hydraulic Wichita, KS 67211 (aka Juvenile Detention Facility). Existing traps are 1,000 gallon capacity. Services are to include:

- Monitoring of need for service (anticipated to be every 45 days).
- Pumping and emptying of trap.
- Cleaning of trap.
- Cleaning floor area near trap.
- Allowing on-site Manager to approve work prior to departure.
- Reporting of work completed and identification of any service related needs.

B. WARRANTY

All work shall be warranted for a period of 45 days subsequent to completion.

C. PRICING

Annual Cost	\$
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D. MINIMUM QUALIFICATIONS

The successful firm shall have the following minimum qualifications:

1. Firm shall have at least three (3) years experience in providing this type of service.
2. Firm shall have appropriate licensure/authority to offer services being quoted.
3. Upon County request, firm shall provide three (3) references verifying exemplary like service.
4. Firm, nor appointed staff shall not possess any local, state or federal citations.
5. All work shall be conducted according to industry standards by professionals with no less than three (3) years experience and appropriate licensure according to local, state and federal guidelines.
6. Upon County request, employees providing service must submit to a background check and approval of such by the Sedgwick County Sheriff's Office.

E. REQUEST FOR BID CONDITIONS

In submitting a response to this Request for Bid, vendors hereby understand the following as applicable:

http://www.sedgwickcounty.org/purchasing/pdf_files/Bid%20Terms%20%20Conditions.pdf

F. 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%20Contractual%20Provisions.pdf

G. CONTRACT PERIOD INFORMATION

A contract period will the successful firm will begin following award from the Board of County Commission and will be for three (3) years with two (2) one (1) year options to renew.

BID RESPONSE FORM
#16-0037
GREASE TRAP MAINTENANCE CLEANING

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement of connection with any person, firm or corporation making a quotation 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 Proposal is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

FIRM NAME _____

CONTACT _____

SIGNATURE _____ TITLE _____

PRINT NAME _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____

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 ___

General Nature of Business _____

Manufacturer ___ Distributor ___ Retail ___ Dealer ___ Service ___

Not a Minority Owned Business ___ **Minority Owned Business:** ___ **Certification #:** _____

African American ___, Asian ___, Hispanic ___, American Indian ___, Other ___, Woman-Owned Business ___

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KANSAS: ___ **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 _____

I/We _____, in submitting this proposal, understand and agree to meet or exceed all specifications, requirements, and conditions described in this document.

Signature _____ Title _____

Date _____