



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

REQUEST FOR BID
#16-0051
HVAC SUPPLIES

April 19, 2016

PURPOSE

Sedgwick County, Kansas (hereinafter referred to as “Sedgwick County” or “County”), will be accepting bids to provide the County with HVAC filters, belts and other ancillary supplies.

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) copy of the response form with any supplementary materials to:

Britt Rosencutter
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT May 10, 2016. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal 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., on the due date.

QUESTIONS and CLARIFICATIONS

All requests for clarifications of the RFB process and document content should be directed to Britt Rosencutter at e-mail britt.rosencutter@sedgwick.gov. Questions are due in writing no later than 3:00 p.m. on April 22, 2016. Any question of a substantive nature will be responded to in addendum form to be sent to all applicable vendors no later than 5:00 p.m. on April 27, 2016.

Britt Rosencutter
Purchasing Agent

A. BACKGROUND

Sedgwick County is seeking one (1) or multiple vendors to provide HVAC filters, belts and other ancillary supplies. Vendors may submit a bid for one (1) or all products requested. Sedgwick County reserves the right to award to one (1) or multiple vendors and use various factors and formulas including cost, usage, brand, etc. to determine overall low bidder(s) or best bidder(s). Sedgwick County reserves the right to bid or purchase from alternative vendors when deemed in the best interest of the County.

These items are not currently on contract, annual order and spend is unknown. The attached usage list is intended for estimating purposes only and not a guarantee of minimum order quantities. Size, type, usage and facility locations are all subject to change without notice.

B. SPECIFICATIONS AND PRICING

Facilities may require sample filters or belts for testing at no cost prior to contract award. Please complete the pricing and brand form below based on products being quoted. All products must be new and undamaged.

C. DELIVERY

Vendor shall provide delivery free of charge to any address within “Sedgwick County, Kansas.” Delivery must occur within three (3) business days from date of purchase order. Department shall immediately be notified of any back order and be given the opportunity to request deletion of the purchase order.

D. WARRANTY

All products must have a manufacturer warranty. Vendor shall provide manufacturer warranty support. Returns and exchanges shall be made at no additional charge. Damaged items shall receive a refund or exchange.

E. MINIMUM FIRM QUALIFICATIONS

The successful firm shall have the following minimum qualifications:

1. Have at least three (3) years experience in providing this type of product.
2. Have appropriate licensure/authority to offer products being quoted.

F. 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 May 2016, and continue for a period of one (1) year. The County may, at its own option, offer to extend the contract for two (2) one-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 need 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;
- Receipt of a detailed invoice to ap_invoices@sedgwick.gov.

NEXT PAGE

G. 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 above 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, worker's 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.

H. 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.

I. REQUEST FOR BID CONDITIONS

In submitting a response to this Request for Bid, vendors hereby understand the following as applicable: All times indicated in solicitation document are central standard/central daylight as applicable.

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

J. GENERAL CONTRACT PROVISIONS

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

[General Contractual Provisions](#)

**BID PRICE/BRAND FORM
TO BE COMPLETED AND SUBMITTED WITH RESPONSE**

**REQUEST FOR BID
#16-0051
HVAC SUPPLIES**

Filter Size	Price Per Each	Brand Quoted
10x20x1		
10x59x.5		
11x16x1		
11x45.75x1		
12x20x1		
12x24x1		
12x24x2		
14x20x2		
14x24x2		
14x25x1		
14x25x2		
15.75x65.75x1		
15x20x2		
16x16x2		
16x20x1		
16x20x2		
16x20x4		
16x24x1		
16x24x2		
16x25x1		
16x25x2		
16.25x25x1		
16.875x16.875x1		
17x19x1		
18x18x1		
18x20x2		
18x24x2		
19.5x30.5x2		
20x20x1		
20x20x2		

NEXT PAGE

Filter Size	Price Per Each	Brand Quoted
20x21x1		
20x22x1		
20x24x1		
20x24x2		
20x25x1		
20x25x2		
20x20x2		
20x30x1		
20x32x1		
22x30x1		
24x24x1		
24x24x2		
25x25x1		
25x29x4		
33.5x9x1		
69.75x10.875x.75		
8.25x43.75x1		
8.5 x 27.5 x .5		
8.875x19.125x1		
8.875x24.125x1		
8.875x33.625x1		
8.875x42.125x1		
8.875x61.125x1		
8x20x1		
8x32x1		
9x24x1		
Merv 13 12x24x12		
Merv 13 24x24x12		
Fiber Filter 9.75x21x.75x1		
Fiber Filter 22x22x.5 (1/2")		

NEXT PAGE

Belt Type	Price Per Each	Brand Quoted
4L240		
A41		
A42		
A46		
A51		
1- B46		
1-5vx530		
2-5vx500		
2-5vx530		
2-5vx590		
2-5vx630		
2-5vx710		
2-B60		
2-B62		
2-B72		
2-B78		
2-B82		
2-B87		
2-B88		
2-BX40		
2-BX60		
2-BX62		
2-BX70		
2-BX93		
2-CX60		
3-5vx1120		
3-5vx530		
3-B73		
3-B88		
3-B89		
3-BX103		
3-BX85		
3-BX88		
3L-210		
3L250		
4-5vx1180		
4L160		
4L170		
4L180		
4L190		
4L200		
4L210		
4I220		
4L-230		
4L-300		

NEXT PAGE

Belt Type	Price Per Each	Brand Quoted
4L440		
4L450		
4L530		
4L550		
5VX450		
5VX690		
A20		
A21		
A24		
A26		
A28		
A36		
A37		
A39		
A40		
A42		
A43		
A45		
A46		
A46 (4L480)		
A50		
A56		
A63		
AX36		
AX38		
AX39		
AX40		
AX42		
AX44		
AX48		
AX49		
AX50		
B57		
B60		
B66		
B68		
BX38		
BX41		
BX42		
BX44		
BX47		

NEXT PAGE

Belt Type	Price Per Each	Brand Quoted
BX48		
BX49		
BX52		
BX62		
BX63		
M401182		

END

**BID RESPONSE FORM
TO BE COMPLETED AND SUBMITTED WITH RESPONSE**

**REQUEST FOR BID
#16-0051
HVAC SUPPLIES**

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 _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

__ African American (05) __ Asian Pacific (10) __ Subcontinent Asian (15) __ Hispanic (20)

__ Native American (25) __ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

__ Not Minority -Woman Owned (50) __ African American-Woman Owned (55)

__ Asian Pacific-Woman Owned (60) __ Subcontinent Asian-Woman Owned (65) __ Hispanic Woman Owned (70)

__ Native American-Woman Owned (75) __ Other – Woman Owned (80) – Please specify _____

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.

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 _____