



**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.sedgwickcountv.org/finance/purchasing.asp>

**REQUEST FOR BID**  
**#16-0032**  
**ON-CALL CARPET SERVICES**

May 11, 2016

Sedgwick County, Kansas (hereinafter referred to as County) will accept bids for Carpet and Installation for Sedgwick County Project Services on an "as needed basis". 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

## Table of Contents

- I. [Background](#)
- II. [Project Objectives](#)
- III. [Submittals](#)
- IV. [Scope of Work](#)
- V. [Sedgwick County's Responsibilities](#)
- VI. [Bid Terms](#)
  - A. [Questions and Contact Information](#)
  - B. [Minimum Firm Qualifications](#)
  - C. [Selection Criteria](#)
  - D. [Request for Bid Timeline](#)
  - E. [Contract Period and Payment Terms](#)
  - F. [Insurance Requirements](#)
  - G. [Indemnification](#)
  - H. [Confidential Matters and Data Ownership](#)
  - I. [Bid Conditions](#)
- VII. [Required Response Content](#)
- VIII. [Response Form](#)

END OF SECTION

## **I. 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 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.

This request for bid provides specifications, a general description of the details of submittal requirements, terms and conditions. It is anticipated that an official contract and/or purchase order will be issued after Board of County Commission approval. It should be noted, however, that the County cannot guarantee the purchase of products/services described herein.

The previous bid and vendor information can be found at:

[http://www.sedgwickcounty.org/Purchasing/pdf\\_files/13-0024.pdf](http://www.sedgwickcounty.org/Purchasing/pdf_files/13-0024.pdf)

[http://www.sedgwickcounty.org/Purchasing/bid\\_tabs/13-0024BT.pdf](http://www.sedgwickcounty.org/Purchasing/bid_tabs/13-0024BT.pdf)

## **II. Project Objectives**

Sedgwick County, Kansas (hereinafter referred to as "County"); desires to select one or more firms to provide on-call carpet installation services. The following objectives have been identified for this contract:

1. Acquire on-call carpet services meeting the parameters, conditions and mandatory requirements presented in this document.
2. Establish contract pricing with one or more firms which have the best proven "track-record" in performance, service and customer satisfaction.
3. Acquire on-call carpet services with the most advantageous overall cost to the County.

## **III. 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, May 24, 2016.** Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and 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.

## **IV. Scope of Work**

The following is a list of minimum requirements and scope of work for service under the proposed contract. This list is not intended to be exhaustive, but rather a good indicator of the possible types of work to be done.

Any manufacturers' names, brand names, information and/or catalog numbers listed in the specifications are for information and/or reference are not intended to limit competition.

Bids for other brands meeting the listed minimum requirements will be accepted. Bidders may offer any brand, which meets or exceeds the specification for any items. Complete product information must be supplied with your bids.

Sedgwick County reserves the right to select the bid that best meets its required needs and quality requirements. The services under this contract will not include any projects greater than \$25,000, unless otherwise requested by County Staff.

1. Vendor will be responsible for any floor patching and repairs.
2. Repair of cove base.
3. Vendor must supply all necessary materials and parts necessary to install carpet including all adhesives. See table below for specific adhesives required.
4. Vendor is responsible for hauling off old carpet.
5. Installation of carpet will be “glue down type installation”.
6. Installation must be per manufacturer recommendations.
7. Vendor will provide sample of carpet with bid per enclosed specifications.
8. All materials shall be submitted to the County Project Manager for approval prior to installation.
9. Price to include any freight charges.

**Specifications - BROADLOOM**

Manufacturer:	Patcraft
Pattern/Style:	“Big Splash” IO164
Type/Size:	Broadloom 12’-0 wide
Colors:	High Score 00120, Springboard 00321 and Angle 00603
Yarn System:	Eco Solution Q Nylon
Dye Method:	Solution/Yarn Dyed
Face Texture:	Dense Patterned Loop
Pattern Repeat:	None
Gauge/Weight:	1/8/26 oz.
Backing System:	Ultraloc Pattern
Special Technologies:	S.S.P. Shaw Soil Protection
Warranties:	Lifetime warranties for abrasive wear, static build-up, tuft bind, edge ravel, yarn pulls, zippering, delamination.

Manufacturer:	Mannington Commercial
Pattern/Style:	New Possibilities II-Broadloom Marvel 43161
Type/Size:	Broadloom 12’-0 wide
Yarn System:	Invista Antron Lumina Type 6
Dye Method:	Solution
Face Texture:	Pattern loop
Pattern Repeat:	None
Gauge/Weight:	1/12
Backing System:	100% synthetic
Special Technologies:	Permanent stain and bleach protection, static control, Duratech soil resistant treatment
Warranties:	Lifetime limited. Including face wear, moisture barrier, delamination, tuft bind, unraveling and static protection.

**CONTINUED ON NEXT PAGE**

**Specifications – CARPET TILES**

Manufacturer:	Patcraft
Pattern/Style:	“Big Splash” IO166
Type/Size:	Modular carpet tile 24”x 24”
Colors:	High Score 00120, Springboard 00321 and Angle 00603
Yarn System:	Eco Solution Q Nylon
Dye Method:	Solution/Yarn Dyed
Face Texture:	Dense Patterned Loop
Pattern Repeat:	None
Gauge/Weight:	1/10
Backing System:	EcoWorx ®
Special Technologies:	S.S.P. Shaw Soil Protection
Warranties:	Lifetime warranties for abrasive wear, static build-up, tuft bind, edge ravel, yarn pulls, zippering, delamination.

Manufacturer:	Patcraft
Pattern/Style:	Surface Reaction Technology Modular IO274
Type/Size:	Modular 24”x 24”
Yarn System:	Eco Solution Q® Nylon
Dye Method:	100% Solution Dyed
Face Texture:	Multi-level pattern loop
Pattern Repeat:	None
Gauge/Weight:	1/12
Backing System:	Non-woven synthetic
Special Technologies:	S.S.P. Shaw Soil Protection
Warranties:	Lifetime Commercial Limited

Manufacturer:	Mannington Commercial
Pattern/Style:	New Possibilities II-Modular Marvel 43161
Type/Size:	Modular 24”x 24”
Yarn System:	Invista Antron Lumina Type 6
Dye Method:	Solution
Face Texture:	Pattern loop
Pattern Repeat:	Horizontal brick ashlar or quarter turn
Gauge/Weight:	1/12
Backing System:	100% synthetic
Special Technologies:	Permanent stain and bleach protection, static control, Duratech soil resistant treatment
Warranties:	Lifetime limited warranty. Including face wear, moisture barrier, delamination, tuft bind, unraveling and static protection.

**Specifications – ECOWORX® PERFORMANCE BROADLOOM**

Manufacturer:	Patcraft
Pattern/Style:	“Big Splash” IO165
Type/Size:	Broadloom 12’-0 wide
Colors:	High Score 00120, Springboard 00321 and Angle 00603
Yarn System:	Eco Solution Q® Nylon
Dye Method:	Solution/Yarn Dyed
Face Texture:	Dense Patterned Loop
Pattern Repeat:	None
Gauge/Weight:	1/8
Backing System:	EcoWorx ®
Special Technologies:	S.S.P. Shaw Soil Protection
Warranties:	Lifetime Limited Commercial

Manufacturer:	Patcraft
Pattern/Style:	Surface Reaction Formula IO278
Type/Size:	Broadloom 12'-0 wide
Yarn System:	Eco Solution Q® Nylon
Dye Method:	100% Solution Dyed
Face Texture:	Pattern Loop
Pattern Repeat:	2" W x 2.5" L
Gauge/Weight:	1/10
Backing System:	Woven Synthetic
Special Technologies:	S.S.P. Shaw Soil Protection
Warranties:	Lifetime Limited Commercial

**V. 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 or persons to act as the county Contract Manager with respect to the work to be performed under this contract.

**VI. 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) by 5:00 p.m. CDT Friday May 13, 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](http://www.sedgwickcounty.org/finance/purchasing.asp), under view current RFQs and RFPs; to the right of the RFB number by 5:00 p.m. CDT Tuesday May 17, 2016. Firms are responsible for checking the website and acknowledging any addendums on their proposal 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. Any exceptions to the requirements listed should be clearly detailed in response. Bidders shall:

1. Have a minimum of five (5) years experience in providing services similar to those specified in this RFB.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the County shall be followed with respect to the contract.
5. Municipal and County government experience is desired, however, the County will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFB.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform three (3) jobs simultaneously, safely and efficiently.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

**C. Selection Criteria**

An award will be made to the lowest responsible and responsive bidder(s).

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 Proposal to interested parties	<b>May 11, 2016</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	<b>May 13, 2016</b>
Addendum Issued	<b>May 17, 2016</b>
Sealed Bids due before 1:45pm CDT	<b>May 24, 2016</b>
Evaluation Period	<b>May 24-May 25</b>
Board of Bids and Contracts Recommendation	<b>May 26, 2016</b>
Board of County Commission Award	<b>June 1, 2016</b>

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 for a period of 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](http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf)

F. [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 **(must be acknowledged on the bid/proposal response form)**.

**NOTE:** If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

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.

<b>Workers' Compensation:</b>	
Applicable coverage per State Statutes	
<b>Employer's Liability Insurance:</b>	\$100,000.00
<b>Commercial General Liability Insurance:</b>	
<b>Bodily Injury:</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Property Damage:</b>	
<b>Workers' Compensation:</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Personal Injury:</b>	
Each Occurrence	\$500,000.00
General Aggregate	\$500,000.00

<b>Automobile Liability-Owned, Non-owned and Hired</b>	
Each Occurrence Bodily Injury and Property damage	\$500,000.00
General Aggregate	\$500,000.00
<b>Professional Liability (If required)</b>	

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 proposal, 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 Proposal is the property of Sedgwick County.

I. Bid Conditions

Request for Bid Conditions

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/Bid%20Terms%20%20Conditions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/Bid%20Terms%20%20Conditions.pdf)

General Contract Provisions

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/General%20Contractual%20Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf)

Mandatory Contract Provisions

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/Mandatory%20Contractual%20Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf)

Sample Contract

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/Sample%20Contract.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf)

**VII. Required Response Content**

All bid submissions shall include the following:

1. Unit costs to include materials as specified (or comparable materials with specifications included in bid package), and labor for normal and after hours rates.
2. Proof of insurance meeting minimum insurance requirements as designated herein.
3. Any exclusions clearly delineated.



**VIII. Response Form**

**REQUEST FOR BID  
#16-0032  
ON-CALL CARPET SERVICES**

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal 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 Proposer 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.

**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:** \_\_\_\_\_ (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

**INSURANCE REGISTERED IN THE STATE OF KANSAS WITH MINIMUM BEST RATING OF A-VIII:**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**CONT. NEXT PAGE**

**VIII. Response Form, continued**

**REQUEST FOR BID  
#16-0032  
ON-CALL CARPET SERVICES**

**PRICING INFORMATION**

**\*\*All pricing should include FOB destination delivery with a fully installed price (including adhesives, floor patch and other consumables used in normal installation**

	Vendor moves furniture	County moves furniture
Broadloom (per sq yard) Manufacturer		
Broadloom (per sq yard) Manufacturer		
Carpet Tiles (per sq yard) Manufacturer		
Carpet Tiles (per sq yard) Manufacturer		
Carpet Tiles (per sq yard) Manufacturer		
ECOWORX® Performance Broadloom (per sq yard) Manufacturer		
ECOWORX® Performance Broadloom (per sq yard) Manufacturer		
Hourly labor rate (standard business hours)		
Hourly labor rate (overtime/after hours)		
Percentage of mark-up added to vendor's material costs for extraordinary floor prep work and for materials and hard surface product materials such as VCT or ceramic materials		%
Vinyl 4" base installation including removing existing vinyl base, prepping wall and re-installation new wall base vinyl (per linear foot)		
Lead-time for ordering carpet from manufacturer		

The award of this request for Bid will result in a **contract period of one (1) year with the potential for two (2) one (1) year options to renew**, subject to the approval of both parties.

**Pricing shall be firm for the first (1<sup>st</sup>) year of this contract.**

**Escalation Clause for (2<sup>nd</sup>) and (3<sup>rd</sup>) year of Contract:**

If vendor has price increase from the manufacturer, the vendor must produce a letter from the manufacturer stating the percent of increase. This will be a direct cost only and no mark-up will be allowed.

**CONTINUED ON NEXT PAGE**

**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 bid, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_