



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

#16-0078

2EA. - 12" CAPACITY DISC STYLE BRUSH CHIPPER TOW BEHIND

July 29, 2016

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking to obtain bids from qualified vendors to provide two (2) **12" CAPACITY DISC STYLE BRUSH CHIPPER TOW BEHIND**, for Lake Afton and Sedgwick County Park use. It should be note however, that the County cannot guarantee the purchase of the product described herein.

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should firms elect to submit a bid, one (1) complete original and two (2) complete copies (including all supplementary materials) plus one (1) electronic copy (PDF/Word supplied on a flash drive) must be returned to:

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

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT TUESDAY, AUGUST 9, 2016**. Delivered 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. The time stamp clock in the Purchasing Department will determine the time of receipt.

Britt Rosencutter
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 bids for two (2) **12" CAPACITY DISC STYLE BRUSH CHIPPER TOW BEHIND**

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 two (2) copies **AND** one (1) electronic copy (PDF/Word supplied on a flash drive) of the entire document 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, TUESDAY, AUGUST 9, 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

The following specifications are for the procurement of two (2) **12" CAPACITY DISC STYLE BRUSH CHIPPER TOW BEHIND** to be used by Lake Afton and Sedgwick County Park.

1. All items bid are to be factory installed unless authorized by Sedgwick County Fleet Management
2. Manufacturer standard equipment presumed to be included unless otherwise specified.
3. After award and prior to delivery, an appointment must be made to deliver equipment to Fleet Management, 1021 W. Stillwell St., Wichita, KS. Please contact Penny Poland at 316-660-7477.
4. Bid price must include handling and delivery to Sedgwick County Fleet located at 1021 W. Stillwell St., Wichita, Kansas 67213.
5. Fleet Management will not accept ownership until order has been inspected for compliance with specifications below and Manufacturer's Statement of Origin (MSO) has been delivered.
6. Contract pricing for labor and parts will be established for three (3) years. This contract will cover any work or repairs needed that do not fall under warranty work and will include like equipment.
7. Maintenance manuals to be invoiced separately.
8. Provide all warranty information.
9. Equipment shall meet or exceed the following descriptions. Any additions, deletions, or variations from the following descriptions must be noted by the vendor on the bid response form. Vendor shall indicate in the "Yes/No" column if their bid complies on each specific item.

	12" CAPACITY DISC STYLE BRUSH CHIPPER TOW BEHIND	Yes	No
1. Engine:			
a.	GM 4.3L, 130HP Gas engine with Twin Disc over center clutch (includes live hydraulics)		
b.	Engine disable plug for hood locking pin-preventing engine from operating without pin in place		
2. Auto Feed:			
a.	Reversing Auto Feed with digital tach/hour meter for disc style chipper		
3. Discharge chute:			
a.	270 degree hydraulic controlled swivel discharge chute with manual 12" chip deflector		
4. Hydraulic lift cylinder:			
a.	Hydraulic lift cylinder for top feed wheel with auto feed		
5. Battery/Battery Box:			
a.	Lockable aluminum battery box with (1) 1,010 CCA Interstate battery		
6. Axle:			
a.	Single 8,000 pound Torflex EZ lube axle with electric brakes		
7. Tires/Rim:			
a.	(2) 215/75R 17.5" tires mounted on a 8 bolt heavy duty gray rims		
8. Fenders:			
a.	Aluminum bolt on fenders (approx.. 1/8" thick)		
9. Hitch:			
a.	2 1/2" Wallace Forge pintle hitch		
10. Feed system:			
a.	Spring loaded slide box type feed system with (2) horizontal feed wheels 10 5/8" diameter x 19 1/2" wide		
11. Wheel jack:			
a.	Top feed wheel jack mount with locking pin to raise and lock top feed wheel using tongue jack		
12. In-feed Hopper:			
a.	29" high x 64" wide tapered in-feed hopper with 30" fold down in-feed hopper tray, heavy duty taillight covers and spring lift assists		
b.	Wooden pusher tool with mount on in-feed hopper		
13. Inspection Door:			
a.	Clean out and inspection door on discharge		
14. Chipper Disc Pocket:			
a.	40" diameter x 2" thick (2 knife pocket) chipper disc each pocket equipped with (2) 1/2" x 4 1/2" x 7 1/4" dual edge knives		
15. Pressure Check Kit:			
a.	Pressure check kit for 90 95 150 200 250 255		
16. Tanks:			
a.	13 gallon steel hydraulic tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge		
b.	40 gallon steel fuel tank with magnetic drain plug, lockable filler cap and aluminum sight gauge		
17. Electrical System:			
a.	12 volt system with rubber mounted LED taillights, 6 prong replaceable coiled power cord and protected heavy duty wiring with junction box and LED clearance lights with reflectors		
18. Rectangular Tubing:			
a.	3/16" x 2" x 6" rectangular tubing with a 1/4" x 3" x 6" tubular tongue		
19. Tongue Jack:			
a.	5,000 pound capacity tongue jack with 15" of travel and foot pad		

20.	Safety Control Bar:		
a.	Safety control bar controls forward/neutral/reverse		
21.	Miscellaneous Items:		
a.	(2) Radiator guard posts		
b.	(2) Last chance safety pull cables		
c.	Banded chipper belts		
d.	Lockable aluminum toolbox		
e.	Three (3) copies of operators, and engine operator's and technician manuals		

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 Britt Rosencutter at britt.rosencutter@sedgwick.gov by 5:00 p.m. CDT Wednesday, August 3, 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 RFB number by 5:00 p.m. CDT Monday, August 8, 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	Friday, July 29, 2016
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	Wednesday, August 3, 2016
Addendum Issued	Monday, August 8, 2016
Sealed Bid due before 1:45pm CDT	Tuesday, August 9, 2016
Evaluation Period	Wednesday, August 10 – 12, 2016
Board of Bids and Contracts Recommendation	Thursday, August 18, 2016
Board of County Commission Award	Wednesday, August 24, 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 contract pricing for labor and parts will be established for three (3) years. The contract will cover any work or repairs needed on this equipment and other like equipment that does not fall under warranty work.

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](#)

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.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$100,000.00
Commercial General Liability Insurance:	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Workers' Compensation:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Occurrence	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Each Occurrence Bodily Injury and Property damage	\$500,000.00
General Aggregate	\$500,000.00
Professional Liability	
If required	

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

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

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VI. Required Response Content

The bid response should be organized in the following format and information sequence:

1. One complete original and two complete copies as described on page 1.
2. Clearly address in sequential order each of the minimum mandatory requirements/specifications listed on page 4 & 5.
3. Bidder must clearly delineate and describe in detail any exceptions to the requirements and specifications.
4. Complete the Bid Response Form that is provided on pages 8 & 9.
5. Include manufacturer's specifications.
6. Provide complete warranty information.
7. Prior to a vendor being awarded a contract, Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.

VII. Response Form (1 of2)

REQUEST FOR BID

#16-0078

2 - 12" CAPACITY DISC STYLE BRUSH CHIPPER TOW BEHIND

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

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

☐ 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 #: _____

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 _____

(2 of 2)

Description	Unit Price	Extended Price
2 EA. 12" CAPACITY DISC STYLE BRUSH CHIPPER TOW BEHIND Model: _____	\$	
Manuals: Three complete sets Paper or CDROM	\$	
Delivery ARO: _____ days	Total:	

Contract pricing for labor and parts will be established for three (3) years. This contract will cover any work or repairs needed on this equipment and other like equipment that does not fall under warranty work.

Description	Cost Year 1	Cost Year 2	Cost Year 3
Hourly labor rate	\$		
Parts-cost + markup	%	%	%
Freight charge, pickup and delivery (1 way)	\$		

**If a contract has already been established with your company on a previous RFB/RFP please note the RFB/RFP # _____

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 _____