



**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**  
**#16-0086**  
**ON-CALL HEATING, VENTILATION, AND AIR CONDITIONING SERVICES**

October 5, 2016

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking one or more firms to provide on-call heating, ventilation, and air conditioning (HVAC) services. 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,

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 on-call heating, ventilation, and air conditioning (HVAC) service.

## **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) copy 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 October 18, 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.

### **Minimum Requirements**

The county desires the most advantageous service(s) and product(s) available. The following specifications outline the minimum requirements for this RFB. Minimum requirements are provided to assist vendors in submitting a thorough response that meets the county's objectives.

- **Vendor**
  1. Have certified ability to perform the following HVAC services.
    - a. Inspection & Evaluation
    - b. Preventive Maintenance
    - c. Repair
    - d. Replacement
  2. Repair or replace all parts and assemblies of every description compromising the HVAC system.
  3. Provide service coverage on-call as needed 24 hours a day 7 days a week.
  4. Obtain permits needed to complete project.
  5. Arrange for access to work areas if and when necessary.
  6. Schedule any shut down of service and/or utilities with County project manager.
- **Pricing**
  7. Submit a cost plus percent methodology for all Heating, Ventilation and Air Conditioning (HVAC) materials and rental equipment.
  8. Provide Labor Rate to include any and all incidental costs such as per diem, portal to portal, fuel charge, and the like.
  9. The hourly labor rate will be paid only for the time at the job site (one hour guarantee); **no travel time will be paid**.
  10. Rates will be based on the following:

- a. Foreman/Journeyman
    - Business Hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.
    - After Hours
  - b. Helper / Laborer
    - Business Hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.
    - After Hours
- **Emergency Service**
    11. Respond and commence work within (2) two hours or less for emergency repairs. (Emergency repairs are any condition that may be considered unsafe or hazardous or may cause property damage to the building.)
  - **Refrigerant**
    12. Provide a detailed refrigerant program that meets all EPA regulations. Refrigerant program should include but is not limited to:
      - a. Amount of refrigerant in each unit.
      - b. Amount of refrigerant recovered, recharged or lost.
      - c. Recovery unit model and serial number.
    13. Provide the County with a copy of the refrigerant report after recovery or usage of refrigerant. This report must be separate from the work order.
  - **Service Tags**
    14. Have service technician(s) complete a service tag/sticker and attach it to the serviced equipment after completion of work. The service tag/sticker shall be used to document the following information:
      - Date of service
      - Name of technician(s)
      - Description of the service(s) performed.
  - **Warranty**
    15. Provide warranty information for replacement part(s) and/or service(s) provided. Warranties become effective on the date of installation.
    16. Provide 30 day warranty on service.
  - **Safety**
    17. Provide safety training records on the following:
      - a. Electrical Safety.
      - b. How to Handle Refrigerant and Oil Spills.
      - c. Proper Disposal of Refrigerant Oil, Oil Filter and Driers.
      - d. Use of Self Contained Breathing Apparatus.
      - e. Lock-Out/Tag-Out
    18. Provide each technician with Material Safety Data Sheet(s) (MSDS) on all refrigerants, solvents and oils used in the equipment at Sedgwick County.
    19. Keep on site a spill cleanup kit (refrigerant oil). The kit must include the following:
      - a. Gloves
      - b. Oil Absorbent Pads
      - c. Oil Containment Ring
      - d. Hazardous Disposal Bag
      - e. Plug It
      - f. Self Contained Breathing Apparatus (Re-certified within past (2) two years)
    20. Provide the company name that is handling the disposal of refrigerant oil, refrigerant filters, oil filters and drier cores for your company.
    21. Provide any barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public and vehicles.

22. Maintain a safe work environment and upon completion of installation, return the workspace or area to its original state as approved by the County.
23. Leave the work area clean and free of materials, tools, equipment and debris.
24. Remove and dispose of all defective materials in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes and industry standards.
25. Cover the furnishings and floor area prior to commencing work on equipment located above the ceiling line.

### **Scope of Work**

The successful proposer will be required to provide any or all of the following types of service, repairs, troubleshooting, and preventative maintenance\*:

- Cleaning condensers (air and water)
- Eddy-current testing of chiller tubes
- Testing of chiller compressors, including conditions of motor windings
- Disassembly, inspection and re-assembly of large chillers or similar equipment
- Meg-ohm or Hi-pot testing where appropriate
- Vibration analysis
- Purge unit/refrigerant recovery equipment
- Oil and/or refrigerant testing and replacement
- Filter changing and replacement
- Refrigerant leak repairs
- Compressor troubleshooting or replacement
- Controls troubleshooting and repair
- Check all electrical components and connections
- Starter maintenance shall include the following:
  - Check the condition of contactors for pitting and wear
  - Tighten all electrical connections
  - Dry run starter and check operating sequence of timers and contactors to insure that there is no single phasing, contactor dragging or timer sequencing problems
- Check condition of transition resistors
- Report condition of starters to proper personnel
- Pump repairs
- Air handler service and repair
- Cooling Tower service and repair
- Replacing any equipment
- Routine annual service – cleaning, inspecting heat exchangers or vessels; and venting, testing safety devices, adjusting burners and flames for maximum combustion efficiency.
- Major repairs such as replacement of boiler tubes, combustion blower service/repair, burner assembly service and repair; or possibly boiler replacement, etc.
- The Contractor is to complete all repairs within a 3-day period.
- Contractor's personnel must dress and act in a professional manner with identification of the company and individual. Due to the security concerns, the County may run background investigations on the successful contractor and their employees that will be working on County sites. In the event the successful contractor or anyone from the contractor's personnel does not pass the background investigations, that employee would not have special access.
- After any and all work herein specified has been completed, the Contractor shall guarantee his or her work to be free from defects for a period of one year. Such defects shall apply to faulty materials and workmanship. In the event of the development of said defects, the Contractors shall remedy the failure at his or her own expense within a reasonable time after the notice. In the event of unreasonable response time, the County reserves the right to call another company to affect repairs, at Contractors expense. All equipment shall be guaranteed by the manufacturer's warranty.

## SCHEDULED PREVENTIVE MAINTENANCE

### Spring

1. Clean condenser coils and evaporator coils with appropriate cleaning agents.
2. Treat condensate pans with algaecide (tablets)
3. Change filters
4. Grease/oil motors and bearings
5. Check refrigerant charge - charge if necessary
6. Voltage and current draws
7. Check controls, wiring, contactors, relays etc.

### Fall

1. Check heat exchangers for cracks or discrepancies (use technical methods other than visual)
2. Change filters
3. Check controls, wiring, contactors, relays etc.
4. Voltage and current draws
5. Remove and clean burners

\*Much of the equipment is microprocessor based and may require the use of a laptop computer with factory-based software and hardware. Any system modification will be done by the equipment manufacturer or contracted preventive maintenance vendor.

## 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](mailto:britt.rosencutter@sedgwick.gov) by 5:00 p.m. CDT October 11, 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 October 13, 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                          | <b>October 5, 2016</b>     |
| Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT | <b>October 11, 2016</b>    |
| Addendum Issued  | <b>October 13, 2016</b>    |
| Sealed Bid due before 1:45pm CDT   | <b>October 18, 2016</b>    |
| Evaluation Period  | <b>October 18-21, 2016</b> |
| Board of Bids and Contracts Recommendation                                     | <b>October 27,2016</b>     |
| Board of County Commission Award   | <b>November 2, 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) 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.

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.

**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:**

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</b>                          |              |
| <b>If required</b>                                     |              |

***Special Risks or Circumstances:***

***Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.***

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.

I. 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)

**VI. Required Response Content**

Bid response should include the following:

1. Pricing table completed.
2. Any exclusions clearly delineated.



VII. Response Form (1 of 2)

**REQUEST FOR BID**

**#16-0086**

**ON-CALL HEATING, VENTILATION, AND AIR CONDITIONING 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 \_\_\_\_\_

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

**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 (2 of 2)**

**PRICING INFORMATION**

I/We \_\_\_\_\_, propose to provide the product(s) and/or service(s) described herein with the following costs:

| <b>Pricing</b>  |          |
|---|----------|
| Cost plus percent methodology for all Heating, Ventilation and Air Conditioning (HVAC) materials OR equipment rental. | %        |
| <b>a) Labor Rate - Foreman/Journeyman</b>   |          |
| Business Hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.  | \$ /hour |
| After Hours   | \$ /hour |
| <b>b) Labor Rate - Helper/Laborer</b>   |          |
| Business Hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.  | \$ /hour |
| After Hours   | \$ /hour |

Cost must be all inclusive of all terms, conditions, and scope within this solicitation. Submit separate pricing forms with clear indication of terms for escalating fees or sliding fees for cost plus methodology. The initial term of this contract shall be one (1) year. There shall also be two (2) one-year options to renew at the sole request of the County.

**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 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 \_\_\_\_\_