

SEDGWICK COUNTY, KANSAS FINANCE DEPARTMENT DIVISION OF PURCHASING

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 #17-0052 GROUNDS KEEPING/LANDSCAPING

April 19, 2017

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking bids for Grounds Keeping/Landscaping. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid. Responses are due no later than 1:45pm CDT, Tuesday May 2, 2017.

All contact concerning this solicitation shall be made through the Division of Purchasing. Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Division of Purchasing in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

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 Grounds Keeping/Landscaping, in accordance with the specifications outlined, for Sedgwick County.

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) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

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

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, MAY 2, 2017**. Responses must be <u>sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date</u>. 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. Chart below indicates the level of service to be rendered at each facility with requirements of each service type following.

Location	Services to be rendered
Adult Residential Services, Corrections Dept. – 622 E. Central	Tree, Flower and Turf
Adult Intensive Supervision Program, Corrections Dept. – 905 N.	Lawn, Tree, Flower and Turf
Main	
Addiction Treatment Services, COMCARE – 940 N. Waco	Lawn, Tree, Flower and Turf
EMS Post 8, Public Safety – 501 E. 53 rd Street N.	Lawn, Tree, Flower and Turf
EMS Post 15 – South 219.65' of lot 35, Comotara Industrial Park,	Lawn, Tree, Flower and Turf
between 34 th and 35 th streets north on Webb Road	
Primary Care Clinic, Health Department – 2716 W. Central	Lawn, Tree, Flower and Turf
Forensic Science Center – 1109 N. Minneapolis	Lawn, Tree, Flower and Turf
Fleet Management, Main Shop – 1021 Stillwell	Lawn, Tree, Flower and Turf
Fleet Management, East Shop – 1015 Stillwell	Lawn, Tree, Flower and Turf
Juvenile Detention Facility, Corrections Dept 700 S. Hydraulic	Lawn, Tree, Flower and Turf
Juvenile Residential Facility, Corrections Dept 881 S. Minnesota	Lawn, Tree, Flower and Turf
Juvenile Court, Corrections Department - 1015 S. Minnesota	Lawn, Tree, Flower and Turf
Juvenile DA, District Attorney – 1015 S. Minnesota	Lawn, Tree, Flower and Turf
Sheriff's Squad Room – 830 Stillwell	Lawn, Tree, Flower and Turf

As it pertains to each section, vendor shall:

1. Lawn Care

- a. Mowing: once per week, all areas on property that contain grass.
- b. Clippings: required with each mowing, bag or mulch all and remove from property.
- c. Trimming: all fencing, building and structure foundation perimeters, garden edging, tree trucks, lamp poles, sign posts, utility meters and other obstacles shall be trimmed, maintained to the height of adjacent lawns and removed from property.
- d. Edging: All walkways, curbs, parking lots and driveways shall be machine edged and removed from property.
- e. Grounds: required with each mowing, free of trash and small tree branches.
- f. Leaves: once per week, vacuum all leaves and debris from all landscape and paved areas and remove from property.

2. Tree/Shrub Care

- a. Trimming: at an even height with a well maintained appearance; as needed a minimum of four times annually.
- b. Clippings: required with each trimming, remove from property.
- c. Raking: as needed, remove leaves and debris from property.
- d. Treatment: annually for insects, disease, and dormant oil.

3. Flower Bed Care

- a. Flowers: plant with "like" as replacement becomes necessary.
- b. Mulch: turn and add as replacement becomes necessary.
- c. Clean: once per week, weed and remove weeds as necessary.

4. Turf Treatment/Additional Care

- a. Turf Care: once each late spring, midsummer, early fall and late fall
- b. Spraying: once each fall and spring and monthly spot treatments as deemed necessary, turf areas, sidewalks, parking lot, and flower beds for weeds and fertilization. Treatments must include fertilization, vegetation, crabgrass, broadleaf, weed and winterization as determined necessary by vendor or County staff.
- c. Ad hoc services: new facilities or as requested due to high rain, storm, etc. to be paid per man hour
- d. Ad hoc materials: as requested to add to, repair or otherwise modify existing landscape.

The following resources shall be used as a guide for all services rendered under this contract. Sedgwick County staff will monitor service quality and refer to these guides when discussing course correction as performance concerns arise. All concerns shall be addressed in a timely manner and at no additional cost to the County.

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 Friday April 21, 2017. 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 Wednesday April 26, 2017. 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. Evaluation 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 Division of Purchasing at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	April 19, 2017
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	April 21, 2017
Addendum Issued	April 26, 2017
Sealed Bid due before 1:45pm CDT	May 2, 2017
Evaluation Period	May 2 to May 5
Board of Bids and Contracts Recommendation	May 11, 2017
Board of County Commission Award	May 17, 2017

E. Contract Period and Payment Terms

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) for three (3) years with two (2) one (1) 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

F. <u>Insurance Requirements</u>

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 prior to award of contract.** 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.

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Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Each Occurrence \$500,000.00 Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00 General Aggregate \$500,000.00

Automobile Liability:

Combined single limit \$500,000.00

Professional Liability
If required

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.

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. <u>Bid Conditions</u>

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

General Contract Provisions

 $\underline{http://www.sedgwickcounty.org/purchasing/pdf_files/General\%20Contractual\%20Provisions.pdf}$

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

Bid response should include the following:

- 1. Any exclusions clearly delineated.
- 2. Completed and signed Bid Response Form.
- 3. Those responses that do not include all required forms/items may be deemed non-responsive.

REQUEST FOR BID #17-0052 GROUNDS KEEPING/LANDSCAPING

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/STATEZIP	
PHONE FAX HOURS	
STATE OF INCORPORATION or ORGANIZATION	
COMPANY WEBSITE ADDRESS E-MAIL	
NUMBER OF LOCATIONSNUMBER 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: (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: (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:YesNo	
INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII:	YesNo
 ☐ 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 vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .	ge and it is the
NO, DATED; NO, DATED; NO, DATE	D
In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire of clearly delineated and detailed any exceptions. Signature	
Print Name Dated	

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Location	Annual Cost
Adult Residential Services, Corrections Dept. – 622 E. Central	
Adult Intensive Supervision Program, Corrections Dept. – 905 N. Main	
Addiction Treatment Services, COMCARE – 940 N. Waco	
EMS Post 8, Public Safety – 501 E. 53 rd Street N.	
EMS Post 15 – South 219.65' of lot 35, Comotara Industrial Park,	
between 34 th and 35 th street south on Webb Road.	
Primary Care Clinic, Health Department – 2716 W. Central	
Forensic Science Center – 1109 N. Minneapolis	
Fleet Management, Main Shop – 1021 Stillwell	
Fleet Management, East Shop – 1015 Stillwell	
Juvenile Detention Facility, Corrections Dept 700 S. Hydraulic	
Juvenile Residential Facility, Corrections Dept 881 S Minnesota	
Juvenile Court, Corrections Department - 1015 S. Minnesota	
Juvenile DA, District Attorney – 1015 S. Minnesota	
Sheriff's Squad room – 830 Stillwell	