



SEDGWICK COUNTY, KANSAS

FINANCE DEPARTMENT

Purchasing Section

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

<https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/>

REQUEST FOR BID

18-0017

PREVENTIVE MAINTENANCE AND ON CALL SERVICES for BACK-UP GENERATORS

June 19, 2018

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking bids for a vendor to provide preventive maintenance and on-call services for various back-up generators for Sedgwick County facilities. 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 1:45 p.m. CDT, July 17, 2018.

There will be a pre-bid meeting on June 28, 2018 at 1:00 p.m. CDT to view the equipment being serviced under this contract. County staff will meet with vendors outside in front of the Adult Detention Facility at 141 W. Elm, Wichita Kansas 67203 and begin the equipment walkthrough from that location.

All contact concerning this solicitation shall be made through the Purchasing Section. 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 Purchasing Section in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

Sincerely,

Kristen McGovern
Senior Buyer

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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 preventive maintenance and on-call services for various back-up generators throughout the county, in accordance with the specifications outlined, for Sedgwick County Facilities. Additional equipment may be added to this contract at any time under county discretion.

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:

Kristen McGovern
Senior Buyer
Sedgwick County Purchasing Section
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, TUESDAY July 17, 2018. 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

Preventive maintenance is to include the following checks (as determined applicable by each system):

1. Engine, to include but not limited to spark plugs, belts, water pump, etc.
2. Oil, to include but not limited to leaks, levels, filters, etc.
3. Electrical, to include but not limited to starter, terminals, connections, etc.
4. Fuel, to include but not limited to pumps, solenoid, leaks, etc.
5. Air and Exhaust, to include but not limited to seals, trap, louver, etc.
6. Cooling, to include but not limited to leaks, coolant level, filter, hoses, etc.
7. Battery, to include but not limited to size, float charge rate, amps, connections, etc.
8. Structure, to include but not limited to frame rail, guards, housing, etc.
9. Operational, to include but not limited to engine oil temperature, lube pressure, coolant temperature, etc.
10. Normal Power Source, to include but not limited to voltage, frequency, etc.
11. Panel Readings, to include but not limited to battery voltage, ammeter, frequency meter, etc.
12. Annunciator, to include but not limited to lamp, switch, and alarm operation, etc.
13. After Run Test, to include but not limited to dist sticker, generator in auto, etc.

Standard lubrication, filters, and connectors with an individual cost not exceeding \$25.00 shall be replaced immediately at no additional charge. Any other recommended part repair/replacement shall be reported as directed below. Sedgwick County reserves the right to accept/decline any recommendation and will contact the vendor as appropriate upon receipt of report.

On call service to include, but not limited to:

1. Automatic transfer switch testing, simulated and/or live.
2. Load bank testing.
3. Repair to any of the systems listed above.
4. Assist in planning for emergency situations

REPORTING

A full report of each system check, to include the following shall be completed within 30 days of test completion:

1. Verification of each system checked, to include parts and pieces within.
2. Addition/replacement of lubrication.
3. Repair/replacement of parts.
4. Recommendation of future repair/replacement of parts.

APPLICABLE FACILITIES/EQUIPMENT

The following facilities and equipment will be included in this contract.

Address	Brand/Model	KW	Volts	Misc.
4701 S. West St.	Baldor TS25S	20	120/280	3 Phase, purchased 2006
4701 S West St	Baldor TS25T	20	120/240	Trailer units stored at West yard for use at any public works yard
5858 N. 247 th St. W.	Baldor TS25S	20	120/280	3 Phase, purchased 2006
700 S. Hydraulic	Caterpillar 3412	600	480	3 Phase, 12 wire – 2200 gallon diesel
525 N. Main	Onan/Cummins 300DFCB	300	n/a	Serial# D970635724, manufactured 1996
525 N. Main	Onan/Cummins	400	n/a	Serial# FG8372713, manufactured 1972
525 N. Main	Onan/Cummins	500	n/a	Serial# 0143214/01, manufactured 1979
141 W. Elm	Onan/Cummins 600VTA2	545	120/480	Serial# G880145417
141 W. Elm	Onan/Cummins 600VTA2	545	120/480	Serial# G880145813
141 W. Elm	Onan/Cummins 600DFGB	545	120/480	Serial# S970663730
141 W. Elm	Onan/Cummins 600DFGB	545	120/480	Serial# S9770663731
1109 N. Minnesota	Onan/Cummins 80DGDA	53-80	120/240	Klein model SB1313, Serial 206-0895
1109 N. Minnesota	Caterpillar LC 5	250	n/a	Serial# G5A01479
714 N. Main	Caterpillar LC 6	500	n/a	Serial# G6B02812, Engine model 3456
714 N. Main	Caterpillar LC 6	500	n/a	Serial# G6B02813, Engine model 3456
701 W. Harry	Kohler 20R0Z281	25	n/a	Serial# 218574, manufactured 1987
7001 W. 21 st St.	Grenerac 93A3904-S	20	277/480	Serial# 2009584, purchased 1993
501 E. 53 rd St. N.	Kohler	30	n/a	Purchased 2005

WARRANTY

All labor and parts shall be warranted against defect for a period of one (1) year from service/installation.

IV. Sedgwick County's Responsibilities

- 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.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kristen McGovern at Kristen.McGovern@sedgwick.gov by 5:00 p.m. CDT July 5, 2018. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this bid number by 5:00 p.m. CDT July 10, 2018. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

B. Minimum Firm 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 Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	June 19, 2018
Pre-Bid Meeting (141 W Elm, Wichita, Kansas 67203 at 1:00 p.m. CDT)	June 28, 2018
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	July 5, 2018
Addendum Issued	July 10, 2018
Sealed Bid due before 1:45 p.m. CDT	July 17, 2018
Evaluation Period	July 18-25, 2018
Board of Bids and Contracts Recommendation	July 26, 2018
Board of County Commission Award	August 1, 2018

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s), for **one (1) year with four (4) one year renewal options**.

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

https://www.sedgwickcounty.org/media/39239/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 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.

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 bidder agrees all data, records and information, which the bidder, 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 bidder 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 bidder 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](#)

<https://www.sedgwickcounty.org/media/31339/bid-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

VI. [Required Response Content](#)

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Sample invoice, all invoices must break-out materials and labor into separate line items. Lump sum invoices will not be accepted.
3. Completed and signed Pricing Sheet and Bid Response Form.
4. Those responses that do not include all required forms/items may be deemed non-responsive.

VII. Response Form (1 of 2)

**REQUEST FOR BID
18-0017**

PREVENTIVE MAINTENANCE AND ON CALL SERVICES for BACK-UP GENERATORS

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 #: _____

CONTINUED ON NEXT PAGE

PRICING

Location	Preventive Maintenance
4701 S. West St.	\$
5858 N. 247 th St. W.	\$
700 S. Hydraulic	\$
525 N. Main	\$
525 N. Main	\$
525 N. Main	\$
141 W. Elm	\$
141 W. Elm	\$
141 W. Elm	\$
141 W. Elm	\$
1109 N. Minnesota	\$
1109 N. Minnesota	\$
714 N. Main	\$
714 N. Main	\$
701 W. Harry	\$
7001 W. 21 st St.	\$
501 E. 53 rd St. N.	\$
On-Call Service Rates	
Service Call	\$
Hourly rate for on call service	\$
Hourly rate for emergency service	\$
Percentage mark up on parts	%

***Please note – County reserves the right to add/omit facilities as deemed necessary by acquisition or sale of property, purchase of equipment, or consolidation of departments. Provide a narrative description of pricing structure for the purpose of adding additional equipment to existing contract in the future (how do you determine how much you are going to charge?).**

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 _____

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 _____