



**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  
RFB 19-0057  
ON-CALL REMODEL SERVICES**

July 21, 2019

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking bids for On-Call Remodel 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. Responses are due no later than 1:45pm CDT, July 16, 2019.

**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,

A handwritten signature in black ink, appearing to read "Paul Regehr", is written over a horizontal line.

Paul Regehr  
Purchasing Agent

PR/hp

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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 511,000 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 Remodel Services, in accordance with the specifications outlined, for Sedgwick County Facilities Maintenance.

## **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:

Jack Regehr  
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 16, 2019**. 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**

- Have ability to perform the following remodeling services (this list is a sample and is not intended to be inclusive of all possible service requests):
  - a. General Demolition
  - b. ADA accessibility modifications to existing walls, counters, restrooms, etc.
  - c. Framing walls and partitions with metal or wood studs
  - d. Repair and installation of suspended grid ceilings
  - e. Repair, installation and building of stairways
  - f. Repair and installation of hardwood floors
  - g. Repair, installation and building of cabinets
  - h. Repair and installation of drywall
  - i. Repair and installation of decks and porches
  - j. Installation of insulation
  - k. Fabrication and installation of millwork
  - l. Finishing work (i.e. drywall, mud and tape, paint, stain, trim)
  - m. Custom projects as assigned to include the cutting, fitting and assembly.

## **Requirements**

### **General**

- Provide service coverage on-call as needed 24 hours a day 7 days a week.
- Obtain permits needed to complete project.
- Coordinate with other on-call services as required.
- Schedule any shut down of service and/or utilities with the building representative.
- Meet all required building codes, ordinances and laws (including ADA).
- All work shall comply with 2010 ADA (Americans with Disabilities Act) Standards for Accessible Design.
  - a. Construction and manufacturing tolerances shall meet 2010 ADA Standards. Where ADA Standards state a range with specific minimum and maximum end points, no tolerance outside of the range at either end is permitted.
  - b. Contractor is responsible for ensuring all work, including that of any subcontractors, complies with ADA. This shall include verification that project elements comply with 2010 ADA Standards prior to final inspection. The Contractor's review shall include, but is not limited to, the following:
    - Running slopes and cross slopes of ramps or accessible routes.
    - Door opening force and closing speed.
    - Plumbing fixture and restroom compliance, such as toilet centerline, seat height, and flush control location; lavatory height and knee clearance; grab bar heights, sizes, and locations; dispensers, hooks, and mirror heights and locations.
    - Signage mounting heights and locations.
    - Heights of operable parts, such as switches, outlets, and controls.
    - Kitchen and kitchenette items such as sinks, receptacles, appliances, and storage.
    - Other features covered by ADA Standards.

## **Pricing**

For projects with an estimated value less than \$10,000, the department may choose one or more firms of the contracted firms to obtain an estimate based on the hourly rates and percentage markup submitted below.

For projects with an estimated value greater than \$10,000, the department may choose one or more of the contracted firms to obtain a competitive quote. For these projects, a lump sum bid will be submitted based on the scope of work.

- Provide Labor Rate based on the following:
  - i. Business Hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.
  - ii. After Hours
- Provide Materials/Subcontract/Rental Equipment percentage markup.

### **Emergency Service**

- Respond and commence work within (2) two hours or less for emergency repairs. (Emergency repairs may include, but not be limited to, any condition that may be considered unsafe or hazardous or may cause property damage to the building.)

### **Warranty**

- Manufacturer warranty for materials installed shall be no less than one (1) year. Documentation with appropriate customer support contact information shall be provided to Project Manager upon completion of work.
- Service warranty for labor shall be 30 days.

### **Safety**

- Provide any barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public and vehicles.
- Provide dust protection for projects.
- Provide Material Safety Data Sheets for hazardous chemicals (i.e. solvents) to be used on projects.

- Maintain a safe work environment and upon completion of installation, return the workspace or area to its original state as approved by the county.
- Leave the work area clean and free of materials, tools, equipment and debris.
- Remove and dispose of all defective materials in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes and industry standards.
- Vendor is responsible for all tear off, clean up and haul off of all types of debris.
- Cover the furnishings and floor area prior to commencing work on equipment located above the ceiling line.

#### 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 Paul Regehr at Jack.Regehr@sedgwick.gov by 5:00 p.m. CDT July 3, 2019. 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, 2019. Firms are responsible for checking the website and acknowledging any addenda 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 Section at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	<b>June 21, 2019</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	<b>July 3, 2019</b>
Addendum Issued by 5:00pm CDT	<b>July 10, 2019</b>
Sealed Bid due before 1:45pm CDT	<b>July 16, 2019</b>
Board of Bids and Contracts Recommendation	<b>July 18, 2018</b>
Board of County Commission Award	<b>July 24, 2018</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 two (2) years 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

[https://www.sedgwickcounty.org/media/39239/payment\\_and\\_invoice\\_provisions.pdf](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. If required, Contractor's professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of 3 years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured including both ongoing and completed operations, 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.

<b>Workers' Compensation:</b>	
Applicable coverage per State Statutes	
<b>Employer's Liability Insurance:</b>	\$500,000.00
<b>Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):</b>	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
<b>Automobile Liability:</b>	
Combined single limit	\$500,000.00
<b>Umbrella Liability:</b>	
Following form for both the general liability and automobile	
<b>_X_ Required/ ____ Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Professional Liability/ Errors &amp; Omissions Insurance:</b>	
<b>____ Required/ _X_ Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Pollution Liability Insurance:</b>	
<b>_X_ Required/ ____ Not Required</b>	
Each Claim	\$1,000,000.00

Aggregate	\$1,000,000.00
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***Special Risks or Circumstances:***

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

**CONTRACTOR IS PROVIDING CONSTRUCTION SERVICES:**

*In addition to the above coverages, Contractor shall also provide the following:*

<b>Builder's Risk Insurance:</b>	In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, Contractor, and all Subcontractors shall be included as named insureds.
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**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**

[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**

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

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

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

## **VI. Required Response Content**

Bid response should include the following:

1. Provide a brief description of firm, include years in service, number of employees, types of services provided, etc.
2. Provide contact name, title, qualifications, phone number and e-mail address of lead professional personnel assigned to the County account.
3. Provide proof of certifications, licenses or factory trainings as applicable to work described herein.
4. Provide a description of the number of employees available for immediate work on County projects, in addition to qualifications and expertise based sample projects identified in Scope of Work.
5. Provide a description of equipment owned as well as any equipment rental needs anticipated based on Scope of Work provided.
6. Provide four (4) references verifying exemplary service. These references **MUST** have received service(s) similar to those bid under this RFB. Provide the business name, address, contact name, phone number, length of service contract for each site, and a brief description of product installation.
7. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide service(s) and/or product(s).
8. Provide insurance certificate.
9. Provide a sample invoice, all invoices must be clearly itemized with materials showing the contracted mark-up rates and labor shown per contracted hourly rates.
10. Provide detailed information regarding any anticipated exception to any requirement, scope of work, term or condition within solicitation.



**VII. Response Form**

**REQUEST FOR BID  
RFB 19-0057  
ON-CALL REMODEL 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

**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](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 \_\_\_\_\_

Labor Rate Business Hours	\$
Labor Rate After Hours	\$
Materials or Equipment Rental % Mark Up	%
Subcontract % Mark Up	%

Cost must be all inclusive of all terms, conditions, and scope within this solicitation. Please indicate if price increases apply after the initial term.

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 \_\_\_\_\_