



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

*Purchasing Department*

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

Phone: 316 660-7255 Fax: 316 660-1839

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

**REQUEST FOR BID  
RFB #22-0018  
TREATMENT CHEMICALS AND SERVICES FOR  
CLOSED AND OPEN LOOP HVAC SYSTEMS**

February 28, 2022

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking bids for Treatment Chemicals and Services for Closed and Open Loop HVAC Systems. 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 pm CDT, March 29, 2022.

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

Sincerely,

**Tammy Culley  
Purchasing Agent**

TC/ch

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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 514,000 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 to provide initial and monthly testing, recommendations for treatment, and chemicals. The successful vendor will be responsible for providing labor, supervision, materials, testing, equipment, transportation, service and the shop facilities necessary to perform high quality work, in accordance with the specifications outlined, for Sedgwick County Facilities Maintenance.

Sedgwick County owns the following type of equipment:

### HEATING

- Low pressure steam boilers (various manufacturers)
- Low pressure hot water boilers (various manufacturers)
- Domestic hot water boilers (PVI and others)
- Warm air furnaces
  - DX equipment/Rooftop equipment
    - Trane
    - Liebert DX air handlers
    - York

### AIR CONDITIONING

- Chillers:
  - Water Cooled (centrifugal)
    - Trane
    - York Millenium VFD
  - Scroll
    - Multi-Stack
  - Rotary (screw)
    - Trane
- Air Cooled
  - Trane
  - McQuay
  - Liebert
- DX Equipment / Rooftop equipment:
  - Trane
  - Liebert DX air handlers
  - York

## 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:

Tammy Culley  
Sedgwick County Purchasing Department  
525 N. Main, Suite 823  
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, March 29, 2022**. 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. Bids/proposals that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, any delivery/courier service, or any other carrier of any sort are still considered late and shall not be accepted by the county.

Bid responses will be acknowledged and read into record at Bid Opening, which will occur at 2:00 pm CDT, on the due date. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these bids are read into the record, please dial our Meet Me line @ (316) 660-7271 at 2:00 pm.

### III. Scope of Work

- Initial testing of each piece of equipment.
- A tentative schedule of monthly testing to be performed to be provided to county project manager at the beginning of each contract year.
- Monthly testing of each piece of equipment.
- A written indication of condition of specimens for each test completed.
- A written indication of any recommendations or none for each test completed to address concerns.
- Chemicals as ordered.
- Testing supplies as ordered.
- Consultation as needed for unique circumstances.
- Vendor will provide web base monitoring of cooling tower systems by utilizing Advantage Controls controllers that are on-site and web Advantage system.

Vendor will:

1. Complete an initial test of each piece of HVAC equipment in the buildings as indicated within this section within thirty (30) days of contract award.
2. Provide an annual site visit/testing schedule to include approximate test date, location of test, and anticipated recommendation receipt date in electronic format to the project manager within thirty (30) days of contract award.
3. Complete monthly site visits and testing of each piece of HVAC equipment in the buildings listed in Section III.

**Initial and monthly visits will include:**

- a. Inspection of each system.
- b. Checking for proper equipment function.
- c. Checking for physical evidence of corrosion or fouling.
- d. Inspection of tower fill and distribution decks.

**Testing:**

- a. Follow any applicable manufacturer's specifications.
  - b. Check PH and conductivity.
  - c. Check cooling water.
  - d. Include a corrosion coupon analysis. At the time of program transition, coupons will be rotated every 30 days for three (3) months, thereafter a 90 day rotation is acceptable.
4. Provide a **written (electronic)** indication of condition of specimens for each test completed and a recommendation (when applicable) for each test completed to address concerns **within seven (7) calendar days of testing.**

**Recommendations will:**

- a. Provide a liquid blend of organic and inorganic chemical treatments for heating systems and closed loop systems.
- b. Maintain the prescribed dosages of sequestrants and antifoulants.
- c. Control corrosion with inhibitors.
- d. Include the use of automatic control of bleed-off and chemical feed for biocides.
- e. Include the use of dual continuous biocide program for cooling tower waters. An oxidizing and non-oxidizing biocide will be required. Sodium Hypochlorite or any like derivate are not acceptable.
- f. Provide optimum bleed rate for the system.

- g. Include plan for alternate treatments to prevent building resistance when applicable.
  - h. Provide a non-liquid Controlled Release Chemistry of organic and inorganic chemical treatments for cooling systems. The focal point being an approach for Green comparisons based on carbon footprint and other environmental and safety factors. Sedgwick County currently owns and maintains the existing equipment. Controlled release program must be compatible with the application process that is in place or successful bidder will be responsible for costs of installing all new required equipment and maintaining that equipment.
5. Notify project manager at any point the schedule will not be followed.
  6. Provide consultation as needed. On-site response to be within 48 business hours. Telephone or other response to be within 24 business hours.
  7. Have written procedures for collecting and handling specimens.
  8. Provide professionally trained personnel.
  9. Provide notification for prior authorization by project manager if any lab other than that stated in response to this RFB will be used.
  10. Provide all testing supplies on a monthly basis as will be needed by in house facilities staff to conduct recommended daily and weekly testing.
  11. Provide all chemicals as indicated in recommendation and as requested by project manager. **All chemicals must be delivered with appropriate SDS documentation.**

**Buildings listed below to receive water treatment:**

- **Main Courthouse** (cooling tower, chilled water and hot water boiler with hot water loops)
- **Munger Building** (cooling tower, chilled water and low pressure steam with hot water loops)
- **Adult Detention Facility** (Two (2) cooling tower systems, chilled water and hot water boiler with hot water loops)
- **Ronald Reagan Building** (cooling tower, chilled water and hot water boiler with hot water loops)
- **Juvenile Detention Facility**( cooling tower, chilled water and hot water boiler with hot water loops)
- **Health Department** (cooling tower, chilled water and hot water boiler with hot water loops)
- **Forensic Science** (DX chiller- chilled water and hot water boiler with hot water loops contain glycol)
- **Public Safety** (DX chiller- chilled water and hot water boiler with hot water loops contain glycol)
- **Juvenile Court Facility** (Chiller condenser water comes from Juvenile Detention cooling tower-chilled water and hot water boiler with hot water loops contain glycol)
- **Jail Annex** ( DX chiller- chilled water and hot water boiler with hot water loops)

**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 Tammy Culley at [Tamara.Culley@sedgwick.gov](mailto:Tamara.Culley@sedgwick.gov) by 5:00 pm CDT, March 14, 2022. 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 pm CDT, March 18, 2022. Firms are responsible for checking the website and acknowledging any addenda 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 meeting the needs of Sedgwick County

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>February 28, 2022</b>
Clarification, Information and Questions submitted in writing by 5:00 pm CDT	<b>March 14, 2022</b>
Addendum Issued by 5:00 pm CDT	<b>March 18, 2022</b>
Sealed Bid due before 1:45 pm CDT	<b>March 29, 2022</b>
Board of Bids and Contracts Recommendation	<b>April 7, 2022</b>
Board of County Commission Award	<b>April 13, 2022</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 five (5) years.

County 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 three (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	
<input checked="" type="checkbox"/> <b>Required</b> / <input type="checkbox"/> <b>Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Professional Liability/ Errors &amp; Omissions Insurance:</b>	
<input type="checkbox"/> <b>Required</b> / <input checked="" type="checkbox"/> <b>Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Pollution Liability Insurance:</b>	
<input type="checkbox"/> <b>Required</b> / <input checked="" type="checkbox"/> <b>Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

**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.

**IF 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>

#### Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>



**VI. Required Response Content**

Bid response should include the following:

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

VII. Response Form

**REQUEST FOR BID  
RFB #22-0018**

**TREATMENT CHEMICALS AND SERVICES FOR CLOSED AND OPEN LOOP HVAC SYSTEMS**

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 RFB/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 \_\_\_\_\_

VIII. Pricing Sheet

**PRICING SHEET**

**RFB #22-0018**

**TREATMENT CHEMICALS AND SERVICES FOR CLOSED AND OPEN LOOP HVAC SYSTEMS**

Describe and provide all applicable fees and rates on the chart provided below. All costs must be inclusive of profit, labor, administrative costs, fringe benefits, etc. The annual cost must include all requirements including initial and monthly testing, recommendations, telephone consultation as needed, testing supplies for facilities staff, and laboratory costs.

Annual cost (should include all monthly testing to include any possible lab fees and recommendations).	\$
Per hour, in-person consultation (outside of normal monthly testing/inspection).	\$
Unit cost for lab fees (outside normal monthly testing).	\$
Unit cost for recommendation preparation (outside of normal monthly testing).	\$
Chemicals, priced per gallon:	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Other	Indicate frequency -
Other	Indicate frequency -
Other	Indicate frequency -