



**SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE**

***Purchasing Department***

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

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

[https://www.sedgwickcounty.org/finance/purchasing/  
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

**REQUEST FOR BID**

**RFB # 23-0065**

**PREVENTIVE MAINTENANCE AND ON-CALL SERVICES FOR BACKUP GENERATORS**

**October 10, 2023**

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking bids for preventive maintenance and on-call services for various backup 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 pm CST, November 14, 2023.

There will be a pre bid meeting on October 18<sup>th</sup>. These will be held to view the equipment being serviced under this contract. County staff will meet with vendors at EMS Post 15, 3537 N Webb Rd, Wichita Kansas 67203 at 8:30 and begin the equipment walkthrough from that location. The other locations and times are listed below. This is not a mandatory meeting however this will be the only time the bidders will have an opportunity to look at the generators.

**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/ks

## Table of Contents

- I. [Purpose](#)
- II. [Submittals](#)
- III. [Scope of Work](#)
- IV. [Pre-Bid Schedule](#)
- V. [Sedgwick County's Responsibilities](#)
- VI. [Bid Terms](#)
  - A. [Questions and Contact Information](#)
  - B. [Minimum Firm Qualifications](#)
  - C. [Evaluation Criteria](#)
  - D. [Request for Bid Timeline](#)
  - E. [Contract Period and Payment Terms](#)
  - F. [Insurance Requirements](#)
  - G. [Indemnification](#)
  - H. [Confidential Matters and Data Ownership](#)
  - I. [Bid Conditions](#)
- VII. [Required Response Content](#)
- VIII. [Response Form](#)
- IX. [Pricing Sheet](#)

## **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 for preventive maintenance and on-call services for various backup generators for Sedgwick County various departments, 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 with an electronic response, the RFB number must be entered in the subject line and email the entire document with supplementary materials to:

**[Purchasing@sedgwick.gov](mailto:Purchasing@sedgwick.gov)**

Should you elect to participate with a physical response, the response must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. 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  
100 N. Broadway, Suite 610  
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CST TUESDAY, November 14, 2023.** If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at [purchasing@sedgwick.gov](mailto:purchasing@sedgwick.gov) for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your bid, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Bid responses will be acknowledged and read into record at Bid Opening, **which will occur at 2:15 pm CST, 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 2:15 pm.**

## **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.

	<b>Address</b>	<b>Brand/Model</b>	<b>KW</b>	<b>Volts</b>	<b>Misc.</b>
1.	4701 S West St	Baldor TS25T	20	120/240	Serial# P060124005 Trailer units stored at West yard for use at any public works yard
2.	5858 N. 247 <sup>th</sup> St. W.	Baldor TS25T	20	120/280	Serial# P0601240004 3 Phase, purchased 2006
3.	700 S. Hydraulic	Caterpillar 3412	600	480	Serial# AFH 00359
4.	525 N. Main	Onan/Cummins 300DFCB	300	120/480	Serial# D970635724, manufactured 1996
5.	525 N. Main	Onan/Cummins	400	120/480	Serial# FG8372713, manufactured 1972
6.	525 N. Main	Onan/Cummins	500	120/480	Serial# 0143214/01, manufactured 1979
7.	141 W. Elm	Onan/Cummins 600VTA2	545	120/480	Serial# G880145417
8.	141 W. Elm	Onan/Cummins 600VTA2	545	120/480	Serial# G880145813
9.	141 W. Elm	Caterpillar Model C18	600	120/480	Serial# T3400851
10.	141 W. Elm	Caterpillar Model C18	600	120/480	Serial# T3400852

11.	1109 N. Minnesota	Onan/Cummins 80DGDA	53-80	120/240	Klein model SB1313, Serial 206-0895
12.	1109 N. Minnesota	Caterpillar LC 5	250	n/a	Serial# G5A01479
13.	714 N. Main	Caterpillar LC 6	500	120/480	Serial# G6B02812, Engine model 3456
14.	714 N. Main	Caterpillar LC 6	500	120/480	Serial# G6B02813, Engine model 3456
15.	701 W. Harry	Cummins Model C25 N6	25	n/a	Serial# J180433332
16.	7001 W. 21 <sup>st</sup> St.	Generac 93A3904-S	20	277/480	Serial# 2009584, purchased 1993
17.	1900 E 9 <sup>th</sup> St.	20RCA			Serial #339MGVKM1277
18.	4310 E 19 <sup>th</sup> St.	6R0120 DS150			Serial #95130600567
19.	698 Caddy Ln	Kohler Model 60REZGB	60		Serial #SGM3224PV
20.	1218 S Webb Rd	Kohler Model 60REZGB	60		Serial #SGM32B9NC
21.	636 N St Francis	Kohler Model 60REZGB	60		Serial #SGM32CW6K
22.	3537 N Webb	Zenith/GE Model MTU-080078-GS50	50		Serial #94070500530

**WARRANTY**

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

**IV. Pre-Bid Schedule**

Due to some locations having the same generator walk through will not include every location. Below is the schedule for the locations including in the pre-bid meeting.

<b>Time</b>	<b>Address</b>	<b>Location</b>
<b>8:30</b>	3537 N Webb	EMS Post 15
<b>9:30</b>	4310 E 19 <sup>th</sup> St N	Law Enforcement Training Facility
<b>10:15</b>	636 N St Francis	EMS Post 10
<b>10:45</b>	525 N. Main	Main Courthouse
<b>11:15</b>	141 W Elm	Adult Detention Facility
<b>11:45</b>	714 N Main	Emergency Communications
<b>12:15</b>	1900 E 9th	Health Department
<b>12:45</b>	1109 N Minnesota	Forensic Science Center
<b>1:30</b>	700 S. Hydraulic	Juvenile Detention Facility
<b>2:15</b>	701 W Harry	Sheriff's Office Annex
<b>2:45</b>	7001 W 21 <sup>st</sup> St No	4H Extension Office
<b>3:45</b>	4701 South West St	Public Works West Yard

#### 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.

#### VI. Bid Terms

##### A. Questions and Contact Information

Any questions regarding this document must be submitted via email to Tammy Culley at [Tamara.Culley@sedgwick.gov](mailto:Tamara.Culley@sedgwick.gov) by 5:00 pm CDT, October 25, 2023. 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, November 1, 2023. 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 Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	<b>October 10, 2023</b>
Pre-Bid Meeting	<b>October 18, 2023</b>
Clarification, Information and Questions submitted via email by 5:00 pm CDT	<b>October 25, 2023</b>
Addendum Issued by 5:00 pm CDT	<b>November 1, 2023</b>
Bid due before 1:45 pm CST	<b>November 14, 2023</b>
Board of Bids and Contracts Recommendation	<b>November 30, 2023</b>
Board of County Commission Award	<b>December 6, 2023</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 **one (1) year with four (4) one year renewal options.**

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/55477/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>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

**VII. 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 Bid Response Form.
4. Proof of insurance.
5. Those responses that do not include all required forms/items may be deemed non-responsive.

VIII. Response Form

**REQUEST FOR BID**

**RFB #23-0065**

**PREVENTIVE MAINTENANCE AND ON-CALL SERVICES FOR BACKUP 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

UEI (UNIQUE ENTITY IDENTIFIER) 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.

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 \_\_\_\_\_

**IX. Pricing Sheet**

**PRICING**

	<b>Location</b>	<b>Preventive Maintenance</b>
1.	4701 S. West St. Trailer units stored at West yard for use at any public works yard	\$
2.	5858 N. 247 <sup>th</sup> St. W.	\$
3.	700 S. Hydraulic	\$
4.	525 N. Main	\$
5.	525 N. Main	\$
6.	525 N. Main	\$
7.	141 W. Elm	\$
8.	141 W. Elm	\$
9.	141 W. Elm	\$
10.	141 W. Elm	\$
11.	1109 N. Minnesota	\$
12.	1109 N. Minnesota	\$
13.	714 N. Main	\$
14.	714 N. Main	\$
15.	701 W. Harry	\$
16.	7001 W. 21 <sup>st</sup> St.	\$
17.	1900 E 9 <sup>th</sup> St.	\$
18.	4310 E 19 <sup>th</sup> St.	\$
19.	698 Caddy Ln	\$
20.	1218 S Webb Rd	\$
21.	636 N St Francis	\$
22.	3537 N Webb	\$
<b>On-Call Service Rates</b>		
	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?).**

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