REQUEST FOR BID
RFB #23-0071
2023 OR 2024 AWD SUV (DURANOG, EXPLORER, OR TAHOE)

October 12, 2023

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking bids for a 2023 or 2024 AWD SUV (Durango, Explorer, or Tahoe) to be used by the Sheriff’s Office. **This is a quick turnaround bid and we are looking for a vehicle that would be on the lot or readily available.** 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 5:00 pm CDT October 19, 2023.

**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
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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 for 2023 or 2024 AWD SUV (Durango, Explorer, or Tahoe), in accordance with the specifications outlined, for Sedgwick County Sheriff’s Office.

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

Tammy Culley
Sedgwick County Purchasing Department
100 N. Broadway, Suite 610
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 5:00 pm CDT Thursday, October 19, 2023.** If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award.

III. **Scope of Work**

**MINIMUM MANDATORY REQUIREMENTS AND SPECIFICATIONS**
The following specifications are for the procurement of a 2023 or 2024 AWD SUV (Durango, Explorer, or Tahoe). Manufacturer’s standard equipment presumed to be included unless otherwise specified.

A. All items bid are to be factory installed unless authorized by Sedgwick County Fleet Management.
B. After award and prior to delivery, an appointment must be made to deliver vehicle to Fleet Management, 1021 Stillwell Wichita, Kansas. Please contact Beau Bergeron at 316-660-7477 and Brian Richey at 316-660-3440.
C. Fleet Management will not accept ownership until vehicles have been inspected for compliance with specifications below and Manufacturer’s Statement of Origin (MSO) has been delivered.
D. Maintenance manuals to be invoiced separately.
E. Provide all warranty information.
F. Pricing must be quoted as a delivered price.
G. Equipment shall meet or exceed the following descriptions. Any additions, deletions, or variations from the following descriptions must be noted.

<table>
<thead>
<tr>
<th>SPECIFICATIONS</th>
<th>MEETS SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023 or 2024 AWD SUV (Durango, Explorer, or Tahoe)</td>
<td>Yes No</td>
</tr>
<tr>
<td>1. Engine</td>
<td>V6 or V8</td>
</tr>
<tr>
<td>2. Transmission</td>
<td>Automatic</td>
</tr>
<tr>
<td>3. Steering</td>
<td>Power Steering</td>
</tr>
<tr>
<td>4. Exterior Color</td>
<td>Based on Availability</td>
</tr>
<tr>
<td>5. Interior</td>
<td>Cloth Seats</td>
</tr>
<tr>
<td>6. Heating and Air Conditioning</td>
<td>Factory Installed</td>
</tr>
</tbody>
</table>
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 please email Tammy Culley at tamara.culley@sedgwick.gov.

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 bidder’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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution of Request for Bid to interested parties</td>
<td>October 12, 2023</td>
</tr>
<tr>
<td>Bid due before 5:00 pm CDT</td>
<td>October 19, 2023</td>
</tr>
<tr>
<td>Award Recommendation</td>
<td>TBD</td>
</tr>
</tbody>
</table>

E. Contract Period and Payment Terms
A contractual period will begin upon award of purchase order.
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.

<table>
<thead>
<tr>
<th>Workers’ Compensation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable coverage per State Statutes</td>
</tr>
<tr>
<td>Employer’s Liability Insurance:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Occurrence</td>
</tr>
<tr>
<td>General Aggregate, per project</td>
</tr>
<tr>
<td>Personal Injury</td>
</tr>
<tr>
<td>Products and Completed Operations Aggregate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Automobile Liability:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined single limit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Umbrella Liability:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following form for both the general liability and automobile</td>
</tr>
<tr>
<td>__ Required / <em>X</em> Not Required</td>
</tr>
<tr>
<td>Each Claim</td>
</tr>
<tr>
<td>Aggregate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Liability/ Errors &amp; Omissions Insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Required / <em>X</em> Not Required</td>
</tr>
<tr>
<td>Each Claim</td>
</tr>
<tr>
<td>Aggregate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pollution Liability Insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Required / <em>X</em> Not Required</td>
</tr>
<tr>
<td>Each Claim</td>
</tr>
<tr>
<td>Aggregate</td>
</tr>
</tbody>
</table>

**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.*
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

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

Suspension and Debarment
https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/

Appendix C - ARPA
https://www.sedgwickcounty.org/media/62418/appendix-c-arpa.pdf
VI. **Required Response Content**
Bid response should include the following:

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

REQUEST FOR BID
RFB #23-0071
2023 OR 2024 AWD SUV (DURANGO, EXPLORER, OR TAHOE)

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 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 ___________________________
### VIII. Pricing Sheet

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023 OR 2024 AWD SUV (DURANGO, EXPLORER, OR TAHOE)</td>
<td>1 Ea.</td>
<td></td>
</tr>
</tbody>
</table>

Make & Model:  
Order Cutoff Date:  
Delivery Date:  

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RFB #23-0071  
*Sedgwick County...Working for You*