



## DIVISION OF FINANCE – PURCHASING DEPARTMENT

100 N. Broadway St, Suite 610 Wichita, KS 67202 • Phone (316) 660-7255 • Fax (316) 660-1839

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### REQUEST FOR BID RFB #24-0081

#### ADULT DETENTION FACILITY LAUNDRY DRYER REPLACEMENTS AND BOILER REMOVAL

November 26, 2024

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking bids for Adult Detention Facility Laundry Dryer Replacements and Boiler Removal. 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, December 24, 2024.

To ensure that vendors have complete information prior to submitting a proposal, **a pre-proposal meeting has been scheduled for Tuesday December 10, 2024 at 10:00 am in the Sedgwick County Adult Detention Lobby located at 141 W Elm, Wichita, KS 67203. Attendance is mandatory. Sign-in is required.** During the walk through, you may ask additional questions as needed and can get clarification on manufacturers/brands. All vendors who intend to respond to the RFB shall be prepared to attend the pre-bid meeting. If an invited vendor fails to attend the conference and submits a bid, the bid will be rejected.

**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 16<sup>th</sup> 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 laundry dryer replacements and boiler removal, 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 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, December 24, 2024.** 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**

The laundry was part of the original south end of the Adult Detention Facility (ADF) built in 1987. The ADF laundry provides cleaning service for over 1,500 inmates' clothing and bedding. The existing five (5) gas dryers are all original to the facility and parts/components for the dryers are obsolete.

Existing Dryers are all the same size and model:

Model DT170FG

208-230 volts

12.6 amps

Nat gas 3.5"WC

395000 input BTU/HR

This project is to replace the five (5) dryers located in the laundry area with a minimum capacity for all five (5) dryers to be no less than 75lb each. The current dryers will need to be dismantled, removed, and hauled away with the new dryers installed in their place.

The current dryers are built into place with detention grade materials behind the sheetrock wall. Any alterations to the wall structure are expected to be repaired and will be reviewed due to security reasons before vendor or sub-vendor covers the wall back with sheetrock. Adult Detention Facility expects to be able to continue to provide laundry service during the project with the dryers that remain operational (currently two dryers are operational at this time) and flow seamlessly into the operation of the new dryers once installation is complete. Access into the facility will be through a pit from the outside of the building utilizing a crane or boom into the boiler room. Bidders shall include spec sheets on the new dryers and indicate how they will fit into the space when submitting a bid. Manufacturer dealers shall be located within Sedgwick County or a surrounding county to provide manufacturer support.

Below is an additional project to be bid separately:

There are currently two (2) decommissioned PVI water heaters sitting in the south boiler room. Facilities Maintenance would like these two (2) boilers removed from the facility while vendor is utilizing a crane to deliver the dryers into the building.

Boiler #1:

Model 1500 N 1000 ATPGO

Boiler #2:

Model 2500 N 600A TPGO

Successful bidder will be required to provide names of all staff intended to perform work on the project and will be subjected to background checks and complete a mandatory PREA training.

#### 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 via email to at [Tamara.Culley@sedgwick.gov](mailto:Tamara.Culley@sedgwick.gov) by 5:00 pm CST, December 13, 2024. 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 CST, December 17, 2024. 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>November 26, 2024</b>
Mandatory Pre-Bid Meeting	<b>December 10, 2024</b>
Clarification, Information and Questions submitted via email by 5:00 pm CST	<b>December 13, 2024</b>
Addendum Issued by 5:00 pm CST	<b>December 17, 2024</b>
Bid due before 1:45 pm CST	<b>December 24, 2024</b>
Board of Bids and Contracts Recommendation	<b>January 2, 2025</b>
Board of County Commission Award	<b>January 8, 2025</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 this specific purchase.

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 Aggregate	  \$1,000,000.00 \$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 Aggregate	  \$1,000,000.00 \$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 Aggregate	  \$1,000,000.00 \$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>

Sample Contract

<https://www.sedgwickcounty.org/media/67402/sample-contract-kws-13024.pdf>

Contract Provisions for FEMA Projects (If Applicable)

<https://www.sedgwickcounty.org/media/67302/sedgwick-county-federal-grant-contract-provisions.pdf>

Suspension and Debarment

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

**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 #24-0081**

**ADULT DETENTION FACILITY LAUNDRY DRYER REPLACEMENTS AND BOILER REMOVAL**

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 <https://www.sedgwickcounty.org/finance/purchasing/>.

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 \_\_\_\_\_



REQUEST FOR BID

RFB #24-0081

Consistent with the guidance provided in Section 1 of this Request for Bid, Sedgwick County is subject to the Kansas Open Records Act (K.S.A. 45-215 *et seq.*). As such, portions, and potentially all, of your proposal may become accessible to the public through records requests even if it is not awarded the contract.

If you are claiming some of the submitted documentation should not be disclosed, indicate the associated information and the basis for such claims of privilege in the spaces below. In the event records requests are submitted for information identified as privileged, proprietary or confidential, Sedgwick County may attempt to coordinate a response and would expect for you to be available to defend your claims in court. Failure to provide information in the spaces below shall constitute a waiver of any claims of violation of privileged, proprietary or confidential information resulting from the production of these records, regardless of other language or claims within your Response.

<b>PRIVILEGE LOG</b>		
<b>Page and/or Section of Information Not Subject to Disclosure</b>	<b>Description of Information that You Claim are Privileged or Confidential. Do not include specific details, but rather categories or general descriptions of the information in question.</b>	<b>Basis for the Claim of Privilege. Please include the Applicable Federal or State Law Cite and Rationale</b>

VIII. [Pricing Sheet](#)

**Dryer removal and installation**

Dryer cost per each (include model number) \_\_\_\_\_

Labor for removal and installation of dryers \_\_\_\_\_

Materials \_\_\_\_\_

Any additional costs associated with this project (List Below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cost \_\_\_\_\_

**Removal of Boilers**

Option A. Cost for removing boiler and leaving on property \_\_\_\_\_

Option B. Cost for removing and disposing of the boilers \_\_\_\_\_