

**REQUEST FOR QUOTATION**  
SUBMIT BID TO  
PURCHASING DIVISION  
SHAWNEE COUNTY COURTHOUSE  
200 SE 7<sup>th</sup> St., Room B-27  
Topeka, Kansas 66603

QUOTATION NO.	023-10	VENDOR_____
DATE MAILED	03-17-10	ADDRESS_____
CLOSING 2:00 P.M.	04-07-10	_____

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***THIS IS NOT AN ORDER***

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1. In communications always refer to the above quotation number.
2. In order to receive consideration, one copy of this request for quotation with your bid properly filled in must be signed and returned by the specified closing date.
3. All prices and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Contracts or purchase orders resulting from this quotation may not be assigned without written prior consent of the Purchasing Division.
5. The Purchasing Division reserves the right to accept or reject any part of, or all of, any bid or proposal.
6. All prices quoted are to be less Federal Excise Tax and Kansas Sales Tax.

Shawnee County is soliciting sealed bids for installing a new roof on the Shawnee County Courthouse at 200 SE 7<sup>th</sup> Street, Topeka, Kansas. The current roof covers approximately 30,000 square feet of flat, built-up asphalt and gravel. The new roof will include all entryway roofs, sally port roof, and attached storage area roofs.

**Bid results will not be given over the telephone. Results may be obtained by attending the public bid opening or by sending a self addressed stamped envelope to the Purchasing Division with your request for bid tabulation.**

**GENERAL SPECIFICATIONS**

NOTE: If your company resides in a locale that has a local preference law, please state what that preference is \_\_\_\_\_. If there is no preference in your locale please answer by stating NONE. FAILURE TO RESPOND TO THIS PART OF THE SPECIFICATION MAY RESULT IN REJECTION OF YOUR BID.

These specifications are guide specifications. Any exceptions to these specifications shall be so noted. The County reserves the right to waive minor technicalities under this specification. Bids on items that are "an approved equal" are encouraged unless otherwise noted. The burden of proof regarding "an approved equal" will be upon the bidder.

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**NONDISCRIMINATION:** Shawnee County is committed to the concept of equal employment opportunity. All bidders and contractors are expected to comply with the provisions of K.S.A. 44-1030 and 44-1031, copies of which are attached and shall be a part of this contract and other applicable Federal and Kansas laws governing equal employment opportunity.

**BID FORMS:** Bid forms are to be completed, signed and returned to Shawnee County Purchasing Department, 200 SE 7<sup>th</sup> St., Room B-27, Topeka, KS 66603. Bids shall be submitted on or before the date and time set for closing of bids. **Bids must be securely sealed in an envelope addressed and marked on the outside with the name and address of bidder, quotation number and closing date in the lower left-hand corner. Bids by telephone or telegraph, or facsimile will not be accepted.**

**SIGNATURE OF BIDS:** Each bid must show in the space provided the complete business or mailing address of the bidder and must be signed by him with his usual signature.

**CLOSING DATE:** Sealed bids will be received until 2:00 p.m. on the scheduled closing date at which time they will be opened and publicly read. Bids received after the scheduled closing time will not be considered. Bids that do not carry proper identification may be rejected. The Purchasing Division will accept no responsibility for the premature opening of a bid not properly identified on the outside of the envelope.

**MODIFICATION OF BIDS:** Modification to bids that have already been submitted must be made to the Purchasing Department prior to the time and date set for closing. Letter, telegraph or facsimile modifications will be accepted.

**WITHDRAWAL OF BIDS:** Bids already submitted may be withdrawn upon proper identification of bidder and provided request is received prior to time of closing. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal after the time set for closing of bids.

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NOTICE TO SUCCESSFUL BIDDERS: The successful bidder will be notified by letter or telephone as soon as possible after bids have been opened, tabulated, and analyzed.

NOTE: In the event that goods or services delivered by the vendor are unsatisfactory and remain unsatisfactory after a notice and an opportunity to correct the deficiencies, the County reserves the right to purchase substitute goods or services from the other bidders.

The County is exempt from the payment of Federal and excise taxes and from Kansas sales tax.

All bids received on or before the specified bid closing time and date shall be publicly opened, read aloud and properly recorded on the bid tabulation sheet. Subsequent to the bid opening, all bids shall be thoroughly evaluated and a determination made as to their compliance with applicable specifications. This determination shall be made jointly by the Purchasing Director, appropriate County department heads and the architect or engineer as applicable. Upon completion of the above determination, an analysis of all bids submitted shall be prepared and formally presented to the Board of County Commissioners for acceptance and approval of the lowest and/or best bid. The Board of County Commissioners reserves the right to accept or reject any and/or all bids and to waive any irregularities or informalities therein.

If additional information is required, please contact Robert Henkensiefken @ 785-233-8200 ext. 4633.

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Charlene Mischke, Purchasing Director

SHOW TERMS \_\_\_\_\_

SIGNED \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

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### **CONTRACTOR RESPONSIBILITIES**

Remove any part of the old roofing necessary to install a new roof, and all new flashing, wall caps, covers, etc. All areas of the roof are to have new roofing, including under all equipment. All roof penetrations are to have new caulking/sealing applied. The new roofing must have at least a 15 year manufacturers' warranty against defects. The work must be done during normal business hours for the Shawnee County Courthouse, which is Monday through Friday, 8:00 A.M. to 5:00 P.M., unless advance arrangements are made for access with the Deputy Director for Building Maintenance. All roofing work must be done so as to prevent damage to the building and its contents, and not interfere with the normal access to the building and parking lots. The work must be completed no later than one hundred and twenty days (120) from the date of notice to proceed is given to the successful bidder, unless an extension is agreed to by Shawnee County. Failure to complete the work by the 120<sup>th</sup> day or the last day of any extension agreed to, may result in a fine of one hundred dollars (\$100.00) per day, subtracted from the agreed upon price of the roofing project.

### **PAYMENT**

Contractor will submit billing to Shawnee County, Deputy Director for Building Maintenance, 200 SE 7<sup>th</sup> Street, Room B-30, Topeka, KS, 66603, upon completion of the project and acceptance of the new roofing by Shawnee County.

Inspection of the roof may be scheduled by contacting the Deputy Director of Building Maintenance, Robert Henkensiefken, at (785) 233-8200, ext. 4633.

Failure to adequately inspect the premises shall not relieve the successful vendor from furnishing without additional cost to the County any materials, equipment, supplies or labor that may be required to carry out the intent of the RFP. Submission of a proposal shall be construed as evidence that the vendor has made necessary examination, inspection and investigation.

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### INSURANCE

Minimum limits of insurance required to be in effect on the Contractor under this specification shall be not less than herein set forth. Insurance carrier shall also certify that the Contractor is extended to the Owner as an added name.

- A. Statutory Worker's Compensation as required by employee's liability \$500,000.
- B. Contractor's Protective Liability, Bodily Injury - occurrence, Property damage - \$100,000 each occurrence - \$100,000.
- C. The above-required insurances shall be maintained throughout the contract period. Insurer shall notify the Owner in advance of any cancellation or change in insurance coverage.
- D. Three copies of the aforementioned insurance's certificates from the successful bidder. Certificates of Insurance accepted unless the insurer is authorized by the Kansas Department of Insurance to do business in Kansas.

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NOTE: ALL INTERPRETATIONS TO THIS REQUEST FOR QUOTATION will be given only in writing and sent to all persons or companies whose addresses are on file in the Purchasing Division.

Shawnee County Courthouse Roof Proposal

Quotation # \_\_\_\_\_

I propose to install a new roof on the Shawnee County Courthouse, including all entryway roofs, sally port and attached

equipment storage room, as specified above for the amount of \$\_\_\_\_\_.

\_\_\_\_\_  
COMPANY or FIRM NAME

BY: \_\_\_\_\_

**Please submit this as the first page of your bid.**

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44-1030

Mandatory provisions applicable to contracts of the state and other political subdivisions; cancellation, when; application to subcontract; non-application to certain contract. (a) Except as provided by subsection (c) of this session, every contract for or on behalf of the state or any county or municipality or other political subdivision of the state or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

1. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex physical handicap unrelated to such person's ability to engage in the particular work, national origin or ancestry.
2. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the commission.
3. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of K.S.A. 44-1032, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, whole or in part, by the contracting agency
4. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency.
5. The contractor shall include the provisions of paragraphs one (1) through four (4) inclusively o this sub-section (a) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor. (b) The Kansas commission on civil rights shall not be prevented hereby from requiring reports of contractors found to be not in compliance with the Kansas act against discrimination. (c) The provisions of this section shall not apply to a contract entered into by a contractor: (1) Who employs fewer than four (4) employees during the term of such contract; or (2) Whose contracts with the governmental entity letting such contract cumulatively total five thousand dollars (\$5,000) or less during the fiscal year of such governmental entity.

44-1031. Same; personnel to be used in performing contracts; reports; non-application to certain contractors. Every person, as defined in subsection (a) of K.S.A. 44-1002, who wishes to enter into a contract which is covered by the provisions of K.S.A. 44-1030 shall upon request of the commission, inform the commission in writing of the manner in which such person shall recruit and screen personnel to be used in performing the contract. The report shall be made on forms to be supplied by the commission. The provisions of K.S.A. 44-1030 and of this section shall not apply to any contractor who has already complied with the provisions of such sections by reason of holding a contract with the federal government or a contract involving federal funds.

History: L.1972, ch.184, & 15; L. 1975, ch. 264, & 8; L. 1977, ch. 183, & 2; July 1.