



REQUESTS FOR PRICE PROPOSALS

RFP # 077-18 for

**POTWIN CIRCLE LANDSCAPE
RENOVATION**



REQUEST FOR PRICE PROPOSALS
SUBMIT TO
PURCHASING DIVISION
SHAWNEE COUNTY COURTHOUSE
200 SE 7th St. Room 201
Topeka, Kansas 66603

General Information

Shawnee County Parks + Recreation wishes to receive competitive offers for the landscape renovations to Ten (10) Potwin Circles.

Contact Person:

All inquiries concerning this Request for Price Proposal (RFPP) should be directed to:

John Boyd
Shawnee County Parks & Recreation
3137 SE 29th Street
Topeka, KS 66605-1885
(785) 251-6814
John.boyd@snco.us

Timeline

Bid opening / mailed out	December 14, 2018
Questions to be addressed at the meeting are due by	December 17, 2018
Meeting at Hillcrest 11:00 am - 1800 SE 21 st	December 19, 2018
Bid closing 2:00 pm	January 11, 2019

Deadline For Proposals:

Four (4) copies of the proposals shall be submitted to the Shawnee County Purchasing Department, 200 SE 7th Street, Room 201, Topeka, KS 66603, Attention: Michele Hanshaw. Due date for proposals is January 11th by 2:00 pm. The envelope containing the proposals shall be sealed and plainly marked "Potwin Circle Landscape Renovation". All proposals will strictly adhere to the specifications and requirements as set forth in the Proposal Request.

REQUEST FOR PRICE PROPOSALS
SUBMIT TO
PURCHASING DIVISION
SHAWNEE COUNTY COURTHOUSE
200 SE 7th St. Room 201
Topeka, Kansas 66603

QUOTATION NO.	077-18	VENDOR_____
DATE MAILED	12-14-18	ADDRESS_____
CLOSING 2:00 PM	1-11-19	PHONE_____

Special Conditions For Proposal:

- A. Proposals may be delivered in person or mailed to the Shawnee County Purchasing office. However, any proposal that is mailed but does not reach the Shawnee County Purchasing Office by the deadline time set forth above will not be accepted.
- B. Shawnee County Parks + Recreation reserve the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. No submitted proposal may be withdrawn for a period of ninety (90) calendar days from the date set for the opening thereof.
- C. During the evaluation process, Shawnee County Parks + Recreation reserve the right to request additional information or clarifications from those submitting proposals, and to allow corrections of errors or omissions.
- D. Shawnee County Parks + Recreation reserves the right to retain all proposals submitted and to use any ideas in any proposals submitted. Submission of a proposal indicates acceptance by the person submitting the proposal of the terms, conditions and specifications contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in a subsequent agreement between Shawnee County and the Vendor.
- E. The contents of each proposal submitted will remain confidential and will not be made available to anyone except those involved in the evaluation and approval process to the fullest extent permitted by the State of Kansas Open Records Act.
- F. There is no expressed or implied obligation for Shawnee County Parks + Recreation to reimburse responding individuals for any expenses incurred in preparing proposals in response to this request.

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 7th St., Room 201, 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: Bids already submitted may be modified by letter or telegraph provided modification request is received in the Purchasing Division prior to the time set for closing of bids.

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.

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

NOTICE TO UNSUCCESSFUL BIDDERS: Unsuccessful bidders will not be notified. However, information regarding bids will be available three working days after the bid opening. At that time, the results will be available in the Purchasing Division.

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. The appropriate County department heads and the architect or engineer as applicable shall make this determination jointly. 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 John Boyd @ 785-251-6814.

Michele Hanshaw, Purchasing Specialist

SHOW TERMS _____

BEGINNING DATE OF SERVICE _____

F.O.B. _____

SIGNED _____

TITLE _____

PHONE NO. _____

FAX NO. _____

EMAIL _____

INSURANCE REQUIREMENTS

Minimum limits of insurance required to be in effect and maintained by the Contractor under this specification shall be not less than the amounts herein set forth. Insurance carrier shall also certify that the coverage of the Contractor is extended to the Owner as an added named insured.

A. Statutory Worker's Compensation as required by the labor laws, employee's liability \$500,000.

B. Contractor's Protective Liability, Bodily Injury - \$500,000 each occurrence, Property damage - \$100,000 each occurrence, Property damage - \$100,000.

C. The above-required insurances shall be maintained and enforced throughout the contract period. Insurer shall notify the owner 10 days in advance of any cancellation or change in insurance contract.

D. Three copies of the aforementioned insurance's shall be required from the successful bidder. Certificates of Insurance will not be accepted unless the insurer is authorized by the Kansas Commissioner of Insurance to do business in Kansas.

SCOPE OF WORK

Location: Potwin Circles (maps attached). Four (4) Islands are half circle and Six (6) are full circle.

Shawnee County Parks + Recreation is seeking priced proposals for the installation of irrigation and landscaping for (10) ten islands. Islands currently have water service plumbed to each area, above ground hydrant, electrical service and circuit breaker box is in place. Traffic islands are approximately 350-400 square feet with miscellaneous amenities, fixtures, utilities, water meters etc.

Goal of design is to utilize 1900's era plant types and native as well that is adapted to shaded condition of location. New plant varieties of "old world" perennial plants providing color throughout season. Plant material will be installed per industry standards at minimum spacing tolerances with soil preparation/ amendments as needed. After initial plant installation, natural wood, double ground mulch will be installed to a minimum of 2" thick. No synthetic weed barrier will be permitted. Plants will be watered in at time of planting before the end of days operation. Contractor shall be responsible for care and maintenance of plant material until Shawnee County Parks + Recreation signs off on agreement completion. It is not the intention to remove all turf areas but to revitalize the circles with new plant materials and appearance.

Contractor shall provide conceptual design and itemized plant palette for all ten islands. Each island may have a separate identity but will be incorporated in overall theme. Existing plant material may or may not be utilized in new design unless otherwise noted in specifications. Current structures, Signage, Lighting, benches and pavers will be incorporated into design and considered permanent fixtures.

Design shall take Crime Prevention through Environmental Design (CPTED) principals and general safety into consideration. Existing mature trees will remain and be considered an important part of island. No construction or plant material will be allowed to jeopardize health of existing trees. Existing stone curb will not be disturbed during construction or contractor shall be responsible for repairs.

New irrigation system shall be installed per City of Topeka code with minimal above ground exposure for equipment. Hunter products are the preferred equipment to be used unless approved before installation by owner. Each system will be small and options for alternate control devices will be considered. Simplicity is key for these small systems in operations, turn on and winterization.

Consideration shall be given to accommodate seasonal or decoration that neighborhood places on island for holiday display.

Project time line will have irrigation installed and ready for spring (April – May) planting. Project can begin after the Christmas holiday season after decorations are removed. Spring planting will focus on plant availability and weather conditions and forecasts. Vendors are encouraged to view during Holiday season for considerations within each location.

Proposals will be evaluated by committee of Staff and neighborhood representatives based on creativity, design and function.

PROPOSAL FORMAT and RESPONSE

Bid Page

Title Page

Show the RFP name, name, address, telephone number, facsimile number, email address and the name of contact person.

Letter of Introduction

One page, introducing the company, signed by the person(s) authorized to sign on behalf of, and bind the company to, statements made in the proposal.

Company Profile/Project Team Qualifications/Skills/Experience

Indicate the company's capabilities for the project.

Design of Scope of Work

Indicate design, considering placement of community decorations for the Holidays.

Price of Work

Provide the total price for all inclusive work to be done.

Be sure to include an address and all mandatory items/criteria as required in the Request for Price Proposals.

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.