

REQUEST FOR QUOTATION
SUBMIT BID TO
PURCHASING DIVISION
SHAWNEE COUNTY COURTHOUSE
Room 201
Topeka, Kansas 66603

QUOTATION NO.	017-19	VENDOR	_____
DATE MAILED	02-01-19	ADDRESS	_____
CLOSING 2:00 P.M.	02-19-19	PHONE	_____

THIS IS NOT AN ORDER

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.
7. Failure to respond to RFQ may result in termination of future mailings.
8. Price quoted shall remain firm for 30 days.

ITEM AND DESCRIPTION

Shawnee County is soliciting sealed bids for the purchase of CRS-1H road oil for calendar year 2018 per the following minimum specifications.

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.

NOTE: If your company resides in a locale which 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 which 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 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.

BASIS OF BID SELECTION: The basis of bid selection will be determined by the lowest total price submitted for the quantity of CRS-1H Emulsified Asphalt (Road Oil) listed in the Schedule of Prices.

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.

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

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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 Jerry King, Public Works Road & Bridge Superintendent @ 785-251-6071.

Michele Hanshaw, Purchasing Specialist

SHOW TERMS _____

DELIVERY WILL BE MADE _____

F.O.B. _____

SIGNED _____

TITLE _____

PHONE NO. _____

FAX NO. _____

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ESTIMATED QUANTITIES	
ITEM #1 – CRS-1H.....12,000 gallons	
Must meet KDOT Standard Specifications Division #1200 Section #1203	
The bid amounts shall include freight to any location within Shawnee County. (For informational purposes only, please indicate on the line provided below what the freight costs are on a “per gallon” basis.) In the unlikely event material loads need to be returned, no additional freight or restocking fees are to be charged to Shawnee County, however, normal freight fees will be paid based upon the number of gallons delivered. The bid amount shall not be subject to escalation prior to December 31 st of the calendar year being bid. No demurrage charges for any time less than three hours at job site.	
NOTE: All orders/shipments will be less than a full tanker load (5,700 gallons). Therefore, the Unit Price/Gallon submitted by the Bidder shall include all freight charges, as necessary, to account for orders/shipments less than a full tanker load. No additional payment will be made for freight charges.	
The quantities listed are estimates and subject to change as required due to changes in Shawnee County’s work plan. All materials shall conform to KDOT Standard Specifications Section 1203 – Emulsified Asphalt. The supplier may be required to furnish a copy of the manufacturer’s results of samples to Shawnee County for testing.	
Shawnee County reserves the right to procure material from the second lowest bidder if the low bidder is unable to supply the quality and quantity of bid after telephone notification to the supplier if the material cannot be delivered within 18 hours notice.	

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SCHEDULE OF PRICES

<u>Bidding Item</u>	<u>Estimated Quantity</u>	<u>Unit Price/Gal</u>	<u>Total bid</u>
CRS-1H Oil	12,000 gallons	\$_____	\$_____

TOTAL BID PRICE (Printed) _____ DOLLARS

Delivery Time After Order Placement (in hours): _____

Freight Charges (Already included in Bid Price Stated above): \$ _____/gallon (For informational purposes only)

COMPANY or FIRM NAME

BY: _____

(Please submit the original and a copy of your bid)

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.