

# Request for Quotation “Notice to Bidders”



RFQ Number: B0001561  
Date Posted: Wednesday, August 29, 2018  
Closing Date: 2:00PM, Thursday, September 20, 2018  
Procurement Officer: Kim Sowell  
Telephone: 316-978-3784  
E-Mail Address: [kim.sowell@wichita.edu](mailto:kim.sowell@wichita.edu)  
Website: [www.wichita.edu/purchasing](http://www.wichita.edu/purchasing)

**Project Name: Door Replacement for Strategic Communications**

Wichita State University  
1845 Fairmount St.  
Wichita, KS 67260

Scope: This Contract shall cover the procurement to furnish all Materials, Equipment, Parts and Labor for Door Replacement for Strategic Communications for Wichita State University, Facilities Planning Department, Wichita, Kansas.

### READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions of this Request may result in the rejection of a bid. Inquiries about this Request should indicate the contract number and be directed to the procurement officer. Return in a sealed envelope or other container only the signature page and bid forms not later than the closing date indicated above. Retain the remaining documents for reference.

---

This Notice to Bidders is intended to be used in conjunction with the Request for Quotation, Terms and Conditions. Please view the file posted on [www.wichita.edu/purchasing](http://www.wichita.edu/purchasing), **WSU Bid Solicitations page**, **Boilerplate of Request for Quotation: Terms and Conditions/Bidding Instructions** for information regarding WSU's standard terms and conditions to an Request for Quotation.

**Bids solicited under the Job Order Contracts are not authorized to be posted to any websites. However, WSU reserves the right per RFP #B0001157 specifications to open the bidding to other contractors outside the Job Order Contracts if it's in the best interest for WSU to do so. Please inform your sub-contractors of this procedure and have them contact WSU for questions. WSU will provide a list of Job Order Contractors currently invited to submit bids to any sub-contractors if requested.**

For items where an “or equal” is allowed in the specifications, contractors must have the proposed equal approved by Kevin Young. Contractors must send specifications to [kevin.young@wichita.edu](mailto:kevin.young@wichita.edu) Equals will NOT be accepted after the close of business on 9/13/2018. Any product that may be approved as an equal will be stated in an Addendum.

## TAX CLEARANCE

Wichita State University strongly supports the State of Kansas Tax Clearance Process. Vendors submitting bids or proposals which exceed \$25,000 over the term of the contract shall include a copy of a Tax Clearance Certification Form with their submittal. Failure to provide this information may be cause for rejection of a vendor's bid or proposal.

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to changes(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

**To obtain a Tax Clearance Certificate, you must:**

- Go to <https://www.kdor.ks.gov/apps/taxclearance/Default.aspx> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KBOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate was not issued

**Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every bid response.**

**Please Note: Individual and business applications are available. For applications entered prior to 5:00 PM Monday through Friday, results typically will be available the following business day. Tax clearance results may be denied if the request includes incomplete or incorrect information.**

Please Note: You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

**A copy of the Certification of Tax Clearance form received from the Kansas Department of Revenue should be sent along with the bid response to:**

Wichita State University  
Purchasing Office  
1845 Fairmount Street, Campus Box 012  
Wichita, KS 67260-0012

**Failure to provide this information may be cause for rejection of vendor's bid or proposal.**

Information about Tax Registration can be found at the following website:  
<http://www.ksrevenue.org/forms-btreg.html>

The WSU Purchasing Office reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, the WSU Purchasing Office reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or WSU may proceed with an award to the next lowest responsive bidder, whichever is determined by the Purchasing Director to be in the best interest of WSU and the State.

**CERTIFICATION REGARDING  
IMMIGRATION REFORM & CONTROL**

All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the State, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the State's request, Contractor is expected to produce to the State any documentation or other such evidence to verify Contractor's compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

\_\_\_\_\_  
Signature, Title of Contractor

\_\_\_\_\_  
date

**Solicitation Reference Number:** The above-number has been assigned to this Solicitation and MUST be shown on all correspondence or other documents associated with this Solicitation and MUST be referred to in all verbal communications. All inquiries, written or verbal, shall be directed to the procurement officer only.

Buyer Contact Information:

**Kim Sowell**

Telephone: 316-978-3784

Facsimile: 316-978-3528

E-Mail Address: [kim.sowell@wichita.edu](mailto:kim.sowell@wichita.edu)

Wichita State University

1845 Fairmount Street

Office of Purchasing, Campus Box 12

Wichita, KS 67260-0012

Failure to notify the Procurement Officer of any conflicts or ambiguities in this Solicitation for Bid may result in items being resolved in the best interest of Wichita State University. Any modification to this Request shall be made in writing by addendum and mailed to all bidders who received the original request. Only written communications are binding.

**Sales Tax Determination:** This Project has been determined by the Kansas Department of Revenue to be exempt from Kansas Sales Tax(es). The cost of said tax must be EXCLUDED FROM all Bid and Contract prices. Sales tax includes all applicable state, county and city sales tax. "The University will provide the Contractor with a tax exemption number for their use."

**Contact:** For technical information regarding the project specified in this solicitation and to arrange for a site visit, contact:

**Kevin Young, Facilities Planning**

**Kim Sowell, Office of Purchasing**

Any correspondence by potential bidders, with WSU, must be documented in writing and submitted to the Office of Purchasing, to be considered for any possible addenda, and/or in the evaluation of the bid. Any change in specification shall be authorized only by the Office of Purchasing and will be issued by written addendum.

**Pre-bid Conference** - A pre-bid conference will be held on **Thursday, September 6, 2018 @ 10:00 am:**

**Wichita State University**

**1845 Fairmount**

**Rhatigan Student Center**

**Pike Room 266**

**Wichita, KS 67260**

Attendance **(is not)** required at the pre-bid conference **(but is encouraged)**. Due to space limitations, bidders should attend with no more than two representatives. All questions requesting clarification of the Request to be addressed at the pre-bid conference must be submitted in writing to the above noted Procurement Officer (by FAX or by email) prior to the close of business on **Wednesday, September 5, 2018.** Impromptu questions will be permitted and spontaneous unofficial answers provided, however bidders should clearly understand that **the only official answer or position of WSU will be in writing through an addendum issued after the pre-bid meeting. Additional questions may be submitted by bidder after the pre-bid conference as long as those questions are submitted no later than close of business Thursday, September 13, 2018.** Failure to submit questions for clarification on time may result in those questions not being considered.

Failure to notify the Procurement Officer of any conflicts or ambiguities in the Request may result in items being resolved in the best interest of WSU. Any modification to this Request as a result of the pre-bid conference, as well as written answers to written questions, shall be made in writing by addendum and emailed to all bidders who attend the Pre-Bid Conference, if applicable, as well as posted as an addendum on the Office of Purchasing, Bid Solicitation web site. Only written communications are binding.

## Bid Form

Lump Sum Contract Proposal for: Door Replacement for Strategic Communications

DATE: \_\_\_\_\_

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**Base Bid:** In compliance with the Instructions to Bidders and subject to all conditions thereof, the undersigned hereby proposes to furnish all material and equipment and to perform all labor for and incidental to the entire Work for the Project, all in accordance with the Drawings, Specifications and Contract Documents as prepared by

\_\_\_\_\_,  
for the sum of \_\_\_\_\_ Dollars

\$ \_\_\_\_\_

### Completion Time:

The undersigned agrees to complete all labor on project **beginning on December 21<sup>st</sup>, 2018 and completion no later than January 18<sup>th</sup>, 2019.**

Liquidated damages may be assessed at the rate of \$100 per day if the Contractor exceeds the contracted number of days for completion.

### Subcontractors:

The undersigned proposes to use the following Subcontractors for this Project:

Mechanical Work \_\_\_\_\_

Electrical Work \_\_\_\_\_

Other: \_\_\_\_\_

## SIGNATURE SHEET

**Item: Door Replacement for Strategic Communications**

**Closing Date: 2:00PM, Thursday, September 20, 2018**

**The undersigned acknowledges receipt of the following addenda to this Request for Quotation:**

     #1      #2      #3      #4      #5      #6      #7      #8      #9      #10      #11      #12

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified.

**State Tax:** The undersigned attests this Bidder is not in arrears in taxes due the State of Kansas.

Legal Name of Person, Firm or Corporation \_\_\_\_\_

Mailing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Cell: \_\_\_\_\_ Fax \_\_\_\_\_

Tax Number \_\_\_\_\_

**CAUTION: If your tax number is the same as your Social Security Number (SSN), you must leave this line blank. DO NOT enter your SSN on this signature sheet. If your SSN is required to process a contract award, including any tax clearance requirements, you will be contacted by an authorized representative of the Office of Purchasing at a later date.**

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name \_\_\_\_\_ Title \_\_\_\_\_

**Items required with your Bid:** The items below, that are checked, must be submitted with your bid for your offer to be considered responsive to the Request for Quotation. Please view the file posted on [www.wichita.edu/purchasing](http://www.wichita.edu/purchasing), **WSU Bid Solicitations page**, **Boilerplate of Request for Quotation: Terms and Conditions/Bidding Instructions** for more information and clarifications to the submission of these required items.

        Bid Bond or Guaranty (mandatory if a Performance and/or Public Works Bonds are required see terms and conditions)

        Certificate of Insurance

        References as required

        Acknowledgement of all addenda

        Proposed Timeline of project

        Certification regarding Immigration Reform and Control

        Mandatory Attendance at Pre-Bid Meeting

        Other: \_\_\_\_\_