



Request for Bids  
730 1<sup>st</sup> Terr. Carpeting CED/PW  
City Project – 2023-02

City of Lansing, Kansas  
CED/PW Department  
800 First Terrace  
Lansing, Kansas 66043

June 2, 2023

[Addendum #1 – June 21, 2023](#)

# **REQUEST FOR BID**

Addendum Items in Blue

## **PROJECT OVERVIEW**

The City of Lansing, Kansas is accepting bids for the interior painting and the recarpeting of the Public Works and Community and Economic Development Departments (730 1<sup>st</sup> Terrace). Work performed must conform to all current federal, state, and local building codes and regulations. The award of contract is tentatively scheduled for July 6, 2023. Work may begin no earlier than August 1, 2023 and must be completed within 60 calendar days of start date unless prior arrangements have been made or there are delays in materials. Project completion date should be prior to September 27, 2022.

## **INSTRUCTIONS TO BIDDERS**

All interested bidders are required to submit one sealed copy. Submittal requirements and criteria for the bids are described herein. The City will evaluate the bids received and determine the best overall bid for this project. Bidders are encouraged to schedule visits with each location to familiarize themselves with the specific requirements of each location. Site visits are not mandatory but are strongly encouraged. Site visits can be scheduled with City Staff.

### Pre-Bid Meeting:

A pre-bid meeting will be held at 730 1<sup>st</sup> Terr., Lansing KS 66043 at 10AM on Wednesday, June 21<sup>st</sup>, 2023. Attendance at the meeting is optional, but highly encouraged.

### Bid Requirements:

All bids are submitted to the office of the City Clerk, 800 1<sup>st</sup> Terrace, Lansing, Kansas, 66043, and are open for public inspection after the sealed bid opening date and time. Bids shall be submitted in sealed envelopes, addressed to the office of the City Clerk, upon which the following is clearly written or printed "Bid for 730 1st Terr. Carpeting CED/PW, City Project 2023-02," and the name and address of the bidder. Any bids received after the closing time will be returned unopened. Bids must be received by the City Clerk on or before **11:00 a.m. CST, June 29, 2023**. Facsimile transmission of the bid will not be accepted. Bids must be signed and dated, and all bid prices must be filled in. Bids must be valid for a period of 90 days. The City of Lansing, Kansas retains the right to accept or deny any bid for any reason, and to award a contract for services the City deems best suited for the use intended. Please list the expected start date of your work.

### Questions, Clarifications and Addenda:

Bidders requiring clarification shall direct all communication in writing by email to Joshua Gentzler, Community & Economic Development Director, jgentzler@lansingks.org. All requests for clarification shall be received no later than 3 (three) calendar days before the due date. Interpretation and modification of the bid packet will be by addenda only. Oral responses, interpretations, or modifications given by other means are not binding. Addenda will be delivered by mail or email to holders of record at the mailing address or email when bid documents were requested. Please provide company name, contact name, address, phone number, and email address.

## **SCOPE OF WORK**

The following services are requested as part of this bid and are to be furnished by the contractor. Bidders requesting exceptions are required to provide sufficient justification for the request. Contractor will be responsible for disposal of all old carpeting/baseboards/materials used for project.

1. Move all and return all furniture to install carpeting.
  - a. Move all items (including but not limited to: furniture, desks, printers, shelves, file cabinets, etc..)
  - b. Return moved items to original locations
  - c. Protect furniture, electronics, and any other equipment or materials in work area.
  - d. IT Equipment will be unplugged and plugged into wall by City of Lansing
2. Remove the old baseboards and replace with new complementary color vinyl laminate baseboards (4in x 1/8in)
3. Carpet
  - a. Approximately 5900 sq ft
  - b. 4 rooms to have carpet provided, for future project. No removal or installation.
    - i. Plan Archive Room – 8x12
    - ii. Event Storage Room – 12 x 14
    - iii. CED Storage Office – 12x14
    - iv. IT Server Equipment Room – 7 x 14
  - c. Industry Standard carpet tiles
    - i. 24” x 24” preferred size, but may submit alternate for consideration
    - ii. Carpet to be Solution Dyed Nylon
  - d. Provide 20 extra carpet tiles for replacement
  - e. Remove and dispose of old carpeting
4. All work must be performed in compliance with currently adopted industry standards and applicable codes of the City of Lansing (current version).
5. All necessary equipment, labor, and supervision to perform scope of work.
6. **\*\*Proposed carpet specifications must be included with bid information for review**
7. Building is open from 8am to 5pm M-F. Contractor may coordinate for work space / access outside of business hours.

## **INDEMNIFICATION AND INSURANCE**

The contract between the City and the contractor shall contain the City's standard insurance provisions as shown below. In addition, the following indemnification clause shall be part of the contract: To the fullest extent permitted by law, the contractor shall be required to indemnify, defend, and hold harmless the City of Lansing, Kansas, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting there-from, but only when caused in whole or in part by negligent acts or omissions of the consultant. The consultant shall not be responsible for indemnifying the City, or its agents and employees for such agent's and employee's sole negligence.

The contractor shall secure and maintain, or have maintained throughout the duration of this contract, insurance of such types and in such amounts as may be necessary to protect itself, and the City of Lansing, Kansas against all hazards or risks of loss, whether such hazards or risks of loss be generated by the contractor or any of its subcontractors, or by anyone directly or indirectly employed by the contractor or its subcontractors. Cost of insurance shall be included in and not separate from this contract. The contractor shall also provide the City of Lansing, Kansas evidence of such insurance coverage for the contractor, and all renewals thereof, in the form of certificates of insurance accompanied by appropriate additional insured endorsements.

Specific types of insurance to be maintained by the contractor include, but are not limited to, the following:

- Workers' Compensation and Employers' Liability Insurance. The liability limits for workers compensation shall be in accordance with Kansas Law and employers' liability shall be \$1,000,000 for each occurrence. Other states coverage and waiver of subrogation is required.
- Business Automobile Liability Insurance. This insurance shall be maintained with limits not less than \$1,000,000 combined single limit for each occurrence.
- Commercial General Liability Insurance. This insurance shall insure the consultant and shall be endorsed to name the City of Lansing, Kansas as an additional insured. The liability limits shall be not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. A \$1,000,000 per occurrence coverage policy with a per site endorsement will not require the \$2,000,000 annual aggregate.
- Umbrella Liability Insurance. This insurance shall protect the consultant and shall name the City of Lansing, Kansas as an additional insured. The liability limits shall be not less than \$2,000,000 per occurrence and \$2,000,000 general aggregate.
- Professional Liability Insurance. The consultant has, or is able to obtain, professional liability insurance with a minimum limit of \$1,000,000 annual aggregate.
- Coverage Limits. Coverage limits for General and Auto Liability exposures may be met by a combination of primary and umbrella policy limits.

- Exposure Limits. The above are minimum acceptable coverage limits and do not infer or place a limit on the liability of the consultant. Should a separate firm be used for design, such firm shall provide evidence of worker's compensation and general liability insurance in addition to the professional liability insurance as specified above.

### **PROFESSIONAL RESPONSIBILITY**

The City expects the contractor to perform due diligence in the performance of its services and to carry out its responsibilities in accordance with customarily accepted professional practices.

### **TERMS AND CONDITIONS**

The City reserves the right to waive minor technicalities under this specification. If there is additional equipment or hardware required that is not listed in the specification that is required to complete the work and to comply with all federal and state laws, please identify and include those items as well.

The respondent shall comply with the documentation required in this bid packet. Failure to comply with the requirements may result in disqualification of the respondent's submittal.

The City reserves the right to:

1. Reject any and all submittals,
2. Amend or cancel the bid at any time,
3. Revise the schedule as the City sees fit, and
4. Enter into any agreement deemed by the City to be in its best interest.

Bidders should familiarize themselves with the City of Lansing's Purchasing Policy. This policy, approved by the Lansing City Council on the 7<sup>th</sup> of May, 2015, authorizes the governing body to offer local bid preference to bidders located within the city of Lansing and/or Leavenworth County. The entire policy can be found online at [www.lansingks.org](http://www.lansingks.org)

The contractor, including subcontractors and vendors, will be required to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment (K.S.A. 44-1111 et. seq.).

The City of Lansing assures that no person shall on the grounds of race, color, national origin, sex, disability, age or low income status as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Lansing further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

# **BID FORM**

## 2023-02 730 1<sup>st</sup> Terr. Carpet Replacement Project

Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bid Total \$ \_\_\_\_\_

Planned Start Date \_\_\_\_\_

Carpet Specification Submitted \_\_\_\_\_  
\_\_\_\_\_

Addendum Acknowledgement:      Yes              No

Name and Contact Information of Responsible Individual:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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