



Sedgwick County Emergency Manager  
118 west 3<sup>rd</sup> Street  
Julesburg, Colorado 80737  
970-520-5003

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## Construction - Invitation for Bid (IFB) Cover Sheet

Bid Number: OEM202401

Title: Sedgwick County Generac Generator Installation

Issue Date: 2024/09/17

Pre-Bid Meeting: 2024/10/02, at 0930-10 AM

Pre-Bid Location: 315 Cedar Street Julesburg Co 80737

Questions Due: 2024/09/30, by COB

Questions email: [dclark@sedgwickcountygov.net](mailto:dclark@sedgwickcountygov.net)

Bid Due Date: 2024/10/07, by 1700, Purchasing's Clock

Bid Delivery: Preferred email to [dclark@sedgwickcountygov.net](mailto:dclark@sedgwickcountygov.net) or hand delivery to 118 west 3<sup>rd</sup> Street Julesburg Co, 80737

For additional information: [dclark@sedgwickcountygov.net](mailto:dclark@sedgwickcountygov.net)

## Documents Included in this Bid Package

### IFB Schedules

Schedule A: Bid Instructions  
Schedule B: Scope of Work  
Schedule C: Project Schedule  
Schedule D: Bid Form  
Schedule E: Contract Obligations

### IFB Exhibits

Exhibit A – Site specific photos  
Exhibit B – FEMA Environmental and Historic Preservation Review (historic site requirements)

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## Schedule A - Bid Instructions

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### Purpose/Background

The Board of County Commissioners of Sedgwick County, Colorado, (collectively referred to herein as, "Sedgwick County"), wishes to procure the following services:

Installation of a new Generac 100kW Generac generator at the Sedgwick County Courthouse.

**An optional pre-bid conference will be held via Zoom on October 2nd, 2024 from 0930-1000a, using the Zoom link below:**

#### Join Zoom Meeting

<https://us02web.zoom.us/j/88460794992?pwd=sYynuKfZHrP5nw3jJEcZyMYuoGiOGw.1>

Meeting ID: 884 6079 4992

Passcode: 80701

In person site visits can be coordinated before the submission deadline by contacting Dakota Clark, Sedgwick County OEM: [dclark@sedgwickcountygov.net](mailto:dclark@sedgwickcountygov.net), 970-520-5003.

Bids will be received until: October 7<sup>th</sup>, 2024 at 10am.

The submitted bids will be read over a Microsoft Teams Conference Call on October 11th, 2024 at 1000 AM. To join, call the phone number listed below and enter the Conference ID provided or you are invited to attend the bid opening in person at the Sedgwick County Annex Building Conference Room, 118 west 3<sup>rd</sup> Street, Julesburg, Co. 80737.

Phone number: 970-520-5003

[EHP Bid Award](#) | [General](#) | [Microsoft Teams](#)

### Bid Advertisement

You can find information concerning this request on the Sedgwick County Government will post to [Sedgwickcounty.colorado.gov](http://Sedgwickcounty.colorado.gov) directly. This bid will also be posted in the Julesburg advocate which is a local county newspaper.

### Bid Submission

1. **PREFERRED: email bids to [dclark@sedgwickcountygov.net](mailto:dclark@sedgwickcountygov.net)** If vendor does not desire email submission, sealed bids will be received at the Sedgwick County Emergency Management Office in the Julesburg Annex Building located at 118 West 3<sup>rd</sup> Street, Julesburg, CO 80737 by the bid due date and time: (10/7/2024, 10am).
2. PDF format is required. Emailed bids must include the following statement on the email: "I hereby waive my right to a sealed bid". An email confirmation will be sent when your bid has been received. Please call County EM at 970-502-5003 with any questions.

## Introductory Information

1. Bids shall be typewritten. Each bid must give the full business address of bidder and be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of the incorporation and by the signature and title of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president," "secretary," "agent," or other title without disclosing his principal, may be held to be the bid of the individual signing. When requested by the Sedgwick County Finance manager satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished. A power of attorney must accompany the signature of anyone not otherwise authorized to bind the Bidder. All corrections or erasures shall be initialed by the person signing the bid. All bidders shall agree to comply with all of the conditions, requirements, specifications, and/or instructions of this bid as stated or implied herein. All designations and prices shall be fully and clearly set forth. All blank spaces in the bid forms shall be suitably filled in. Bidders are required to use the Proposal Forms which are not included in this package and on the basis indicated in the Bid Forms. The Bid Proposal must be filled out completely, in detail, and signed by the Bidder.
2. Late or unsigned bids shall not be accepted or considered. It is the responsibility of the bidder to ensure that the bid arrives in the Sedgwick County Emergency Manager on or prior to the time indicated in Section 1, entitled, "Notice to Bidders." Hard copy bids received prior to the time of opening will be kept in a secure place. Negligence on the part of a bidder in preparing the bid confers no right for the withdrawal of the bid after it has been awarded. Bidders are expected to examine the conditions, specifications, and all instructions contained herein, failure to do so will be at the bidders' risk.
3. In submitting the bid, the bidder agrees that the signed bid submitted, all of the documents of the Invitation for Bid contained herein (including, but not limited to the product specifications and scope of services), the formal acceptance of the bid by Sedgwick County, and signature of the Chair of the Board of County Commissioners, together constitutes a contract, with the contract date being the date of signature by the Chair of the Board of County Commissioners.

## Cooperative Purchasing

Sedgwick County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Vendor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Sedgwick County in the current term or in any future terms.

## Schedule B - Scope of Work

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### Project Overview

Sedgwick County is seeking bids for a turn-key lump sum project for a vendor to provide Sedgwick County Generac Generator Installation.

### Method of Procurement

Invitation for Bid (IFB): is a procurement method often referred to as a sealed bid solicitation. When issued, the bid package is considered complete for bidding purposes. Responsiveness to the solicitation's terms and conditions are required. Incomplete or non-responsive bids will be eliminated from consideration. Low price is the key consideration by Sedgwick County in awarding an IFB the contract.

### Delivery Method

Generator will be delivered through another contract. Installation services shall be provided at 315 Cedar Street, Julesburg, Colorado.

### Pricing Method

**Negotiated Price:** Negotiated contract prices are fees provided and agreed upon between the County and the bidder.

### Project Scope

The scope of this project is for the installation of a Generac brand 100kW Natural Gas Standby generator at the historic Sedgwick County courthouse located at 315 Cedar Street, Julesburg, CO 80737. Installation project must include the following:

**All work must be completed no later than November 31, 2024**

1. Installation permitting – Electrical.
2. New 20ft x 10ft x 6in cement pad will be poured, to support a 100kW generator.
3. Installation of two concrete barricade poles behind the generator for protection.
4. Electrical parts, labor and installation work.
5. Site preparation:
  - i. Trenching to connect existing electrical to new generator site (*per FEMA EHP approved installation plan*) - 3ft deep x 2ft wide x 50ft long trench
  - ii. Power: current power distribution lines, connections, Automatic Power Transfer Switch and electrical cabinets will be moved off the Courthouse and attached to a freestanding rack that will be installed next to the generator (see attached photos).
  - iii. Installation of a new generator switch on electrical tower / junction boxes.
  - iv. Asphalt repair after trenching work is complete.
6. Positioning the generator and connecting it to existing Natural Gas hook-up.
7. Travel costs for work in Sedgwick County, CO.

The Sedgwick County Courthouse was added to the National Register of Historic places in 2007 (Sedgwick County Courthouse, #07000345, 5SW.81) and the vendor selected for installation must fully recognize its historical significance and make every effort to minimally impact the site during installation. All EHP site requirements must be followed.

1. **Exhibits:**

Exhibit A – Site specific photos

Exhibit B – FEMA Environmental and Historic Preservation Review (historic site)

2. If procurement is an RFQ, RFB, or Best Value, provide proposed grading criteria if different than posted template. If there are questions about this item, contact Purchasing Division.

Request for Bids - no specific criteria.

## Schedule C - Project Schedule

### Dates:

Date of this Bid	9/18/2024
Advertisement Date	9/18/2024
Pre-bid conference	10/02/2024 (virtual Zoom meeting)
Bid Questions Due	10/4/2024
Bids Are Due	10/07/2024
Bid Award Determination	10/11/2024
Contract Execution	No later than 10/25/2024
Generator Delivery	November 2024
Delivery of Service	<u>No later than November 31st, 2024</u>

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## Schedule D - Bid Form

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### Bid Submittal Instructions

The following items must be completed and submitted with your bid on or before the bid closing deadline of 10/7/2024 at 10am

- 1) Schedule B- Scope of Work
- 2) Schedule D – Bid Form
- 3) W9, if applicable. \*
- 4) Any potential or future Addenda must be completed/acknowledged.
- 5) All other items as requested in the Bid Specifications and/or Scope of Work.

\*A current W9 is required for new bidders. If you have previously worked with Sedgwick County, only provide your W9 if there has been a change.

Failure to include any of the above items upon submittal of your bid may result in your bid being incomplete, non-responsive, and your bid being rejected. If there are any exclusions or contingencies submitted with your bid it may be disqualified.

**Attestation**

The undersigned, by his or her signature, hereby acknowledges and represents that:

1. The bid proposed herein meets all the conditions, specifications and special provisions set forth in the Invitation for Bid for Request No. OEM202401.
2. The quotations set forth herein are exclusive of any federal excise taxes and all other state and local taxes.
3. He or she is authorized to bind the below-named bidder for the amount shown on the accompanying bid sheets.
4. By submitting a responsive bid or proposal, the supplier agrees to be bound by all terms and conditions of the solicitation as established by Sedwick County.
5. Sedgwick County reserves the right to reject any and all bids, to waive any informality in the bids, and to accept the bid that, in the opinion of the Board of County Commissioners, is to the best interests of Sedgwick County. The bid(s) may be awarded to more than one vendor.

<i>Item</i>	<i>Entry</i>
Company Name:	
Address:	
Phone	
Email:	
FEIN/Federal Tax ID #:	

**CONTRACTOR:**

By: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

**Email:**

Project Manager: Dakota Clark  
Email: dclark@sedgwickcountygov.net  
Telephone: 970-520-5003

**Mail:**

Sedgwick County Emergency Department  
ATTN: Dakota Clark  
315 Cedar Street  
Julesburg, CO 80737



## Schedule E - Sedwick County Contractual Obligations

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1. The successful Contractor will be required to sign a contract. The County reserves the right to add or delete provisions to the form prior to Agreement execution, which will be provided for Contractor review.
2. Issuance of this solicitation does not commit the County to award any agreement or to procure.
3. If a formal contract is required, the Contractor agrees and understands that a Notice of Award does not constitute a contract or create a property interest of any nature until a contract is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
4. Contractor is responsible for reviewing the Sedwick County Standard Contract and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.
5. Contractor's Response to this solicitation is a willingness to enter into the Sedgwick County Standard Contract or Contractor shall identify and include any proposed revisions they have for the Sedwick County Standard Contract.

# Exhibit A

**West side of the Sedgwick County Courthouse, looking East.**

**General location of the new 100kw NG backup generator**

**Trenched area for electrical lines from the new generator to the current building connections.**

**Location of the old backup generator**

**Location of the new cement pad**

**Once the old generator is removed, this location will be used as an additional parking spot.**



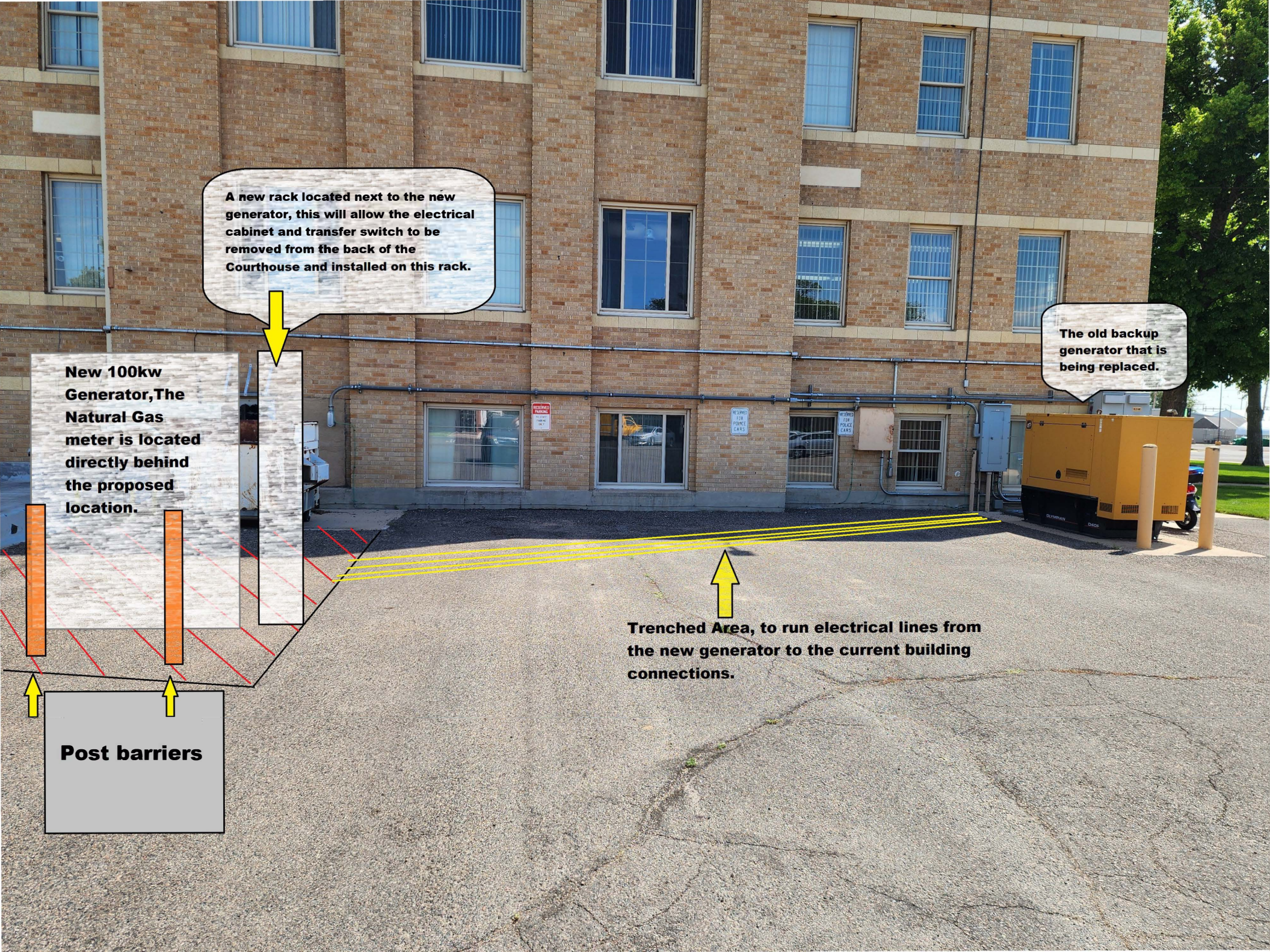
A new rack located next to the new generator, this will allow the electrical cabinet and transfer switch to be removed from the back of the Courthouse and installed on this rack.

The old backup generator that is being replaced.

New 100kw Generator, The Natural Gas meter is located directly behind the proposed location.

Trenched Area, to run electrical lines from the new generator to the current building connections.

Post barriers



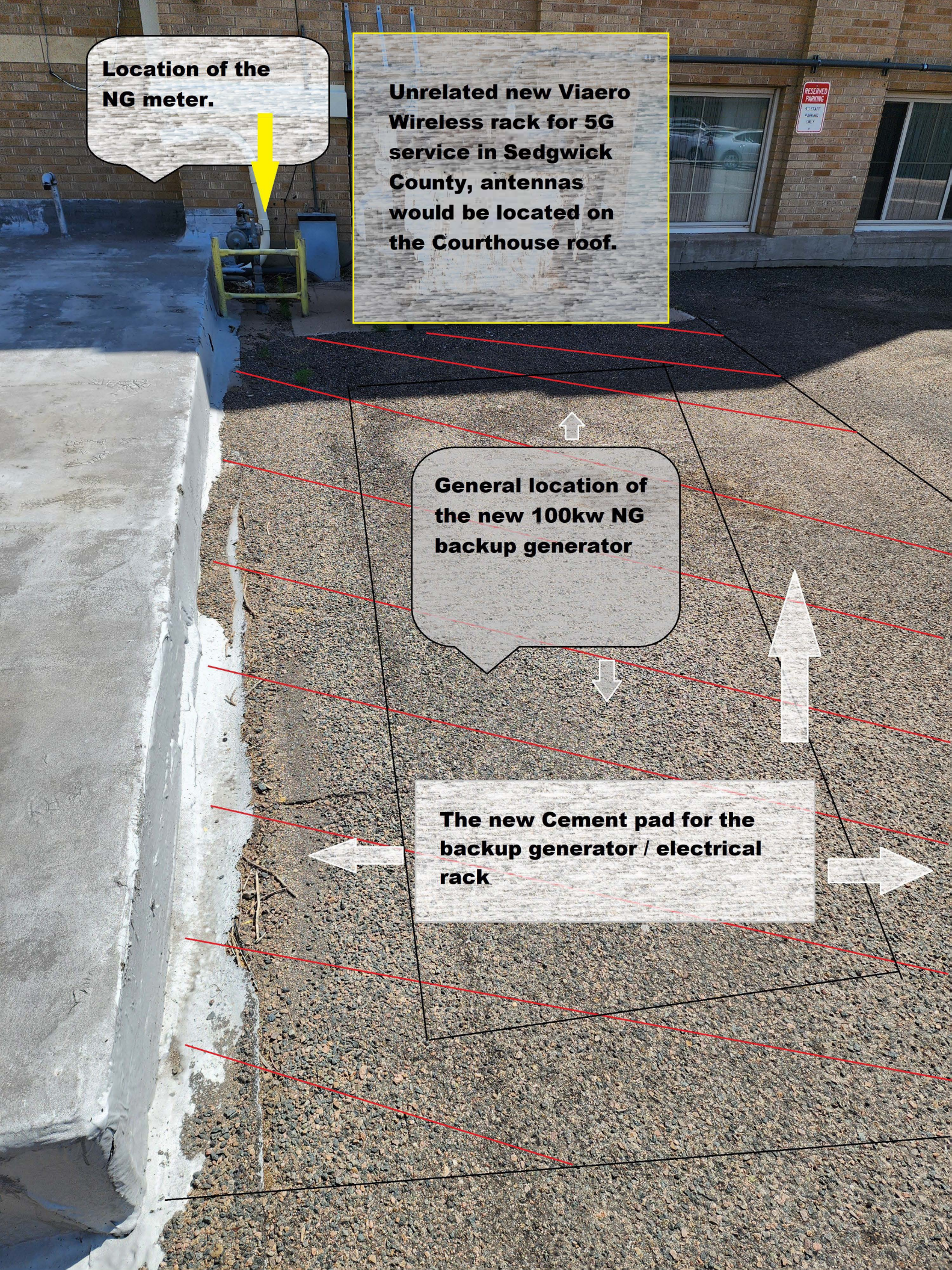
**Location of the NG meter.**

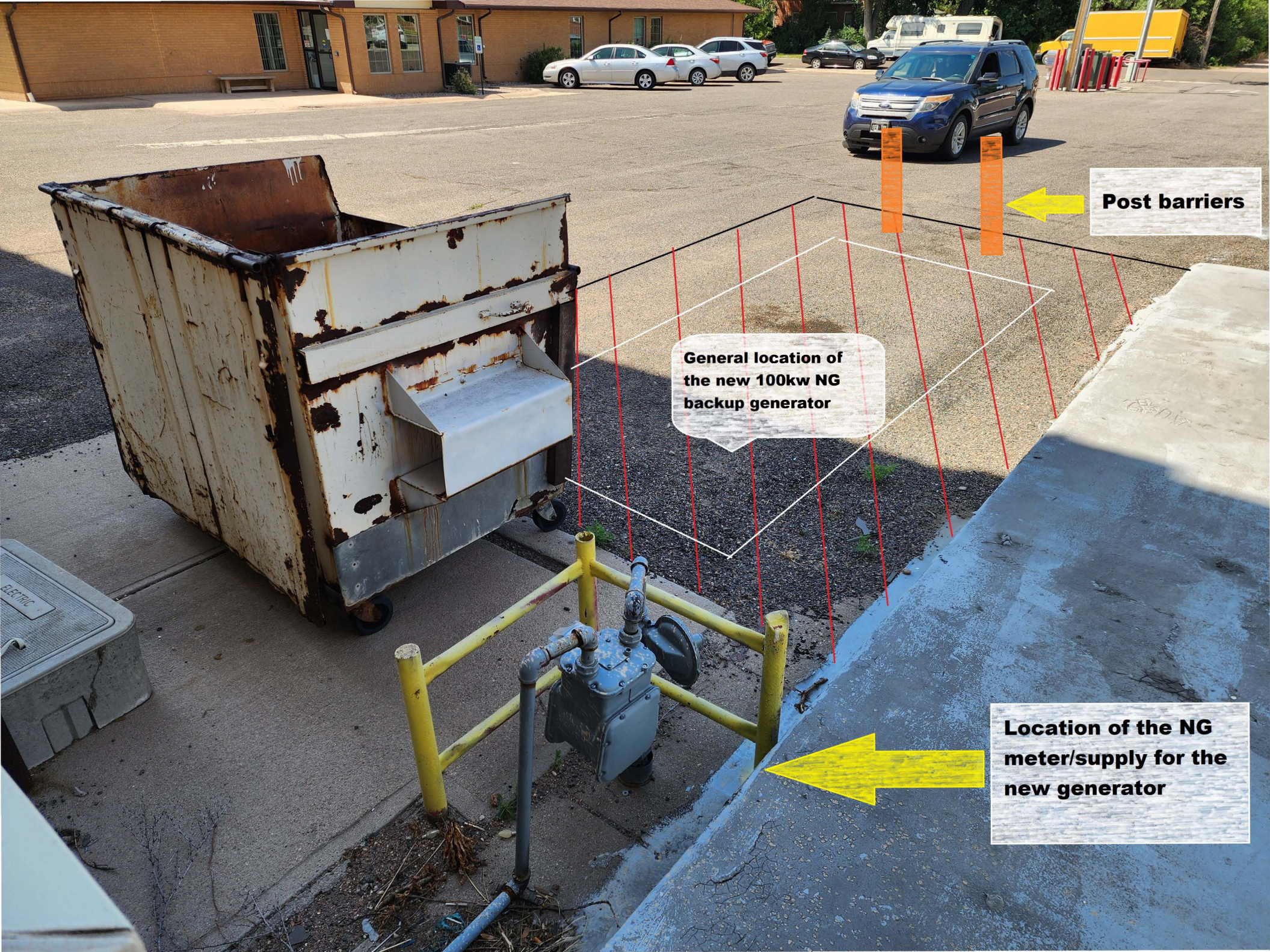


**Unrelated new Viaero Wireless rack for 5G service in Sedgwick County, antennas would be located on the Courthouse roof.**

**General location of the new 100kw NG backup generator**

**The new Cement pad for the backup generator / electrical rack**





**Post barriers**

**General location of the new 100kw NG backup generator**

**Location of the NG meter/supply for the new generator**

**New Generator**

Unrelated  
new Viaero  
Wireless  
rack for 5G  
service in  
Sedgwick  
County

New Cement pad

Trenched area



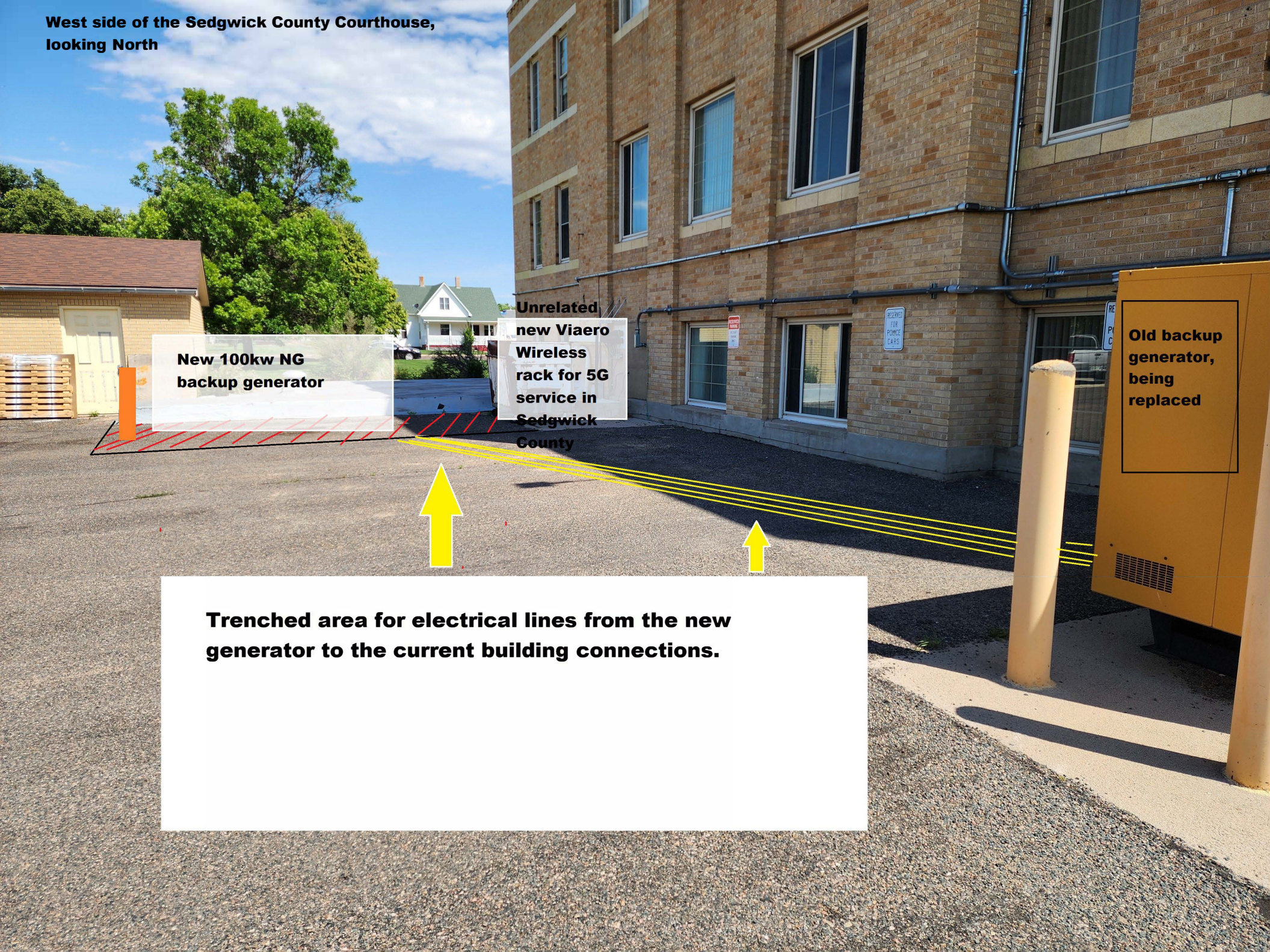
**West side of the Sedgwick County Courthouse,  
looking North**

**New 100kw NG  
backup generator**

**Unrelated  
new Viaero  
Wireless  
rack for 5G  
service in  
Sedgwick  
County**

**Old backup  
generator,  
being  
replaced**

**Trenched area for electrical lines from the new  
generator to the current building connections.**



**New Generator**

A new rack build next to the new generator for the electrical cabinet and transfer switch.

Unrelated new Viaero Wireless rack for 5G service in Sedgwick County

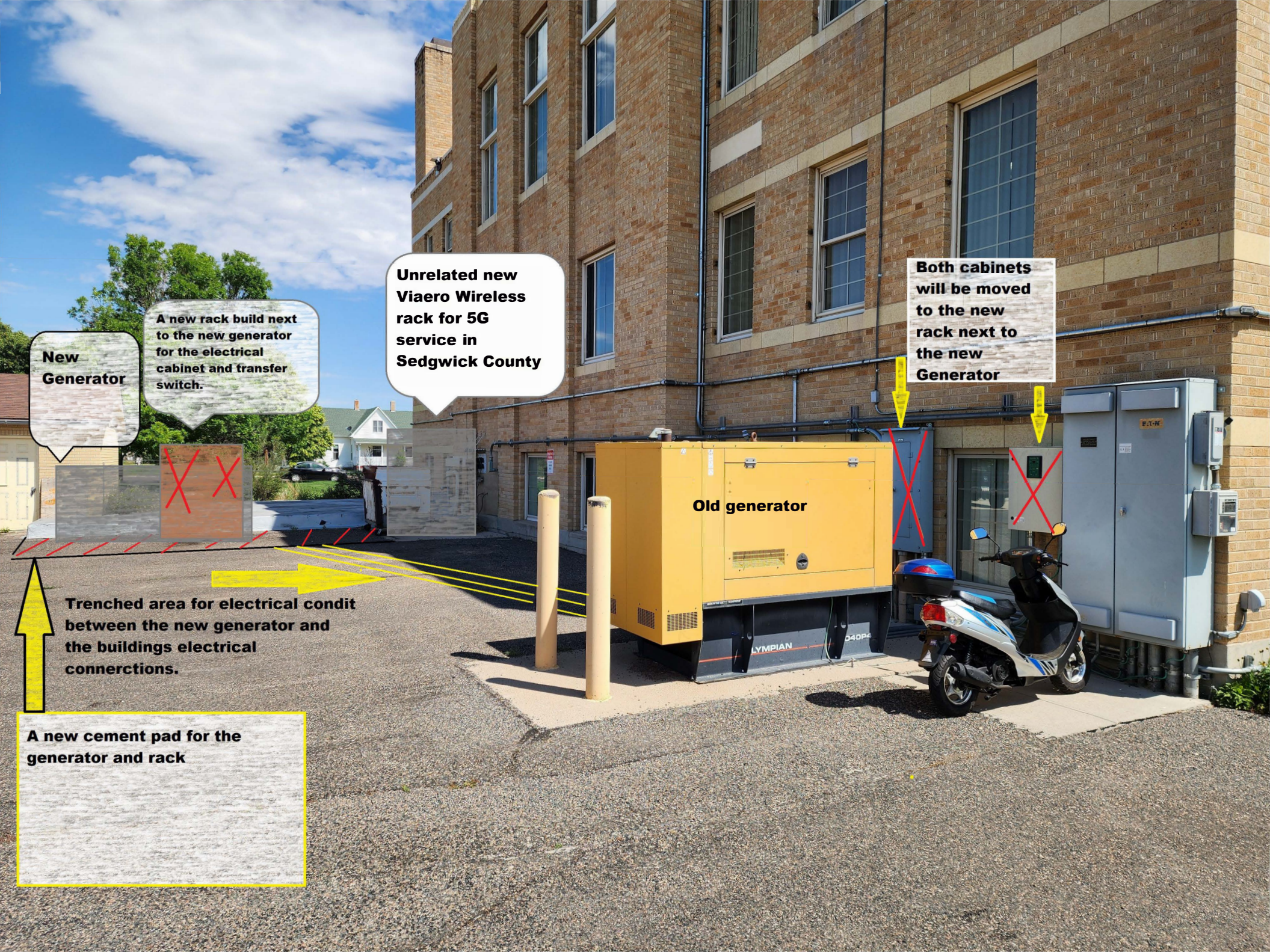
Both cabinets will be moved to the new rack next to the new Generator

Old generator



Trenched area for electrical conduit between the new generator and the buildings electrical connections.

A new cement pad for the generator and rack







August 20, 2024

To: Noelle Konieczny, Preparedness Officer, GPD  
From: Joan Gillard, Environmental Protection Specialist, GPD  
Subject: EHP Review Completion for 2021-SS-00044 (41867) RESCOPE Julesburg CO Generator

Documentation for the following project was submitted to the Grant Programs Directorate (GPD) for Environmental and Historic Preservation (EHP) review.

- Project Description:** Rescope to replace and upgrade an existing generator on a new concrete pad and relocate power connections, distribution lines, transfer switch and associated electrical cabinets.
- Grant Recipient:** Colorado Department of Public Safety, DHSEM
- Project Location:** 315 Cedar St., Julesburg, CO
- Grant Number(s):** 2021-SS-00044
- Case Number:** 2021-SS-00044.41867 RESCOPE
- Grant Program:** Homeland Security Grant Program

The materials submitted were reviewed according to the National Environmental Policy Act (NEPA) of 1969, the National Historic Preservation Act (NHPA) and other EHP laws, regulations, and Executive Orders.

After review of the documentation provided, the environmental review is now completed in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01. Please inform the recipient that because of this determination their project has been approved for EHP compliance, subject to the conditions outlined below. In addition, where subrecipients are involved, I request you remind the recipient of their responsibility to ensure subrecipients comply with these conditions.

**Special Conditions:** None.

**Standard Conditions:**

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

EHP Completion Letter

EHP Case Number: 2021-SS-00044.41867 RESCOPE

- This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

This is official documentation and must be retained as part of the project record. A copy of this letter will be added to the grant file that includes this project.

If you have further questions, please contact [GPDEHPinfo@fema.dhs.gov](mailto:GPDEHPinfo@fema.dhs.gov).