

Request For Quote (RFQ)

POSTED DATE: February 6, 2024
DEADLINE: 2:00 p.m., March 1, 2024



Coordination and Execution of Moving County Offices from Temporary Locations to the Barton County Courthouse

Project Introduction

It is anticipated that the Barton County Courthouse HVAC renovation project will be completed in mid-May of 2024. This will result in all County and District Court offices housed in their temporary locations at 1500 Kansas Ave., 1709 Main St., and 1520 Main St., all being located in Great Bend, Kansas, being moved back to the Courthouse, 1400 Main St., Great Bend, Kansas. Barton County is soliciting quotes from individuals and / or firms to coordinate the movement and installation of office furniture and other appurtenances from the temporary locations back to the Courthouse.

Specifications

Successful vendor shall pack, haul and install office furniture and equipment currently located at 1500 Kansas Ave., 1709 Main St., and 1520 Main St. to the Barton County Courthouse, 1400 Main, Great Bend, Kansas. Successful vendor will work with the County Administrator, Department Heads and District Court personnel to coordinate a moving schedule to minimize disruption of services while completing the move as efficiently as possible. Anticipate moving furniture, office equipment and related. Work to include planning, packing, moving and installation phases. Timeline to be determined. May include evening and weekend work to reduce disruption of services.

Further details found on the Scope of Services, last page of this RFQ.

Project Funding Source

Fund – County General Fund

Project Timeline

No longer than two weeks

Project Inquiries

Questions concerning the Request for Quotes must be submitted in writing via email or letter to:

Matt Patzner, County Administrator
1400 Main St.
Great Bend, Ks, 67530
620-796-5874
mpatzner@bartoncounty.org

Submission Procedures

There are two submission options for formal procurement methods.

- 1) *Vendors may receive electronic notifications and submit quotes electronically through Vendor Registry, a link found under the Procurement tab at www.bartoncounty.org.*

OR

- 2) *Quotes may also be submitted via mail or courier in a sealed envelope, with the exterior marked with the "RFQ – Moving" to the Barton County Clerk, 1400 Main Street, Room 202, Great Bend, Kansas, 67530.*

Barton County will not consider any quotes not prepared and not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all quotes. Any quotes may be withdrawn prior to the above scheduled time for the opening or authorized postponement thereof. Any quotes received after the time and date specified shall not be considered. Quotes submitted after the closing date and time will be returned unopened. Quotes may not be withdrawn within sixty (60) days after the actual date of the opening thereof.

Opening and Tabulation

Quotes will be reviewed as detailed herein. Mailed quotes will be received and date/time stamped in the County Clerk's office.

Quotes may be opened by the Board of County Commissioners, County Administrator or Department Head, and anyone may attend.

The Administrator or requesting Department Head may furnish tabulation sheets to the County Commissioners. Tabulation sheets will vary depending on the type of expenditure and may include such as information about delivery, installation, project timeline, product features, warranties, etc.

Awarding Quotes

Barton County reserves the right to reject any and all quotes and award in the County's best interests. Barton County will award quotes only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, delivery, warranty, integration, and financial and technical resources.

Quote results are available by a written request. Please send requests to the Freedom of Information Officer (FIO).

Barton County cannot enter into contracts with vendors that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over

\$25,000 supported with federal funds, Barton County will verify that a vendor/contractor is not excluded or disqualified by either:

- Checking SAM (www.sam.gov);
- Collecting a certification from that contractor; or
- Adding a clause or condition to the cover transaction with that contractor.

False or Misleading Statements

In the opinion of Barton County, if a vendor's quote contains false or misleading statements or references which do not support the function, attribute, capability, or condition of their company and the products and services outlined in their quotes, their quote shall be rejected.

Conflicts of Interest

Barton County Commissioners, the Administrator, Department Heads and vendors shall list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.

Modification of Quotes

Modifications to quotes already submitted will be allowed if submitted following the submission procedures before the deadline.

SCOPE OF SERVICES

Moving Services

- Working with the Administrator, Department Heads and others to establish a moving schedule that minimizes disruption of services to complete the move as efficiently as possible.
- Dismantle and assemble/install existing furniture to be moved. Includes three temporary locations being moved to the four floors of the Courthouse. Items to be moved will include office furniture and equipment, in addition to benches, breakroom and cleaning / maintenance items.
- Provide packing materials and boxes.
- Provide personnel to assist staff in packing.
- Dispose of unwanted furniture.
- Create method for tracking furniture during move to the Courthouse.
- Move and assemble furniture from temporary locations within the Courthouse.

Qualifications

- Prefer bidders to have prior experience providing professional moving services and furniture installation in accordance with applicable codes, standards, rules, and regulations in the City of Great Bend, Barton County, Kansas.
- Quotes should consist of the following information:
 - Statement of interest in the Project
 - Point of contact for this RFQ with name, address, telephone number, email address and website for the firm
 - Firm details including history, number of employees and number of trucks available
 - Resumes of personnel for the Project, their proposed roles and availability
 - Descriptions of similar projects within the last three years with the following details: Project and location, reference contact name and phone number
 - Fee structure and fee range proposed for the Project, inclusive of: Itemized costs of moving services and moving supplies, including costs of packing offices
 - Description of the process and procedures for managing the move and coordinating project
 - Overall project timeline to include: Packing protocol for County employees; when supplies will be made available to begin packing; assisting with packing; move schedule